Familiarity with these architectural standards and guidelines will assist owners in the preparation of applications for alterations, modifications, or improvements to their property that are consistent with the guidelines and therefore approvable.

The primary purpose of design covenants is to maintain environmental and architectural design standards for the entire residential community.

This document explains the application and review process which must be followed by owners seeking approval for any exterior alterations or improvement to their dwellings.

The guidelines will serve as a reference source and will assist owners in preparing applications for review by the Truitt Architectural Review Committee (ARC). Owners are encouraged to familiarize themselves with their content and to retain the guidelines for future use.

**Nature, Purpose and Operation of the ARC**

The Truitt Homestead Architectural Review Committee (ARC) has been established pursuant to Article III, Section 17 of the Bylaws for the Truitt Leasehold Condominium (“Truitt”). The ARC recommends to the Truitt COA Executive Board rules and guidelines governing alterations, modifications and improvements to the exterior of Units and limited common elements appurtenant thereto. The ARC reviews all applications by unit owners to make such modifications and evaluates them in accordance with such guidelines as the Executive Board shall have adopted.

The ARC consists of three Truitt owners who are resident in the community. Owners who serve on the Executive Board shall not be eligible to serve as ARC members. Members are appointed from time to time by, and serve at the pleasure of, the Executive Board. The ARC shall designate one of its members as “coordinator,” and communicate that designation to the Executive Board and the Truitt property manager. The role of the coordinator is to make sure applications are considered and reviewed by the ARC in a timely and collaborative manner, and to communicate the ARC’s recommendations, questions and determinations regarding each application to the Executive Board and property manager.

When an application for ARC approval is submitted in accordance with these guidelines, the application shall be forwarded to the ARC members for consideration. ARC members shall consult among themselves about the application. If the ARC believes that additional information about application is needed, or if the ARC has other questions about the application, the coordinator will so advise the property manager who will take steps to secure the information.

If, after consideration, the ARC determines (by majority vote) to recommend approval of an application, the coordinator will convey that recommendation to the property manager, who shall promptly forward the same to the Executive Board. The Executive Board may ratify, reject or modify the ARC recommendation. The Executive Board will communicate its determination to the applicant, the ARC, and the property manager. If the ARC determines, by majority vote, to disapprove an application, the coordinator will convey that determination to the property manager, who shall promptly advise the applicant and the Executive Board of the determination.
In conveying the ARC’s questions, recommendations and determinations, the coordinator is encouraged to identify significant differences of opinion or approach within the ARC about any aspect of an application so the Executive Board can be aware of the matter and consider taking steps to clarify the policies applicable to exterior modifications. In addition, the ARC is encouraged to review these guidelines on an ongoing basis and recommend to the Executive Board any revisions the ARC feels are in the best interests of the community.

To avoid any appearance of conflicting interests, in the event an application is submitted by an ARC member, the procedures described herein shall apply, except the applicant shall be recused from participating in consideration of the application. In that event, a unanimous vote of the remaining ARC members will be necessary to recommend approval of an application; otherwise, the application will be deemed to have been disapproved by the ARC.

Construction, Improvements, Alterations, and Changes Subject to Review and Approval by the Architectural Review Committee (ARC)

All alterations, changes, or improvements, whether permanent or temporary, to the exterior of a dwelling or to limited common elements appurtenant thereto are expressly made subject to the review and approval of the ARC. Because the applicable condominium documents provide that modifications may also require the approval of the Legal Owner, decisions by the ARC to approve an application are subject to review by the Executive Board and ratification by the Legal Owner.

Design Review Criteria

In reviewing applications, the ARC will first be guided by the applicable provisions of the applicable condominium documents, including the Declaration of the Truitt Leasehold Condominium and the Bylaws for the Truitt Leasehold Condominium.

Relation to Environmental Conditions and Community Open Space: Harmony of a design with its surrounding natural environment is an important factor. Other factors, such as the removal of trees, disruption of the natural topography, vegetation and changes in rate or direction of storm water run-off, also adversely affect the environment in terms of aesthetics or functionality.

Validity of Concept: The basic idea must be sound and appropriate to its surroundings.

Design Compatibility: The proposed improvements must be compatible with the architectural characteristics of the applicant’s dwelling, adjacent structures, and the private residential character of the community. Compatibility is defined as similarity in architectural style, quality of improvement, similar use of materials, color and construction details.

Location and Impact on Neighbors: The proposed alteration should relate favorably to the landscape, the existing structure and the neighborhood. The primary concerns are access, view, sunlight, ventilation, and drainage.

Scale: The size (in three dimensions) of the proposed alteration should relate well to adjacent structures and its surrounds. For example, a large addition to a small house may be inappropriate.
Color: Color may be used to soften or intensify visual impact. Parts of an addition that are similar in design to an existing house, such as roofs and trim, should match color and composition. A sample board of exterior materials, finishes, and colors may be required at the sole discretion of the ARC.

Materials: Continuity is established by use of the same or compatible materials as were used in the original house. The options may be limited somewhat by the design and materials of the original house. For example, vertical wood siding on the original house should be retained on an addition.

Application and Review Procedures:

Following are the application and review procedures, which will be used by the ARC:

- **Applications:** Owners must submit all applications for proposed improvements in writing using the application form authorized by the ARC. The application form may be downloaded from the COA website, truiithomesteadcoa.org. Applications must be complete in order to commence the review process. An owner seeking approval for an application should complete all required supporting documentation prior to submitting the request. Note that there is currently no fee assessed for submitting an application, but the Executive Board may revisit that in the future.

Incomplete applications will be returned to the applicant with a statement of deficiencies or request for additional information. Failure to respond to the deficiencies or request for additional information within the 30-day period will result in the application being deemed withdrawn. The ARC has sole discretion to determine when an application is complete in order to be considered for review.

Owners are strongly encouraged to submit completed applications by email to: www.seascapearcrequest@seascapepm.org. Seascape will forward the application materials to the ARC for review. Owners who cannot submit via email may mail (or deliver) a paper copy to the following address:

**Truitt Homestead Architectural Review Committee**

**c/o SeaScape Property Management**

**32566 Doc’s Place, Suite 5**

**Millville, DE 19967**

- **Required Documentation:** The application must include a complete and accurate copy of the notarized/stamped plat showing the requested changes (a copy of the plat is included in each owner’s closing materials).

The design guidelines and application form provide guidance with respect to the supporting documentation required for various types of improvements. description of the proposed improvement(s)/changes. In order to permit evaluation by the ARC, supporting exhibits will frequently be required.
Following are examples of what should be included in an application:
- a site plan showing the location and dimensions of the proposed improvement
- architectural drawings or plans, as applicable
- landscape plan
- material and/or color samples, etc.

- **Timely Completion of the Review:** The ARC will meet as needed, on a schedule agreeable to ARC members, to review applications received. The ARC will make every effort to complete its review of an application within thirty (30) days after the receipt of a properly completed application and any required fee. The ARC will promptly communicate disapproval of an application to the Executive Board/property management company, which shall advise the applicant of the decision. A decision by the ARC to recommend approval of an application will be sent to the Executive Board for review. The Executive Board will be responsible for obtaining approval from the Legal Owner if required. The Executive Board will also be responsible for communicating its disposition of the application to the owner, unless that responsibility has been delegated to the property manager or to the ARC.

The review period will only commence upon the receipt of a complete application form, including any required exhibits.

- **Appeals Procedure:** An owner may appeal a decision by the ARC to disapprove an application by submitting a written request to the Executive Board through the property manager. This request should include any new or additional information, which might clarify the requested change or support its approval. An owner may also seek reconsideration of an Executive Board decision to deny or limit or condition an application which the ARC had recommended be approved, by submitting a written request for reconsideration to the Executive Board through the property manager.

A meeting will be scheduled within 30 days after the receipt of the applicant’s appeal or reconsideration request with the Executive Board and at least 1 member of the ARC to review the appeal. The Board’s decision shall be communicated in writing to the applicant within two weeks after the review meeting.

- **Completion of Approved Changes:** If construction does not begin for an approved project within six (6) months after the date of approval, the approval will be deemed withdrawn and it will be necessary for the owner to reapply for approval before beginning any activities.

Once construction has begun, it shall be diligently pursued to completion. All work shall be completed within 90 days of start date unless otherwise specified in the notice of approval or unless the ARC grants an extension in writing.
Design Guidelines

The following pages list items that are most often submitted for ARC approval. The list is not all-inclusive and will be updated on an as-needed basis.

**Air Conditioning Units (windows)/Heat Pumps:** will not be approved for the installation of window or wall air conditioning units or fans.

The relocation of exterior central air conditioning units and heat pumps will not be approved.

Application and approval are not required to replace a heat pump or air conditioning unit in the original location.

**Antennas and Satellite Dishes:** No antennas are permitted per Section 9(p) of the Declaration. Satellite dishes must be submitted for approval.

- Satellite dishes cannot exceed 5 feet above the roof line and may not exceed one meter in diameter.
- Location: antenna satellite dish cannot be installed in the front of the property so long as another location exists on the lot or residence from which an acceptable quality signal can be received. If a front or side yard location is necessary for a ground mounted satellite dish, the equipment should be installed near other utility equipment or among shrubbery. They are to be located so that they are as visually unobtrusive as possible.

Whenever possible, the devices should be located in the rear yard. If a device must be installed at roof level, it should be situated on the rear side of the roof ridge line, so as to have no, or minimal, visibility from the front of the home.

**Attic Ventilators:** Attic ventilators and turbines should be mounted on the rear side of the roof ridge line so as to minimize their visibility from public areas and adjoining lots. Attic ventilators must be painted to match the color of the roof (if roof mounted) or the color of the house siding or trim (if mounted on a gable end).

**Awnings (retractable):** Awnings are eligible for approval provided they are located on the rear of the home and be a color that is complementary with the color of the home.

Only synthetic fabric retractable awnings will be approved; ex.: Sunbrella type of material.

The following awnings will not be approved: metal awnings, individual window awnings.

**Carpeting, Indoor/Outdoor:** Carpeting and synthetic grass on any exterior surfaces (for example, front stoops, decks, patios, etc.) are prohibited. Area rugs are allowed.

**Chimneys (fireplace):** Chimneys attached to the home must be of materials compatible with the style and color of the home. Chimney material must cover the entire height of the chimney, except for a direct vent fireplace exhaust. All applications will be on a case by case basis and within building code.
**Clothes Lines:** Clothes lines or similar apparatus for the exterior drying of clothes are prohibited.

**Decks, Patios, and Porches:** Without exception, the addition or modification of all decks, patios (covered or uncovered), patio fireplaces, and/or porches (screened or not screened) must be approved by the ARC prior to the commencement of any work, and must conform to the following detailed guidelines:

These and any other such exterior additions or alterations, are an extension of the house that can impact its exterior appearance and potentially result in grading alterations or diversion of water run-off.

The application for an approval must include complete plans and specifications showing the following: location, shape, height, material, color(s), type of construction, and drawings which should be to-scale and depict the exact dimensions and elevation of the proposed alteration(s), and building permits if required by applicable law.

Professional drawings are advised.

These requirements also pertain to any proposed removal of any such exterior addition or alteration, and any alteration to the grade of any lot or the change of any water run-off.

Any change in drainage that may result from the modification, addition or removal of a deck, patio, covered patio, patio fireplace, porch, or screened porch shall be remedied. Approval will be denied if the ARC determines that adjoining properties are adversely affected by any change in drainage. Any drainage problems that result from any such alteration or modification are the sole responsibility of the subject homeowner at his own expense, without regard to any determination or approval by the ARC.

The following factors will be considered in the review of applications submitted under this provision:

- **Location:** Exterior additions or alterations such as decks, patios, and porches should be located in rear yards; the ARC on a case-by-case basis will consider any request for a variance from this standard.

- **Scale and Style:** Decks, porches and patios should be of a scale that is compatible with the home to which it is attached, and consistent with the nature and type of construction of adjacent homes and the environmental surroundings.

  All decks, porches, and patios must meet minimum local government and ARC setback requirements and may not be constructed across building restriction lines (BRL) shown on individual site plans for the lots.

**Materials and Design:**

- **Decks:** Decks and porch floor structures should be constructed of composite material for horizontal surfaces (deck floor and stair risers). White vinyl may be used for deck railing components and other structural components.

  **Note:** pressure treated wood will not be approved.
- **Patios:** Pervious surfaces are required. The use of brick, flagstone, slate or decorative pavers is encouraged. Any adverse drainage that might result from the construction of a patio or porch should be considered and remedied in the plan.

- **Underdeck Screening:** Decks that are above grade must be screened with lattice or landscape materials. Lattice must be vinyl or composite material.

- **Under-deck Storage:** The storage of any items below a deck is prohibited unless underdeck screening/enclosure is in place.

- **Color:** Decks should match the existing colors used by the builder and like material. An application which includes vinyl structural components, those components can only be white in color. All accessory structural elements must match structural components of the deck in color. An application must include a sample photo of the proposed color.

**Dog House, Kennels or Dog Runs (permanent):** Permanent doghouses, kennels or dog runs (except for the community dog run depicted on the site plan as an amenity) are prohibited.

**Exterior Lighting:** Lighting which was installed on the original structure may not be altered without prior approval of the ARC. Proposed replacement or additional fixtures must be compatible in style and scale with the applicant's house.

No exterior lighting may be placed or affixed in such a manner as to cause a concentrated beam to be directed outside the boundaries of any lot.

Proposed additional lighting will not be approved if it will result in an adverse visual impact to adjoining neighbors due to location, wattage or other features. Low voltage landscape lighting located along a walkway or among shrubbery will be considered as long as it does not distract from the overall appearance of the home.

Lamp post: will not be approved

Applications for replacement or additional exterior lighting should include the wattage, height of the fixture above ground, location on the property (shown on a plat map for the lot) and a description of the fixture(s) and/or a photograph or cut sheet from a catalogue.

**Exterior Painting:** An application is not required in order to repaint or re-stain an existing object to match the original color.

**All exterior color changes must be approved.** A color sample must be included in the application.

This requirement applies to siding, doors, shutters, trim, roofing and other permanent structures.

**Fences:** NOT permitted except decorative ones around the patio in white or black at a maximum height of 4 feet
Invisible Fences (underground electric fence for dogs): Are permitted with the following restrictions:

- Electric fence can only be installed on the sides and back of the home
- Cannot be installed beyond the Building Restriction Line (BRL)
- Cannot be installed in the front of the house
- Cannot interfere with or damage irrigation and utility lines

Flagpoles: Permanent, freestanding flagpoles are prohibited.

Flagpole staffs which do not exceed six (6) feet in length and are attached at an incline to the wall or pillar of the dwelling are permitted and do not require approval by the ARC.

Greenhouses: Free-standing greenhouses are prohibited.

Gutters and Downspouts: All gutters and downspouts, including replacements, must conform in color and design to those installed originally.

Any addition of new gutters or downspouts, or a change in location of an original gutter or downspout requires approval.

Gutters and downspouts must be located in such a manner as to not adversely affect drainage onto neighboring properties.

Black tubing used for additional drainage purposes must be buried underground and directed away from adjacent properties. Splash blocks should be black or green plastic or unpainted concrete.

Hot Tubs/Spas: All requests for outdoor hot tubs or spas must be reviewed and are subject to the approval of the ARC.

Landscaping: Application and review is not required for the following modifications:

- Planting of similarly-sized annuals or perennials in existing beds,

Any other landscaping modifications will be at the owner's expense to maintain, and require application and review by the ARC:

- Installation of new beds less than three feet wide adjacent to walks from the driveway to the front of the home, provided that plants have a mature height of less than three feet
- Installation of new beds of up to three feet wide around the perimeter of the house foundation (and deck or patio if present) provided that plants installed have a mature height of less than eight feet
Disclosure to a new owner is required detailing any landscaping changes made to original installed landscaping. It will be the new owner’s responsibility for maintaining these changes including all financial responsibility. If not, the landscaping must be returned to the original condition i.e. grass before the sale takes place.

Please note: All landscaping must be set back from property lines to accommodate the mature height and width of the plants within the owner’s property line. When selecting plants for locations near the set-back lines, consideration should be made for any tree’s root system that could extend to the property line or beyond as landscaping cannot extend to the Building Restriction Line (BRL) of the owner’s property.

Owners will be responsible for any damage or disruption to irrigation and utility lines caused by landscaping, whether or not the work requires approval by the ARC.

The following landscape items will not be approved:

- Landscaping that would alter the rock borders installed around some foundation walls by the builder
- Landscape timbers
- Landscape screens or barriers are not permitted on front yard or property lines.
- Any proposed improvement which is of such a scale or type as to be potentially inconsistent with the scale and design features of the home, adjacent homes and the surrounding area.

- **Tree Removal:** The removal of all live trees must be approved by the ARC.

**Outdoor Showers:** Outdoor showers are permitted upon approval of the ARC. The location of the shower must be on the side or the rear of the property. The application is subject to denial if the proposed location could adversely affect surrounding homes. Homeowner is responsible to ensure proper drainage of the shower. The shower must be totally enclosed with white PVC style material.

The maximum size of the shower is 4 feet by 8 feet. The 8-foot side must run parallel to the side of the home on which the shower is installed.

**Solar Panels:** May be approved but require the submission of a request. The panels cannot be installed on the front or street facing part of the roof

**Sheds:** Except as provided in Trash and Recycle Receptacles Enclosures below, sheds of any type are prohibited.

**Storm/Screen Doors:** Full-view & split panel storm doors, defined as doors where the glass covers at least 80 percent of the door surface, are permitted. The split panel door where the top glass panel pulls down with a hidden screen are permitted. The color of the door must be
White. No other colors will be approved. The installation of storm/screen doors require a request to be submitted to the ARC.

Following are examples but not limited to the 2 examples below of approved storm/screen door styles:

Swimming Pools: In ground or above ground pools are prohibited.

Trash and Recycle Receptacles Enclosures: The placement of the enclosure must be on the garage side, within the length of the garage wall, unless the garage is facing the street or rear of the house.

The only acceptable materials for these enclosures are either white PVC type material or siding which matches the home.

The enclosure must be consistent with the style(s) which have already been approved and built in the community.

Enclosures must totally enclose the receptacles. The house wall shall be one side of the enclosure.

Proposed enclosures with a roof or top will not be approved.

The maximum enclosure size is 8 feet long x 4 feet wide (deep) x 4 feet high.

Walkways/driveways: Approval is required for a change to an existing walkway, including permanent topical coatings or for the construction of a new walkway.
Materials to be used should be compatible with existing materials in the community (e.g., flagstone, brick, or poured concrete).

Walkways of wood decking will **not** be approved.

Because the COA is responsible for maintenance of driveway elements, owner modification or replacement of driveways will **not** be permitted, and proposed modifications that could affect the COA’s maintenance duties may also be disapproved.

**Windows:** ARC approval is required to add new windows in walls. Windows must match the existing house windows.

Approval is not required to replace existing windows provided that replacement windows are identical to the original windows.

Application and approval are required for replacement windows which are not identical to the original window.

Window dividers installed in original windows must be retained.

When in doubt about the procedures for submitting an application, please send a note to the following e-mail address:

seascapearcrequest@seascapepm.com

or call 302-645-2222