

Orangewood Homes Association, Inc. Design Review Manual



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The Board of Directors (“Board”) of Orangewood Homes Association, Inc., (the “Association”) is pleased and proud to present the "Orangewood Homes Association Design Review Manual." The Association’s objective is to reasonably maintain Orangewood as a very nice place to live. In order to accomplish this, we created this Design Review Manual to highlight certain rules and regulations that specifically pertain *to modifying your Home and/or Parcel*.

The Board is authorized to adopt this manual and enforce these rules and regulations pursuant to Article VI of the Declaration. We may periodically revise this Design Review Manual to reflect current conditions within the community. We hope you will find them reasonable and will cooperate by upholding them.

We ask you to keep this Design Review Manual handy and to refer to it when you are considering making changes to the exterior of your Dwelling Unit or your Parcel. If something arises that may not be covered in the Design Review Manual, please do not hesitate to contact the Executive Director. Contact details for this person can be found in the Appendix of this document.

This Design Review Manual is intended to supplement, not replace, the Declaration of Covenants and Restriction recorded in Volume No. 12932, Page No. 885 and refiled in Volume 12948, Page 407 of the Cuyahoga County Records (the “Declaration”); therefore, if there should be an inadvertent discrepancy between what is expressed in this Design Review Manual and the recorded documents, the Declaration will govern.

Respectfully,

The Board of Directors
Orangewood Homes Association, Inc.

Orangewood Homes Association, Inc.

Design Review Manual

Table of Contents		
	Table of Contents	3
1.0	ARCHITECTURAL CONTROL BOARD	Pages 4 - 7
1.1	The Design Review Committee (ARB)	4
1.2	The Design Review Process	4
1.3	ARB Criteria	5
1.3.1	Design Compatibility	5
1.3.2	Location	6
1.3.3	Scale	6
1.3.4	Workmanship	6
1.3.5	Timing	6
1.4	ARB Criteria for Shed/Auxiliary Building, Solar Panels, Fences	6
1.4.1	Placement	6
1.4.2	Size Limitations	6
1.4.3	Design Requirements	6
1.4.4	Prohibitions	6
1.4.5	Solar Panels	7
1.4.6	Fences	7
1.5	ARB Standards	7
1.5.1	Clotheslines	7
1.5.2	Compost Bins	7
1.5.3	Doghouses and Dog Runs	7
1.5.4	Security Bars	7
1.5.5	Window HVAC Units	7
1.5.6	Wood Piles	7
1.5.7	Grills	7
1.5.8	Generators	7
2.0	APPENDIX	8
	Design Review Application Form	9

Orangewood Homes Association, Inc.

Design Review Manual

1.0 ARCHITECTURAL CONTROL BOARD

1.1 The Design Review Board

Article VI of the Declaration provides for an Architectural Review Board (ARB) for the purpose of architectural and engineering control to reasonably secure and maintain Orangewood as an attractive, harmonious residential community but not to enforce uniformity. The ARB is currently made up of people who are volunteering their time and expertise to perform an objective review of proposed Owner projects and determine whether they are suitable for our community. The ARB will initially be composed of three (3) individuals appointed by the Board. The Board may change or amend this Design Review Manual at any time. An affirmative vote of a majority of the ARB is required to constitute the decision of the ARB. (If you would like to serve on the ARB, please contact the Executive Director and notify him/her of your interest.)

1.2. The Design Review Process

These architectural guidelines are not intended to arbitrarily control property in Orangewood or to force uniformity, but rather are an additional means of fulfilling our Association's duty to the Owners to maintain standards which provide for a beautiful community and reasonably protect property values.

In other words, architectural guidelines are intended to keep our neighborhood looking attractive not only for ourselves, but for family members, friends, visitors and potential buyers. It's likely that your home is one of your largest assets and we all would like to see our homes reasonably appreciate in value. Maintaining the standards under which this community was formed and developed in the interest of all of us to ensure we achieve that common goal. Let's keep Orangewood one of the premier communities in Orange Village.

As such, an Owner who is contemplating an alteration should consider whether the proposed project is within the "spirit of our community," and then must complete and submit the **Design Review Application Form** which is in the Appendix of this document. Generally, it will take 10 business days for this review process; however, a longer period may be necessary depending upon the complexity of the project and the availability of the members of the ARB.

If you are unsure about whether your contemplated project requires approval, you should submit the application. It is better to err on the conservative side rather than having to "remedy" an improper installation. You will be asked at the Orange Village Zoning and Planning Meeting if you have a letter of approval from the ARB.

There is no planned fee for a submission to the ARB.

The ARB, through the Executive Director, must receive an application from an Owner for items including, but not limited to:

Any **change** to the exterior of your home such as the addition, deletion or modification of: garage, porch, deck, room, fireplace, chimney, sky light, outdoor lights, door, window, paint color and roof replacements and/or other such exterior changes to your home (unless repairing existing improvements); and

Orangewood Homes Association, Inc.

Design Review Manual

1.2 cont. Any **change** to the Parcel such as the addition, deletion or modification of a patio, swimming pool, shed, auxiliary building, deck, railing, driveway addition, permanent grill, fireplace or fire pit, trellis, arbor, gazebo, pergola, flagpole, sidewalk, pathway, wall fences, or other landscaping (unless repairing existing improvements).

If an improvement project is approved by the ARB, the Owner must construct the project in accordance with the approval and in a timely fashion to minimize disruption to our neighborhood. If not approved, the Owner may discuss the project with the ARB and make modifications that may allow approval or discontinue the effort. Grounds for disapproval could include;

- a) Failure of plans to comply with the Declaration,
- b) Failure to include sufficient information requested,
- c) Incompatibility of design or appearance,
- d) Objection to the location of the proposed project,
- e) Objection to the grading plan,
- f) Objection to the color scheme, finish, proportions, architectural style, or appropriateness of the proposed project,
- g) Objection based solely on aesthetic reasons, or
- h) Any other matter, in the reasonable judgment of the ARB that will render the proposed project inharmonious within the Orangewood community.

If the Owner cannot come to agreement with the ARB to secure its approval and still wants to pursue the project, within 30 days of receiving the notice of decision of the ARB, the Owner should contact the Executive Director and request a Right of Appeal to the Board. Within 30 days of receiving the appeal, the Board will conduct a meeting with the owner and other interested parties (if any) and review the project and vote. A majority affirmative vote of the Board members present at the meeting is required to reverse or modify a decision of the ARB, which shall be final, unless reversed by a court of law.

Completing an application for the ARB does not eliminate your obligation to obtain applicable building or other permit(s) required by the Orange Village including, but not limited to, any and all applicable building, fire, plumbing, heating, electrical, zoning, and health code provisions.

1.3 ARB Criteria

1.3.1 Design Compatibility: Design compatibility requires that the proposed modification must be compatible with the architectural characteristics of Orangewood Homes Association design and neighborhood setting. For example, the architectural style, quality of workmanship, scale, use of color, materials, and design construction details must be similar to what has been used throughout our community, but we do not require uniformity.

1.3.2 Location: The proposed location must not adversely affect our neighborhood. Such problems may arise with disruptions of the natural topography or the grade of the land that causes changes in the direction of storm water run-off.

Orangewood Homes Association, Inc.

Design Review Manual

1.3.3 Scale: The size of the proposed modification must be proportionate to the adjacent structures and surroundings.

1.3.4 Workmanship: Proposed modifications must be completed as specified and must be aesthetically acceptable. Should there be a question of workmanship; the owner is responsible for any necessary corrections.

1.3.5 Timing: The proposed modification must be completed in a timely manner in order to minimize both safety hazards and the possibility that continued construction may become a nuisance to your neighbors. All company advertisement signs must be removed promptly after the project is completed. Based upon the Owner's application, the ARB may impose a completion date. If, during the course of the project, the applicant determines that they cannot complete the project by the completion date, they should notify the Executive Director and request additional time.

1.4 ARB Criteria for Shed/Auxiliary Building, Solar Panels, Fences

What follows are criteria to assist an Owner in getting a Shed/Auxiliary Building, project passed by the ARB approval process. Owners who are considering a shed installation must ensure that a) it meets the criteria of the Zoning and Planning Rules of Orange Village, and b) the Placement and Size Limitations are in accordance with the following regulations:

1.4.1 Placement

Any proposed shed or auxiliary building must be;

- › Placed in the rear half of any Owners' back yard, and
- › Positioned no closer than 25 feet to any neighboring home.

1.4.2 Size Limitations and Prohibitions

Any proposed shed or auxiliary building must not;

- › Exceed 200 square feet in total floor area,
- › Exceed 7 feet in height (including the roof of such structure), and
- › There may only be 1 shed or auxiliary building per Parcel.

1.4.3 Design Requirements

Any proposed shed or auxiliary building must;

- › Be built upon a permanent foundation constructed of a slab of concrete no less than 4 inches in depth,
- › Match the primary structure on the Parcel with respect to overall design and building materials,
- › Have a pitched roof with no less than a 3-4/12 ratio,
- › Not have any type of driveway or paved approach beyond the slab foundation.

1.4.4 Prohibitions

- Any proposed shed or auxiliary building must not be used for the storage of live animals, explosives or hazardous materials.

Orangewood Homes Association, Inc.

Design Review Manual

1.4.5 Solar Panels

Solar Panels should generally be installed on the rear roof and must comply with Orange Village ordinance, however with the approval of the ARB they can be located elsewhere.

1.4.6 Fences

Fences cannot be more than 3 ½' high in front and 6' in rear and meet the requirements of Orange Village, see ordinance 1148.11(c) for further details. For corner lots reference (c-2). Materials for fence and landscaping around must be approved by the ARB and fence painted according to ordinance c-1. The ARB does not approve the use of vinyl fences.

1.5 ARB Standards

The Board has developed "Standards" that designate criteria items as inappropriate throughout the community. As such, the installation/usage of any of the following are prohibited:

1.5.1 Clotheslines: Installing clotheslines or any similar apparatus for the exterior drying of clothing and/or bedding.

1.5.2 Compost Bins: Installing and/or using compost bins, except a small portable bin which must be placed in the rear of the house.

1.5.3 Doghouses and Dog Runs: Installing or using exterior doghouses, kennels and/or dog runs/pens should not be visible from the street.

1.5.4 Security Bars: Installing any type of security bars or gratings on windows and/or doors.

1.5.5 Window HVAC Units: Installing a window HVAC unit.

1.5.6 Wood piles: Wood piles cannot be in the front of a house or visible from the street. All wood piles must be neatly kept in the side or rear yard.

1.5.7 Grills. All grills and outdoor cooking devices must be located in the rear yard.

1.5.8 Generators. Generators must be located in the vicinity of the air conditioning compressor.

Orangewood Homes Association, Inc. Design Review Manual

2.0 APPENDIX

See next page for the Design Review Application Form. Please complete and email or return to the Executive Director of Orangewood Homes Association, Inc.

The Executive Director/President is listed on the website, orangewoodneighbors.com

They can be emailed at orangewoodneighbors@gmail.com

Orangewood Homes Association, Inc. Design Review Manual

DESIGN REVIEW APPLICATION FORM		
Owner's Name(s):		
Property Address:		
Phone Number(s): <small>(Where reachable during the day)</small>		Alternate:
Estimated Time Period:	Start Date:	Completion Date:
Description of Proposed Alteration/Modification:		
<p>Where applicable, applications should reference and/or include;</p> <ul style="list-style-type: none">)> Site plans drawn to scale, showing location, dimensions and orientation with respect to property lines,)> Architectural drawings,)> Landscape plans, and)> Material(s) description, including samples, product brochures, colors, etc. <p>Please send this form and any supporting documentation and materials to the Executive Director. An email application is acceptable if all pertinent and necessary information can be transmitted.</p>		
<p>I understand and agree that no construction or exterior alteration may commence until I have received written approval from the Design Review Board. If alterations are made prior to notification of a decision, I may be required to return my Parcel or Dwelling Unit or both to its former condition at my own expense and I may also be responsible for any legal expenses incurred by Orangewood Homes Association, Inc.</p>		
Owner's Signature:		
Date:		