

# **DESIGN AND MAINTENANCE GUIDELINES**

A GUIDE FOR TIPTON LAKES MEMBERS  
ON THE PLANNING, DESIGN AND MAINTENANCE OF EXTERIOR  
IMPROVEMENTS, ADDITIONS, AND ALTERATIONS.

Substantial portions of these Guidelines are based on material published  
in the Reston, Virginia Design Book and in publications for residents of  
Columbia, Maryland and Burke Center Conservancy.

TIPTON LAKES COMMUNITY ASSOCIATION, INC.  
DESIGN REVIEW COMMITTEE

Revised 5/12/2009

## PREAMBLE

Tipton Lakes Community Association, Inc., has prepared these Guidelines and intends that they be used by residents themselves and the Design Review Committee primarily to protect property values throughout Tipton Lakes and in its many residential Clusters. Balancing the desire for individual initiative on private property with the desire for an aesthetically harmonious neighborhood scene is a difficult task.

The Association has leaned heavily on the experience of more mature planned communities in drafting these guidelines. If the standards seem unreasonably rigorous, be mindful of two thoughts:

1. Each section was added because of a problem area that developed in an existing association somewhere;
2. The guidelines should be viewed not as limiting your freedom to act but as the best means available to protect you and your property values from the careless, thoughtless, or tasteless acts of your neighbors.

Tipton Lakes Community Association has no interest in creating unnecessary paperwork or review processes. Contemplated improvements must be approved by the Design Review Committee prior to construction except in cases when the contemplated improvement will not be seen, heard or smelled from outside the Owner's property. There are some exceptions, noted as follows, where approval is not required as long as the Guidelines are followed.

Before proceeding with an improvement project, please contact the Association Office, or a Design Review Committee member for assistance.

PLEASE NOTE: These are Guidelines and as such should not be seen as automatic Design Review approval.

# INTRODUCTION

Section 3.02(iv) of the Declaration provides, “Another purpose of the Association is to regulate design and construction throughout the Common Area and Properties during the initial development stages and afterwards, in order to promote a high quality, aesthetically pleasing, architecturally sound environment and to generally maintain and enhance property values throughout the Properties.”

These Guidelines have been developed and proposed by the Design Review Committee (DRC) and adopted by the Board and Directors (Board). They provide guidance to Association Members and builders as they design and plan for both new construction and modifications. They also provide design criteria for the DRC as they review applications for modifications of such improvements.

When one is contemplating such improvements, one should also consult the general concepts found in the Declaration, particularly Article VI, and in the Design Review Procedures and Regulations. Supplementary Declarations and Cluster guidelines will provide specific design criteria for each Cluster. If apparent inconsistencies arise among different sets of design criteria, Supplementary Declarations for specific Clusters will control. In general, any improvement that cannot be noticed from beyond the property line is not subject to review by the DRC.

## Primary Residential Structures

For the most part, the specific design criteria for primary residential structures will be contained in Supplementary Declarations for specific Clusters. Generally, however, the choice of designs, styles, colors, materials, and landscaping which blend the primary structure into its natural environment will be encouraged.

## Site Plans

Whenever mentioned herein, the requirement to provide a “Site Plan” does not necessitate the hiring of a professional draftsman. Free hand, but scaled, drawings will be acceptable unless precise drawing are called out. Free hand drawings should be done on scaled graph paper so the relationships can be determined. In some instances, your site plan may be on file at the Association Office.

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## **AIR CONDITIONERS, EXTERIOR UNITS**

Air conditioning units extending from windows generally will not be approved unless hidden from view outside the lot.

Exterior units may be added or relocated only when they do not interfere visually with neighbors. Exterior units shall be oriented so as not to discharge hot air onto neighbors' property.

## **ANTENNAS**

**See Satellite Dishes**

## **ATTIC VENTILATORS**

Attic ventilators (for example: eave vents, roof vents, and ridge vents) are encouraged but must match the siding or trim on the house if mounted on a gable end or be painted to match the roof if placed on a roof. Roof location shall be on the least visible side of the ridgepole.

## **AWNINGS AND TRELIS WORK**

**See Sun Control Devices**

## **BASKETBALL BACKBOARDS, POLES AND STRUCTURES**

**See Children's Recreation and Play Equipment**

## **CAR WASHING**

The washing of automobiles, other vehicles, boats and similar items in areas adjacent to and which may drain into the lakes, canals or other bodies of water is discouraged because of the potentially damaging ecological effects. Where such washing is necessary, the cleaning agents used shall not contain phosphates or other harmful pollutants and shall otherwise be biodegradable.

## **CHILDREN'S RECREATION AND PLAY EQUIPMENT**

To recognize the desire for basketball backboards, play equipment, and swing sets at Tipton Lakes that is frequently expressed, the following Guidelines are provided.

Most play equipment is commercially available in various materials and colors. The use of tastefully designed equipment is strongly encouraged in these Guidelines. In addition, residents are encouraged to consult with adjoining neighbors regarding the placement of any such equipment.

**The Guidelines for Children's Recreational and Play Equipment are divided into three areas: Permanent structures, Temporary Structures and Basketball Backboards Poles and Structures.**

**A. PERMANENT STRUCTURES (Play Equipment and Swing Sets)**

Permanent is defined as equipment attached to structures, anchored or set in the ground, or requiring more than two people to move. Permanent structures not meeting the requirements below **require an application** to the Design Review Committee.

**LOCATION AND SIZE**

Such equipment should be placed in rear yards. Placement other than in rear yard **requires an application** to the Design Review Committee (DRC).

Consideration should be given to lot size, equipment size and design, amount of visual screening, proximity to lot line and neighbors' view or line of sight.

**MATERIAL AND COLOR**

Natural materials in natural colors that are compatible with the appearance of Tipton Lakes residences **do not require an application** to DRC.

Metal equipment, exclusive of wearing surfaces (slides, poles, swings, etc.) must be painted in earth-tone colors to blend with the natural surroundings.

All permanent molded equipment **requires an application** to DRC.

**CANVAS TOPS AND TARPS FOR PLAY EQUIPMENT**

Colorful tarps and tops **do not require an application** to the DRC.

**B. TEMPORARY STRUCTURES (Play Equipment and Swing Sets)**

Temporary is defined as equipment that can easily be moved by one or two people. Temporary structures **do not require an application** to the Design Review Committee. Examples of such equipment: "Little Tykes" molded forts and houses, molded sandboxes, canvas tarps on play equipment, etc. **Except, trampolines do require an application.**

**LOCATION AND SIZE**

Such equipment should be placed in rear yards. Inside storage during off-season months is strongly encouraged.

**CANVAS TOPS AND TARPS FOR PLAY EQUIPMENT**

Colorful tarps **do not require an application** to DRC. These should, however, be stored inside during off-season months.

### **C. BASKETBALL BACKBOARDS, POLES AND STRUCTURES**

Basketball backboards may be secured to detached houses, carports, or garages. Freestanding backboards and those mounted on posts, poles, or other supporting structures may be permitted. **ALL BASKETBALL BACKBOARDS, COURTS AND GOALS REQUIRE AN APPLICATION TO THE DESIGN REVIEW COMMITTEE.**

**Materials:** Wood, fiberglass, clear glass, acrylic or similar materials may be used for backboards.

**Colors:** Backboards may be white, gray or clear with any combination of white, black, red or red-orange outlines. The rim may be red, red-orange or black. Poles, posts and supporting structures must be black, dark brown, dark green or dark gray.

**Location:** Consideration must be given to lot size, equipment size and design, amount of visual screening, proximity to lot line, and neighbors' view or line of sight. Applicants are encouraged to consult with adjoining neighbors regarding the placement of basketball backboards, poles, and structures.

### **D. APPLICATION CONTENTS FOR RECREATION AND PLAY EQUIPMENT**

1. Surveyor's certified site plan showing the relation of proposed play equipment (including basketball courts or spaces) to adjacent property lines, applicant's house and adjacent houses.
2. Photograph and/or sketch of proposed equipment.
3. Dimensions.
4. Color and material.
5. Landscaping and visual screening.
6. Estimated completion date.

### **CHIMNEYS AND METAL FLUES**

Large metal flues and galvanized or stainless steel chimney caps must be painted. Any vent through the roof should be painted to match roof color. Chimneys must be masonry or enclosed in same material as the exterior of the building.

### **CLOTHESLINES**

Clotheslines must be detachable and taken down when not in use, and while in use, must meet the same location and screening criteria as that for child's play equipment.

### **COMPOST PILES**

Compost piles must be constructed of a wooden outside frame with wire or block interior. These piles must have a screen-planting plan submitted with each application. Compost piles should not exceed 4' in height and must be located at least 10' from a lot line and placed in the rear of the house.



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All active compost piles must have a 6" layer of straw over the top of them at all times to prevent odors from escaping. All compost piles must be maintained and turned periodically to ensure the proper destruction of bacteria and weed seeds by heat.

Failure to maintain a satisfactory compost pile and/or the point at which the compost pile becomes a public nuisance shall indicate an abandonment of the compost pile and a violation of these Standards.

Compost piles require an application if they do not adhere to the above criteria.

### Application Contents

- A. Site plan showing relation of the compost pile to the house, property line and adjacent neighbors.
- B. Picture and/or detailed drawing of the compost pile structure to include all dimensions.
- C. Description of all materials used.
- D. Estimated completion date.

## **DECKS**

**See Patios and Decks**

## **DOCKS & OTHER WATERFRONT STRUCTURES**

### **RESPONSIBILITY AND PURPOSE**

Each lot owner is responsible for the installation and maintenance of docks and waterfront structures and they must conform to these Guidelines and the high standards of the Tipton Lakes Community Association. In order to present a reasonably harmonious appearance around the entire lake system and to minimize the number of special designs and configurations, special guidelines are herein offered for docks and structures.

### **MATERIALS**

**Metals**--Aluminum, galvanized steel, may be used. Painted steel shall not be permitted to contact with the water. However, painted steel may be used for railings and other elements not in direct contact with water. Painted steel elements must be kept painted at all times.

**Wood**--Only pressure treated wood or cedar may be used for decks and docks. Penta and Wolmanized are acceptable methods of treatment (minimum treatment--4.0 above waterline, 6.0 below waterline).

### **SIZE AND AREA**

- A. No dock shall be constructed within 10' of a side lot line or side lot line extended into the water.

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- B. No dock shall extend more than 18' into the water as measured from the waterline (667 feet contour line as determined by Tipton Lakes Company's registered engineer).
- C. On inlets or canals less than 180' in width as measured from waterline to waterline perpendicular to the center, no dock and boat shall extend more than 1/10 of the width of said inlet or canal into the water, but in no case shall this be greater than 18'. This insures adequate open waterway for safe passage of boats.
- D. No floating dock shall have a surface area greater than 175 square feet.
- E. No dock-deck-patio combination shall cover more than 250 square feet of water.

### **COLOR**

Decks shall be left in either natural wood finish or painted a natural color such as brown, muted green, or gray.

### **LIGHTING**

Docks and decks may be lighted with low wattage lights. If lights are used, all construction shall comply with the National Electrical Code and all local ordinances. If 110 volt power is supplied to the dock area, it shall be supplied through a Ground Fault Interrupter (GFI). Lights may also be supplied by low voltage power through an appropriate transformer. The circle of illumination shall extend no more than 5 feet into the water from the dock or deck.

### **TYPES OF DOCKS**

There are three basic types of dock structures considered in these guidelines:

- 1) Fixed, 2) Floating, 3) Waterfront deck or patio.

#### Fixed Docks

Fixed docks derive their support from the lake bottom. **Fixed docks are not permitted.**

#### Floating Docks

Floating docks derive their support from flotation devices and are free to rise and fall with changing water levels while maintaining a constant distance between water surface and deck surface. Floating docks are recommended and acceptable subject to the following:

- A. Empty plastic or metal drums or barrels of any size are **not acceptable** flotation devices.
- B. Manufactured float drums made of polyethylene, polystyrene, or polyurethane are acceptable. The drums must be encased in a material that is resistant to damage so that flaking and crumbling of the foam does not occur.
- C. Primary anchorage shall be provided at the shoreline. No poles or pipes shall remain in the water when the docks are removed and no cables shall extend from the dock.
- D. Floating docks may be left in the water year-round. If removed, they shall be stored under a permanent roof along with poles, pipes, and fixtures.

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Details of acceptable dock systems are available by contacting the Association Office. Follansbee Floating dock system or equal is acceptable if they meet the above guidelines.

Waterfront Decks, Patio Docks, Boathouses, Covered Docks and Diving Platforms

These items are all considered to be special forms of docks and must be approved in detail by the Design Review Committee. Boathouses may only be constructed on the lot owner's side of the waterline. No individual free standing swimming or diving platform will be permitted without specific Design Review Committee approval.

Application Contents (must include as a minimum):

- A. A site plan showing the location of the proposed dock in relation to the applicant's home and adjacent neighbors' homes.
- B. Detailed drawings and plans including types of materials to be used.
- C. Estimated completion date.

For further information including diagrams, please contact the Association Office at 342-8522.

## **DOG HOUSES AND RUNS**

Doghouses should be compatible with the applicant's house in color and material, and should be located where they will be visually unobtrusive. **The same criteria apply to doghouses as to storage sheds** (See Storage Sheds).

Members are encouraged to install invisible fence for pet containment. If an invisible fence is not appropriate, chain link fences for dog runs will be considered if erected inside solid privacy fencing, painted to match the background, softened by supplemental landscaping, well screened in a wooded area, or combinations of the above. To minimize the impact on neighbors, generally one side of the dog run will be required to be adjacent to the applicant's house. **Any visible dog run shall meet criteria for fencing.** See separate FENCING GUIDELINES

Doghouses and runs require an application to the DRC.

Application Contents

- A. Site plan showing the relation of dog house/run to house, property line and adjacent neighbors.
- B. Picture and/or detailed drawing of dog house/run to include dimensions.
- C. Description of materials used. Color of house and doghouse.
- D. Architectural style of owner's house.
- E. Landscape plans to compliment and/or screen the dog house/run.
- F. Estimated installation/completion date.

## **ELECTRONIC INSECT TRAPS**

Electronic insect traps will be regulated based on the same criteria as for exterior lighting. In addition, no device shall be installed or maintained in such a way as to

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cause discomfort to adjacent owners from noise, and may only be operated during those times when the immediate area protected by the trap is occupied by the owner or his guests. The fixture may only be single bulb and the maximum wattage may not exceed 25 watts.

Application Contents

- A. Site plan showing the relation of the insect trap or lighting to house, property line and adjacent neighbors.
- B. Picture and/or detailed drawing of the insect trap or lighting to include all dimensions and height of fixture above ground.
- C. State wattage of bulb to be used.
- D. Estimated installation/completion date.

**EROSION CONTROL**

Each resident is responsible for seeing that his lot area is protected from erosion and that storm drain structures are not blocked so as to cause flooding or additional erosion problems which will silt up lakes, ponds, and stream valleys.

**EXTERIOR DECORATIVE OBJECTS**

Approval will be required for all permanent exterior decorative objects, including natural and man-made, if they are visible from outside the property.

Exterior decorative objects include such representative items as birdbaths, wagon wheels, sculptures, fountains, pools, stumps and driftwood.

Application Contents

- A. Site plan showing the location of the object/s in relation to the applicant's house, property line, and adjacent neighbors.
- B. Picture and/or detailed drawing of object/s including dimensions.
- C. Description of material and color.
- D. Estimated installation/completion date.

**EXTERIOR LIGHTING**

No exterior light shall be directed outside the applicant's property. It is recommended that light bulbs used in house-mounted, decorative light fixtures be limited to 40 watts, frosted, to prevent undue glare onto adjacent neighboring properties.

Light fixtures that are proposed in place of the original fixtures should be compatible in style and scale with the applicant's house.

Lighting which is a part of the original structure must not be altered without DRC approval unless it is not visible from outside the property.

Application Contents

- A. Wattage
- B. Height of light fixture above ground
- C. A complete description, including descriptive material of the light fixture and location on the property.
- D. Estimated installation/completion date.

**EXTERIOR PAINTING**

Repainting or staining a specific object to match its original color need not be submitted for Design Review approval. Color changes apply not only to the house siding, but also to the doors, shutters, trim, roofing, and other appurtenant structures. Change of exterior color for single family houses should relate to the colors of the houses in the immediate area. Change of exterior colors on attached and semi-detached houses should be in conformance with established Cluster guidelines or selected from one of the existing Cluster colors.

Application Contents

- A. List of all exterior colors on the house and appurtenant structures.
- B. A color sample of the new color to be used.
- C. Estimated completion date.

**FENCES**

All fences require an application to the Design Review Modification Committee. The Association has adopted Fence Guidelines that are in addition to this document. In addition to the Fence Guidelines, the Association has established a fence resource center to aid Association members in fence selection. Please contact the Association Office at 342-8522 for more information regarding fences.

**FIREWOOD**

Firewood should be kept neatly stacked, shall be located to the rear or side of the residence, and located in such a manner as to minimize visual impact. In certain cases, screening may be required.

Firewood piles shall be kept off the building at least 6" to 12" in order to prevent termites and other bugs from leaving the firewood and entering the house.

**FLAGPOLES**

Permanent flagpoles should be of a height, color and location that is appropriate for the size of the property and background. Permanent freestanding flagpoles are generally approved only for detached houses and must be installed and maintained in a vertical position.

Temporary flagpole staffs that do not exceed six feet (6') in length and are attached at an incline to the front wall or pillar of the house or dwelling unit do not require an application to DRC.

Application Contents

- A. Site plan showing the relation of pole to the house, property line, and adjacent neighbors.
- B. Picture and/or detailed drawing of pole to include dimensions.
- C. Description of material and color of flagpole.
- D. Estimated installation.

## **GARAGE DOORS**

For security, energy efficiency, and the appearance of the neighborhood, garage doors shall be maintained closed to the extent it is reasonably convenient in the actual use of the garage.

## **GREENHOUSES**

Detached greenhouses will be reviewed under the same criteria as storage sheds with consideration for the special requirements of sun orientation. Attached greenhouses will be reviewed as room additions with special attention given to visibility of interior activities.

## **GRILLS, PERMANENT**

Permanent grills should be placed in the rear of the house and should not be located within ten (10') of the side and rear property lines. They do not require an application if they meet these guidelines and are not visible from outside the property.

Application Contents

- A. Site plan showing the relation of the grill to the house, property lines, and adjacent neighbors.
- B. Picture and/or detailed drawing of grill to include dimensions and materials used.
- C. Estimated completion date.

## **GUTTERS AND DOWNSPOUTS**

Gutters and downspouts should match those existing on the home in color and design and must not adversely affect drainage on adjacent properties.

Attached and semi-detached house gutters and downspouts should conform to established Cluster guidelines or match those existing in color and design and must not adversely affect draining on adjacent property.

## **HOUSE NUMBERS**

House numbers should be legible but should be of a size that is appropriate for the applicant's house. In certain cases, decorative house numbers will be accepted dependent upon location and type of house.

House numbers not included with original structures require an application. Brass, black, or white house numbers less than 6" high **do not require an application**.

### Application Contents

- A. Picture and/or detailed drawing of house numbers to include dimensions.
- B. Architectural style and color of house and house numbers.
- C. Description of materials used on house numbers.
- D. Proposed location on house.
- E. Estimated completion date.

## **LANDSCAPING AND VEGETABLE GARDENS**

### **LOCATION**

Existing trees and other major vegetation shall be preserved whenever possible.

Care should be exercised in the planting and maintenance of trees and shrubs to prevent obstruction of sight lines required for vehicular traffic.

Also, the view from neighboring units and shade patterns of larger trees should always be considered.

If landscaping changes from original plan approved by new construction, an application is required.

### **SCALE**

Care should be exercised in selecting plant materials, which upon maturity, will be of an appropriate size in height and breadth for its intended use and location. Mature size, both in height and diameter, should always be considered, especially when planting close to walkways and houses.

Consideration should also be given to the effect which planting will have on views from neighboring houses and property.

Plantings should be clustered rather than widely spaced.

Massing, the three-dimensional appearance of planting may be improved by augmenting trees and taller shrubs with low spreading shrubs and/or ground cover.

All gardens must be neatly maintained throughout the growing season; this includes removal of all unused stakes, trellises, and dead growth.

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Applications should include descriptions of the types and sizes of shrubs to be planted, and a site plan showing relationship of plantings to house and adjacent dwellings.

An application is required for railroad ties, garden timbers, or any other product which forms a wall over 12" high and 8' long. Include a site plan with the material and location of the wall drawn in, and information on landscaping plans and any grading changes.

### **ARTIFICIAL LANDSCAPE**

An application is required for all flowers, plants, and shrubs made of artificial materials. Use of such material is discouraged.

### **ROCK GARDENS**

Written approval is necessary for rock gardens only if visible from off the site. All rocks shall be left in their natural color.

### **VEGETABLE GARDENS**

An application must be submitted for vegetable gardens that **do not meet** the following conditions:

1. It is located between the rear line of the house and the rear property line.
2. Its size does not exceed 1/4 of the area described in (1).
3. It is not planted on a grade exceeding a ratio of 5' to 100'.
4. It does not damage property below it through the flow of water on to the property.

### **LAWN AND GARDEN FERTILIZATION**

All soil should be tested before fertilizer is added. Special care should be taken not to over-fertilize or to fertilize lawns and gardens where there is the least chance of runoff. In areas adjacent to lakes, fertilization may be further restricted because of the potential harm such fertilizer may have on algae control programs.

### **MAILBOXES**

Mailboxes are a functional necessity, not a decorative item. Since they are usually in a very visual location, they should be straightforward in design, mounted on a simple post. In the newer areas, pre-installed cluster boxes and parcel boxes have been installed. Individual mailboxes in Harrison Ridge, Northlake Shores, and Lexington Green should be painted black and mounted on brown supports as per the plans and specifications shown on the following page. They should be located so as not to obstruct sidewalks or sight lines in accordance with postal regulations.

### **ASSEMBLY SKETCH**



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**DESIGN SPECIFICATIONS**

1. All wood to be pressure-treated with a non-petroleum base preservative before assembly.
2. After assembly, finish with two coats of Sherwin Williams "Lodge Brown" oil-base exterior opaque stain.
3. Mail boxes as shown are Model No. 1-C as manufactured by Steel City Corp., Youngstown, Ohio. Finish-Black.
4. Paper boxes are provided by THE REPUBLIC to lot owners.
5. Numerals as shown are 3 3/4" polished brass as manufactured by Macklanburg-Duncan Co., Oklahoma City, Oklahoma.

## **MAINTENANCE GUIDELINES**

Property ownership includes the responsibility for maintenance of all structures and grounds that are a part of the property. This includes, but is not limited to, items such as mowing grass, removal of trash, and structural maintenance. Maintenance affects the visual character and economic values of the property and neighborhood, and in some cases, safety. These issues can often be dealt with best at a Neighborhood or Cluster level. Violations of maintenance standards are violations of the Governing Documents.

Owners are responsible for maintaining the exterior of their dwellings and any other structures on their lots, such as decks, fences, sheds, and playground type of equipment.

While it is difficult to provide precise criteria for what the Association deems as unacceptable condition, the following cases represent some of the conditions that would be considered a violation of the Governing Documents:

1. Peeling paint on exterior trim.
2. Dented mailboxes, or mailboxes and/or stands in need of repainting.
3. Playground equipment which is either broken or in need of repainting.
4. Fences with either broken or missing parts.
5. Sheds with broken doors or in need of painting or other type of repair.
6. Decks with missing or broken railings or parts, or parts in need of restaining.
7. Concrete or masonry block foundations and, in attached units, party walls in need of repainting.

Most residents, undoubtedly, would not allow any of the above conditions to exist, as they seek to preserve and protect their investment in their homes and to limit their personal liability by keeping all improvements on their lots in good condition. The Association expects that all residents will do this necessary maintenance to prevent any of the cited conditions from occurring in Tipton Lakes.

## **MAJOR EXTERIOR CHANGES AND ALTERATIONS**

Major alterations are generally considered to be those that substantially alter the existing structure either by subtraction and/or addition. Major building alterations include, but are not limited to:

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construction of driveways  
garages and/or carports  
porches, greenhouses

rooms  
fireplaces and/or chimneys  
other additions to a home

The design of major alterations should be compatible in scale, materials, and color with the applicant's house and adjacent houses.

The location of major alterations should not impair the views, or amount of sunlight and natural ventilation on adjacent properties.

Pitched roofs should match the slope of the roof on the applicant's house.

New windows and doors should match the type used in the applicant's house and should be located in a manner that will relate well to the location of exterior openings in the existing house.

If changes in grade or other conditions that will affect drainage are anticipated, they must be indicated. Generally, approval will be denied if adjoining properties are adversely affected by changes in drainage.

Construction materials should be stored so that impairment of views from neighboring properties is minimized. Excess material should be immediately removed after completion of construction.

No unsightly debris may be allowed to accumulate during construction.

### Application Contents

- A. Site plan showing location of proposed structure, and relationship to property lines and adjacent houses.
- B. Detailed drawings and plans including exterior elevations and dimensions.
- C. Description of material including type of siding on dwelling and proposed structure, color of proposed structure and trim, exterior lighting arrangements, etc.
- D. It is suggested that the final application be a duplicate of those documents which are to be submitted to the local Building and Zoning Administration for a building permit, and should also include colors, materials, and drawings of photographs as required to illustrate the relation of the alteration to the applicant's house and adjacent houses where necessary.
- E. Landscape plans.
- F. Estimated completion date.

## **PATIOS AND DECKS**

### **PATIO AND DECK LOCATION**

Patios provide a means for ground level extension of indoor space with less visual impact than elevated decks.

If a fence or shed is to be included with the patio or deck, then the applicants should review fence and shed design criteria with respect to visibility, privacy and materials.

Patios or decks should generally be located in rear yards. Front and side yard locations will be evaluated on their individual merits.

## **UNDER DECK STORAGE**

Raised decks include an under deck area which has a visual impact on neighbors in the surrounding area. When using an under deck area for informal storage, the impact on neighbors should be kept in mind. Storage should be maintained so as to present a neat, uncluttered appearance. Special under deck storage screening or landscaping may be required. In addition, landscaping may be required to hide tall spindly deck supports.

## **MATERIALS AND COLOR**

Materials should have natural weathering qualities as do brick, wood, and stone.

Wood in decks should generally match the trim or dominate color of the applicant's house. Certain kinds of wood such as redwood, cedar and pressure-treated pine may be left to weather naturally.

## **DRAINAGE**

If changes in grade or other conditions that will affect drainage are anticipated, they must be indicated. Approval will be denied if adjoining properties are adversely affected by changes in drainage.

In all cases in which a patio is contemplated, serious consideration should be given to making ground level surfaces of porous material or to provide mulched beds to offset additional impervious deck or patio area.

### Application Contents for Patios and Decks

**An application is required for all patios and decks.** Applications should include the following information:

- A. Site plan showing the size of the patio/deck and location as it relates to the applicant's house, adjacent houses, and property lines.
- B. Description of materials, color, grading and drainage changes.
- C. Estimated completion date.

See other sections of the Guidelines for additional information required relative to other elements in the patio application, such as fencing.

### Application Contents for Elevated Decks

**An application is required for all elevated decks.** Applications should include the following information:

- A. Drawings showing the size and style of the deck, details of railings and stairs, benches, etc.
- B. Site plan showing the relationship of the deck to the house, lot, and adjacent properties.
- C. A description of materials to be used.

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- D. Color of the deck. State if the color of the deck matches the color of the house or the trim. If deck does not match house or trim, specify color of house, trim, and proposed deck.
- E. Dimensions of railings, posts, stairs, steps, benches and other details as required to clearly describe proposal. Include height of deck off the ground.
- F. If decks were options with the house, state how this deck differs from builder's deck and/or from deck in Cluster guidelines. If other homes have decks that can be viewed at the same time as the proposed deck, provide photographs that depict these existing decks.
- G. Details of changes to windows and doors, if applicable.
- H. For all raised decks (above 4' off the ground), the DRC strongly recommends using 6" x 6" vertical deck supports and/or landscaping for those supports. Indicate whether or not under-deck area will be used for storage. If so, a landscaping or screening plan should be submitted.
- I. Estimated completion date.

## **PESTICIDES AND HERBICIDES**

Pesticides and herbicides may be applied according to label instructions for the specified problem. Emphasis should be placed on organic/biodegradable materials in order to ensure the least harm to the natural environment. Care in application is extremely important along ponds and waterways, new neighborhood play areas and tot lots, and near adjacent residences. Avoid the use of pesticides and herbicides if at all possible, but when necessary, use with caution and follow instructions. Where the usage of such materials may pose a threat to waterways, the Association may further restrict it.

## **RADON MITIGATION SYSTEMS**

If a radon mitigation system is required, it should be installed on the interior of the home. Any protrusion of radon mitigation piping from the roof must blend with other roof protrusions. Interior installations that only have a small pipe protruding through the roof do not require Design Review Modifications Committee approval.

If an interior installation is not possible, the design and specifications of the system, including the exterior view of the house, must be submitted to the design Review Modifications Committee and must be approved prior to any installation. The radon mitigation system shall be installed in the most inconspicuous location possible on the exterior of the home. All materials used must match those existing on the home in design and color. Base fan units must either be covered with a fan housing unit painted to match the exterior of the home or screened from view with plant material.

**Prior** to any exterior installation, the Association Office must be contacted at 342-8522 to pick up a Design Review Modifications form and arrange a site visit between your installer and a member of the Design Review Modifications Committee.

## **REAL ESTATE SALES/RENT SIGNS**

Real estate signs must meet local regulations with respect to size, content and removal. Only one sign may be placed in the front yard of the property available for sale. "Sold" signs may be left in place for a maximum of ten days. Directional and Open House signs should conform to City ordinance regarding placement and length of stay.

## **RECREATIONAL VEHICLES**

**See Storage and Parking of boats, trailers, campers, mobile homes and recreational vehicles**

## **SATELLITE DISHES AND ANTENNAS**

Satellite dishes are subject to Design Review approval. Such approvals, if given, will be limited to satellite dishes one meter or less in diameter. When placing the dish, consideration should be given not only to signal clarity, but also neighborhood impact. Whenever possible, landscape screening should be used to alleviate a possible negative impact.

Exterior antennas are discouraged, particularly in areas served by CABLE TV. The Design Review Committee must specifically approve all such antennas. Such approvals, if given, will be limited to antennas not exceeding thirty square feet of grid area and not extending more than ten feet above the highest point of the roof. Approvals will be given ONLY under special circumstances.

### Application Contents

- A. Site plan showing the relation of the satellite dish or antenna to the applicant's house, property line, and adjacent neighbors.
- B. Picture and/or detailed drawing of satellite dish including size.
- C. Plans for landscape screening.

## **SIDEWALKS AND PATHWAYS**

Sidewalks are the individual property owner's responsibility and should be properly maintained. Stone or brick pathways or sidewalks should be set back at least 4' from the property line unless installed adjacent to the curb and generally be installed flush to the ground.

### Application Contents

- A. Site plan showing the exact location of pathway or sidewalk.
- B. Materials to be used including color. If using brick, type should blend with that on the house (if any).
- C. Method of installation plus a description of grading changes required, if any, and the resulting impact on neighbors.
- D. Estimated completion date.

## **SHORELINE TREATMENT/EROSION CONTROL**

### **RESPONSIBILITY**

All waterfront lots must be well kept and present a good appearance from both the street where they are seen by the public and from the lake where they are seen primarily by fellow residents.

It is the responsibility of each waterfront owner to maintain the shoreline with existing, conforming riprap as has been installed by the Developer.

### **OWNERSHIP**

Individual property ownership extends only to the existing waterline and as shown on the Recorded Plats. Lots are generally platted to and sold to the waterline, which is hereby defined as the 667 contour elevation. Ownership of water and ground under the water remains in the hands of Tipton Lakes Company for eventual transfer to the Tipton Lakes Community Association. Any questions as to the official location of the waterline will be made by Tipton Lakes Company's professional registered engineer.

**Further information is available upon request at the Association Office, 342-8522.**

## **SKYLIGHTS**

Skylights may be clear or with a gray, black or brown tint. **Reflective glass is not acceptable.** The framing should match the roof color unless the DRC deems it acceptable to match the house trim, siding color, and dark brown, black, or other compatible color. Size should be harmonious with the roof surface and shape and style should match that of the house. See Major Exterior Changes and Alterations, Page 14.

## **STORAGE AND PARKING OF VEHICLES, BOATS, TRAILERS, CAMPERS, MOBILE HOMES, & RECREATIONAL VEHICLES**

The Board of Directors has defined "recreational vehicle" as follows:

1. Any boat or boat trailer.
2. Any motor home or other self-contained camper.
3. Any camper slip-ons where the camper backs are higher than the roofline of the cab of the truck.
4. Any mobile home, trailer, or fifth wheel trailer.
5. Any pop-up camp/tent trailer or other similar recreation oriented portable or transportable facility or conveyance.

Any other vehicle not defined above which could not normally or regularly be used for daily transportation, including dune buggies or non-operative automobiles or other automotive equipment not licensed for use on the highways of Indiana.

This policy does not extend to include properly docked boats in the water.

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The following vehicles shall be treated in the same manner as recreation vehicles:

1. Any vehicle that is included in the Indiana code as being defined as commercial.
2. Any vehicle that has commercial signs or advertising or commercial equipment visible.
3. Any private or public school or church buses.
4. Utility, storage or U-Haul type trailers.

No recreational vehicle may be stored in open view on residential property.

Only one recreational vehicle is permitted for visitation for seven consecutive days and not to exceed fourteen days in any one-year. At no time shall such parked recreational vehicle be occupied for living or sleeping except for visitation.

The use of storage covers on commercial or non-commercial vehicles (including motorcycles or motorized bicycles) or recreational vehicles while parked on the owner's lot or the street is prohibited.

## **STORAGE SHEDS AND BOAT HOUSES**

Tipton Lakes is envisioned to be a Community in which each of its parts relates well and is properly integrated into the whole of its design. This depends largely upon the organization and the harmony of each element of its environment. One such element is the storage shed and the shed's relationship to the house it serves and to its neighbors. Any storage shed has an aesthetic impact on neighbors. An inconsiderately-placed or poorly-designed shed can visually and functionally negate an otherwise desirable residential area. Therefore, it is important to remember in choosing and locating a shed that there are needs other than storage which must be considered.

Cluttering a neighborhood through uncoordinated selection and placement of sheds should be avoided. Cooperation among neighbors in this matter can affect the visual and psychological harmony of an area.

Throughout this section, "shed" shall also be deemed to apply to "boat houses." Boathouses must always be built on the Owner's property, i.e., not beyond the 667' contour line that defines the lake level.

### **DESIGN CRITERIA**

1. The design of a storage shed is directly related to its location. As the relationship between the house and the shed changes, so does the type of shed to be used.
2. The shed should be designed to appear as part of the house/fence/landscape theme and may be part of a gazebo, deck, or other outdoor improvement.
3. The shed must be designed to respect the "visual rights" and aesthetic interests of neighboring properties.

For convenience, sheds have been placed into three categories based upon the shed's relationship to the house.

Same amount of storage space in more convenient locations.

### **TYPE 1: ATTACHED TO THE HOUSE**

**Design**--The architectural design of the shed should be compatible with the design of the house: i.e., same materials, same color scheme, same roof pitch, same detailing.

**Materials**--The finish materials used for the shed must be the same as the exterior finish of the house.

**Colors**--The color scheme must be the same as that on the house.

**Roof**--The roof slope and the type and color of the roofing material (shingles, etc.) should match those of the house.

### **TYPE 2: INTEGRAL WITH FENCE**

**Design**--When sheds are designed as an integral part of fencing, either solid or semi-transparent fence type is recommended.

The architectural design of the shed must be compatible with the design of the fence, whether the fence is existing or to be build with the shed.

**Materials**--The finish material of the shed must be the same as the finish material used on the fence.

**Colors**--The color scheme must be identical to that used on the fence.

**Roof**--The roof of the shed should either be a flat or sloped roof with the lower part of the roof at the same elevation as the top of the fence (in the case of a 6' high fence) and sloped similar to that of the house roof.

### **TYPE 3: FREE STANDING**

**Design**--The only time that a freestanding shed would be acceptable is when it is completely screened by landscaping and/or is fenced in. **Freestanding sheds in association with open fences will not be permitted.** Because of limitations inherent in solid enclosed fenced areas (see Tipton Lakes Fence and Landscape Screen Design Guidelines), it is recommended that the shed be designed to be compatible with the house or the fence.

**Materials**--The finish materials of the shed should be the same as that used either on the house or on the fence.

**Colors**--The color scheme should be the same as that used on the house or on the fence.

### **SIZE**

While sheds must provide sufficient volume for their intended use, they must be of a size which is appropriate for the size of the property and which is architecturally compatible with the applicant's house and adjacent houses.



## **SUMMARY**

All storage sheds require Design Review approval.

Sheds should be located as close to the house as possible, preferably attached to the house. However, if a more desirable location such as the back of a lot in a heavily wooded area is available, the DRC will give it consideration.

Boathouses, of course, may be at water's edge.

Roofing and siding materials should be of the same type and color of the house if possible.

Approval is contingent on resident's commitment to build a sturdy permanent structure.

### Application Contents

- A. Site plan that shows the relationship of the shed to the adjacent house and property lines.
- B. Picture and/or detailed drawing of the shed to include dimensions.
- C. Description of materials used.
- D. Color of shed/boat house and primary residence.
- E. Estimated start date and estimated completion date in terms of days after start.

## **STORM AND SCREEN DOORS**

Rising energy costs have encouraged homeowners to take measures to conserve energy through installation of storm doors. Energy-conserving measures, however, should and can be done without compromising the visual quality of the neighborhood.

Door should be straightforward without ornamentation such as scallops; scrolls and imitation gate hinges unless such style is consistent with house and Cluster. The glass area should be maximized consistent with safety.

## **COLOR**

Storm and screen doors should be painted to be the same color as the entry doors behind them. However, special consideration will be given to doors that are the same color as architectural trim, siding and existing storm windows. Consideration will depend upon the design of the particular door and its relation to the design of the house and adjacent houses.

An application is needed for storm and screen doors if visible from outside the property.

### Application Contents

- A. Drawing and/or photograph of proposed doors.
- B. Color indication of screen/storm and the existing front, rear, etc., door.
- C. Location of doors: i.e., front door, rear door, etc.
- D. Estimated installation date.

## **STORM AND SCREEN WINDOWS**

The majority of homes in Tipton Lakes have been designed so that the addition of storm windows on the inside or the use of insulating glass are viable alternatives. Homeowners should consider the cost of replacement windows before deciding on the addition of storm windows.

### **COLOR**

It is preferred that storm and screen window frames match the trim of the house, but white or anodized aluminum may be acceptable.

## **SUN CONTROL DEVICES**

Awnings and trelliswork provide an effective means for controlling glare and excessive heat build-ups on windows and door openings and help reduce summer energy consumption and utility costs. The manner in which sun control is implemented has considerable effect on the exterior appearance of a house, and the desirable benefits of sun exposure in the winter, fall, and spring.

Materials are available for application on inside of windows to reduce thermal transmission and glare. These materials may provide effective and economical alternatives to awnings and trellises. Effective sun control can often be provided by such simple measures as planting deciduous trees to shade windows from undesired sun exposure.

Sun control devices should be compatible with the architectural character of the house in terms of style, color, and materials.

1. Awnings should be of straightforward design without decorative embellishments such as scallops, fringes, and contrasting colored stitches unless such a style is consistent with that of house and Cluster.
2. Awnings and trellises should be consistent with the visual scale of the houses to which they are attached.

### **LOCATION**

The location of any awning or trellis should not adversely affect views, light, winter sun or natural ventilation of adjacent properties.

### **MATERIALS AND COLOR**

Solid colors should be used rather than strips or patterns.

Trelliswork should match the trim or dominant color of the applicant's house.

Pipe frames for canvas awnings should be painted to match trim or dominant color of the house. If awnings are removed for winter storage, frames must be removed. Trees that shade the roof in summer and allow winter sun to strike the roof have a dramatic impact on energy consumption.

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Application Contents

- A. Site plan showing location of trellis and/or awnings.
- B. Sketch and/or photograph of house (and adjacent houses if townhouse application).
- C. Sketch, photograph, or manufacturer's product information of proposed sun control device including indication of dimensions, construction details showing how the awning or trellis is attached to the house, materials, and color. In the case of fabric awnings, submissions of a material and color should be included.
- D. Estimated completion date.

## **SWIMMING POOLS AND WATER AREAS**

In general, only in-ground swimming pools will be considered. Aboveground pools are discouraged and will only be considered if all off-site visual impact is mitigated. Pools for swimming will be located in rear of the house.

## **TEMPORARY SHELTER STRUCTURES**

*A Temporary Shelter Structure* is defined as a structure that shall be erected by, or on behalf of, a TLCA property owner on said owner's property and be made available for said owner's use for no more than seven (7) consecutive days for the purpose of serving one or more sheltering functions including, but not limited to, shading sun light, blocking wind, deflecting rain, excluding insects, and securing property, and thereafter, shall be promptly removed and properly stored for no fewer than five (5) consecutive days before additional use.

The availability of said Temporary Shelter Structure for use shall be further restricted to no more than fourteen (14) cumulative days each calendar year. Computation of cumulative days shall take into account a single structure as well as any sequential erected multiplicity of functionally equivalent structures that might be employed.

The placement of said Temporary Shelter Structures on properties shall be further restricted to exclude areas in the front yard.

Choices with respect to the size, design, and coloration, placement outside excluded areas, and maintenance of said Temporary Shelter Structures shall be left to property owners discretion to maintain a harmonious relationship among structures and the natural vegetation and topography.

Structures qualifying under this definition shall be exempt from requiring DRMC approval. Structures failing to qualify under this definition shall be considered permanent structures requiring DRMC approval under applicable rules and guidelines.

## **TRASH CANS**

Trashcans should be stored out of sight. This can be accomplished by storing them in garages, basements, etc., or by using appropriate exterior screening, fencing, or landscaping.

## **TRASH REMOVAL**

Each resident is responsible for picking up litter on his property and preventing windblown debris from originating on his land.

At no time are Common Areas considered a dumping ground for inorganic debris. Organic debris such as leaves, grass clippings and branches may also not be dumped on Common Areas.

Removal of trash and debris from all Common Areas accumulating from resident usage should be completed as necessary utilizing City services.

## **TREE REMOVAL**

Prior to removing any tree over 2 1/2" in diameter, consult with Association staff to review the feasibility of moving the tree to Association property.

No live trees with a diameter in excess of 4", measured 12" above ground, nor trees in excess of 2" in diameter, similarly measured, which are generally known as flowering trees (such as dogwood or redbud) or as broad leaf evergreens, no live vegetation on slopes greater than 20% of gradient or marked "no cut" areas on original plans, may be cut without prior approval of the DRC. The Association staff will set rules for cutting of trees allowed for selective clearing or cutting.

## **WINDOWS**

Adding windows is permissible provided there is compatibility with respect to location, size, style and color. DRC approval is required. See Major Exterior Changes.