

**THE FAIRWAYS AT LAKE RIDGE HOMEOWNERS' ASSOCIATION
ARCHITECTURAL REVIEW COMMITTEE (ARC)
COURTYARD STANDARDS**

Architectural Review Committee
In cooperation with
Courtyard Committee
Courtyard Standards

Board Approved Update
August 15, 2022

**For all Homes on
Deerchase Lane
Sunnybrook Lane
Foxwood Road – 1 thru 57 & 2 thru 40 only**

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INTRODUCTION

The following document has been prepared to help guide you should you want to make changes to the landscaping around your home or to the exterior of your home. If you have any questions after reviewing the document, please contact the Chair of the ARC Committee, or the Management Office.

The Architectural Review Committee (ARC) is sanctioned by the Board of Directors (BOD) of the Fairways at Lake Ridge Homeowners Association, Inc. The responsibility of the ARC is to assure that the appearance of the exterior of homes and properties is in agreement with the regulations and standards established by the Board. Periodic inspections may be required. The authority of the ARC is limited to processing applications, approving or denying applications, and cursory inspection of completed work done on the exterior of homes, Issues of maintenance and adherence to existing standards and the enforcement of same, remain the responsibility of the Management Office.

To ensure consistent application of these responsibilities, a set of standards has been developed and approved by the BOD which the ARC, assisted by the Courtyard Committee, is required to follow in reviewing applications. These standards are written to provide homeowners the flexibility to personalize the exterior of their homes and surrounding area while maintaining visual harmony, ambiance, and aesthetic nature throughout the community.

These standards replace all previously distributed standards and become effective as of the revision date posted in the footer of this document.

These standards have been developed in order to clarify details of what is or is not permitted on the exterior of the home and the surrounding area. ARC Standards for Courtyard homes supplements the Fairways at Lake Ridge Governing Documents, but shall not conflict with the Governing Documents. If a conflict is discovered, the Governing Documents shall prevail and the ARC Standards for Courtyard Homes shall be amended accordingly.

These standards DO NOT cover any building code or safety requirements associated with the application. It is the responsibility of the homeowner to obtain all permits, variances, and any other documentation associated with the application. When a permit from the Township of Lakewood is required, the Lakewood Building Code Office will not issue a construction permit unless an approved ARC application is included in the package submitted to them.

The Courtyard building roof shingles, siding and trim, gutters and drains are maintained by the Homeowners Association (HOA), the replacement and repair costs of which are a Courtyard common expense charged to the Courtyard residents. The Courtyard common grounds surrounding the buildings including the driveways, sidewalks, patios,

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and the planting bed ground around the buildings are also maintained by the Homeowners Association.

The planting beds may be used for shrubs, flowers, and decor items by the Courtyard homeowner in accordance with these Standards. Homeowner is responsible for maintaining any items added by the resident.

It is recognized that there are different requirements and limitations for the Courtyard homes than for the Single Family detached homes. These Standards apply to Courtyard homes only.

GENERAL REQUIREMENTS

All exterior alterations to the Courtyard Home-must be approved in advance by the ARC Committee (unless otherwise specified in these standards).

ARC application forms are available on the Fairways website or in the Management Office. Homeowners must submit a separate application and supporting documentation for each alteration.

All applications submitted to the Management Office for ARC review must include a written detailed description of the proposed change. Applications must be accompanied by and/or refer to:

- a) A property plot plan and/or schematic of the house and property, property lines, rights of way, impact on Association maintenance responsibilities, (i.e., effects on mowing and snow clearing)
- b) Safety issues and considerations.
- c) Impact on the architectural and aesthetic appearance of the community.

It is the responsibility of the homeowner to not damage or interfere with any underground services and utilities.

REMEMBER TO:

- a) Use the current application form.
- b) Include all required documents with the submission of the application.
- c) Do not schedule or initiate work before written approval has been received.
- d) Permit must be displayed in the front window facing out while work is being conducted.
- e) When work is complete, sign the permit and return it to the Management Office.

The application will be reviewed with the following considerations:

- a) Impact upon Association maintenance responsibilities including but not limited to impact upon lawn mowing, listed easements, and snow removal.
- b) Safety considerations

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c) Impact upon the underlying architectural and aesthetic themes of the community.

THE ARC APPLICATION PROCEDURE

HOMEOWNER SECTION:

Fairways homeowners that wish to make changes or improvements to the exterior of their homes must obtain ARC approval and a permit to proceed. Exterior changes or improvements to the home or property conducted without approval is a violation that will be addressed by the Management Office. The Management Office will issue a STOP WORK order to the homeowner and the homeowner will be told to remove the change or improvement. Failure to comply with the order will result in a fine by the Association to the homeowner for each day that the homeowner is in violation of the policy.

Homeowners can download a copy of the ARC Application Form from the Fairways Website, or a printed copy may be requested from the Management Office located at 1 Fairways Boulevard.

The form is divided into three functional areas of responsibility. The Homeowner is responsible for completing the portion of the form (HOMEOWNER USE ONLY). All required additional information, as is noted in this portion of the application must be secured by the homeowner and attached to the application for review by the ARC.

Required information that is not enclosed with the Application package will result in the application being denied for lack of documentation.

REPAIRS UNDER EMERGENCY CONDITIONS:

In the event of an emergency condition where interior damage to the home is exhibited, the homeowner is obliged to notify the Management Office of the condition without delay to seek approval to remediate the condition. An emergency condition is classified as a leak in the roof, windows, siding, or any other exterior element that is causing damage to the interior of the home.

The management office will notify the Chair of the ARC or his/her designated representative, and a conditional approval to remediate the condition shall be granted by ARC. ARC will then inspect the home and document the interior damage.

The homeowner is required to follow the ARC Standards for window replacement or other exterior replacement or upgrade. The documentation prepared by a contractor is required to ensure that all ARC standards are followed. The homeowner is then required to submit the ARC Application Form to the Management Office, noting the EMERGENCY CONDITION and the conditional approval by ARC. The ARC representative will confirm that all ARC Standards are being addressed, and the

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“conditional approval” is amended to “approved” by ARC and the Management Office. A permit is granted by the Management Office, and remediation work can proceed.

The approved application is ratified at the next ARC meeting. Ratification is to acknowledge the ARC approval and to make it part of the minutes if the ARC meeting.

MANAGEMENT SECTION:

Management, through the Management Office, will examine your application to determine if the application and supporting documentation is complete. If the application package is not complete, you will receive a call to ask you to complete the application and/or supply the needed required documentation.

If the application package is complete, the Management Office will assign an application number and record the date and time when your application is logged in for assignment to the ARC. A copy of the application package will be filed with the Homeowners records.

Applications that receive an application number and are logged in will be reviewed by ARC at the next regularly scheduled ARC meeting provided the application is received a minimum of ten (10) days prior to the second Wednesday of each month. ARC meetings are currently scheduled for the second Wednesday of each month with the exception of December when no ARC meetings are scheduled. ARC may choose to add one or many Special Meetings to their schedule when administrative issues or standards are being reviewed. Review of applications is not likely to be addressed at Special Meetings, but that is at the discretion of the ARC.

ARC will attempt to review all applications that have been tabled for review at previous meetings and all new applications.

You will note that a Permit Number is a data element in the management section of the form. This is left blank initially because all applications do not receive a permit number. Only applications that are reviewed and approved by ARC, and returned to the Management Office qualify for a Permit Number. At that time, the Management Office assigns a Permit Number and the Homeowner is notified that the permit has been issued and is ready for pickup at the Management Office. The form is updated and the updated application is filed with the Homeowners records.

The Homeowner is instructed to place the ARC Permit in a front window with the permit information facing the exterior of the home so that it can be viewed from the outside. Construction can commence at this point, but must commence before 120 days have elapsed.

The Homeowner is instructed that upon completion of the construction effort, the ARC permit is to be returned to the Management Office. The Management Office will file a

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copy of the ARC Permit in the Homeowners file and place the original permit in the ARC package to be reviewed at the next regularly scheduled ARC meeting.

Members of the ARC will conduct a Final Inspection at that time and notify the Management Office of the results. At this point ARC will have completed their work on the application. Issues with the resident will be addressed by the Management Office.

ARC SECTION:

The Chairperson of ARC, or the designated representative will retrieve the ARC package from the Management Office one or two days prior to the next regularly scheduled ARC meeting. The complete package will be brought before the ARC members at the meeting.

The package will contain the following items:

- a) A list of all new ARC Applications by application number and a list of all permits that have been returned to the Management Office as complete.
- b) The new ARC applications to be reviewed by ARC.
- c) The permits for completed ARC Applications.

The new ARC Applications are reviewed to determine if they comply with the current standards.

- a) If the construction stated in the ARC Application is permitted by the current ARC Standards, the application is approved.
- b) If the construction stated in the ARC Application needs a conditional approval based on different qualifiers or conditions, the Homeowner will be notified of the conditions upon which the ARC Application can be approved.
 - 1. If there is an agreement, and the conditions are met, then a conditional approval will be given and an ARC Permit will be issued, based on the agreement of compliance.
 - 2. If there is no agreement that conditions will be met, the application is denied.
- c) If there is no current standard, or if more information is needed, the ARC Application is tabled for review and consideration.
- d) If the requested construction is not permitted in the current standard, the application is denied.

IMPORTANT TELEPHONE NUMBERS

TOWNSHIP OF LAKEWOOD

Municipal Offices 732-364-2500 Recycling 732-367-0802

Lakewood Inspection Department

(Construction, Fire, Plumbing, Electrical and Mechanical Permits)

212 4th Street

Lakewood, NJ 08701

732-364-3760 ext. 5620

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Homeowners should be aware of Lakewood Township requirements regarding MINOR WORK – ARTICLE 5:23-2.17A (Community Affairs).

The requirements are too long and varied to be listed in this Standards Booklet. Basically, they note that the issuance of a permit for MINOR WORK, i.e. replacement of water heater, may not be required. However, notice should be given to the enforcing Lakewood Township agency before work begins.

Failure to give notice (as stated above) could lead to the homeowner being fined. Homeowners are encouraged to employ licensed and insured professionals for their protection.

Most licensed professionals will be conversant with Lakewood Township requirement regarding MINOR WORK and will be insured to protect the homeowner.

OCEAN COUNTY

For your protection, it is the law in Ocean County that all contractors be licensed. You may wish to check in advance to determine if your contractor is licensed or if there are any outstanding problems or issues that you otherwise would be unaware of. CALL:

Ocean County Department of Consumer Affairs
1027 Hooper Avenue Building 2
Toms River, NJ 08754 732-288-7810

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DEFINITION OF TERMS REFERRED TO IN THESE STANDARDS

For the purpose of establishing and implementing these Standards, the following definitions take priority over any other interpretations that may exist.

ARC	The Architectural Review Committee
BOARD	The Board of Directors of Fairways at Lake Ridge Homeowners Association, Inc.
COURTYARD COMMITTEE	The Courtyard Committee works closely with ARC to insure the ARC Standards are reasonable, protective in nature, and are in keeping with the Governing Documents of the Association.
DOORS	Points of Entry/Exit to and from the home.
EXTERIOR	Includes outside of home, shutters, gable vents roof, shrub beds, lawn, sidewalks, patio, and driveways.
EASEMENT	An easement is a property right that gives its holder a non-possessory interest in another person's land.
FENCE	A structure, which is located in dirt/grass and indicates property lines.
FOOTPRINT	The concrete foundation of the home.
HOME	Each home is described in terms to identify location. There is a Front and Back of homes. The driveway and/or mailboxes have been defined as the "FRONT" of the home. The Sides are self-explanatory.
MULCH	A covering of natural, organic (including living plants) material spread and left on the ground to prevent excessive evaporation or erosion and to enrich the soil.
PLOT PLAN	Overall view of the lot showing the location of the home and property lines.
RAILING	A structure made of wood, vinyl, composite, PVC and is located on a deck or open porch.
SHRUB BED	The shrub bed is the planted area adjacent to the home. Shrub bed must be maintained from a minimum of 18 inches to a maximum of 36 inches. Shrub bed must be mulched at all times.

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SIGHT LINE	The imaginary visual line from the reference object (i.e., roof, roof edge, gutter, etc.) in comparison to the existing building.
SWALES	A wide shallow depression in the ground to channel drainage of storm water.
WALKWAY	The concrete path leading from the driveway to the main entry door.
WINDOWS	All approved windows.

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- CY-1 Homeowner or Association

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ELECTRICAL

CE-1 LIGHTING AND ELECTRICAL SERVICE

Lighting and/or electrical service of any type is not permitted in the lawn areas or shrub beds.

CE-2 LOW VOLTAGE AND DECORATIVE LIGHTING **Application Required**

Decorative lights not exceeding 12 volts are permitted along the walkway and in the shrub beds. Lights can be white or multicolored.

Homeowners may use 4, 7 or 18.5-watt maximum lights with a minimum spacing of 5 feet. Total fixture height may not exceed 18 inches. Lens and/or bulbs must be clear, white, or multicolored.

CE-3 EXTERIOR LIGHTING **Application Required**

Exterior lighting, including sensor lights and motion detectors requires approval by the ARC. Lens and/or bulbs must be clear or white. Such lighting shall not create a distraction or annoyance to neighbors. All lighting shall be properly installed so that it does not respond continuously to animal movements, tree sway, etc. Motion detectors/sensor lights are limited to the front entry, as well as above the garage.

Replacement fixtures for Courtyard homes must be white and be of like size (approximately 20" x 6"). A picture or description of the proposed replacement light must accompany application.

Only clear, white, or yellow bug light bulbs are permitted.

CE-4 HOLIDAY DECORATIONS **Application not required**

Easter, Thanksgiving, Passover, Fourth of July and Halloween decorations may be displayed no sooner than 2 weeks prior to the holiday. For Hanukkah and Christmas, decorations may be displayed 2 weeks prior to Thanksgiving. All decorations must be removed within 2 weeks following the holiday. Seasonal decorations are not necessarily considered holiday decorations. Holiday signs used as decorations should not stand alone and can only be displayed in the shrub bed or in the inside of a window.

Musical ornaments, including bells, are not permitted. Inflatable decorations are not permitted on common property and must be properly anchored if used on patios and/or porches.

Holiday decorations are not permitted beyond the shrub bed adjacent to the house. Mailbox posts may have non-illuminated holiday decorations (Subject to US Postal Regulations).

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CE-5 LAMPPOSTS

Lampposts are **not permitted**.

CE-6 LIGHTNING PROTECTION

Application Required

All work shall meet or exceed all National Fire Protection Association (NFPA), Underwriters Laboratories (UL), National Electric Code and Lightning Protection Institute (LPI) standards. A permit and inspection is required by the Lakewood Building Department. Contractor shall be UL listed and certified by the LPI.

Homeowner shall provide full prospectus and plan of installation identifying all components requiring attachment to fascia board. Full maintenance is homeowner responsibility.

Installation voids builder and Homeowner Association warranty against any leaks in the immediate areas of the installation.

LANDSCAPING

The HOA and the ARC encourage the enhancement of landscaping. Well-conceived additional plantings enable us to personalize and to beautify the property, as well as, promote the ambiance in the neighborhood. Continuing vigilance will also enhance the property values.

CL-1 SHRUBBERY

Application Required

Shrubbery changes and additions are allowed within the flowerbeds adjacent to the house (3 feet maximum). See CL-2.

Homeowner is responsible to maintain and trim owner planted shrubbery. Shrubs are not to exceed the home gutter line.

All owner installed shrubbery and plantings are to be kept clear of the operation of sprinkler heads. It is necessary for the sprinkler head to water the maximum area of the lawn.

Removal of dead shrubbery, bushes, trees, flowers, etc. in flower beds adjacent to the house and to those bordering patios, whether originally planted by the builder or by the homeowner, is the responsibility of the homeowner and/or resident for the removal and disposal of dead item.

Suggested replacement plantings may be identical to the removed item or as suggested by "Appendix 1 Suggested Planting Guide" included herein.

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CL-2 ADDING TREES OUTSIDE SHRUB BED Application Required

Planting of additional trees on **common** property is allowed according to the following standard:

- a) Planting of trees in common areas require written approval from the Management Office.
- b) A detailed drawing must be submitted showing the type, number, and exact location of each tree.
- c) Trees outside the flower bed shall be located no less than 6 feet from the house.
- d) A mulch bed of same material as house flowerbed mulch must be provided, extending 2 feet around entire planting.
- e) Trees must be placed 10 feet apart.
- f) Tree or tree mulch not be an obstruction to or hamper grass mowing.

CL-2B

Refer to APPENDIX A 1- "Suggested Planting Guide".

CL-3 LIVING FENCES

Any living fence other than those installed by the builder is **not permitted**. A living fence is defined as any continuous barrier of any height or thickness consisting of natural plantings. Replacement plantings require approval of Management Office. Height of plantings is not to exceed 5 feet.

CL-4 GROUND COVER and STONES Application Required

No artificial grass, artificial plants, or other vegetation of any type is permitted.

No alternative ground cover such as decorative stone, rock, impervious material, gravel, aggregate, or other similar landscaping material is permitted.

Delaware River rock can be utilized in lieu of mulch in very specific cases with ARC APPROVAL. Rock must be a minimum of 3" and no more than 5" in diameter. It must be totally contained WITHIN AN ARC APPROVED border. The rock must NOT exceed the height of the ARC approved border. An ARC permit will ALWAYS be required for both the containment border and the stone. Unapproved installations will be a violation subject to fines.

Delaware River Rock is an effective means to eliminate mulch washout but will be very limited and tightly controlled.

All non-lawn, non-wooded areas must be covered with mulch (or living plants.)

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CL-5 VEGETABLE PLANTING

Application not required

Vegetable gardens not to exceed 3 feet by 6 feet in total size are permitted. Vegetable plants shall be contained within the 3-foot flowerbed at the side of the dwelling (not around the perimeter of the patio). The height of the vegetable plants may not exceed 4 feet. No stakes or upright supports of any kind are permitted. Only wire tomato cages can be used.

CL-6 DECORATIVE ITEMS FOR LAWN / FLOWER BED **Application Not Required**

Items customarily associated with outdoor placement within the shrub areas are permitted. Approved items include but are not limited to:

- a) Bird baths
- b) Bird houses
- c) Bird feeders
- d) Sheppard hooks
- e) Hanging flowerpots
- f) Planters (5 gallon in size maximum)

Other objects may not exceed 24 inches in height and must be maintained in proper condition. More than 6 items in total requires the ARC approval. No decorative items are to be placed on the lawns.

Birdfeeder areas must be checked regularly so as not to create a breeding ground for insects and rodents.

CL-7 TRELLISES

Application not required

Trellises are only permitted under the following guidelines:

- a) Trellises shall be parallel and within 6 inches of the walls of the house.
- b) No more than two trellis units are permitted. Any unit in front of the house cannot exceed 3 feet in height or at side of house 6 feet in height and all shall be no wider than 3 feet in width.
- c) Trellises are not permitted in the front of the home.

Homeowner shall assure upkeep and appearance of the trellis and is responsible for removal for siding repair.

CL-8 MAILBOX AREA

Live decorative plantings are permitted in mailbox/tree mulch areas. The size of mulch areas is to remain unchanged. Plantings are limited in height to 24 inches. The maintenance, care, and the removal of plantings after flowering season are the sole responsibility of the homeowner. The Association is not responsible for any damage to plants.

CL-9 DECORATIVE WALLS

Application Required

Decorative walls are permitted with ARC approval. Maximum height for walls is 15 inches. Detail drawing identifying materials of construction, size, location, etc., must accompany application. Only brick, slate fieldstone, or similar materials are allowed. Homeowner maintenance is required. Spading of shrub bed will be discontinued.

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CL-10 DRAINAGE

Landscaping alterations cannot interfere with established drainage patterns. Each homeowner is required to maintain original slopes, banks, swales, and drainage ways.

PATIOS, DRIVEWAYS AWNINGS, ETC.

CP-1 CHANGING PATIOS

Changes to a homeowner's patio are not permitted. No permanent structures such as, but not limited to, planters or retaining walls are permitted.

CP-2 PATIO OBJECTS

Items placed on the patio may not be unsightly or offensive to the community. Patio furniture and BBQ grills may remain on the patio during the off-season provided they are secured.

CP-3 AWNINGS

Awnings are not permitted.
Window awnings are not permitted.

CP-4 COLOR CHANGES

Front and side entry doors, garage doors, and/or shutters must remain the Courtyard Committee approved color, currently green.
Painting of foundation is not permitted.

CP-5 STORM / SCREEN DOORS

Application Required

Storm and screen doors are allowed. Door frames color shall be white, almond or match color of entry door either of vinyl or aluminum. Storm doors must be minimum 50% glass. Ornamental scrollwork is not permitted. Jalousie style doors are not permitted. Any grillwork on door must match existing window design. Manufacturer's description of door must accompany application.

CP-6 SCREEN PANELS (GARAGE DOORS)

Application not Required

Screen panels under garage doors shall be limited to 2 feet in height. Screen trim must match existing garage doors.

CP-7 PLANTERS

Application not Required

Planters are limited to minimum of 5 gallons in size. Only planters of plastic, terra cotta, concrete or treated wood type products are permitted.

CP-8 WINDOW BOXES

Window boxes are not permitted.

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CP-9 FLAGS, WIND SOCKS, FLAG POLES **Application not Required**

Flags not exceeding 3 feet by 5 feet are permitted. The flag must be mounted on the front entry column at a minimum of 5 feet above the ground.

No more than one flag may be displayed at one time. Flags are limited to American, holiday, or seasonal. No flag shall be mounted on the mailbox or mailbox post. Freestanding flagpoles are not permitted. Windsocks are not permitted. Religious, ethnic, or political flags are not permitted.

Flagpoles and flags must be maintained in good condition. In conformance with proper flag etiquette, the flag is not to drape or touch any shrubs or on any other object. All government regulations concerning the display of flags must be followed.

CP-10 MAILBOXES, AND NEWSPAPER SLEEVES- Application Not Required

Maintenance and/or replacement of the mailboxes, and newspaper sleeves are the responsibility of the homeowner. Mailbox posts are the responsibility of the Association. Mailboxes:

- a) House number must be on the mailbox and visible at all times.
- b) Replacements must be identical to the original.
- c) Black block numerals 4-inches in height are required. Replacement numbers are available in the Management Office.

Mailbox Posts:

- a) Replacement mailbox posts must be identical to the original post and be positioned in the exact location of the original post.
- b) Painting or staining of the mailbox post is not permitted. Clear wood treatment only is allowed.

Newspaper Sleeves:

Standard white plastic newspaper sleeves must be used for replacement.

CP-11 WIND CHIMES **Application not Required**

Wind chimes are permitted provided sound level is not offensive to neighbors. Excessive noise level will require dampening or removal.

CP-12 HOUSE NUMBERS **Application not Required**

House numbers (numerals only) are permitted and must be placed above the garage door or on front entry column facing the street or common driveway. They are also permitted at the main entry. Only brass or black numerals not exceeding 4 inches in height are allowed.

CP-13 ADDITIONAL STRUCTURES

Sheds, gazebos, tents, storage bins, arbors, pergolas, or any other freestanding structure (temporary or permanent) are not permitted.

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CP-14 Other Structure - Sukkah

Application Required

Requirements for approval of Sukkah:

An ARC application is required to be submitted to ARC before July 1st of each year. This timeline allows ARC time to review the application to assure it meets standards, as well as determine, by inspection, the quality, stability, and safety of the proposed Sukkah. If there are any discrepancies, it is a sufficient timeline before the holiday to reach resolution.

The key points of inspection shall include, but not be limited to, the anchoring device or method of securing the Sukkah, the location of the Sukkah on the property, and the quality and construction of the manufactured Sukkah.

The anchoring devices for approved Sukkahs vary by design:

- a) Permanent, in-ground or outside wall anchoring devices are permitted and preferred for all Sukkahs
- b) Light, fabric type Sukkahs are self-contained units that employ the use of weighted objects such as 25 lb. weight bags placed at all 4 interior corners of the Sukkah. The placement of weight bags or other like devices positioned on the corner receptacles at the inside 4 corners of the Sukkah should be sufficient to withstand wind gusts up to 40 MPH. This anchoring method is permitted for light, fabric structures.
- c) The proposed Sukkah shall be of sturdy construction, manufactured for the intended use, be able to fasten to permanent anchors, or for lighter fabric type Sukkahs be anchored by other reasonable methods capable of withstanding 40 MPH wind gusts. It should be easy to assemble.
- d) The manufacturer's product description for the proposed Sukkah shall accompany the ARC application and shall include the manufacturer's name, make and model of the product. A picture of the fully erected structure as well as storage and installation instructions should be included with the ARC application.

If the inspection finds that the proposed Sukkah does not meet or exceed ARC Standards, the application shall be rejected.

If after the inspection is complete the Sukkah is approved, if a spot inspection is performed and finds that the applicant is in violation of any of the ARC standards for Other Structures – Sukkah, the Management Office shall notify applicant that they are in violation of the ARC Standards and immediate remediation of the violation is required. ARC applications for Sukkah construction must include proof of insurance from applicants insurance company stating that applicant has sufficient insurance coverage for any damages caused by the Sukkah.

The Sukkah is permitted only on and within the footprint of a patio.

The restrictions for Sukkahs, which applicant must agree to prior to any ARC permit being granted are:

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- a) Shall be permitted **only** on a patio in the front or side of the home. Only **one** Sukkah is permitted per property.
- b) Shall be permitted on a patio only with sufficient anchoring devices to secure the Sukkah.
- c) Shall allow for safe ingress/egress from the doors of the home.
- d) Home-made structures are **not** permitted.
- e) Standard Sukkah sizes **must not exceed:**
 - i. 7 ft x 7 ft (49 square feet) for Essex Model patios
 - ii. 8 ft x 8 ft (64 square feet) for Fairfax Model patios
- f) Color must be neutral such as beige or light green.
- g) Material must be fire retardant or equivalent. **IF WOOD IS USED, IT MUST BE FIRE RETARDANT OR EQUIVALENT. FIRE RETARDANT WOOD IS STAMPED WITH A FIRE-RETARDANT EMBLEM.**
- h) Plumbing is not permitted.
- i) Electric power source for lighting and other electric powered devices are permitted provided that the power source is a permanent exterior GFI outlet or a GFI protected extension cord.
- j) Electric powered ceramic heaters are permitted. Heaters with open flames, fueled by propane or natural gas are not permitted.
- k) Applicant shall adhere to all Lakewood Township noise abatement regulations.
- l) Construction shall commence not more than 8 days prior to the beginning of the holiday and shall be removed not more than 8 days after the last day of the holiday.
- m) Residents with an unapproved structure will receive letters from the Management Office demanding the immediate removal of the unauthorized structure.
- n) Failure to comply with the demand for removal shall result in an assessment to the homeowner. The amount of the maximum permitted daily fine for each day that the structure is not removed will be assessed. The amount of the maximum permitted daily fine is defined in the Governing Documents of the Association.
- o) Repeated violations shall be subject to legal action by the Association.
- p) Any Sukkah erected must be the size as requested in the ARC application or owner is in violation and subject to all remedies available to the Association to remedy the matter.

CP14.1 SUKKAH EXCEPTION FOR COURTYARD ESSEX MODELS -ONLY WITH COVERED PATIOS **Application with Exception Request REQUIRED**

This exception applies **only** to Essex model Courtyard homes **with covered patios.**
No other exceptions will be permitted.

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All Sukkah restrictions documented in Section CP14 Requirements for Approval of Sukkah apply.

The following exceptions will be considered by the ARC Committee:

- a) A Sukkah shall be permitted to be constructed at Essex model homes **only with covered patios** on the asphalt paved driveway **directly adjacent to the garage door and the side of the home. Please leave sufficient space between garage door and edge of Sukkah to permit entry/exit from open garage door.**
- b) Please have **two** entry/exit openings to/from the Sukkah.
- c) You **shall not** anchor the Sukkah to the driveway using any device that will damage the asphalt driveway. The Association is **not** responsible for any damage to the driveway. Homeowners are responsible for the cost of any repairs necessary to damaged asphalt driveways relative to Sukkah installations on driveways.
- d) The Sukkah must be anchored using a combination of heavy roping and sandbags (or similar) weight at all four corners of the Sukkah.
- e) The combination of ropes and weight should be sufficient to withstand wind gusts up to 40 MPH.
- f) The Sukkah size shall not exceed 7x7 ft (49 SF in total) as permitted for Essex model homes.
- g) A reflective item, a traffic cone is recommended, shall be placed at the end of the Sukkah so as to call attention to the Sukkah for vehicles moving about the shared access driveways.
- h) Special parking accommodations may be permitted while the Sukkah is on the driveway. Parking on the common access driveway between the individual driveways is **NOT** permitted.
- i) All requirements for Sukkahs in Section CP14 must be followed.

CP-15 GAS GRILLS

Permanent gas grills are not permitted.

CP-16 FENCES

No fences of any type are allowed.

CP-17 AIR CONDITIONERS

Window or "through wall" air conditioner units are **Not** permitted.

CP-18 SWIMMING POOLS

No pools, spas and/or hot tubs of any type may be erected on the exterior of the home.

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CP-19 CLOTHES LINES

No clothes, sheets, or laundry of any kind shall be hung outdoors. Laundry may be hung to dry in the garage. The garage door may be kept in a partially open position not to exceed 2 feet.

CP-20 SATELLITE RECEIVERS/EXTERNAL ANTENNA Application Required

Satellite dishes and other antenna and equipment shall comply with the regulations of the FCC.

Mounting of satellite dishes shall be restricted to the planting beds around the foundation of the building. Dishes shall be a maximum of 24 inches diameter and be mounted on a noncorrosive post no more the 48 inches in height. Where practical, post and dish should not face the street and be concealed behind shrub or other plantings. Application for installation requires approval of the location.

No antenna of any type shall be mounted on the building roof, siding, or patio. .

CP-21 RAILINGS Application Required

All new and replacement railings on porches require ARC approval.

CP-22 COURTYARD ROLL-UP EXTERIOR SHADES Application Required

Roll-up shades are permitted on front porches of Fairfax Model homes and on roofed porches of Essex Model Courtyard homes.

Shades shall be by North Star Solar Screen, Andover, Mass. 01810, or approved equal. Shades shall be uniform design and color throughout the Courtyard home area. Shade material is to provide daytime privacy during daylight hours with full vision outwards. Shades shall be manually retractable, fully adjustable, and self-storing.

Shade material shall use non-stretch vinyl-coated polyester and acrylic woven materials that breathe and resist flame, soil, mildew, fading, and temperature changes. Material color shall be buckwheat in 90% shade density.

Hardwood and rollers shall be rust resistant stainless steel or rust proof heavy-duty aluminum. Shades shall be constructed with a flat aluminum weight bar with straps on the bottom for use to tie down the shade. The clutch drive shall be of sturdy plastic.

Shades use shall be limited to the period from April 30 thru October 30 each year. Shades shall be pre-rigged and easily removable for winter storage.

Application submittal to ARC shall include physical sample of shade material.

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Homeowner shall be responsible for any damage to vinyl siding and trim resulting from installation, maintenance, and removal of shade and any of its components. Any damage shall be repaired at homeowner expense.

Shades shall not be used to conceal any articles other than furnishings on the porches

CP-23 ACCESS ROADWAYS/DRIVEWAYS

No parking or encroachment is allowed on the access roadways/driveways (from street to and including the K-turn, other than immediately in front of homeowners garage), except to make deliveries of heavy, bulky, or oversized items.

STRUCTURAL

CS-1 EXTERIOR MODIFICATIONS

Modifications or additions to building exterior are not permitted.

Temporary structures of any kind are not permitted, with the exception of Sukkah's on a seasonal basis. See CP-14 Other Structures – Sukkah.

Any interior modifications, which affect exterior walls and/or roof, will void Association warranty against structural failure or leaks to same.

CS-2 OPEN AND SCREEN PORCHES (Not heated) Application Required

Portable clear plastic panels may be installed over screens. Panel frames must be white. Panels installed on the exterior on the enclosure must be removed between May 15 and September 15 each year. Panels installed on the interior on the enclosure are not subject to removal restriction.

Completed ARC checklist must accompany application.

CS-3 WINDOWS AND DOORS Application Required

New and/or replacement windows and doors are strictly limited to those that are identical in size, material, design (including glass panel size, shape, or pane grid arrangement) and color to the original.

CS-3A STORM WINDOWS Application Required

Storm windows must be self-contained and include flanges with screw holes through which the unit is attached to the existing window. Frames to be provided with weep holes at the bottom for condensation to escape. Frames shall be aluminum and shall be white finish. Fasteners must be non-corrosive.

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Storm windows may be dual-track to permit bottom glass section, and screen section, if provided, to slide up and down with the top glass section fixed. Access to the bottom sections would be from inside the house. As an alternate, bottom and top sections may be fixed.

Storm windows must be clear glass, without grids, and top and bottom division sized to line up with existing windows.

An alternative to storm windows is replacement of windows. See CS-3 WINDOWS AND DOORS.

CS-4 EXTERIOR DOORS (Not Primary Entry) Application Required

Sliding doors shall be white solid vinyl with grids.

Single 15 light or hinged double "French" door assemblies may be insulated steel painted the color of the existing front door.

CS-5 WINDOW PANELS IN GARAGE DOOR

Window panel **may not** be installed in any panel of the garage door.

CS-6 SOLAR TUBES

Solar tubes are **not permitted**.

Homes with solar tubes installed prior to the Courtyard Homes roof replacement in the Spring of 2018 are permitted to keep solar tubes. Replacement/repair of worn or damaged solar tubes require an ARC application.

CS-7 SKYLIGHTS

Skylights are **not permitted**.

CS-8 GARDEN WINDOWS

Garden (atrium) windows are **not permitted**.

CS-9 REPLACEMENT ENTRY DOORS Application Required

Replacement entry doors must be identical to the original door.

CS-10 DOOR ATTACHMENTS Application not Required

Brass nameplates, kick plates, and doorknockers are permitted. Nameplates shall not exceed 3 inches in height by 7 inches in length. Kick plates shall not exceed 8 inches in height.

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CS-11 FIREPLACES AND GAS LINES

Application Required

Applications are required for installation of all gas fireplaces. Fireplaces requiring through wall venting are not permitted.

Installation of permanent gas lines must comply with all requirements of both Lakewood Township and the utility supplier. Any required township permits are the responsibility of the homeowner. Gas lines are not permitted on exterior of house.

CS-12 SOLAR PANELS

Solar panels on Roofs of Courtyard homes are not permitted.

Refer to following - Statement to Senate Bill No. 2638 - State of New Jersey

“Specifically, under the bill an association could not prohibit solar collectors on:

- a) A roof of a single-family dwelling unit that is solely owned by an individual or individuals, and which roof is not designated as a common element or common property in the governing documents of an association; or
- b) A roof of a townhouse dwelling unit, defined as any single-family dwelling unit constructed with attached walls to another such unit on at least one side, which unit extends from the foundation to the roof, and has at least two sides which are unattached to any other building, and the repair of the roof for the townhouse dwelling unit is designated as the responsibility of the owner and not the association in the governing documents.

The bill would allow associations to provide certain guidelines for the installation and maintenance of solar collectors on the types of roofs enumerated in the bill

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CY-1 COURTYARD HOMES RESPONSIBILITIES

BUILDING ELEMENT	Homeowner	Association	Notes
<u>WALL</u>			
Siding		X	
Trim		X	
Shutters		X	
Gable Vents		X	
Moisture Sealing Material	X*1		X*1 - Assoc is responsible
Wood Sheathing	X*1		if the problem is a result of
Studs & Insulation	X*1		leakage of siding & trim and/
Dry Wall Panels	X*1		or roof shingles
Windows	X		
Doors (Exterior)	X		
Door Trim and Sills	X		
Garage Doors	X		
<u>ROOF</u>			
Shingles		X	
Moisture Sealing Materials		X	
Wood Sheathing		X	
Beams & Trusses	X*2		X*2-Assoc is responsible
Insulation	X*2		if the problem is a result of
Dry Wall Ceiling Panels	X*2		leakage of roof shingles
Roof Vents	X*3		X*3-Assoc is responsible for
Roof Exhaust Stacks	X*3		for vents & stacks
Roof Exhaust Fans	X*3		above the roof
Attic Fans		X	
Gutters & Downspouts		X	
<u>FLOORS</u>			
Foundation		X	
Patio		X	
Front porch		X	
Walkways (driveways to house)		X	
<u>OTHER ITEMS</u>			
Re-caulking		X	
Painting - Exterior doors, Trim, &		X	Every 5 years

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Shutters			
Painting - Utility Boxes, Electric		X	
Pans and Meters			Meters are the responsibility of utility company
Power Washing – Exterior		X	Every 5 years
Pest Control (Exterior)		X	
Heat & AC Sys incl. Compressor	X		
Piping (Within exterior walls)	X		
Ducting (Within exterior walls)	X		
Ducting (Above ceiling panels)	X		
Water Faucet or Spigot	X		
Exterior Light over patio	X		
Exterior Lights Garage	X		
Wiring (Above ceiling panels)	X		
Driveway Maintenance		X	
Driveway Sealing		X	Not permitted by owner
Mailboxes & Newspaper Sleeves	X		
Mailbox Posts		X	
Trees (Street Only)		X	
Shrubs	X		
Mulch (Homeowner Property)		X	
Lawn Sprinkler Sys. & Irrigation		X	
Garage Door Openers	X		
Key Pads	X		
Utility Covers		X	

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**APPENDIX 1
SUGGESTED PLANTINGS GUIDE**

TREES

Deciduous Shade Trees

Oct, Glory Maple
Red Sunset Maple
Sugar Maple
Emerald Queen Norway Maple
Pin Oak
Red Oak
Greenspire Linden
Bloodgood London Plane
Capitol Pear
Aristocrat Pear
Cleveland Pear
Village Green Zelkova
Patmore Ash

Deciduous Ornamental Trees

Weeping Cherry
Kwanzan Cherry
Redbud
Sophora
Hawthorn – Species

Evergreen Trees

White Pine
Japanese Black Pine
Emerald Arborvitae
Canadian Hemlock
Douglas Fir
Norway, Colorado, or Blue Spruce

SHRUBS

Deciduous Shrubs

Rose of Sharon
Forsythia
Spiraea – species
Viburnum – species
Compact Burning Bush
Deutzia
Barberry – Crimson Pigmy*
Weigela – species
Mock – Orange
Abelia*
Redvein Enkianthus
Smokebush
Lilac
Hydrangea

Evergreen Shrubs

Rhododendron – species*
Japanese Holly – species
Helleri Holly*
Mugho Pine*
Hollywood Juniper
Rubusta Green Juniper
Blue Boy & Girl Holly
Leucothoe*
Spreading Yew

*-- Low Growth