

**ARCHITECTURAL REVIEW BOARD
POLICIES AND GUIDELINES**

CONTENTS

Philosophy & Policy	A
Introduction To The Architectural Review Board (ARB)	B
Design Approval Process	C
Design Documents (Architectural/Landscaping Plans)	D
Architectural Review Board Policies	E
Key Design Guidelines	F
Dwelling Size/Minimum Standards	G
Exterior Elevations	H
Exterior Materials	I
Roof Pitch/Roofing Materials/Solar Water Heaters	J
Design Duplication	K
Grading And Drainage	L
Outdoor Living Areas/Swimming Pools/Tennis Courts/ Recreational Areas/Screen Enclosures	M
Mailboxes And Address Designations	N
Fences	O
Garages/Driveways/Exterior Lighting	P
Awnings And Shutters	Q
Landscaping And Irrigation	R
Utilities/Service Areas/Accessory Structures	S
Banners/Signs/Letters	T
Vehicle Parking	U
Exterior Repainting Of Existing Homes	V
Construction Site Requirements	W

With the objective of assuring an attractive, compatible, and aesthetically pleasing community, GLENCAIRN FOREST has established an on-going committee designated as the Architectural Review Board (ARB). The purpose of the ARB is to guide residential development with a view to maximize compatible difference of construction and landscaping with the natural beauty and topography of the land at GLENCAIRN FOREST. The topography should dictate what may be constructed on any particular parcel.

Policy

The policy of the ARB is that construction and landscaping plans must be submitted for design approval prior to proceeding with site work or construction. The ARB will meet when necessary to review all applications within thirty (30) days of receipt. Those contemplating the initiation of construction and/or landscaping (or any additions or alterations thereto), are required to obtain the prior written approval of the ARB by written request to:

Glencairn Corp.
Architectural Review Board
Lakepoint Office Park
3201 Enterprise Parkway
Beachwood, OH 44122
(216) 831-8860

Definitions

"DEVELOPER", as used herein, shall refer to and mean Glencairn Corporation, an Ohio Corporation. "ASSOCIATION", as used herein, shall refer to and mean Glencairn Forest Homeowners' Association, Inc., an Ohio non-profit corporation, the members of which is the Developer, as hereinafter defined, and the owners in fee of each subplot or Living Unit (as defined in the Declaration) in GLENCAIRN FOREST. "Owner", as used herein, shall refer to and mean any individual owner or builder seeking to make or construct any improvements on any subplot or Living Unit in GLENCAIRN FOREST.

Purpose

One of the most effective methods of assuring the protection of the master land concept, community lifestyle, and individual property values is through the establishment of high standards of design review. In order to accomplish this objective, the Architectural Review Board (ARB) has been established to review Applications and Design Documents (as defined herein) for all new construction and alterations, modifications, or changes to existing properties, including landscaping. Each Application is evaluated on its own merits, with reasonable flexibility for design function and creativity.



AUTHORITY

The authority of the ARB is set forth in the Declaration of Covenants, Conditions, Easements and Restrictions of GLENCAIRN FOREST (the "Declaration"), which governs the development of every building site. The ARB is responsible for carrying out its duties on behalf of all members of the Association for the benefit of the total community.



Members

The ARB shall include five (5) members, appointed annually for a two-year term except first election. Three (3) members shall be appointed by the Developer and two (2) members shall be appointed by the Board of Trustees of the Association until completion of final phase of construction of the Development. Members will be selected to create a balance of lay people and professionals with experience in architecture, construction and landscaping and real estate marketing. First election shall have three (3) members elected for a two-year term and two (2) members for a one-year term so that subsequent elections will provide overlap and stability to the ARB.



Majority Vote

Each member of the ARB shall have an equal vote and the majority of all members of the ARB shall constitute a decision for approval or denial of an Application. Three of the five members will constitute a quorum and two out of three members present will constitute approval.

Meetings

The ARB shall meet as necessary to review Applications received and return comments or approval within thirty (30) days of receipt.

Responsibilities

The ARB on behalf of the Association is authorized to perform the following:

1. Establish architectural criteria and exterior design themes for the community.
2. Establish design review criteria for the protection of property values and provide the best possible safeguards for continuing property appreciation.
3. Review and approve all Design Review Applications for compliance with design review criteria and the Declaration.
4. Assure compatible difference of architectural designs and harmonious relationships with neighboring building sites.
5. Require high design standards and quality construction consistently.
6. Establish fees for the review of Applications, as may be required.
7. Assure that all properties are properly maintained.
8. Monitor violations of design review criteria and notify the Board of Trustees of the Association for appropriate action.
9. Amend design review criteria as required from time to time.
10. Contact Owners whose plans and specifications have been disapproved or conditionally approved and provide reasonable assistance and recommendations for adjustments to bring Applications into compliance with design review criteria.
11. Maintain copies of Applications, design documents and related records.
12. Inform members of the Association regarding activities of the ARB and changes in the criteria as they may occur.

The following is an outline of the necessary steps involved in the design approval process. These steps may be further augmented and detailed by "Design Review Procedures" to be approved by the ARB from time to time. No construction or site disturbance of any nature whatsoever may take place until required final approvals are received from the ARB.

Step One: Preliminary Architectural Review

The Owner must submit the Application form, application fee of \$300.00 and preliminary plans (two sets), consisting of the following:

- A. Application (Exhibit A)
- B. Site Plan - including Grading, Storm Sewers and Utility Plan
- C. Exterior Elevations (all sides) including decks or porches
- D. Descriptions and/or samples of exterior materials, colors, and finishes
- E. Floor Plans for all levels whether finished or not

The ARB will review the Application and design documents within thirty (30) days and return one set of plans to the Owner with approval or appropriate comments thereon.

Step Two: Final Architectural Review

The Owner must submit the final construction plans (two sets), together with actual material samples, product photos and color chips to be utilized, supplemented with the following plans and materials:

- A. Application
- B. Site plan, topography, tree survey, storm sewer, driveways and walkways
- C. Complete Permit Drawings
- D. Exterior elevations (all sides) including decks or porches
- E. Floor Plans for all levels
- F. Roofs: pitch, structure, materials, manufacturer, color chips
- G. Walls: structure, materials, color chips
- H. Facia and trim: construction, materials, color chips
- I. Window specifications: manufacturer, type, finish, color chips
- J. Doors/garage doors: specifications, materials, color chips
- K. Patio/decks: materials, finish, color chips
- L. Fences/walls: structure, materials, color chips
- M. Screen enclosures: structure, materials, colors
- N. Mechanical equipment: location and screening details
- O. Exterior lighting details including fixture samples or photos, size of fixture, spacing and placement
- P. Driveways: materials, finish, color chips
- Q. Final stakeout

The ARB will review all design documents, sample materials, color chips and return one set of plans to the Owner within thirty (30) days with the necessary approval or appropriate comments in the event of conditional approval or disapproval.

Step Three: Submission of Final Plans to Appropriate Building Department:

The Owner must submit the ARB approved final construction plans to the Township of Richfield and any other agencies having jurisdiction for the issuance of the required permits.

Step Four: Landscaping Review

The Owner must submit the following items no later than sixty (60) days prior to occupancy of the improvements:

- A. Preliminary Landscape Plan
- B. Irrigation Plan (if one is being installed)
- C. Exterior Lighting Plan and fixture samples or photos, size, spacing and placement
- D. Site Plan

Step Five: Revisions and Changes/Final Inspection

The Owner must notify the ARB prior to making any changes to approved final construction plans. Upon completion of construction, the following will be submitted to the ARB:

- A. "As Built" Survey
- B. Copy of Certificate of Occupancy
- C. Certificate of Compliance
- D. Final Landscape Plan, subject to the approval of the ARB.

Once construction or alteration of the improvements is complete, the property owner shall cause a Certificate of Compliance, in the form of Exhibit "B" attached hereto, to be executed and filed with the ARB. The Certificate of Compliance shall be signed by the property owner as well as the architect and builder employed in connection with the construction or alteration of the improvements. The Owner shall not occupy the improvements or that portion of the property being altered until the Certificate of Compliance and Final Landscape Plan have been filed with and approved by the ARB.

Design Document Changes

The Owner must notify the ARB prior to making any changes to the approved plans. A letter with applicable supporting data (as required) must be submitted to the ARB. Any deviations (as determined solely by the ARB) may require ARB approval prior to commencement of work with respect to any such changes. The ARB reserves the right to inspect construction in progress for conformity with approved design documents and Owners must fully cooperate with members of the ARB at all times.

**DESIGN DOCUMENTS
(ARCHITECTURAL/LANDSCAPING PLANS)**

PART D

In order to provide a systematic and uniform review of the proposed construction, the design documents should adhere to the criteria outlined below.

Design Approval Application

(See separate exhibit in latter portions of this manual)

Site Plan (also see landscaping plan)

Scale: 1" = 20'
Property Lines
Building Setback Lines
"Easements"
Right of Ways
Driveways
Patios/Decks
Walkways
Pools/Hot Tubs/Tennis Courts/Recreational Areas
Culverts
Drainage Plan
Dwelling Perimeters (1st/2nd Floor)
Roof Line/Overhang
Trees
Topography (finish and existing grades)
Equipment
Mailboxes, newspaper receptacle and address designation
Lighting
Ancillary Structure/Signs
Retaining Wall

Floor Plans

Scale 1/4" = 1'0"

Exterior Elevations

Scale 1/4" = 1'0"

Existing Grade-Fill

All exterior views of all structures, including materials, textures, and colors

Building Sections:

Scale: 3/4" = 1' (min)

Wall/Roof Section

Roof Pitch/Materials/Colors

Exterior Colors, Finishes, Materials

Specifications

Manufacturers

Materials/Finishes/Model Samples/Product Photos/Colors

Chips

Final Stakeout

Lot Corners

Dwelling Corners

Driveways

Patios/Decks/Walkways

Fences/Walls

Engineering Plans

Utilities and Connections

Roads

Drainage/Drainage Calculations

Landscape Plans (also see site plan)

Scale: 1" = 20'

Topography

Drainage Patterns

Easements

Right of Ways

Existing Trees (minimum 4" diameter @ 3' above grade)

Plant Material

Surface Material

Irrigation System, if one is being installed, and location of timers

Exterior Lighting Details

Retaining Walls

Owner's Responsibilities

The ARB assumes no liability for Owner's responsibilities which include, but are not limited to, the following:

1. Performance or quality of work by any contractor or subcontractor.
 2. Compliance with all laws, codes and ordinances of any governmental agency or body.
 3. Determination of environmental restrictions, drainage and grading requirements and all surface and subsurface soil conditions.
 4. Determination of structure, mechanical, electrical and all other technical aspects of a proposed design that can only be determined by competent architects, engineers, contractors and other similar professionals.
 5. Compliance with the Declaration and all ARB criteria.
 6. Accuracy of all stakeouts and surveys.
-

Design Review Approvals

Construction of new homes and any changes, modifications, alterations or improvements to existing homes must receive final ARB approval prior to obtaining building permits or commencing any work.

Design Review Decisions

Upon receipt of a properly completed Application, the ARB will review Owner's plans and specifications and render one of three types of decisions in writing:

- A. APPROVED
- B. APPROVED (subject to limiting conditions)
- C. DISAPPROVED

If an Application is APPROVED (subject to limiting conditions), then Owner must make all required changes prior to submitting plans and specifications for final ARB approval or for building permits, whichever is the case. "Limiting Conditions" are binding upon Owner.

In the event an Application is DISAPPROVED at the time of Preliminary Architectural Review, Final Architectural Review or Final Landscape Review, in order to obtain approval of the Application Owner must make appropriate changes and resubmit for the same step for which plans and specifications were disapproved.

Appeal

If an Application has been denied, or the approval is subject to limiting conditions which the Owner feels are unfair, the Owner may, within fourteen (14) days after receipt of a denial or limited approval of the Application, request a hearing before the full Board of Trustees of the Association (the "Board of Trustees"). Upon receipt of such request the Board of Trustees will schedule the hearing within thirty (30) days. The Board of Trustees will notify the Owner of its decision within ten (10) days after the hearing, and a two-thirds (2/3) vote of the Board of Trustees then present shall be required to reverse or modify any decision of the ARB.

Variances

All requests to the ARB for variances from the requirements set forth in this manual or any other rules or regulations shall be made in writing. Any variance granted shall be considered unique and will not set any precedent for future decisions by the ARB.

Written Approvals/Oral Statements

Applications for approval of Preliminary and Final Architectural Review and Final Landscape Review shall be accompanied by the Design Documents as prescribed by the ARB and one set of the Design Documents will be returned with the ARB's decision, comments, and limiting conditions, signed by a member of the ARB.

The foregoing items shall be the sole source of reference regarding ARB approval and oral statements shall not be relied upon unless incorporated into written approvals or noted on Design Documents and signed by a member of the ARB.

Approval Expiration

Owners must begin construction within one hundred twenty (120) days of Final Architectural Review approval by the ARB. Failure to do so will automatically revoke approval without prior notice from the ARB. Time extensions may be requested from the ARB if written requests are received prior to the expiration of the one hundred twenty (120) day period following Final Architectural Review approval. The ARB shall have the sole right to grant or reject any request for an extension of time in its sole and absolute discretion.

Additions/Remodeling/Improvements

Applications for changes, modifications, alterations and improvements to existing homes shall consult with the ARB to determine the Design Documents required for approval. No work shall commence without final written approval of the ARB. This includes, without limitation, repainting a home if another color is used other than the color originally approved by the ARB.

Construction Changes

All construction must be completed in accordance with the Application and Design Documents as approved. Exterior changes to the subject property must receive prior written approval from the ARB. Owners requesting design change approvals must consult with the ARB to determine which Design Documents are required, if any, for approval.

Construction Inspections

Periodic inspections may be made by the ARB while construction is in progress to determine compliance with the approved design documents. The ARB is empowered to enforce its policies, as set forth in the Declaration and these Guidelines, by any action, including an action in a court of law or equity to assure compliance.

Enforcement

In the event of a breach or any attempted or threatened breach, of any term, covenant, condition, restriction, right or procedure set forth herein, the ARB shall be entitled, forthwith and in addition to any other applicable rights or remedies at law or in equity, to:

1. Obtain a decree for specific performance of the provisions hereof;
2. Enter upon the premises where any such violation exists or is threatened, and summarily abate, remove or otherwise eliminate, at the expense of the party that is in breach of violation hereof, any structure, condition or item that is contrary to any provision, or the meaning or intent, hereof, permission for any such entry being granted by acceptance of a deed for any subplot subject hereto;
3. Enjoin, abate or otherwise remedy by appropriate legal or equitable proceedings the continuance of any breach, attempted breach or threat thereof, without being required to show any actual or threatened damages or to post any bond or security therefor; or

4. Commence and prosecute an action for the recovery of damages, both consequential and punitive, for the consequences of a breach, or any attempted breach or threat thereof.

All costs and expenses (including reasonable attorneys fees) of any suit or proceeding hereunder shall be fully assessed against the defaulting party and shall constitute a lien, until repaid, against the real estate or interest therein of such defaulting party. All remedies hereunder, or otherwise available at law or in equity for the enforcement of the provisions hereof, shall be cumulative, and the failure or neglect to enforce any term, covenant, condition, restriction, right or procedure herein shall in no event, and under no circumstances, be construed, deemed or held to be a waiver with respect to any subsequent breach or violation hereof.

The following list summarizes those design elements which the ARB requires, recommends, and/or encourages:

1. Use of professionals qualified in the fields of planning, architecture, landscape design, engineering, and surveying.
2. Compliance with all deed restrictions as found in the Declaration.
3. Preservation of the natural character of the site, including elevation.
4. Emphasis on the aesthetics of exterior architectural and landscape design.
5. Minimum square footage shall conform to those standards set forth in the Declaration.
6. In most instances, a minimum 8/12 roof pitch in other than wooded areas and 5/12 roof pitch in wooded areas, with cedar shakes, cedar shingles, natural slate, tile, asphalt or copper seamed roofing is required; however, under certain circumstances, (on wooded or ravined lots) roofs with less pitch of limited size may be approved by the ARB.
7. Minimum two-car attached garage with automatic door openers.
8. Conformity with the standard mailbox design and address designation.
9. Overall, high-grade, superior quality construction, with emphasis on quality design and the use of materials such as stone, wood and brick
10. Fireplace exteriors and chimneys must be stone, stucco or brick.
11. Sign control in conformity with criteria set forth by the ARB.
12. Homes shall be one or two-story in accordance with Exhibit "C".

All single-family residences shall conform to the following standards:

1. All Dwellings shall be used only for single-family purposes.
2. The minimum square footage of habitable space for each Dwelling shall be a total minimum of 2,800 square feet of living space excluding lower level (finished basement), except for S/L's 25, 26, 27 and 59 which shall be 3,600 square feet. The maximum of living space excluding lower level (finished basement) for all single-family residences shall be 7,500 square feet on the first and second floors. Additional finished areas may be included on walk out lower levels, not visible on the front elevations. All Dwellings should bear a reasonable relationship to the size, shape and contour of the lot upon which a Dwelling is situated, as well as the anticipated character of the neighborhood where such Dwelling will be located. The Developer reserves the right to establish higher or lower minimum square footages for specific lots in its sole and absolute discretion.
3. Each Dwelling shall have a basement equal to a minimum of 50% of the ground floor area of such Dwelling, unless otherwise approved in writing by the ARB. Homes over four thousand (4,000) square feet must have at least one thousand (1,000) square feet of basement.
4. Overall, high-grade, superior quality construction, with emphasis on quality design and the use of natural materials such as stone, wood and brick.
5. Setbacks: Full size, single family homesite.
 - Set back requirements must be in accordance with the Recorded Plat, the Declaration and Attachment "A".

EXTERIOR ELEVATIONS

PART H

1. Exterior elevations will be reviewed for architectural design/materials and for aesthetic appearance in terms of the overall Dwelling and its relationship to other homes in the pod or neighborhood. The overall design concept is to create quality homes with compatible differences in exterior appearance.
2. Approval of exterior design will be based on overall design themes and will consider (i) mass and scale; (ii) materials, textures, colors and finishes; (iii) continuity between primary design elements and secondary surface treatments; (iv) placement of windows, doors, and openings; (v) vertical and horizontal lines; and (vi) roof pitches and the like.
3. In designs which orient any side or sides of the garage toward the front of the Dwelling, the application of finish materials shall be, at a minimum, equal in quality to what is used throughout the remainder of the front elevation.
4. Brick or approved material to grade on all homes.

Most earth-tone colors work well to tie together the continuity of buildings. The intent is for the individual houses to blend into the total community image. Except for traditional white, pale grays or beige, pastel hues do not work well. Stains are preferred to paints. Roof colors should not contrast sharply with the rest of the house.

1. The selection of exterior materials shall be harmonious with the architectural style of each dwelling unit and the community development as a whole. Natural materials are preferred over synthetic materials. Depending on specific applications, the following materials have been approved by the ARB:
 - A. WOOD (cypress/cedar/redwood): tongue and groove siding, board and batten lap siding, or cedar shakes (roofs).
 - B. STUCCO: Approval subject to application, texture and use of other primary, secondary or decorative treatments.
 - C. MASONRY: Brick and natural stone are approved. Manufactured stone may be approved after review of a sample wall. Split face block to grade may be approved, subject to application.
 - D. WINDOWS: Wood, aluminum frame, PVC clad or painted. Glassblock windows permitted for basement windows only.
2. The following exterior materials are not approved for single family homes construction: Metal or vinyl siding; large areas of unfinished concrete block (except for sub-surface wall); fiberglass; logs (imitation or otherwise except for landscaping purposes or proper decorative trim); fiberglass garage doors; glassblock windows, except for basement windows and certain types of imitation stone and brick; fiberglass or asphalt shingles used as siding. High quality vinyl siding (.046 gauge or better) is permitted only in the Woods and Thornhill cluster areas.
3. Exterior colors that, in the opinion of the ARB, would be inharmonious, discordant and/or incongruous shall not be permitted.
4. Depending on the architectural style and preferred exterior features, materials may include horizontal or vertical wood siding, wood shingles, stone, brick, stucco masonry. Wood-sided chimneys are disallowed.
5. High pitched roofs may be approved for certain traditional designs.
6. Chimneys are to be masonry or stucco.

The ARB shall have final approval of all exterior color submittals and each Owner must submit to the ARB as part of Final Architectural Review, a board showing the color and specific material of the roof, exterior walls, shutters, trims and other exterior construction items.

A color board with manufacturer's name and number, with color/material "chip" and location of same, of 8 ½" x 11" size or 8 ½" x 14" size shall be submitted for approval, which will be retained for the records file. Should color or materials be revised prior to completion, the Owner shall update (notify) the ARB. Any such revision shall be subject to ARB approval.

Revised 2/26/03

1. Generally, the roof line should follow the slope of the land. Roofs should slope at a minimum of 8/12 pitch for other than in wooded areas and 5/12 pitch in wooded areas. Flat roofs are not indigenous to the development and are not permitted, except with the written approval of the ARB under limited circumstances. Recommended roof surfacing materials are cedar shakes, cedar shingles, natural slate, tile and asphalt. Copper seamed roofing may be used on small areas only. Gutters and downspouts are required and must be connected to storm sewers. Overhangs of six (6) inches minimum are required.
2. All roof stacks, flashings, attic vents, and metal chimney caps shall be painted to match the approved roof colors. Roof stacks and plumbing vents shall be placed on rear slopes of roofs.
3. Solar roof panels are not permitted, unless designed to be in the rear slopes of roofs and mounted flush with the roof plane. They are not permitted on front elevations. If corner lot, solar roof panels and skylights are not permitted on either street side.
4. Skylights are not permitted on front elevations. Skylights are permitted on other elevations provided they are flush or openable and not the bubble or pyramid type.
5. Attic vents shall be designed to be in the rear of the roof slopes.

1. Owners should select building sites and home plans which will not result in the construction of repetitious designs within close proximity to each other. Similar designs or design duplications are discouraged and subject to disapproval without sufficient variations in design, exterior colors, materials, finishes, trim, and detailing.
2. Elevations that are similar in appearance are prohibited on any eight (8) adjacent homesites on one street, any three homesites immediately across the street, and any homesites on the same cul-de-sac.
3. The approval for a specific site does not automatically imply approval by the ARB of identical or similar plans for another building site.

1. No bulldozing or clearing of trees shall be commenced until final plans and specifications showing the nature, kind, shape and location of work have been submitted and approved by the ARB. Fill shall not be deposited at any location without prior ARB approval. Cut or fill shall be replanted with plant materials which shall blend with native vegetation. Cuts and fills should be designed to complement the natural topography of the site.
2. All buildings will be completed at a finished floor elevation compatible with its surroundings, and top of foundations shall not exceed 6" above finish grade at entrances of front elevations, as per the latest version of the CABO Code, Section 404.1.3.
3. Owner shall be responsible for grading and surface drainage so that surface run-off will not adversely affect adjoining properties or open green space. Owner shall provide construction devices, stepped terraces, and such other forms of erosion control as may be required by the ARB and the Ohio Environmental Protection Agency.
4. No fill shall be placed within dripline diameter to threaten the life of any tree with a diameter of 4 inches or more (measured 3 feet above grade).
5. Trees within eight feet of the building footprint may be cut to facilitate construction.

**OUTDOOR LIVING AREAS/SWIMMING POOLS/TENNIS COURTS/
RECREATIONAL AREAS/ SCREEN ENCLOSURES**

PART M

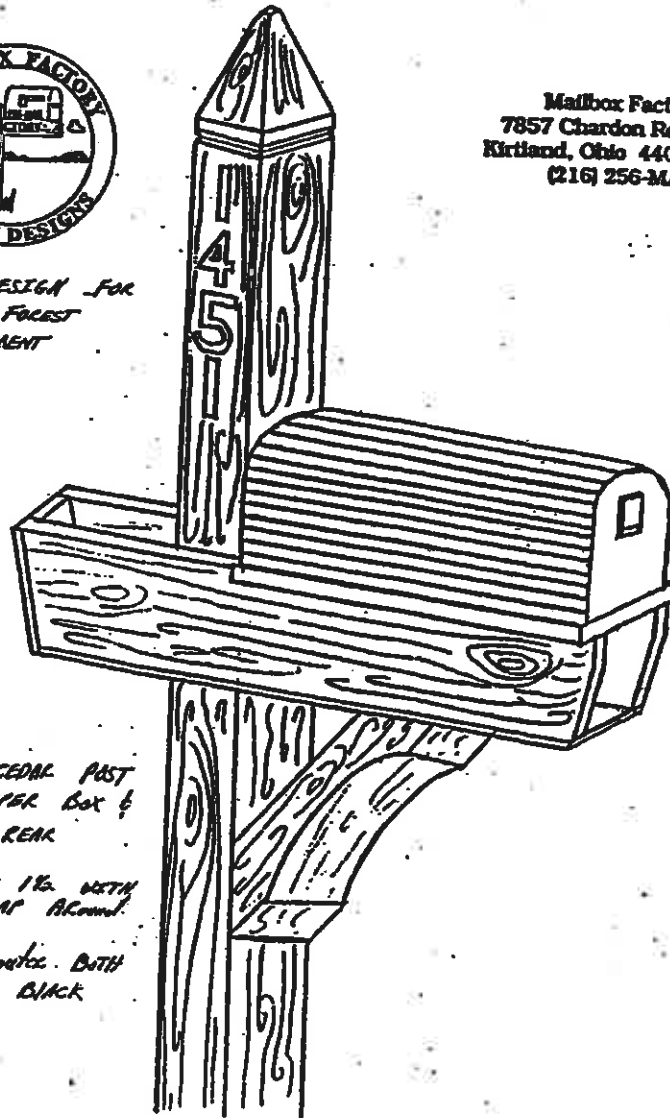
1. The elevation of the top of any swimming pool construction on any lot may not be over one (1) foot above the finished grade, unless integrated into terraced construction with prior ARB approval. No above-ground pools are permitted.
2. Decks, swimming pools, tennis courts, and recreational areas shall not be permitted on the street side of any residence.
3. Screen enclosure materials and colors must be approved by the ARB. Pool enclosures must be neutral in color and compatible in design and color with the residence. Materials and colors must be submitted for prior ARB approval.
4. The location of decks, patios, porches, swimming pools, hot tubs, tennis courts, boat docks, sand areas near lakes and recreational areas, together with screen enclosures for such amenities, must be approved by the ARB. Screen enclosures must not be visible from the street in front of a residence, nor may they be placed on any boundary line without the prior written approval of the ARB. They must also be approved by neighboring property owners before installation.

1. Any mailbox erected on any lot shall conform to the standard design and specification(s) established by the ARB. Metal mailboxes shall be used in Chapelton Court
2. Address numbers and newspaper receptacles will be incorporated in the mailbox designs and specifications for single family homes. No yard sign type addresses will be permitted. Newspaper tubes provided by publisher are prohibited.
3. Address numbers for cluster homes will be uniformly established by Developer.



*CUSTOM DESIGN FOR
GLENDALEN FOREST
DEVELOPMENT*

**Mailbox Factory
7857 Chardon Road
Kirtland, Ohio 44094
(216) 256-MAIL**



*Post * 6x6 CEDAR POST
WITH NEWSPAPER BOX &
PLANTER IN REAR*

*MAILBOX * SIZE 11 1/2 WITH
CEDAR WRAP AROUND*

*ADDRESS * ROUTE BOTH
SIDES - COLOR BLACK*

1. Attempts to establish property lines through individual fencing/walls are not approved. Every effort must be made to retain the feeling of open spaces.
2. No wall, fence, coping or boundary planting may be constructed on the boundary line of any lot.
3. No wall, fence, coping or planting which defines the boundary may be constructed or maintained in such a manner as to interfere with the vision of drivers at any intersection of streets or roads.
4. All fencing or dog run areas must be approved by the ARB.
5. Fences may be permitted as part of a landscaping plan or design in accordance with these guidelines.

1. All single family homes shall have a two-car attached garage, as a minimum. Garage doors shall not face the street, except that this restriction may be waived by the ARB with respect to corner lots. Driveways shall be comprised of concrete, asphalt, stone or brick materials. Automatic garage door openers are required. Carports are not permitted.
2. No street side parking areas may be created by extending any portion of the street pavement. Large parking areas are not approved except those serving common amenity areas such as picnic pavilion or Glencairn Forest common tennis courts or cluster areas.
3. All proposed exterior lighting shall be detailed on the Final Landscape Plans. Except for lantern post lighting, lighting along driveway perimeters is prohibited and no exterior lighting will be permitted which in the opinion of the ARB would create a nuisance to the adjoining property owners or would otherwise be incompatible with the overall residential development and landscaping plan for GLENCAIRN FOREST. Driveway post lights must be at least 50 feet apart.
4. Where possible, access to corner lots should be from the minor street or from the most level grade.
5. Finished driveways must be installed within one (1) year of occupancy permit date.
6. Driveways: 16' minimum width at entrance to garage.

1. Awnings and canopies shall not be permitted or affixed to the exterior of the residence without the prior approval of the ARB.
2. Areas beneath decks and elevated terraces are not to be used for storage unless the areas are permanently shielded from public view.
3. Homes using shutters must have shutters on appropriate windows on all sides (i.e., sides and rear elevations not just front elevation).

1. All easements and right-of-ways must be landscaped as approved by the ARB.
2. Landscaping (based on the ARB approved plan) must be completed within six (6) months of Certificate of Compliance date.
3. Trees with a diameter of four (4) inches or more (measured three (3) feet above grade) must be noted on the site plan, tree survey, and landscape plan. Specimens scheduled for removal must be included on plans and tagged with colored ribbons on-site for inspection along with the final stakeout. In no case shall trees with a diameter of four (4) inches or more (measured three (3) feet above grade) be removed without the prior approval of the ARB. As provided in Part L, trees within eight feet of building footprint may be cut to facilitate construction.
4. All Owners must make a diligent effort to (i) protect all remaining trees during construction, (ii) provide staked-off areas to protect root systems from heavy vehicles and equipment, (iii) install tree wells, and (iv) take other necessary precautions in cases where fill is required around trees and (v) avoid any fill around all beech and maple trees.
5. If a permanent, in-ground irrigation system is to be installed, landscaping plans must indicate the locations and coverage of all proposed sprinkler heads for review and approval of the ARB.
6. Any trees for driveway clearance with a diameter of four (4) inches or more (measured three (3) feet above grade) must be approved by the ARB.

1. Accessory structures, such as treehouses, playhouses, tool sheds, doghouses, or dog runs will not be permitted, unless the specific written approval of the ARB is obtained. Attached dog runs and greenhouses may be included with prior ARB approval.
2. All permanently affixed playground equipment shall be placed to the rear of the residence (not on any street side of any residence) and only with the prior approval of the ARB.
3. No decorative objects such as sculptures, birdbaths, fountains and the like shall be placed or installed on the building site without the prior approval of the ARB.
4. Outside antennas shall not be permitted.
5. Satellite dishes in excess of eighteen (18) inches in diameter shall not be permitted.
6. A flagpole for display of the American flag will be permitted, subject to ARB approval of the size, placement, color, finish, and design. No flagpole can be used as an antenna.
7. No exterior clothes lines will be allowed.
8. All garbage containers, AC compressors, water softeners, oil/gas tanks, pool pump equipment and similar exterior items shall be located in rear yards or side yards within the setback line and shall be screened or walled from front streets, and adjoining properties, as required by the ARB.
9. Owner shall be responsible for all utility services from the point of utility company connections underground to the Owner's home. All utilities shall be underground, except temporary electrical service for homes under construction. Meters, transformers and other utility service equipment and gear shall be shielded by screening, walls or landscaping approved by the ARB.

1. All banners, signs and letters of any kind and nature shall be approved by the ARB before installation. All signs, including builder's signs, must conform to the guidelines established by the ARB. "For Rent", "For Sale", and Invisible Fence signs (other than window decals) are prohibited.
2. Open House signs will be permitted on home resales one day a week during open house hours only.
3. Security Protection signs will be permitted.
4. Initial "For Sale" and "SOLD" signs will be permitted for use by the Developer and Approved Builders.

VEHICLE PARKING

PART U

Except for overnight guests of Owners, Owners will not be permitted to park any commercial vehicle, boat, truck, van, trailer, camper, mobile home, tractor, bus, farm equipment, recreational vehicle, off-road vehicle, trailer coach or similar vehicle for a period over twenty-four (24) hours on any building site or common area unless such vehicle is parked inside an approved garage designed as part of the home. Street parking of any of the above is strictly prohibited.

EXTERIOR REPAINTING OF EXISTING HOMES

PART V

Repainting of any existing dwelling or property thereon with a color other than that which has been previously approved shall require the prior approval of the ARB. Color chips or samples coded to exterior elevations shall be submitted to the ARB for color change approval.

CONSTRUCTION SITE REQUIREMENTS

PART W

1. All job sites will be kept in a clean and orderly condition. No materials will be stored or placed in right-of-way areas. Dumpsters will be located at the site at all times during construction. The job site shall be kept clean and free of debris and debris shall be removed from the job site weekly at a minimum. Care shall be exercised on storage of materials.
2. No signage is permitted at any job site unless required by law or approved by the ARB.
3. Construction hours: 7:30 a.m. to 6:00 p.m. Monday through Friday and 7:30 a.m. to 12:00 p.m. Saturday.
4. All participating builders are required to keep on record with the Developer and the ARB a 24-hour emergency phone number.
5. No alcoholic beverages or illegal drugs are permitted on job site.
6. The playing of loud music or other programming that may be annoying to residents is prohibited.
7. The roadways shall be kept free of mud, debris and dust caused by construction at the job site.
8. Any agents, subcontractors, employees or builders who violate construction site requirements or any other ARB criteria may be removed and prohibited from entering GLENCAIRN FOREST by the Developer and the ARB. In addition, prior to the commencement of construction at each homesite, each builder shall deposit the sum of one thousand dollars (\$1,000.00) with the ARB as security for the performance of its obligation to maintain the worksite in accordance with the rules promulgated by the Developer and the ARB from time to time. The deposit (together with interest earned thereon) shall be returned to the builder, upon the satisfactory completion of each homesite, unless such deposit is required to perform, or cause the builder to perform, its obligations hereunder.

ATTACHMENT A

ARB Policies and Guidelines
 Schedule of Living Unit Lots - Setback Requirements
 Date Prepared: 7/1/94
 Phase I

Sublot No.	Lot Size (in Acres)	Driveway Entry From	Address	Minimum/Maximum Sq. Ft.	Minimum Levels Above Grade	Easements	Front Setback	Rear Setback	Side Setback	Comments
1	1.5347	Turnbury Drive	3398 Turnbury Drive OR 3600 Robert Burns Drive	2,800/7,500	1	Utility				Setbacks to be determined by house placement
2	1.1864	Turnbury Drive	3382 Turnbury Drive	2,800/7,500	1	Utility	60'	60'	20'	
3	1.2182	Turnbury Drive	3363 Turnbury Drive	2,800/7,500	1	Utility	60'	60'	20'	
4	1.0402	Turnbury Drive	3381 Turnbury Drive	2,800/7,500	1	Utility	60'	60'	20'	
5	1.1478	Turnbury Drive	3566 Turnbury Drive OR 3566 Robert Burns Drive	2,800/7,500	1	Utility				Setbacks to be determined by house placement
6	1.0101	Robert Burns Drive	3546 Robert Burns Drive	2,800/7,500	1	Utility	60'	60'	20'	
7	1.0065	Robert Burns Drive	3528 Robert Burns Drive	2,800/7,500	1	Utility	60'	60'	20'	
8	1.4693	Robert Burns Drive	3510 Robert Burns Drive	2,800/7,500	1	Utility	60'	60'	20'	
9	1.2740	Muirwood Lane	3486 Robert Burns Drive OR 3486 Muirwood Lane	2,800/7,500	1	Utility				Setbacks to be determined by house placement
10	1.8852	Muirwood Lane	3466 Muirwood Lane	2,800/7,500	1	Utility	60'	60'	20'	
11	1.2682	Robert Burns Drive	3440 Robert Burns Drive	2,800/7,500	1	Utility	60'	60'	20'	
12	1.0712	Robert Burns Drive	3420 Robert Burns Drive	2,800/7,500	1	Utility	60'	60'	20'	
13	1.1012	Robert Burns Drive	3400 Robert Burns Drive	2,800/7,500	1	Utility	60'	60'	20'	
14	1.0304	McCrea Lane	3401 Robert Burns Drive OR 3551 McCrea Lane	2,800/7,500	2	Utility				Setbacks to be determined by house placement
15	1.0041	McCrea Lane	3563 Bannockburn Drive OR 3563 McCrea Lane	2,800/7,500	2	Utility				Setbacks to be determined by house placement
16	1.0741	Bannockburn Drive	3437 Robert Burns Drive	2,800/7,500	2	Utility				Setbacks to be determined by house placement
17	1.0560	Robert Burns Drive	3455 Robert Burns Drive	2,800/7,500	2	Utility	75'	60'	20'	
18	1.0560	Robert Burns Drive OR Douglas Drive	3473 Robert Burns Drive	2,800/7,500	2	Utility				Setbacks to be determined by house placement
19	1.0774	Douglas Drive	3491 Robert Burns Drive OR 3491 Douglas Drive	2,800/7,500	2	Utility	75'	60'	20'	
20	1.0262	Douglas Drive	3509 Robert Burns Drive OR 3509 Douglas Drive	2,800/7,500	2	Utility	75'	60'	20'	

Sublot No.	Lot Size (in Acres)	Driveway Entry From	Address	Minimum / Maximum Sq. Ft.	Minimum Levels Above Grade	Easements	Front Setback	Rear Setback	Side Setback	Comments
21	1.4952	Robert Burns Drive OR Douglas Drive	3527 Robert Burns Drive	2,800/7,500	2	Utility				Setbacks to be determined by house placement
22	1.1834	Robert Burns Drive	3545 Robert Burns Drive	2,800/7,500	2	Utility				Setbacks to be determined by house placement
23	1.3309	Robert Burns Drive	3563 Robert Burns Drive	2,800/7,500	2	Utility				Setbacks to be determined by house placement
24	1.2620	Robert Burns Drive	3581 Robert Burns Drive	2,800/7,500	2	Utility	75'	60'	20'	Setbacks to be determined by house placement
25	1.2637	Robert Burns Drive OR MacDonald Circle	3599 Robert Burns Drive OR 3599 MacDonald Circle	3,600/7,500	2	Utility; Trees				Setbacks to be determined by house placement
26	1.1125	MacDonald Circle	3617 MacDonald Circle	3,600/7,500	2	Utility; Trees	60'	60'	20'	
27	1.1039	MacDonald Circle	3635 MacDonald Circle	3,600/7,500	2	Utility; Trees	60'	60'	20'	

If any variance request is pending with local zoning board, attach copies of any and all variances filed with the local zoning board, notices of hearings, and decisions.

Comments (if any) to assist the ARB in reviewing this Application and the plans:

Application fee in the amount of \$ _____ must accompany this Application along with two (2) sets of preliminary plans.

Owner's/Applicant's Signature _____

FOR ARB USE ONLY

Application Number: _____ Fee Received: \$ _____

(Initials)

(date) Application received with Preliminary Plans

(date) Preliminary Plans submitted to Board

(date) Comments to Owner/Applicant

(date) Final Construction Plans (2 sets) received from Owner/Applicant

(date) Comments to Final Construction Plans to Owner/Applicant
[Check appropriate response]

Conditional Approval: _____
Disapproval: _____

(date) Approval of Final Construction Plans [Note any limiting conditions]

(date) Notification of Approval of Final Construction Plans to Owner/Applicant

(date) Owner's/Applicant's submission of Final Construction Plans to Township of Richfield

(date) Issuance of required permits

No later than 60 days prior to occupancy:

____ Submission of Landscape Plan
(date) _____ Approval _____ Disapproval

____ Submission of Irrigation Plan (if any)
(date) _____ Approval _____ Disapproval

____ Submission of Exterior Lighting Plan and fixture samples or photos,
(date) size and spacing
_____ Approval _____ Disapproval

____ Submission of Site Plan
(date) _____ Approval _____ Disapproval

[Note any limiting conditions.]

Changes to Approved Final Construction Plans:

____ Submission of change: _____
(date) (describe)

____ Approval of change:
(date) Comment: _____

[For additional changes, attach additional sheets.]

____ Completion of Construction
(date)

After Completion of Construction:

____ Receipt of As Built Survey
(date)

____ Receipt of Copy of Certificate of Occupancy
(date)

____ Receipt of Copy of Certificate of Compliance
(date)

Exhibit "B"

Glencairn Forest Architectural Review Board

Certificate of Compliance

This shall certify that the *[select one]* _____ construction of the dwelling; _____ alteration of the improvements located at _____
_____ complies with the Architectural Review Board ("ARB") Policies and Guidelines and has been constructed in accordance with the final construction plans (including any changes as approved by the ARB) as submitted and approved by the ARB in connection with Application No. _____.

Dated: _____

Owner/Applicant: _____

Print Name: _____

Architect: _____

Print Name: _____

Builder: _____

Print Name: _____

And Title: _____