

## Turnbridge Manor Homeowner Association Architectural and Design Guidelines

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### The Restrictive Covenants Governing the Exterior of Your Home and Yard

This document has been prepared by the Board of Directors to provide homeowners with an easy reference for you when planning alterations or additions to your property. The architectural standards addressed in this booklet are intended to ensure the enjoyment of your property, as well as the value of all properties within the Turnbridge Manor community.

You are encouraged to review this document in its entirety. You will note it refers to specific sections of the Covenants, Conditions, and Restrictions that you signed and agreed to uphold upon purchasing your home in Turnbridge Manor. A complete copy of the CC&R's can be downloaded from the Turnbridge Manor website. If an item is specifically addressed in the covenants, you are given the Article and Section of the reference. In the case of items that are not specifically addressed, you should refer to Article III, section 3.3(d) of the covenants, which provides the general authority for the approval of all exterior alterations and additions.

### **What are The Covenants?**

First of all, they are one of the many documents you received at the time of settlement (or "closing") on your property. They were created to protect the value of your investment in your home. We hope that you took time to read and understand them. Covenants assure the residents of certain minimum standards for land use, architectural design, and property maintenance throughout the neighborhood.

The covenants cannot be changed without a 70% approval from the homeowners. They "run with the land" as a part of your deed of ownership. It is our intent and duty to help you in every way to obtain the fullest enjoyment of your private property and the common-owned property, which is consistent with your obligations to the other residents.

Your covenants provide for the appointment of an Architectural Control Committee (Hereinafter referred to as "ACC"). The Turnbridge Manor Board of Directors appoints volunteer members to the Committee. These volunteers come from the Turnbridge Manor Homeowners Association, Inc. Any resident interested in serving on this Committee should contact a member of the Board of Directors, or the HOA management company. This practice assures that the control process is in the hands of your elected representatives and their appointees. In addition, the Turnbridge Manor Homeowners Association employs a professional property manager who is available to assist you in the preparation of the exterior alteration application and to receive questions and complaints on architectural and maintenance matters. The ACC may establish specific guidelines and building standards to assist homeowners in determining the type of structures and residences, which may be constructed on the property. (Article III, Section 3.3d)

### **The Process**

#### **Do I need a City building permit?**

City building permits are required for certain permanent alterations and improvements such as decks, porches, additions, etc., to ensure construction is within building/safety codes. A detailed discussion of permits and building codes is beyond the scope of this document, therefore, we encourage the homeowner to contact the City of Frisco Building Inspection Division at (972) 292-5301 BEFORE FINALIZING PLANS AND COMPLETING AN APPLICATION. They can tell you if you need a permit, will provide reference sheets of design requirements, and can explain exactly what drawings and number of copies you'll need to obtain the permit(s). ACC approval means that your proposed alteration or improvement meets the intent of the covenants. ACC approval does NOT guarantee City acceptance of your design or that your proposal is within City building codes. Likewise, City approval of your design DOES NOT guarantee ACC approval.

## **What are the steps for approval of plans?**

### **Step #1 - Planning and Design**

There are four (4) sources of information available to assist you in the design and approval process:

- The architectural and design standards contained in this document
- Premier Communities Management Company, at (214)871-9700
- Any member of the ACC
- The City of Frisco Building Inspection Division at (972)292-5301 for permits

### **Step #2 - Completing and Submitting the Application**

Obtain an application from [www.turnbridgemanor.com](http://www.turnbridgemanor.com) or Premier Management. Make sure you fully complete the application and attach ALL information required by this document. Applications not having all the required information are automatically

denied until further information and clarification can be obtained. Submit EARLY allowing at least four weeks for processing.

### **Step #3 - ACC Review**

Applications are reviewed via email by the ACC. Your application is normally reviewed within 72 hours unless it is received over a holiday. Neighbors of an applicant may contact the ACC or the Management Company to voice their support or non-support of an application. There are three (3) possible outcomes from the review:

- OUTCOME #1: YOUR APPLICATION IS APPROVED.  
Approved applications are recorded by the management company and a copy is mailed back to the applicant within thirty (30) days or less; the original is retained.
- OUTCOME #2: YOUR APPLICATION IS DENIED.  
If the application does not contain all the information required for the ACC to render a decision (as outlined in this document), the application is denied and returned to the applicant. Or, if the proposed improvements do not fall within the CC&R specifications or Design Guidelines, the application will be disapproved and returned to the applicant with an explanation of the denial.
- OUTCOME #3: AN ON-SITE INSPECTION IS REQUIRED.  
If your proposed improvement is unusual or outside the architectural design standards, requiring a variance be granted, the ACC may determine that they must visit the property prior to rendering a decision.

## **What if I disagree with the Architectural Control Committee?**

APPEAL. Any homeowner may appeal a decision of the ACC to the Board of Directors.

## **What if I don't wait for my application to be approved?**

If you start alterations without first obtaining approval of your plans, you do so at your own risk. If you fail to submit an application, or if your application is denied or modified, you can be fined (see Article III, section 3.3e) and/or you may face the cost of removing the alteration, plus the costs of litigation. The covenants provide means for placing these costs as a lien against your property (Article VI section 6.5b). These circumstances may also arise if your property has been altered without approval before you purchased it. In such cases, every effort is made to work out a reasonable solution to the problem.

### **What is the process for covenant enforcement?**

Enforcement of the neighborhood covenants is the responsibility of every resident, but the Management Company and the Association's Board of Directors are required to oversee the enforcement. When architectural complaints are brought to the attention of the

Management Company, they are investigated as promptly as possible. If a complaint is found to be valid, the property owner is contacted formally and asked to correct the problem. The property owner has forty (40) days to act on the problem. Our experience is that most problems are corrected at this stage.

Should the property owner still fail to act after the expiration of the forty (40) day period, the Management Company may refer the case to the Board which may vote to initiate action in court, or to enter the property and correct the problem, at the owner's expense and risk. All costs at this stage can be charged against the property owner as a lien on the property.

### **How Closely Must I Adhere to the Architectural Standards?**

The covenants give the ARB the responsibility to set rules and procedures for architectural control, and the authority to interpret the covenants and allow exceptions to their restrictions. The architectural standards should be understood as guides to be used by residents in preparing an application for exterior alteration. Based upon the policies and previous decisions of the ACC they will tell you what is most likely to be approved in typical circumstances, and also give you important information on how to prepare your application.

Special circumstances regarding your property may allow the approval of an application, which might be denied at another location, or the denial of one that might have been approved elsewhere. The fact that your plan has been approved for use at another location does not mean that it is automatically approved for you.

The members of the ACC and the Board of Directors, in the final analysis, are human beings. We need your help and cooperation in every facet of our work.

### **What is a "Structure"?**

A Structure shall be defined to include any building (other than a residence), fence, driveway, sidewalk, planting, storage unit, portico (or portion thereof), wall, pool, deck, playground equipment, or other improvement of any kind.

No structure, modification or addition to a structure shall be erected or externally improved on any Lot until the plans and specification, including elevation, material, color and texture and site plan showing the location of all proposed improvements, with grading modifications, if any, are submitted to and approved in writing by the ACC.

No alterations, additions, or improvements shall be made to any garage that would defeat the purpose for which it was intended. All swings, decks, and protruding structures must be located behind the residence unit and may not be visible from the street in front of the residence.

## **The Architectural Standards**

### **Basketball Hoop and Backboard** - Portable and Permanent

A basketball hoop and backboard may be installed in one of three areas:

- Attached to the house above the garage.

- Mounted on a pole on the house end of the driveway, location to be approved by the ACC.
- In the rear yard area, immediately behind the residence.

Color of the backboard must be clear and properly maintained at all times. All installations require a full application showing location, color, and method of mounting. No basketball hoop and backboard shall be erected next to the curb on any road or right of way nor should any portable hoop be placed in the street. This is a violation and may result in the hoop and backboard being removed and disposed of.

### **Car Repairs**

See Restrictive Covenants, Article II, Section 2.2(b)

No inoperative or unlicensed vehicles may be stored on any lot except in the enclosed garage. All work on vehicles (except routine maintenance) shall only be performed inside enclosed garage.

### **Clothes Lines and Poles**

Not Allowed. (Article II, Section 2.2(k))

### **Driveways**

No application is required for replacement of an existing driveway, unless you change the material, size, or shape.

An approved application is required for any new driveway construction, including expansion. The completed application must include site plan with dimensions showing the location in relation to existing structures, trees, and property lines, and a description of materials to be used, including color and texture. No changes in grade will be permitted. See Article 2 section 2.2(j).

### **Fences**

See Restrictive Covenants, Article III, Section 3.4(e2)

All rear fences and walls (excluding retaining walls for pools) shall be at least six feet (6') in height with a maximum of eight feet (8'), be constructed of treated wood, and stained (NOT PAINTED) in a natural wood color. No chain link or other metal fencing materials will be permitted. Only one fence is to be put on a common property line. No fences will be erected on the front of the property. A complete application is required for ALL construction or placement of any fence or wall on any lot. The application must include a drawing of the lot showing the placement of the house and lines indicating where the fence is to be installed (include all dimensions), the style, height and color of fence. Indicate where gates will be located. Gates should compliment the fence material in style, color, and height. Our objective is a polished and formal appearance.

### **Garages and Garage conversions**

See Article II section 2.2(g) and Article III section 3.4(c)

No alterations, additions or improvements shall be made to any garage that would defeat the purpose for which it was intended. Garage space may NOT be converted to a living area (i.e., family room, bedroom).

### **Garage Sales, Yard Sales, moving sales, etc.**

Turnbridge Manor adopted a Community Garage Sale policy at the Annual Meeting in 2006. From that date forward, only garage sales on community sale days will be permitted. Two Community Sale days will be held each year, one in the spring and one in the fall. Garage sales, moving sales, estate sales, or any other public sale held by an individual homeowner on non-community days are prohibited.

Yard Sales (sales held in the front of the property) are not permitted at any time, even on community sale days. All items for sale must be stored in the garage, driveway, or backyard, in the rear of the property.

**Gardens** (Vegetable)

Written approval is not necessary for vegetable gardens, provided the garden is located between the rear line of the house and the rear property line in the enclosed fence area, its size does not exceed 1/4 of the area described above, and it is not placed on a grade which will cause damage to property below it, through the flow of water. An ACC application must be submitted for all other situations.

**Gazebos**

Gazebos must be open on all sides and no privacy screening of the structure will be permitted. Gazebos must be constructed of treated wood and stained to compliment the fence. If the gazebo is constructed as part of a deck, the construction and finish should match the deck. Gazebos must be located to the rear of the residence. A full application is required and must include a site plan which shows the relationship of the gazebo to the adjacent house and property lines, a picture and/or detailed drawing of the gazebo, to include dimensions, a description of material to be used, and a description of the color of gazebo and house. A City permit is also required.

**Grills, Barbecue** (Permanent)

An ACC application is required for permanent barbecue grills. Permanent grills should be placed behind the rear line of the house and should not be placed within ten (10) feet of the side and rear property lines. An application is required and must include the dimensions of the permanent grill, and a site plan showing the location of the permanent grill.

Temporary barbecue Grills do not require an application, but cannot be stored in public view. They must be stored within the fenced back yard or garage.

**Gutters and Downspouts**

Written approval is not required for gutters and downspouts that match the color of the house or trim.

**Landscape Flowerbeds and Tree Well Borders**

Borders for landscape beds, flowerbeds, and tree wells shall be in a location and of a material approved by the ACC. If home building brick is used as a border, it must be done so using mortar, and installed in a professional manner with the holes not facing the street. Contoured brick borders that are made specifically for the purpose of lining beds may be used without mortar, but the owner is responsible to ensure that the bricks are aligned in an attractive manner at all times. Materials such as plastic or rubber borders may not be used.

**Lawn Ornaments and Lawn Embellishments**

Lawn ornaments and embellishments must be submitted for approval if placed in the front or side yard. All lawn ornaments and embellishments must be in keeping with the architectural and aesthetic character of the neighborhood and include ornamentation on the patio, porch, and outside steps. Embellishments include statuary, birdbaths, wishing wells, fountains, trellises, wind chimes, wind catchers, and anything else of a decorative nature.

Temporary decorations for holidays and special occasions do not require a formal application. They may be displayed for a period not to exceed six weeks. After

the period of use, all temporary decorations shall be removed. See residential lighting below.

### **Lighting** (Residential)

The replacement of an existing outdoor light fixture, if accomplished with a realistic match to the old fixture, does not require approval from the ACC. If a change in style, size, shape, color, or positioning is desired, or if additional light fixtures are to be installed on existing or new structures, an application is required.

Permanent lighting and wiring requires a full application. Exterior lighting may not shine on adjacent properties or public spaces, and should be aesthetically planned for each location. Solar "path" lights require a full application including color of bulbs. In general, fluorescent lights and bulbs and colored lights (except for holiday lights) used outdoors will not be approved.

Floodlights and various types of high output lights fall under the category of security lighting. While aesthetically pleasing and an asset to your home value, exterior lighting of this type must be considered more carefully because of the impact on neighboring properties. Light fixtures of this type should be carefully aimed so that they illuminate only a specific area, such as a doorway or home front. Some high output light fixtures may have to be shielded in a manner similar to some streetlight installations to prevent light from spilling over from one property to another.

Temporary lighting for decoration, and holiday use, does not require a formal application. Holiday lighting may be operative for a period not to exceed six weeks. After the period of use, all temporary lighting and decorations shall be removed.

### **Mailboxes**

Mailboxes are to be constructed of brick that matches the residence. Construction and reconstruction of brick mailboxes will be required to follow the application process. The design of such construction must be consistent with existing shape, style, color, and visual scale of the corresponding dwelling. The mailbox will adhere to height and distance from pavement guidelines as detailed in Exhibit B. See Article III Section 3.4(e7) and exhibit B as amended in the CC&Rs. Granting of ornamental statues, fixtures, and/or display, or other embellishments atop the structure shall be at the discretion of the ACC during its consideration of the application.

### **Maintenance of Premises and Improvements**

See Restrictive Covenants, Article IV, Sections 4.1 and 4.2

### **Patios, Decks, and Walkways**

This guideline refers to any new or expanded patios, decks, and walkways, or to any material changes in existing patios, decks, and walkways. All new materials should be of a simple material of a neutral color, such as natural concrete, stone, clay brick, or treated wood.

Decks and patios may be constructed of treated wood, masonry, stone, or concrete provided that the color and texture of the materials is in harmony with the adjacent structures. Decks should have a preservative stain applied to them. All hardware must be galvanized. Decks and patios must be located to the rear of the residence.

An application must be completed for all patios, decks, or walkways. Generally, new patios, decks, or walkways should disturb existing contours as little as possible, and be located to provide reasonable visual and acoustical privacy for both applicants and their neighbors. Screening or plantings should be considered where it is necessary to preserve privacy. The application must include a site plan with dimensions showing new and existing walkways, decks, or patios in relation to existing houses, trees, and lot boundaries, and a description of materials to be used, which includes color sample as applicable, including sample of stain. Project plans should show elevations and dimensions, and a description of proposed lawn contour changes, plantings, screening, rails, benches, new exterior lighting, etc. A City permit may also be required.

### **Pets**

See Restrictive Covenants, Article II, Section 2.2(d) and Article II, Section 2.2(1). Only regular household pets such as cats and dogs shall be permitted on the property, and then only for personal use not for any business such as breeding, kennel operations, or other similar. Per Frisco City Code, no other animals shall be permitted to be maintained on the property including the following: Cows, horses, bees, hogs, sheep, goats, poultry or skunks. No more than four (4) domesticated household pets are permitted in any residence.

### **Plantings and Trees**

Applications are not required for seasonal color plantings (annuals); however, a complete application is required for trees, shrubs, hedges, climbing vines or flowers and bushes. No tree shall be removed without the express written authorization of the ACC.

### **Private Pools and Hot Tubs**

An application is not required for portable children's wading pools not more than five (5) feet in diameter.

Private in-ground pools and hot tubs are generally acceptable but do require a complete application. The size of the pool or hot tub will be dictated by the size of the maximum area of enclosure permitted for privacy screening. Fences must be of an approved type. Applications must include a site plan showing the location and dimensions of the pool or hot tub, other related equipment, fences, etc., in relation to the applicant's house, property lines, and adjacent homes. Also, detailed drawings and plans of the pool or hot tub, deck area, lighting arrangements, walkways, fences, etc., and any other pertinent information. A City permit is also required.

### **Repainting**

An application is required when a house, siding, doors, shutters, or trim is to be painted a different color. An application is not required when the new paint is the same color as the original. Applications must include samples of all color changes, as well as a description of where on the house changes will occur. Glossy exterior paint is not allowed. Colors should be consistent with the neighborhood and natural environment, i.e. no day-glo colors are permitted.

### **Satellite Dish**

A satellite dish can represent a large visual impact on a structure due to its size. Therefore, it is important to properly integrate the dish into the design of the house to properly conceal it. A satellite dish should not be placed on the front side (street side) of the roof. All applications must include a site plan and elevations of house showing where you would like to install the dish. Details must show how the dish is mounted on the roof.

### **Screens, Storm Windows, and Doors**

Screens and storm windows do not require approval if a color and style is chosen that match the house. Full view storm doors are permitted but must match front door color or trim color of doorframe. All other types of door and window alterations (including solar screens) require an application. All applications must include a picture and descriptions of the material, color, and style to be used.

### **Sheds**

Sheds must be located in the rear yard and be no taller than your fence at its highest point. Sheds shall not be seen over the fence. A full application is required for all sheds which must include a site plan which shows the relationship of the shed to the adjacent house and property lines, a picture and/or detailed drawing of the shed to include dimensions, and a description of materials to be used including color.

### **Signs**

See Restrictive Covenants, Article III, Sections 3.4(e9). Except for Declarant's signs, no signs shall be placed on any common area. Signage on resident lots is restricted to the following:

- "Home for Sale" signs of tasteful design that do not exceed 6 square feet. Only one (1) realtor sign may be posted in the front yard.
- "Spirit" signs that announce the involvement of teenagers in athletics or school programs may be posted near the front of the home in the flower beds.
- "Political" signs of tasteful design that do not exceed 6 square feet may be posted 30 days before an election and must be removed within 48 hours after. No more than 3 political signs will be permitted.
- "Company advertisement" signs for businesses that provided work for the resident, i.e., fence company, painter, pool company, etc. may be posted while the work is being done and up to 15 days after completion.
- One (1) security and one (1) no-soliciting sign, no larger than one square foot each, are permitted.

Temporary holiday and special occasion signs (i.e. Birth announcements) do not require a formal application. They may be displayed for a period not to exceed six weeks. After the period of use, all temporary decorations shall be removed.

### **Solar Collectors**

Solar collectors can represent a large visual impact on a structure due to their size. Therefore, it is important to properly integrate the collector into the design of the house to properly conceal it. Solar collectors should not be placed on the front side (street side) of the roof or be visible from the street. Large collectors, on a sloping roof, should appear to be flush with the roof and not laying on top. All trim should be painted to match the background color of the roof or house trim to conceal it. All pipe work must be concealed. All solar collectors require an application that includes a site plan and elevations of the house showing the proposed location and appearance of the collector. Details must show how the collector edges will meet the roof.

### **Storage**

Storage of firewood is restricted to the rear yard area. Storage of miscellaneous items, i.e., ladders, toys, bicycles, etc., is restricted to the garage or rear yard area.

### **Swing Sets, Trampolines, Sandboxes, and Play and Tree Houses**

The equipment must be located behind the house as inconspicuously as possible. Sandboxes do not need an application as long as they do not exceed twenty (20) square feet in area covered, and one foot in height. A complete application is needed for all other instances and should include color and materials. A site plan with dimensions showing the location of the play equipment relative to the applicant's house, property lines and neighboring houses, and a picture or sketch of the equipment showing dimensions must also be included.

### **Trash**

See Restrictive Covenants, Article III, Section 3.4(e3) and Article 2 section 2.2(f). Trash and recycle containers must be screened from view of the street.

### **Vehicles - Commercial and Recreational**

See Restrictive Covenants, Article II, Section 2.2(b)

No commercial or recreational vehicles are permitted in Turnbridge Manor. Commercial/recreational vehicles include: Vehicles with more than four (4) operating wheels, all towed vehicles and towed carriers, regardless of size. This includes boats, boat trailers, cargo trailers, or just about any other type of trailer. Trucks in excess of one ton, vehicles with signage or advertising displays and semi's, flat beds, busses, tow trucks and similar commercial vehicles are not permitted in the neighborhood overnight.

If a truck mounted camper is used by a resident as a primary means of transportation, it will not be considered a recreational vehicle providing all of the following criteria are met: It is moved on a daily basis, it is parked in the resident's garage or driveway while in the neighborhood, and if the camper is removed, it must be screened.

Any vehicle, such as a boat, camper, or motor home that is used for vacation purposes may not be in the neighborhood for more than two (2) nights in a row. This allows sufficient time for packing, unpacking, and/or cleaning of said vehicle.

### **Vehicles - Untagged and Inoperable**

See Restrictive Covenants, Article II, Section 2.2(b)

No inoperable or unlicensed vehicles may be parked or stored, other than in the enclosed garage, within the property.