

Northbrook Community Association

Architectural Design Guidelines

These Guidelines are intended to help maintain Northbrook in a consistent and harmonious manner and are intended for Unit Owners who desire to make modifications to their lot or dwelling. Certain changes require the approval of the Architectural Review Committee, which uses these guidelines when considering an application.

These guidelines apply to both Townhomes and Detached Homes except where noted. Unless defined herein, capitalized terms shall have the meaning ascribed to them by the Declaration, if any.

I. General Considerations:

- Any proposed architectural additions or changes must maintain and be compatible with the overall community design.
- All colors, construction materials, and details must be consistent with community scheme.
- The impact of any proposed architectural additions or changes on landscaping and on neighboring properties must be considered.

See section VIII for full text of review criteria.

II. Contents of a Request for an Architectural Change

A. Making Additions or Modifications:

A request for an architectural change must include the specifications for additions or modifications, including site plan, exterior paint colors, construction materials, lighting fixtures (other than those supplied by builder) and other construction details.

A request must be submitted when required by Section 11.1 of the Declaration for proposed additions or modification, including but not limited to the following (Gazebos, Storage Sheds, and Swimming Pools apply to Detached Homes only)

Satellite dishes	Garage doors	Windows
Solar panels	Hot tubs/jacuzzi	Patios
Awnings	Storm doors	Walkways
Decks	Fencing	Gazebos
Exterior lighting	Landscaping	Storage sheds
Shutters	Roofs	Swimming pools

B. Removing Existing Improvements:

A request for an architectural change must be submitted if a proposed removal of an existing improvement will change the exterior appearance of the property or dwelling -- i.e., the removal of an addition, wall, fence, walkway, or landscaping. Such a request must explain in detail the proposed removal and its effect.

III. Procedure for Architectural Change Requests

Complete the Architectural Change Request (see attached form). Attach all specifications, construction details, drawings or pictures to the form, which is to be sent to the Architectural Review Committee by registered or certified mail, or e-mailed to Rules_Architecture@northbrookgv.com. Additional clarification or supplements may be requested.

IV. Architectural Design Specifications:

The following guidelines apply to specific modifications or alterations to a Lot, and supplement the provisions of the Declaration:

A. Antennas, Satellite Dishes, Solar Panels

Antennas (Television or Radio)

Prohibited outside any dwelling

Satellite Dishes

Permitted, with the location being subject to approval from the Architectural Review Committee. Must be placed in the rear of the dwelling or on the rear roof only, and may project above the roof line only upon receipt of documentation from a satellite provider or installer that such projection is required for proper signal reception.

Solar Panels

Solar panels will be allowed only on rear facing roofs of perimeter units; Solar shingles closely resembling existing roof shingles may be allowed on front and rear roofs of all units. In any case, plans must first be submitted and approved by the Architectural Review Committee along with a building permit approved by the township

Note: In Dec 2016, an ordinance was passed by Bethel Township that "*roof mounted solar energy systems are permitted on residentially zoned property, provided the property lot is 30,000 square feet or greater*", meaning that building permits will not currently be issued on townhomes.

B. Awnings

No awnings are permitted except after architectural review and approval. All awnings must be retractable or of a temporary type of construction (permanent poles with removable canvas), must blend with the exterior colors of the existing siding, and cannot be visible from the street in front of the dwelling. To expedite architectural approval, it is suggested that the applicant discuss the proposal with neighbors and note it in the application.

C. Bird Bath/Feeders

Not permitted in the front or side yards of a Lot, including trees.

D. Decks

No changes to or new deck construction will be allowed without prior review and approval of the Architectural Review Committee and the receipt of a building permit approved by the Township. The following considerations will be used for changing or adding to decks:

A deck may be enlarged if it will not extend past the side of the dwelling or the garage or more than twenty-five feet (25') from the rear of the dwelling.

Color - changes are allowed if the proposed color matches the dwelling's existing trim colors.

Spindles - to be vertical spindles no more than 4 inches apart (or as prescribed by the local building code).

E. Exterior Lighting

Coach lights and a reasonable number of low voltage walkway landscape lights are permitted subject to the approval of the Architectural Review Committee. Limits on the brightness and/or shielding may be required to protect neighbors.

Replacements of lighting fixtures on dwellings are not required to be exact, but must be similar in architectural style to the original fixtures (fitting with the builder described "Colonial" façade). If any doubt, a request for Architectural approval must be submitted.

String lights and colored lights of any kind are not permitted on any building or lot, except for holiday decorations.

F. Flagpole

Attached to dwelling or garage (not free standing); pole must not exceed 6 feet in length.

G. Garage Door(s)

Replacement to follow existing design and color as closely as possible.

H. Hot Tub/Jacuzzi

Subject to the review and approval of the Architectural Review Committee. Permitted only in the rear of a Lot when located behind and within twenty-five feet (25') of the rear line of the dwelling and recessed into a deck or into the ground. Not to be visible from the street in front of the dwelling.

I. Paint Colors, exterior

Must match existing color combinations actually utilized by the builder. (Refer in Northbrook's website to the builder's design chart of intended colors, or match color samples from local paint stores). Repainting will be required if not matching that of neighboring units within same building.

J. Railings

Not permitted unless required by a local building code or needed to accommodate a physically challenged resident of a Unit.

K. Shutters

Replacement to follow existing design and color as closely as possible.

L. Statuary & Garden

Statuary, defined as figures usually of person or animal that are made of stone, metal, ceramic, etc., are not permitted in any location, except that a reasonable number will be allowed within the confines of the garden area, which may not be expanded beyond original boundaries.

M. Storm Doors

The type or style is to be unfrosted glass and/or screen. Door color must match that unit's front door or existing door trim in color. Etchings in the glass are not allowed, unless minimal. Deviations are permitted only with prior architectural review and approval.

N. Windows

Replacement - to follow existing design (including grids) and color as closely as possible.

O. Privacy Fence

Permitted only where permitted by the Architectural Review Committee to screen a satellite dish, deck, hot tub or jacuzzi, or (for detached homes) a swimming pool.

Maximum height of six feet (6').

Approvable types:

Picket (three-inch minimum width of picket spaced one to one and one-half inches apart).

Semi-Private (shadow box, board on board, flat panel – board space board).

Made of wood (no painting or staining of wooden fences, must be left natural or seal coated for weather protection; must be used when erected on a deck) or vinyl (not permitted when erected on a deck; white or a color that matches the siding or trim of the dwelling).

P. Basketball post, backboard and hoop

No backboard or hoop may be attached to the dwelling or a garage.

Detached Homes Only - Permitted in the following locations:

Side-entry garage homes - Mounted on a permanent post, with the post located on the far side of the blacktop area from the garage or to the rear of the blacktop area. The post cannot be located closer to the street than the front line of the garage or the dwelling, whichever is closer to the street.

Front-entry garage homes -- Mounted on a permanent post, with the post set back at least 10 feet from the street curb and at least 10 feet from the garage.

Q. Mailbox and mailbox post (Detached Homes Only)

Replacement to match original design supplied by builder.

R. Children's Playhome (Detached Homes Only)

Playhomes and similar structures (such as swing sets), which are specifically for children's use as play equipment, and which are hereby defined as not constituting an Outbuilding, are permitted, subject to the conditions set forth below:

All designs must be submitted to the Architectural Review Committee for review and approval.

The color must match the color of the dwelling or the trim of the dwelling, or be a natural wood color.

The playhome must be located to the rear of the dwelling, and cannot extend beyond the sideline of the dwelling.

S. Fencing (Detached Homes Only)

No fences, hedges or landscaping screens are permitted on Townhome Lots. No fences, hedges or landscaping screens (in contrast with isolated trees or shrubbery) shall be planted or erected forward of the front line of the dwelling on any Lot. Fences in excess of a height of five feet are not permitted.

Approvable types of fencing:

Wood fences (no painting or staining of wooden fences, must be left natural or seal coated for weather protection):

Post and Rail, three or four rails (fence wire is permitted, attached to the outside of the fence).

Picket, minimum of three-inch-wide pickets spaced one to one and one-half inches apart, straight or concave designs are approvable.

Vinyl fences (white or a color that matches the siding or trim of the dwelling):

Post and Rail, three or four rails (no fence wire is permitted)

Picket, minimum of three-inch-wide pickets spaced one to one and one-half inches apart, straight or concave designs are approvable.

T. Gazebo (Detached Homes Only)

No gazebos are permitted on Townhome Lots.

One gazebo, not to exceed 300 square feet in floor area, is permitted on a Single-Family Lot if located to the rear of the dwelling and within 60 feet of the rear of the dwelling. The gazebo may not be placed so as to extend beyond the sideline of the dwelling or garage.

U. Storage Shed (Detached Homes Only)

No storage sheds are permitted on a Townhome Unit.

Storage sheds are not permitted on a Detached Home Lot without prior architectural review and approval.

Maximum size 10' x 12' x 8' high (total of 120 sq. ft. of floor space).

Roof material - shingles to match the existing roof of the dwelling.

Style - A-frame barn type or, when attached to dwelling, single angled roof type.

Siding – vinyl siding or T1-11 wood siding.

Color - siding and trim to match dwelling.

Location - in the rear of the Lot and attached to/within 30 ft. of the rear of the dwelling; may not extend beyond the sideline of the dwelling or garage (see attached storage shed location plan).

Additional requirements for rear yard storage sheds that are not attached to the dwelling:

Five-foot-tall wood (no painting or staining, must be left natural or seal coated for weather protection) or vinyl (white or a color that matches the siding or trim of the dwelling and shed) fence from rear corner of dwelling to front corner of shed

Approvable fence styles for the above condition:

Picket (three-inch minimum width of picket spaced one to one and one-half inches apart).
Semi-Private (shadow box, board on board, flat panel – board space board).

In addition, evergreen shrub screen around sides and rear of the shed:
Species: Arborvitae, Leyland Cypress or equivalent columnar type shrubs.

Minimum tree size at planting - 5 feet tall.

Spacing: Arborvitae 5' on center, Leyland Cypress 6' on center or as required for the specific type of equivalent shrub.

V. Swimming Pools (Detached Homes Only)

Swimming pools are not permitted on Townhome Units.

For Detached Homes, no above-ground pools allowed. In-ground pools subject to architectural review and approval, with the size not to exceed 40 feet by 50 feet. No elevated diving boards (over 24 inches) or stands

VI. Private Open Space

Common Areas are the property of all Unit Owners and cannot be altered by any individual Unit Owner, by an architectural change (unless authorized on behalf of the Community by the Community's Executive Board) or by placing personal property of a Unit Owner on Common Areas. This includes planting or removal of trees, shrubs or natural plantings

VII. Appeal Process

Unapproved architectural changes are subject to sanctions and/or removal, with the costs being borne by the unit owner.

Request for architectural changes that have been rejected may be appealed by the applicant (Owner) in writing within 30 days after the committee's decision was announced. (Refer to the Declaration of Covenants, Restrictions - Article XI, Section 11.2. Approval Process).

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VIII. REVIEW CRITERIA

The Architectural Review Committee evaluates all submissions on the individual merits of the application. Besides evaluation of the particular design proposal, this includes consideration of the characteristics of the housing type and the individual site.

Design decisions made by the Architectural Review Committee in reviewing applications are not based on personal opinion or taste. Judgments of acceptable design are based on the following criteria which represent in more specific terms the general standards of the Declaration.

A. Relation to the Natural Environment. Fencing in particular can have damaging effects on the open space. Other factors such as removal of trees, disruption of natural topography and changes in rate or direction of storm water run-off also adversely affect the natural environment.

B. Conformance with Covenants. All applications are reviewed to confirm that the project is in conformance with the Declaration.

C. Design Compatibility. The proposed alteration should not adversely interfere with access, view, sunlight, ventilation and drainage. For example, fences may obstruct views, breezes or access to neighboring property; decks or larger additions may cast unwanted shadows on an adjacent patio or infringe on privacy. When a proposed alteration has possible impact on adjacent properties, it is suggested that the applicant discuss the proposal with neighbors prior to making application. It may be appropriate in some cases to submit neighbor comments along with the application.

D. Scale. The size (in three dimensions) of the proposed alteration should be proportionate to adjacent structures and its surroundings. For example, a large addition may not relate in scale or mass to a small dwelling.

E. Color. Parts of the addition that are similar in material or function to the existing home, such as roofs and trim, must be matching in color.

F. Materials. Continuity is established by use of the same or visually identical (insofar as possible) materials as were used in the original dwelling. For instance horizontal vinyl siding on the original dwelling should be reflected in an addition, and the new roof should match existing roof.

G. Workmanship. The quality of work and detail should be equal to or better than that of the surrounding area. Poor workmanship can also create safety hazards. The Association assumes no responsibility for the safety of new construction by virtue of design or workmanship.

H. Timing. Projects that remain uncompleted for long periods of time are visually objectionable and can be a nuisance and safety hazard for neighbors and the Community. All applications must include estimated completion dates. If the proposed time period is determined to be unreasonable, the Architectural Review Committee may disapprove the application. All approvals shall be conditioned upon completion within the estimated completion date provided by the applicant, subject to delays beyond reasonable control.

Northbrook Community Association

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Boothwyn, PA 19061
northbrookhoa@aol.com

ARCHITECTURAL CHANGE REQUEST

TO THE APPLICANT: PLEASE COMPLETE THE FOLLOWING:

1. Name & address of the Unit Owner requesting the architectural change:

Daytime Phone: _____ Evening: _____

E-mail: _____

2. Date Submitted: _____

3. Proposed change: Provide a detailed description and reference how it complies with Architectural Request Guidelines (see website).
Attach an additional sheet if more space is needed):

Also attach additional information and documents, as applicable: plans and specifications with illustrations showing the nature, kind, shape, color, height, materials and location.

4. Proposed Completion Date: _____ (if applicable)

NOTE: Return this form or send questions to the above email address.

Date Received by Committee: _____

☐ Approved ☐ Approved with conditions (itemized below) ☐ Denied

Necessary revisions or comments:

Your signature : _____ Date: _____

Approval signature: _____ Date: _____