

## **FAIRWAYS OF CROOKED TREE EXTERIOR GUIDELINES**

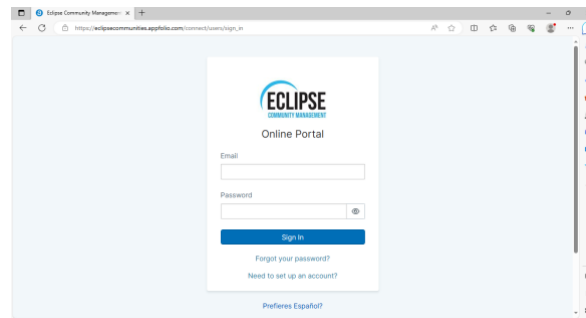
*Please use this document as a general reference to Exterior Guidelines for the Fairways of Crooked Tree neighborhood. For more detailed information, please refer to the Fairways of Crooked Tree Covenants, which can be found in the 'Documents' section on the Fairways of Crooked Tree website, <https://www.fairwaysofcrookedtree.com/documents>.*

*All improvements to a property within the Fairways of Crooked Tree neighborhood should be compatible with the existing property and adjacent properties in scale, color, and material. For submitting home improvement applications, please review [Improvement Application](#) section of this document.*

### **HOME MAINTENANCE**

- The home at each property address located in the Fairways of Crooked Tree must be in compliance with maintaining the exterior appearance of the home and landscaping.
- Landscaping includes mowing, tree pruning, clipping off suckers/shooters from trees and at base of tree and removal or replacement of dead plant material, all lawn care and bedding care.
- Exterior of home includes: paint on shutters, front, rear or side doors, exterior siding and any paintable trim on windows, doors, fascia and decorative applications of any kind.
- Exterior of homes (brick or siding) should be kept clean.
- Sidewalks in front of each lot must be maintained by each homeowner. They must be kept flush (no tripping hazards) and intact (no cracking or chipping).
- Maintenance or replacement of gutters and downspouts.
- Replacement of missing shutter(s).
- Replacement of mailbox in compliance with standard mailbox throughout the community. (See mailbox information below and on the website.) Mailbox posts should stand upright.
- Maintaining the appearance of resident fences, if applicable, by painting or staining. Replacing or aligning any crooked post or rails. Color of paint or stain must be approved through the HOA Board.
- Trash receptacles cannot be kept in public view other than the day prior and day of trash pick-up.

- Homeowners have 15 days to complete repairs once notified by Eclipse Community Management or representatives of the HOA Board of any items in violation of these guidelines or HOA Covenants and Amendments. If the homeowner is unable to get the items fixed in 15 days, they need to send notification of their timeline for repairs to Eclipse Community Management via the Online Portal.



## **MAILBOXES**

- The approved mailbox colors are below. Any other variation will be in violation and will be required to be changed at homeowner cost.
- Paint or Stain: BEHR brand, Color: Beach Grass S280-2
- It doesn't matter if you decide to paint or stain, just keep in mind that once you paint you must continue to paint and cannot return to using stain.

## **COLOR CHANGES**

- All color changes to the exterior of the house need to be submitted, including but not limited to, siding, shutters, doors, garage doors, and roofs, etc.
- . In addition to the Improvement Application, please submit:
  - Paint chips and material samples of proposed and existing if applicable
  - Clear indication of all locations the color change will occur. Photos of the house with proposed changes marked would be the recommended method of presentation.

### **HOME ADDITIONS**

- All additions and/or alterations to the house are required to be submitted for HOA approval. This includes, but is not limited to:
  - Rooms, garages, porches, roofs, shutters, doors, garage doors, windows, siding changes, lighting (excluding landscape lighting)
  - Sheds and similar structures are not allowed in the FCT neighborhood.
- In addition to the Improvement Application, please submit:
  - All applicable elevations and plans to scale which show new work, existing work, and the relationship between the two. The elevations should show all pertinent dimensions and materials.
  - The drawing set should include roof plan, plumbing plan and electrical plan if applicable.
    - 1 Plot plan to scale
    - 2 Sample of proposed materials and colors, existing and proposed.
    - 3 Name of professional(s) used. (If applicable)
    - 4 Copy of City of Mason permit(s).

### **LANDSCAPING**

- Mowing of grass and maintaining weeds in yard and mulch beds
- Replacing/removal of dead plant material
- Tree pruning within yard
- Maintain Curb Trees:
  - Watering, fertilizing, insecticides, pruning, and mulching.
- Trees must be trimmed so that branches are a minimum of 8 feet from the sidewalk and 14 feet from the street.
  - Homeowner's responsibility to replace if needed.
  - Tree needs to be replaced with like tree so that street consistency is maintained.

### **FENCES**

- Any planned fence addition needs to be approved by the HOA.
- Fences approved by the HOA in the past have been 3 or 4 row fence, split rail fence, metal rail fence. Chain link fences are not permitted by the HOA
- All fences need to be maintained by the homeowner after installation.
- Painting and staining are optional, but color choices need approval prior to doing any work.

- In addition to the Improvement Application, please submit:
  - Plot layout with proposed fence location
  - Image of fence style
  - Paint chips of proposed color if applicable

### **SOLAR PANELS**

- Please reference the Solar Panel policy listed on the Fairways of Crooked tree website <https://www.fairwaysofcrookedtree.com/documents>.

### **EXTERIOR SIGNS**

- Please reference the Exterior Adornment policy listed on the Fairways of Crooked tree website <https://www.fairwaysofcrookedtree.com/documents>.

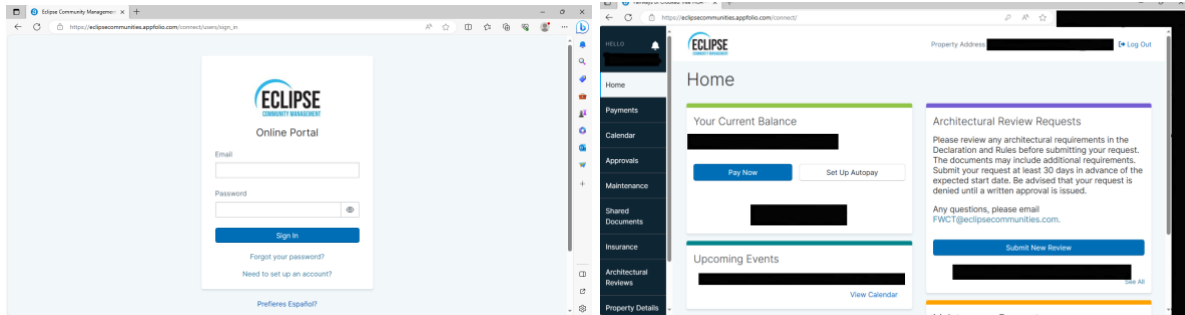
### **IMPROVEMENT APPLICATION**

***All exterior improvements must be submitted and approved prior to construction start for the following:***

- Decks, fences, patios (any type), sidewalks, landscaping, retaining walls, trellis, arbors, fountains, play sets, installed basketball hoops (in ground only), driveway extensions, porch additions, in ground pools, hot tubs, home additions, any exterior color change, new garage door(s), awnings, satellite dish placement.

***All exterior improvements require approval. See below for more information. Some of the above will require a City of Mason Permit which must be obtained prior to start of construction. The City of Mason Building Department phone number is 513.229.8520***

Improvement Applications are available under the Eclipse Community Management Online Portal. Please log in to your Online portal page at: [Eclipse Community Management Portal](#). Please sign in and submit requests via the Architectural Review Requests → Submit New request.



Once the improvement application has been received, the board has 30 days to provide an approve or disapprove decision to the homeowner. The decision will be communicated via the Eclipse Community Management Online Portal. If the recommendation is to disapprove the application, the homeowner has the right to ask for clarification and to attend a board meeting to discuss their options.

Revisions

Revision Date	Revision Details
September 2023	Updates for Solar Panels, Exterior Signs and Improvement Application submissions