

Design Standards and Rules Highlights

For

Ivy Ridge Condominium Association

Revised June 28, 2021

The information on design standards and guidelines, and rules and regulations in this document are intended to clarify and supplement the information in the Declaration and Bylaws and Public Offering Statement documents that unit owners received with their purchase agreement. This document is intended provide guidance and updated procedures for the Architectural Review Committee's (ARC) review and standards, including but not limited to, architectural design, landscaping, plant selection, decorative treatments.

The Architectural Improvement Request process and the Association's Design Standards and Guidelines are created to help improve property values, protect safety and security of residents and their guests, and maintain the uniform and tidy appearance standards that exists in the Ivy Ridge community. Unless specifically identified in the Declaration as not requiring prior written approval from the ARC, written approval from the ARC is required for all changes, alterations, additions, or improvements to the exterior of a unit or any limited common elements associated with that unit. The guidelines are provided to assist residents in conforming to the standards established and may be amended from time to time by the Architectural Review Committee. Each application will be reviewed on a case-by-case basis, and any improvements previously approved in writing are deemed to be in conformance with these standards.

Prior to the commencement of construction of installation, all plans must be submitted to the Architectural Review Committee for review. No Construction may begin without final written approval from the ARC.

APPLICATION PROCEDURE

Submission of Application

The Application, plots and design plans, material samples, insurance certificates, estimates, and application for building, construction, or sight survey permits and any other supplemental documentation requested by the Association (which will be kept on file with the Association) be mailed to:

Ivy Ridge ARC
C/O Community Asset Management
910 South George St
York, PA 17403
Phone: (443) 987-0336, Fax: (717) 754-0106

The following information shall be included with the Architectural Request Form:

Note: The Application is not considered complete if any information or portion of the required documentation has not been submitted.

1. A completed application form – Architectural Request Form.
2. Plot Plan – A plot, (on file with York Township), showing the boundaries of the existing buildings and common elements as well those deeded to the unit.
3. Site Plans/drawing showing dimensions of the requested improvement in relation to existing dwellings. Measurements must be written on the plan.
4. Construction Plans - blue prints, Auto Cad or hand drawn showing the proposed improvement or construction, or landscaping change, to include measurements.
5. Specifications – Detailed description of materials to be used, color samples, and dimensions must be submitted. The Association may request sample materials to be submitted or, a meeting in person with the Construction or Landscaping company to review the proposed materials and project.
6. Any Architectural change that requires a permit of any kind in accordance with local or state law, must be done by a licensed, bonded, and insured contractor, electrician, plumber, landscaper, etc. Proof of license and insurance must be submitted.
7. All vendors contracted for Architectural change must be in good standing with the Better Business Bureau.
8. Copies of all applications for required Building Permit, Sight survey or Construction permits, must be submitted.
9. Any supplemental documents that the Association requests.

Note: The Application is not considered complete if any information or portion of the required documentation has not been submitted.

All buildings, structures and other improvements erected within the Ivy Ridge community, and the use and appearance of all land in the community, shall comply with all applicable Township zoning and code requirements as well as the Declaration, Bylaws, and this document.

Review, Approval and Denial - Improvements Requiring Permits

Examples of projects requiring permits from York Township include but are not limited to Plumbing, Electrical, Construction (elevated decks and roofing), Zoning (patios, and decks below a certain height)

For additional information on permit requirements, checklists and applications see the York Township website at: Yorktownship.com (Permits Tab)

1. Projects which require a permit, for which all other requirements of the Application have been submitted, including the copies of the applications for any applicable required permits, which they applicant has submitted to York Township, will be reviewed by the ARC and given a PRELIMINARY approval, or a denial within the required 45 days.

2. Once the Preliminary Approval is issued, the 45-day timeline has been satisfied. The ARC is not responsible for delays caused by the Townships timeline to review submitted permit applications.
3. If after reviewing the Architectural Request Form application and the application(s) for permits as submitted to York Township, the ARC may issue Preliminary approval for a project.
4. Once Preliminary Approval is given, the ARC will then promptly notify the Township and the Unit Owner in writing (via Us Registered Mail at applicant's expense) that the project, as submitted, meets the Preliminary approval of the Associations ARC. Any deviations from the plans as submitted require the approval from the ARC and the Township.
5. The Township will not issue a Building, Construction or Sight Survey Permit without the approval of the ARC.
6. Once the Township issues the required permit (s) to the Builder or Unit Owner, they must immediately submit copies to the ARC to complete their application.
7. Upon Receipt of the permits, the ARC will issue final written approval the commence the project.
8. **No Construction may begin without final written approval from the ARC, and issuance of required Permits from the Township.** Permits must be displayed through the entirety of the project in the front window of the Unit.

Review, Approval and Denial - Improvements NOT Requiring a Permit

1. Once an application for improvement or modification that does not require a permit is submitted, the ARC shall have 45 days from the date of receipt of the completed application to approve or disapprove the request. Incomplete applications will be disapproved. The management company will give no verbal approvals/denials. All decisions will be sent via certified or registered mail, at the applicant's expense. Postage fee will be added to the homeowner's account and is payable within 30 days.
2. In the unlikely event that ARC fails to notify the applicant within 45 days of a decision on their request for an improvement not requiring a permit, approval will not be required.

Neither the Committee nor the Executive Board, nor the Declarant, nor the Management Company shall have any liability in connection with or related to approved plans, specifications, or improvements. Improvements and betterments are not covered under the Condominiums Master Insurance Policy

Approval Expiration

Plan approval is valid for 90 days from the date of receipt of Final Written Approval, after which it is considered null and void, and the Application must be resubmitted. The first documented attempt at delivery of Registered or Certified mail will be the date of receipt.

Construction Period

Construction shall commence within 60 days of receipt of Final Written Approval from the ARC. Once started, construction shall be pursued diligently to assure prompt completion thereof. Absent an alternative deadline for completion of construction (which may be shorter or longer, at the Committee's discretion) construction must be completed within 90 days of the date it commenced unless an extension has been granted. Extensions must be requested in writing to the ARC, prior to

expiration of the allotted construction period, providing a valid reason why the project cannot be completed within the allotted timeframe and reasonable anticipated date of completion.

Appeal

Any appeal of the ARC's decision must be submitted in writing, within 30 days of the date of written receipt, to the ARC via to Community Asset Management offices at the address below.

Ivy Ridge ARC
C/O Community Asset Management
910 South George St
York, PA 17403

THIS *DESIGN STANDARDS & RULES AND REGULATIONS* DOCUMENT MAY BE AMENDED FROM TIME TO TIME BY A MAJORITY VOTE OF THE EXECUTIVE BOARD MEMBERS.

DESIGN STANDARDS & GUIDELINES

Satellite Dishes/Antennas - submit a plan for approval showing the proposed location and size. May not be installed on common elements; located in the rear of the dwelling, if possible; be unobtrusive and not visible from the street; may be required to be painted or screened. In the event that these provisions contradict any rulings of the Federal Communications Commission or any other agency having jurisdiction (the "FCC") in effect, the then current rulings of the FCC shall prevail. Each Unit is limited to one (1) Satellite Dish/Antenna.

Wires Outside Unit – Under no circumstance should any Unit contain any visible wiring outside. All wiring must be completed interiorly. Wiring on the outside of any Unit will be subject to the fine system.

Decorative Treatments – Window and door coverings that are visible from the street must be white, off-white or light beige. Holiday decorations are allowed for a period twenty (20) days before and after the recognized celebration date of the holiday. All decorations must be connected to the unit. No decorations may be in the grass areas or other common areas. Decorated flags are also not permitted at any time.

Awnings – The addition of awnings is not permitted in this community.

Storm Doors – The addition of storm doors is not permitted in this community.

Patios and Decks – Patios and decks are allowed if they are within the footprint of the unit. Decks are permitted only in the rear of the unit and may not be on any common area or easement. Decking shall be of composite material, not wood. Upper railings shall be white vinyl. Concrete used for patios should be finished as aggregated or colored to blend with the natural surroundings. Brick and flagstone are considered desirable alternatives to concrete. Changes to patios and decks require prior approval by the Architectural Design Committee.

NOTE: The area under the patio or deck must be kept clean and free from any debris or personal items. This area will not be used for storage.

Paint Colors – Homeowners are responsible for touching up and repainting door trim, doors, and shutters, and shall use the same type and color of paint as originally installed on the unit. Duron paint colors are available in documents received with house design.

Prohibited Improvements - The following improvements are prohibited: walls; fences; hedges; window air conditioning units; playground equipment; ponds; pools; spas; storage containers/structures; or temporary structure of any kind such as a trailer or tent.

Landscape Guidelines – Landscaping has been installed by the Builder. Landscaping material that has been damaged or that dies may be replaced by the homeowner, within the original landscape area, without approval by the committee if replaced with the same type of shrubbery originally planted or follows the guidelines for acceptable plantings. Adding more landscape area, or proposing a separate garden area, requires submittal of a plan for approval by the Committee.

Use of exotic plants and species is discouraged. Use of native plants or plants commonly found in the region is encouraged. Shrub beds should be covered with wood mulch (supplied annually by the contracted community lawn service).

RULES & REGULATIONS HIGHLIGHTS

Vehicles – The number of vehicles assigned to each inside Unit which shall be permitted to be maintained at the Unit shall be restricted to two (2). The number of vehicles assigned to each end or outside Units which shall be permitted to be maintained at the Unit shall be restricted. Vehicles may not park on the streets, grass areas or in any manner which may restrict a vehicle from accessing or leaving their parking space or driveway.

Parking Permits – Parking permits are required to park in the community and will be issued accordingly to each unit. Parking permits are to be displayed clearly inside the rear window not precluded by tint or other barriers that make it difficult to view. Prior to receiving parking permits, unit residence must provide the make and model of their vehicle and license tag information. Unit occupants are responsible for keeping this information current with association and have 24 hours to report any changes in their registered vehicle information. At no time will any vehicle that is immobile or without current tags and registration be parked in the community. Parking permits used in vehicles not registered with the Association will be considered not valid and will be subject to fine system and possible towing. If a Unit Owner/resident loses a parking permit at any time, they will be required to pay a \$25.00 replacement fee before each new permit is issued.

Resident Parking – Resident parking is only allowed on driveways and in overflow parking areas with a valid community parking permit. There is no parking allowed at any time on the street in front of any unit or in the designated yellow zones as painted in the development. Owners are responsible for ensuring that vehicles using their parking permits are moved at appropriate times to allow for snow plowing in the winter. Parking is also available on Chestnut Street with or without a parking permit. No vehicles are to be parked in a driveway or in overflow parking areas that contains a commercial advertisement unless that advertisement is covered. Exception made to visiting contractors for the expressed purpose of doing work in the community. Violations in parking will be subject to the fine system and possible towing.

Guest Parking – Guests of Unit residences are permitted to park in the visiting unit driveway or designated overflow parking with a valid guest permit displayed hanging from the rear-view mirror inside the front windshield of the vehicle. Due to limited parking in the community, Unit residence are asked to encourage their guests to utilize Chestnut Street for parking if available. Unit residence are responsible for the proper parking of their guests and will be subject to the fine system for any violations. Each unit will be issued one (1) reusable guest permit. Guests may not be parked in the community for more than 24 hours, unless approval from the board is obtained prior to such event. If a Unit resident loses a guest parking permit at any time, they will be required to pay a \$25.00 replacement fee before each new permit is issued.

Pets – Pets are to be always kept on a leash and under the complete physical control of the Unit Owner when they are walked outside a Unit. All owners and occupants must be responsible for immediately removing any animal waste deposited outside the Unit. Pet owners shall not allow their pets to urinate or defecate outside the entrance to any residence, or in close proximity to decks and/or patios. No pets shall be left unattended on decks or patios and shall not be tied on decks, patios, to trees, or staked on the grass. Owners of dogs shall not allow their pets to bark so as to disturb other Unit Owners. Violators will be subject to the fine system and also reported to Animal Control.

Rubbish, Trash, and Garbage – All rubbish, trash, and garbage shall be placed in receptacles for pickup, in accordance with the guidelines from York Township and the trash service provider. Trash and recycling receptacles may be placed outside for collection no earlier than 4:00p.m. on the day prior to trash or recycling pickup and must be removed after pickup no later than 8:00p.m. on the day of trash or recycling collection. Trash and recycling receptacles shall be stored in garages, and not anywhere outside the Unit.

Use of Streets – All streets within the Community are intended only for vehicular transportation and pedestrian travel of the Unit Owners, occupants, and their invitees. Streets are not to be used for parking of vehicles (with the exception of limited spacing near mailboxes with a valid Community parking permit). Parking in areas not designated and without a parking permit will result in the implementation of the fine system and/or possible towing.

Charcoal Grills & Fire Pits – Are strictly prohibited.

Use of Common Elements – Nothing may be placed or stored on the Common Elements without the prior consent of the Association. Nothing shall be done on the Common Elements that would in any way interfere with the use and enjoyment of any other Unit Owner or occupant within the Community.

Use of Limited Common Elements – Certain of the Common Elements, which are herein designated Limited Common Elements, are intended to be used exclusively by specific Units and shall be appurtenant to such Unit or Units. The Limited Common Elements and the rights of specific Units to the use thereof, are as follows:

Porches, Decks and Patios – Each Unit may have one or more porches, patios or deck areas adjacent to the Unit. Each Unit has an easement for the exclusive use of any such porch, deck or patio; provided, however, that no porch, patio or deck may be used for storage of any kind or for the hanging or drying of laundry. Decks may contain a clean rug, tables, chairs, benches, plants, planters, decorations (which must conform to the Declarations, Article 12, Restrictions and Covenants, 12.02, (N) Decorative Treatment), and an electric/gas grill with covering. All other items are prohibited without prior permission from the board.

Yard Areas – Each Unit may have an easement for the exclusive use of one or more-yard areas adjoining such Unit; provided, however, that no yard area may be used for storage of any kind or for the hanging or drying of laundry. Yard areas are defined as the area in front of each unit up to the sidewalk; the area to the rear of each unit that has been sodded; and the area to the side of end units. Moreover, no such yard area shall be modified by the addition or removal of any permanent structure, fixture (including fencing), equipment or appliance of any kind.

Storage – Storage of items such as, but not limited to, lawn equipment, toys, sports equipment, and tools are strictly prohibited on the Common Elements and/or Limited Common Elements. No items should be stored under the deck area at any given time.

Driveway and Garage - Each unit has an easement for the exclusive use of a driveway and garage adjoining the Unit; provided, however, that no driveway may be used for the hanging or drying of laundry and provided further, that no driveway or garage as originally constructed by Declarant and/or the Developer/Builder shall be modified by the addition or removal of any permanent structure, fixture (including fencing), equipment or appliance of any kind whatsoever.

Sidewalks – Each Unit has an easement for the exclusive use of sidewalks serving the Unit, even if such item is located outside Unit boundaries.