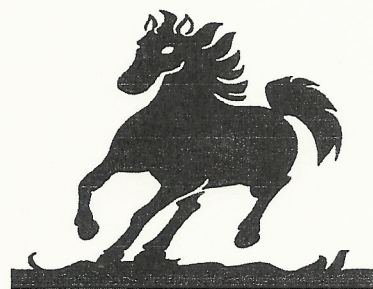


ASCOT



Design Review Manual

ASCOT

DESIGN REVIEW MANUAL

Table of Contents

INTRODUCTION	1
THE REVIEW PROCESS AND GENERAL INFORMATION	1
General	1
Review Fee and Construction Bond	2
Concept Approval.....	2
Final Approval.....	3
Inspection	4
Conduct	4
Appeal.....	5
GENERAL SUBDIVISION STANDARDS	5
Residential Use.....	5
Accessory Structures	5
Utility Service.....	6
Refuse and Storage Areas	6
Storage Tank.....	6

TABLE OF CONTENTS

SITE IMPROVEMENT STANDARDS	6
Site Placement.....	6
Building Setbacks	6
Driveways.....	7
Street Front Improvements	7
Drainage and Grading	7
Games and Play Structures	8
Swimming Pools and Tennis Courts	8
Signs.....	8
Lighting	8
Fences and Walls	8
 BUILDING CONSTRUCTION STANDARDS	 9
Minimum Building Size.....	9
Exterior Materials	9
Exterior Colors	9
Windows	9
Roofs	9
Chimneys	9
Garages.....	10
Interior Design and Construction	10
Energy Efficiency.....	10
Appurtenances	10
Window Air Conditioning Units.....	10

TABLE OF CONTENTS

LANDSCAPING AND OPEN SPACE STANDARDS.....	11
General	11
Deck Design.....	11
Landscaping Plan	11
Sod	11
Mulch.....	11

ATTACHMENTS



INTRODUCTION

It is the intent of this manual to assure each Builder and Homeowner that Ascot will be developed and constructed as a community of quality homes and buildings; that are of tasteful and aesthetically pleasing architectural design; that are constructed with long-lasting materials and high-construction standards; that are harmonious with surrounding structures and topography; and, that have landscaping and other site improvements consistent with aesthetic quality of Ascot as a whole.

The Declaration of Covenants, Conditions, and Restrictions for Ascot ("Covenants") have caused to be created a standing committee of Ascot Homeowners Association, Inc., called the Ascot Architectural Control Committee ("AACC") whose function is to review (and approve or disapprove) plans for any proposed construction or alteration within Ascot. The Covenants have granted the AACC discretionary powers regarding the aesthetic impact of design, construction and development including architectural style, colors, textures, materials, landscaping, overall impact on surrounding property, and other aesthetic matters. It shall not be the intent of the AACC to impose uniform appearance within Ascot, nor to discourage creativity on behalf of Builders and Homeowners. Its intent is to promote and assure that all improvements are aesthetically compatible with each other; incorporate a unique yet pleasing and discriminating character; and, are constructed to reflect a quality community.

This Manual has been prepared by the AACC as a guideline for Builders and Homeowners in their selection of concepts for construction within the development. This Manual does not include all building, use, and other deed restrictions associated with Ascot and, accordingly, each Builder and Homeowner should familiarize himself/herself with the provisions of the Covenants, and (if any) rules and regulations of the Ascot Homeowners Association, Inc. The inclusion of any recommendation in this Manual shall not preclude the AACC's right to disapprove any proposed matter for any reason.

THE REVIEW PROCESS AND GENERAL INFORMATION

General

The design and construction review process consists of the design review of site plan, house plan, landscape plan and the final inspection of the improvements. Thorough and timely submission of information as well as adherence to the design standard set forth in the Manual will prevent delays and minimize frustration of all parties involved. Upon the receipt of plans (either conceptual or final) and fees, the AACC will guarantee a thirty-day (30) turn around from its submission. Questions concerning the interpretation of any matter set forth in this Manual should be directed to the chairman of the AACC.



Review Fee And Construction Bond

When a Builder and Homeowner submits plans to the AACC for Approval, or Final Approval, the submission shall include the "Review Fee" and "Construction Bond" as described below. The "Application Form" (available from AACC - Attachment I) shall be used as a transmittal record of the Submission and AACC response as to the submission.

The Review Fees shall be as follows:

- A) New Home Construction/Environmental - the original contemplated alteration of a homesite from its natural state into a residential dwelling. Fee \$200.00.
- B) Major Alteration, Addition, or Change in Architectural Appearance - a structural or site modification taking place after the original construction which is significant enough to warrant the issuance of a building permit by a governmental authority or significant change in architectural appearance. Fee \$50.00.

On all New Home Construction, the Builder or Homeowner shall submit to the AACC a Construction Bond of: \$1,000.00 (to be held in escrow by the AACC) until the improvements are complete and the AACC performs its Final Inspection. The construction bond shall be used to offset any costs incurred by the AACC in order to:

- A) Repair damage to any property caused by the Builder or Homeowner or their subcontractors, suppliers and representatives during construction;
- B) Recover legal fees and other costs incurred by the AACC in order to correct any construction or alteration not performed in substantial compliance with the plans receiving Final Approval; and
- C) Pay for any fines or penalties imposed by the AACC for violations of any rules of conduct or regulations governing use of property within Ascot.

Any Builder clearing or grading a Lot prior to submittal of site and house plans and approval of same, will be issued a "Stop Work Order" (Attachment II). Also, all Design Review fees must be paid before any site plan or house plans are approved.

Concept Approval

Any Builder or Homeowner may submit preliminary or conceptual drawings and specifications or other information to the AACC for Concept Approval prior to the preparation and submission of detail plans and specifications for Final Approval. A Concept Approval is not mandatory, but is provided for the convenience of Builders and Homeowners in order that they may accomplish a timely and thorough preparation and ultimately receive Final Approval of their construction, landscape, or hardscape and plans and other submittals.



The AACC shall review the information and indicate its approval, disapproval or recommendation as to the plan. A concept Approval given by the AACC shall not constitute approval for the commencement of construction, but only approval of the conceptual information being reviewed.

Submittals for concept Approval of any New Home Construction shall include at a minimum two (2) sets of the following:

- A) Concept Site Plan showing the approximate location and dimensions of all improvements.
- B) Concept Floor Plan
- C) Concept Exterior Elevations
- D) Concept Landscape Plan
- E) Such other information, data, and drawings may be reasonably requested by AACC

Final Approval

No construction of a building or structural improvement; no landscaping or other site improvement; and no alteration or addition to any existing structure or site improvement shall be made on any property until the plans and specifications showing the proposed design, nature, kind, shape, size, color, materials, and locations of same shall have been submitted to and shall have received Final Approval by the AACC. Builders or Homeowners requesting Final Approval of an improvement shall submit sufficient exhibits to demonstrate compliance with standards and requirements of the Design Review Board Manual. Construction must commence within six (6) months from date of Final Approval or Final Approval will be subject to review.

Submittal for Final Approval of any New Home Construction shall include, at a minimum, two (2) sets of the following:

- A) Site Plan at a minimum scale of 1" = 20' showing: a clearing and grading scheme with proposed and existing land contours, grades and flow of the site drainage system; location and size of any trees proposed to be removed from the site; and the dimensions and locations of all buildings, access drives, parking, utilities (water, power, telephone, cable, etc.), street pavement location, and all other proposed improvements to the site.
- B) Landscape plans at a minimum scale of 1" = 20' showing: size, type and location of existing and proposed tree locations; the location of all planting areas including existing plant materials incorporated into the plan; the specie and size of all stock at the time of planting; and, an irrigation plan including the source of water supply. Submitted and approved prior to pouring of driveway.
- C) Plans at a minimum scale of 1/4" = 1'0" for all floors, cross sections and elevations including projections and wing walls (floor plans should also show total square feet of air conditioned living areas).



- D) Plans, elevations, and specification list of types of materials and other information associated with any other site improvement or ornamentation, including exterior lighting, walls, fencing and screening, patios, decks, pools, porches, and signage.
- E) Samples and color charts of all exterior finishes and materials to be incorporated into the plan.
- F) Such other information, data and drawings as may be reasonably requested by the AACC.
- G) The Review Fee and (for New Home Construction) the Construction Bond.

If, after the initial New Home Construction, a Builder or Homeowner desires Final Approval for alteration or addition, sufficient information shall be submitted to the AACC to allow it to fully understand the proposed alteration or addition. Such information could be as simple as a letter with a material sample or picture, or as complex as the above stated submittal.

The AACC may require a rough stake out of the proposed New Home Construction or Major Alteration or Addition prior to rendering its Final Approval on any matter.

Inspection

The AACC shall have the right to enter upon and inspect any property at any time before, during, or after the completion of work for which approval is required under this manual. Upon completion of construction, a Builder or Homeowner shall give written notice to the AACC using the transmittal form provided by the AACC (Attachment II). Attached to the notice shall be a final survey and a copy of the certificate of occupancy for the newly constructed improvement. Upon "Final Inspection" of the improvements by the AACC and provided that such inspection determines that the plans and specifications submitted for Final Approval have been completed, the AACC shall return the Construction Bond (less any amounts withheld for any reasons described previously).

Builders and Homeowners are forewarned that the Covenants have granted to the AACC and the Board of Directors of the Ascot Homeowners Association, Inc. broad discretionary powers regarding the remedy or removal of any non-complying improvement constructed within Ascot. In this regard, if the AACC finds that any improvement was not performed or constructed in substantial compliance with the submittal receiving final approval, the Board of Directors of the Ascot Homeowners Association, Inc., or the AACC may remedy or remove the non-complying improvement, and charge the action to the Builder or Homeowner.

Conduct

All Builders and Homeowners shall be held responsible for the acts of their employees, subcontractors, suppliers and other parties involved in construction or alteration of a homesite. In this regard, a Builder or Homeowner shall be responsible for the following:



- A) Ensuring that the construction site is kept clean and free of debris and waste materials, and that stockpiles of unused materials are kept in a neat and orderly fashion
- B) Prohibiting the consumption of alcoholic beverages, illegal drugs or other intoxicants that could hamper the safety or well-being of other personnel on the site or affect the quality of workmanship.
- C) Assuring that the aforementioned are properly insured.
- D) Assuring that the aforementioned do not commit any violation of the rules and regulations of the Ascot Homeowners Association, Inc. subcontractors, suppliers, and delivery vehicles that are guilty of unsafe driving practices, will be banned from the community.
- E) All sites must have temporary toilet facilities.
- F) Work shall be performed between the hours of 7:00 A.M. to 7:00 P.M.
- G) Burning shall be done by permit only.

Appeal

If an application for Concept Approval or Final Approval has been denied; or if an approval is subject to conditions which a Builder or Homeowner feels are harsh or unwarranted; or if there are disputes to any other matter related to actions of the AACC, the Builder or Homeowner may request a hearing before the full committee of the AACC. At the hearing, the Builder or Homeowner will be allowed to present his/her position on the matter and make requests or recommendations as to an alternative action. After the hearing, the AACC will review the information presented and notify the Builder or Homeowner of its final decision on the hearing. The decision of the AACC regarding the matter shall be final.

GENERAL SUBDIVISION STANDARDS

Residential Use

The homesites may be used for residential housing purposes and for no other purpose. No business, occupation, or profession may be conducted on a homesite or within a dwelling unit except that real estate brokers and Homeowners (and their agents) may show any homesite and dwelling unit for sale.

Accessory Structures

No more than one (1) detached single family residential dwelling shall be erected on a homesite. The AACC may approve accessory structures (such as garages, gazebo, guest houses, servants' quarters, and the like) that are detached from a main residential dwelling so long as they are not erected prior to construction of the main residential dwelling and are not intended to be held for lease.



Utility Service

No lines, wires or other devices for communication purposes, including telephone, television, data and radio signals, or for transmission of electric current or energy, shall be constructed or placed on any homesite unless the same shall be in or by conduits or cable constructed placed and maintained underground or concealed in, under or on buildings, or other approved improvement. Above ground electrical transformers and other equipment may be permitted if properly screened and approved by the AACC. In addition, all gas, water, sewer, oil and other pipes for gas or liquid transmission shall also be placed underground or within or under buildings. Nothing herein shall be deemed to forbid the erection and use of temporary power or telephone services incident to the construction of approved improvements.

Refuse and Storage Areas

Garbage and refuse shall be placed in containers and shall be capped and contained in such a manner that they are inaccessible to animals. The containers shall be concealed within buildings, be concealed by means of a screening wall of material similar to and compatible with that of the building; or, concealed by sufficient landscaping to provide a permanent screen from view of surrounding property. These elements shall be integrated with the building plan, be designed so as not to attract attention, and shall be located in a reasonably inconspicuous manner. Garbage containers left at the street for pick-up are to be retrieved the same day following pick-up.

Storage Tank

No storage tanks, including, but not limited to those used for storage of water, gasoline, oil, other liquid or any gas, shall be permitted outside a building except as approved by the AACC.

SITE IMPROVEMENT STANDARDS

Site Placement

All buildings and other improvements shall be placed as approved by the AACC. The existing topography and landscape shall be disturbed as little as possible, such that the maximum number of desirable trees and other natural features will be preserved.

Building Setbacks

Minimum building setback lines (including eaves and overhangs) shall be as follows from Right-of-Way:

- front property line 100'
- rear property line 50'
- side property line 50'



Where a homesite fronts on more than one street (such as a corner homesite), the minimum front setback shall apply to the frontage on all such streets. The direction in which any dwelling unit's front elevation shall face on a homesite shall be approved by the AACC.

Driveways

Parking spaces, garages, curb cuts, and the driveway to a garage shall be planned and executed in an attractive and functional manner and shall consider the location of existing trees, topography, streetscape and compatibility with surrounding improvements.

All homesites shall have paved driveway of stable and permanent construction of at least (12) feet in width. Unless prior approval is obtained from the AACC, all driveways must be constructed of asphalt, brick, concrete or cobblestone.

Builder should maintain a positive grade toward street in the right-of-way in order to protect the homesite from water flowing in the gutter. Any builder having concrete work done on his/her lot is required to notify concrete company that the concrete truck will have to be washed out on the lot to which the concrete was delivered.

Street Front Improvements

The Builder or Homeowner shall landscape and maintain along the street frontage of the homesite regardless of the size of the homesite or the amount of street frontage. The AACC shall review the landscape and site plan to check that street frontage is consistent with the neighboring homesites.

Drainage and Grading

No drainage ditches, cuts, swales, streams, impoundments, ponds, or lakes; no mounds, knobs, dams, or hills; and no other physical improvements or elements of the landscape or terrain which control or determine the location or flow of surface water and drainage patterns may be created, destroyed, altered or modified without the prior written consent of the AACC, whether on private property or common area. Special attention shall be given to proper site surface drainage, so that surface waters will not interfere with surrounding homesites and natural drainage flows. Paved areas shall be designed to allow surface water to drain naturally and not to allow water to collect or stand. All buildings shall have a minimum floor finish elevation equal to or greater than one (1) foot above the one hundred-year (100) flood elevation. All site work and or construction within a one-hundred year flood plain must be approved by the proper governing authorities, i.e., Environmental Protection Department (EPD), Federal Emergency Management Agency (FEMA), etc.



Games and Play Structures

All basketball backboards and any other fixed games and play structures are subject to approval by the AACC and shall be located at the side or rear of the building not visible from the street, or on the inside portion of the corner homesites within setback lines. Treehouse or platforms of a like kind or nature shall not be constructed unless approved by the AACC.

Swimming Pools and Tennis Courts

Any swimming pool or tennis court to be constructed upon any homesite shall be subject to review by the AACC. The design must incorporate, at a minimum, the following:

- A) The composition of the material must be thoroughly tested and accepted by the industry for such construction.
- B) Screening of pools is discouraged, but may be allowed by the AACC. Pool cages and screens must be of a color and material approved by the AACC.
- C) Fencing of tennis courts shall be chain link; green or brown vinyl clad; and limited to ten (10) feet in height.
- D) Pool screening and tennis court fencing shall not be visible from the street in front of the dwelling unit.
- E) All pools must be fenced.

Signs

No signs whatsoever (including, but not limited to, commercial, political and similar signs) shall be erected or maintained on the homesite except such signs as may be required by law and such signs as may be approved by the AACC.

Lighting

All exterior lighting shall be consistent with the character established in Ascot and be limited to the minimum necessary for safety, identification, and decoration. Exterior lighting of buildings for security and/or decoration shall be limited to concealed uplighting or downlighting and the style and type of lighting shall not be visible from streets and other common areas and no color lens or lamps are permitted. No lighting of tennis courts is permitted unless approved by the AACC.

Fences and Walls

Boundary walls may be erected, provided that the same are set back from the street at least as far as the front building line. No walls, other than retaining walls, may be constructed along the front lot line of any Site or Lot. No retaining walls shall be constructed so as to extend greater than eight (8) feet above ground level, unless prior written consent is obtained by the AACC and all adjoining Site Owners. All boundary and retaining walls must be constructed of brick, stone, stucco, or other material agreeable to the AACC. No fences, or walls enclosing rear yards, may be built so as to extend over any pertinent setback line. All fences must be either wooden four plank creosote or some material agreeable to the AACC.



Where a fence or Wall is deemed to be unnecessary or unsightly and detracting from the visual value of common areas, a landscape screen in lieu of a fence or wall shall be required. No fence or wall over six (6) feet in height shall be permitted except for tennis courts and other special conditions as approved by the AACC. In general, fences or walls are not encouraged within Ascot. Hedges, berms, or other landscape alternatives are preferred.

BUILDING CONSTRUCTION STANDARDS

Minimum Building Size

The total heated and cooled floor living area of the main dwelling upon any lot, excluding open porches, patios, garages, carports, breezeways or "non-qualifying basements", shall be no less than three thousand five hundred (3,500) square feet above ground except for any lot fronting on Wright Bridge Road which shall be no less than three thousand two hundred (3,200) square feet above ground. A "non-qualifying basement" shall be defined as any part of the main dwelling house not completely visible and above ground, not able to accommodate egress height windows and which does not carry a total main floor appraisal value.

Exterior Materials

Finish building materials shall be applied consistently to all sides of the exterior of buildings. Recommended materials shall be brick, stone, stucco, cedar shingle and dryvit, or acceptable siding.

Exterior Colors

Finish colors shall be applied consistently to all sides of the buildings. Color selections shall be harmonious with each other and with natural materials, and shall be compatible with colors of the natural surrounding and other adjacent property. All exterior wood must be painted or stained.

Windows

Reflective glass is prohibited.

Roofs

All roofs must be architectural dimensional shingles, cedar shake, slate, concrete or tile and must be approved by the AACC. All pitched roofs must have at least 9/12 slope on the main body of the building.

Chimneys

Any exposed portion of a chimney outside of the building shall be constructed solely of brick, stone, stucco, or a material to match wall finish and shall be built to grade. If the fireplace is a metal (self-insulated) type with a metal spark arrestor at the top of the chimney, this arrestor must have a cowl or surround of a material approved in advance in writing by the AACC.



Garages

All residential dwellings shall include a garage adequate to house two (2) automobiles.

All garages shall include garage door (which shall be minimum width of eight (8) feet for each automobile). The AACC (at its sole discretion) may grant such a location where the size or shape of the homesite line will preclude a functional approach to the garage. Garage door shall be constructed of a material that is similar in appearance to the exterior materials of the building, and the color of the garage door shall be compatible with the color of other exterior finish of the building. Garage doors and service door shall be maintained in useful working condition and shall be kept closed when not in use.

No garage shall be converted to other usage without the substitution of another garage. No carports will be permitted.

Interior Design and Construction

All building interiors shall reflect the aesthetic quality and permanence displayed in the architectural character of the exterior design. In its review, the AACC shall consider the functional layout of the floorspace and the quality of the finish materials and accessories.

Energy Efficiency

Energy Efficiency and insulation values shall be reviewed and approved by the AACC. All homes shall qualify for an overall energy performance in compliance with local and state codes. All plans and specifications submitted for final approval shall include evidence of compliance with this provision prepared by an independent third party.

Appurtenances

All exterior mechanical equipment including, but not limited to, transformers, vents, air conditioning compressors, pool pumps, meters, etc., shall be concealed from view by walls of the same material and color as the building or by an opaque landscaping screen. No solar heaters shall be allowed where visible from any adjoining property.

Window Air Conditioning Units

No window air conditioning units shall be permitted.



LANDSCAPING AND OPEN SPACE STANDARDS

General

Any homesite which shall have been altered from its natural state, shall be landscaped according to plans approved by the AACC. All shrubs, trees, grass and plantings of every kind shall be kept well maintained, properly cultivated and free of trash and other unsightly material. Landscaping as approved by the AACC shall be installed no later than thirty (30) days following completion of any building with weather permitting.

Deck Design

All decks must be painted or stained the trim color of the house. Deck floors may remain natural. Deck support columns must be a minimum of 6" X 6".

Landscaping Plan

A basic landscaping plan for each homesite must be designed by a registered Landscape Architect or person of similar competence and must be submitted to and approved by the AACC. All lots must be seeded on front and side yards. Rear yards of lots must be seeded. All air conditioner equipment, pool equipment, utility equipment must be shielded from the street with landscaping. All downspouts must be piped away from the house to the front or rear. Any downspouts piped through the right-of-way and the curb must be as follows: Curb can only be penetrated by 4" PVC pipe.

Sod

All areas immediately surrounding each homesite not covered with pavement, buildings, shrubs or groundcover shall be completely seeded or sodded with Bermuda, Fescue or Zoysia. Otherwise, property grounds may be left natural and undisturbed.

Mulch

All areas within each homesite not covered with pavement, buildings, shrubs, groundcover, or grass shall be covered with pine or cypress mulch or pine straw.

ASCOT

Architectural Control Committee



ATTACHMENTS

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Architectural Control Committee



DESIGN REVIEW APPLICATION

NAME: _____ DATE: _____

LOT #: _____

APPLICATION TYPE:

New Home Construction ☐

Addition/Alteration: ☐

CONSTRUCTION:

Air-conditioned Space (1st floor) _____ Gross Sq. Ft.

Air-conditioned space (2nd floor) _____ Gross Sq. Ft.

Air-conditioned Space (Total) _____ Gross Sq. Ft.

Basement Finished/Air-conditioned _____ Gross Sq. Ft.

Basement Unfinished _____ Gross Sq. Ft.

Covered Porch/Deck _____ Gross Sq. Ft.

Garage # _____ Gross Sq. Ft.

Number of Bedrooms _____

Number of Baths _____

Other (with description):

COMMITTEE SIGNATURES:

Approved

Disapproved

☐
☐
☐
☐
☐

☐
☐
☐
☐
☐



ASCOT

Architectural Control Committee

MATERIAL AND COLOR SCHEMES

LOT/BLOCK #: _____

WALL MATERIAL:

- ☐ Stucco
- ☐ Stone
- ☐ Brick
- ☐ Siding
- ☐ Other

Description

COLOR

FRONT/SIDES

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ROOFING:

- ☐ Architectural Shingles
- ☐ Asphalt Shingles
- ☐ Painted Galvanized
- ☐ Copper

COLOR

TRIM:

- ☐ Stucco/Brick
- ☐ Cornice
- ☐ Shutters
- ☐ Privacy Fence
- ☐ Walls

COLOR

FRONT/SIDES

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

STOOP MATERIAL:

- ☐ Stone
- ☐ Brick
- ☐ Ceramic Tile
- ☐ Slate
- ☐ Wood

COLOR

FRONT/SIDES

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SIDEWALKS: (Material and Location)

_____	_____
-------	-------



ASCOT

Architectural Control Committee

SITE PLAN

- Scale 1" = 20'
- Property Lines
- Easements and Right-of-Ways
- Driveways, Sidewalks, and Walkways
- Culverts and Swales
- Drainage Plan
- Foundation Outline and Roof Drip Line
- Pools, Decks, and Patios
- Existing Grade/Finished Floor Elevations
- Required Setbacks

FLOOR PLANS

- Scale 1/4" = 1'0'

EXTERIOR ELEVATIONS

- Scale 1/4" = 1'0"
- Existing Grade-Fill and Finished Elevations
- Doors, Windows, Fences, and Mechanical Equipment

BUILDING SECTIONS

- Scale 1/4" = 1'0"
- Detail Wall Sections
- Detail Roof Sections, Pitch, and Type

LANDSCAPE PLANS

- Scale 1" = 20'
- Topography and Tree Survey
- Drainage Patterns
- Driveways, Sidewalks, and Walkways
- Easements and Right-of-Ways
- Plant Material
- Surface Material
- Street Trees, if applicable
- Exterior Lighting
- Irrigation Plan



STOP WORK ORDER

1. PLEASE CONTACT ASCOT ACC ASAP

2. PLEASE REVIEW THE ASCOT ACC DESIGN REVIEW
MANUAL:

- TAB "D" IN YOUR HOMEOWNER'S MANUAL