

TAVISTOCK AT MAYS LANDING

ARCHITECTURAL STANDARDS

**RULES AND REGULATIONS
HANDBOOK**

2017 EDITION

TAVISTOCK AT MAYS LANDING ARCHITECTURAL STANDARDS

Legal Subjection and Special Situations

THE HOUSE AND COMMON PROPERTY SHALL BE SUBJECT TO ALL APPLICABLE FEDERAL, STATE AND MUNICIPAL LAWS, STATUTES, REGULATIONS AND ORDINANCES. Guidelines will be followed from the Americans with Disabilities Act. It is understood that situations may arise which will not be covered by the Guidelines. These special situations may be considered by submitting an application to the Architectural Review Committee. All Homeowners/Residents are subject to covenants, restrictions and easements of record and to the following guidelines, all of which shall run with the land. These standards are intended to follow the architect's original concept of the community. They are NOT intended to be restrictive, arbitrary or any attempt to stifle individuality. They are for the common good of all residents of this community. The Architectural Standards listed in this publication reference the Declaration of Restrictive and Protective Covenants, Tavistock of Mays Landing, Article III, Section 9 as published in the Public Offering Statement (Reflecting Registered Revisions Through July 26, 2017) Filed by West Bay Partners, L.L.C., 4300 Haddonfield Road, Pennsauken, New Jersey 08109 for 51 Homes in Phase 1 and 35 Homes in Phase 2 of up to 210 Homes and a Planned Unit Development in the Township of Hamilton, Atlantic County, Designated as Tavistock at Mays Landing.

These Architectural Standards are adopted by the Board of Directors of Tavistock at Mays Landing on the 8th day of October 2013. This document supersedes any previously published Architectural Standards.

Please note: Homeowner must submit an Application – Request for Approval of Exterior Improvement (“ARB”). ARB Applications are available at the clubhouse. Completed applications are to be placed in the “ARB” mailbox at the front door of the clubhouse.

Emergency repairs (such as storm damage or vandalism) are not subject to the ARB application.

Unless otherwise described in these Architectural Standards, all other exterior modifications require ARB application. Including but not limited to painting shutters and/or doors (existing color or color change), new flowerbeds or extension of existing beds, replacement of exterior lights, installation or extension of a patio or deck, installation of a satellite dish.

All structural modifications must meet township approval and the architectural standards of Tavistock at Mays Landing.

The following are guidelines of what will generally be approved and what is not permitted. A homeowner may submit a Request for Approval of Exterior Improvement (“ARB”) requesting a variance for a modification that does not comply with these rules and regulations. Such variance must comply with any township ordinances and be approved by the majority of the board after a public hearing.

PLEASE NOTE:

If for some reason the ARCH Committee did not approve the ARB the homeowner has the right to request a hearing before the Alternative Dispute Committee who will try to resolve the matter. If homeowner is still not satisfied with the outcome the homeowner can then request further assistance in the matter which the ADR will explain to them.

COPY OF ARB FORM ATTACHED

Copies of the ARB form are located in the Clubhouse and can also be downloaded from the Management Website.

1. ANIMALS

- a. No exotic animals or endangered species shall be raised, bred, or kept in any house or elsewhere in the community. No more than two (2) domestic pets (dogs, cats) are permitted.
- b. All pet owners must comply with all Township pet ordinances.
- c. Pets shall be restrained by leashes and must be attended at all times.
- d. Common areas are for the enjoyment of all residents. As such, pets must be curbed and are not permitted to be unleashed in common areas.
- e. Pets may not perform bodily functions on any other homeowner's property.
- f. All droppings must be picked up and properly disposed.
- g. No outdoor above ground animal enclosures, runs, kennels, etc. are permitted.
- h. Underground pet containment systems such as "Invisible Fence" may be installed. The installation will be configured to confine the pet to the back yard only. Pets shall be supervised when confined in the underground pet enclosure system. The homeowner assumes all responsibility and liability for the supervision and behavior of the pet.
- i. Pets shall not be left unsupervised in any yard serviced by an underground pet containment system whether or not residents are at home. Continual violation of this policy will result in the termination of the permit for the underground pet containment system and the removal thereof from the premises.
- j. Pets are not to be tied up outside to a post, stake, chain, etc.

2. AWNINGS

- a. Awnings shall be constructed of fabric only.
- b. A solid color, matching the house siding or trim is required. However, stripes may be approved at the discretion of the Architectural Review Committee. The stripes shall match the color scheme of the house. The application must include a picture and either a swatch or color photocopy and material description of material to be installed.
- c. Awnings shall be fully retractable.
- d. A wind sensor is strongly recommended.
- e. Installation is to be at the rear of the house over a patio or deck.

- f. The width of the awning is limited by the width of the patio or deck.
- g. Awning style should complement the architectural style of the house.
- h. Embellishments such as fringe are unacceptable; however, scalloped edges are permitted.
- i. It is recommended that professional contractors install the awnings specified above.

3. BARBECUES/GRILLS (Portable and Permanent)

- a. Barbecue grills are only permitted in rear, except for community events.
- b. Permanent grills must be at least five (5) feet from the structure. Portable grills should be moved away from structure when in use.
- c. Portable barbecue grills shall not be used in the garage or under any overhead covering including, but not limited to open/screened in porch roofs, awnings, and covered patio.
- d. A licensed professional shall install permanent barbecues. Application must include name of contractor and license number.
- e. No prior approval is required for portable grills.

4. COMMUNICATION DEVICES

- a. Roof mounted or high side mounted Satellite dishes do not require ARC application/approval since they are governed by the FCC. No in ground mounts allowed.

5. DRIVEWAYS and WALKWAYS

- a. Driveway and walkways must be concrete and/or pavers. Color must be submitted with application.
- b. Walkway changes require permission from the Board of Trustee on an individual case basis.
- c. Twin homes may replace driveway divider stones with concrete and/or pavers. A channel to direct water away from the driveway is recommended and ARB form is required.

6. EXTERNAL ADDITIONS, REPAIRS, and REPLACEMENTS

- a. Patios, decks, sunrooms and/or Florida rooms are permitted as installed by the developer or approved by the Board of Trustees.

- b. Sheds or similar structures are not permitted.
- c. External additions to the house must have approval from the Architectural Review Committee. **The approved ARB must be presented to the Township to apply for applicable permits.**
- d. Maximum size: A patio or deck will be limited to twelve feet (12') deep by eighteen feet (18') wide lineal measurement. However, in the case of an existing porch or Florida room, the patio or deck may extend to the edge of the back of the porch or Florida room and to the side of the house. Houses without an existing porch or Florida room may install a deck or patio the length of the back of the house. Variations to this size limitation may be requested by submitting and Architectural Request Form in which the measurements and site drawing are provided along with a narrative providing the rationale for the request of a variance.
- e. Fifty (50) percent of the new walls (if any) must be glass or screen.
- f. Exterior materials must match parent structure.
- g. Instead of patio railing, shrubs will be allowed provided they do not exceed 6 feet tall. Homeowner agrees to allow ARC or Board member to annually view shrubs that height restriction is being maintained. Refer to (3) three foot rule under Landscaping and Gardening under - d. Garden beds must be (3) three feet from property line. (This rule does not apply to twins, only privacy fences are allowed).
- h. Shingle replacement must be the same design type and color as the original material. If entire roof is being replaced must be a color existing in the community.
- i. Siding replacement must be a color existing in the community.
- j. Siding may be standard flat or shingle-like design. Shingle-like design must be a design existing in the community.
- k. A sample or detailed photo of the siding or shingle must accompany ARC application.

7. EXTERIOR LIGHTING

- a. Patio lighting and landscape lighting is permitted; solar and low voltage only.
- b. Lampposts are not permitted.
- c. Replacement lights around garage and on front porch must maintain the architectural styling of the dwelling. A picture of the proposed replacement must be submitted with the ARB application.

d. Security lighting: Homeowners should consult contractor to assure that lighting is sufficient to meet homeowner's security needs without creating a nuisance to neighbors.

8. FLAGS

a. American flags may be flown from the front or rear of the house.

b. When flown at night the American flag must be illuminated with low voltage lighting (which may include spotlights, porch lights, and garage lights).

c. Permanent flagpoles are not permitted in the yard area(s).

d. No decorative flags are permitted except as noted in 9c.

e. Military service flags used for the purpose of signifying a branch of the Armed Forces of The United States may be flown on private homeowner property in accordance with the rules of flag display. The display should not interfere with public safety, restrict necessary maintenance activities, or interfere with the property rights of others.

9. HOLIDAY DECORATIONS

a. Holiday decorations may be installed a maximum of six (6) weeks surrounding the holiday. The six (6) weeks period is defined as four (4) weeks prior to the date of the holiday and two (2) weeks after the date of the holiday.

b. Only one (1) inflatable figure is permitted.

c. Decorative flags consistent with a holiday may be flown during the Holiday decoration season (as described in subsection a. above).

d. Holiday decorations that meet the above do not need to submit an ARB.

e. Mailboxes may also be decorated for holidays only.

10. LANDSCAPING and GARDENING

a. Removing and/or replacing shrubs, flowers, and other plants in an existing landscape bed do not require ARB application.

a1. ARB application will be required to add a landscape bed. A homeowner may add planting beds, shrubs, trees, and other plants after submitting a landscape plan which should include dimensions of planting beds and a list of plants and trees by name and size at maturity.

- b. All plantings submitted for approval must be appropriate for the dimensions of the yard relative to the width/height at full maturity.
- c. Removal or replacement of any trees will require the Homeowner Disclosure Form to be submitted with the ARB request.
 - c1. Removal of trees in front yards that have roots encroaching sidewalks, driveways, or home structures will no longer require a replacement tree, but grinding stumps to ground level will be required.
- d. Side garden beds must be a minimum of three (3) feet from the property line.
- e. The homeowner shall be responsible for the maintenance of any plantings installed by the homeowner.
- f. The planting of fruit and vegetables is permitted only in containers on a patio or in a bed no wider than three (3') feet from property line.
- g. Plantings must be in compliance with and subject to utility company requirements.
- h. Water hoses are not to be stored on lawn or on walkway. Use a hose reel or housing unit for hoses or keep in the foundation bed behind shrubbery. Hose housing units stored on the side of the house by the faucet are to be placed on concrete pavers or mulch bed to allow easy access for lawnmowers/weed whackers.
- i. Only furniture designed for outdoor use is permitted on porches and patios.
- j. Flowerboxes are allowed on front porches and porch railings. Flowerboxes are not to be permanently affixed to the house. No window flower boxes are permitted. Flowerboxes must be removed after each growing season.
- k. Only two (2) flower baskets are allowed to be hung from the front porch.
- l. No garden supplies (i.e. mulch, lime, fertilizer, etc.) or any other garden equipment/appliance may be stored on front, side, and/or back porches, driveways, or lawns.
- m. Landscape light must not be glaring or offensive to neighbors. Only five (5) to fifteen (15) watt bulbs are permitted in landscape lighting.
- n. No artificial flowers, grasses, or plants are permitted.
- o. Garden figurines/lawn ornamentation:
 - 1. Only durable material allowed.
 - 2. A total of three (3) figurines/lawn ornaments are allowed in the front flowerbeds. Figurines/lawn ornaments cannot exceed thirty-six inches (36") in height. Corner

lots may have up to three (3) figurines/lawn ornaments on the property sides adjacent to the streets.

3. Religious statue: one (1) religious statue not exceeding thirty-six inches (36") in height is permitted, either in the front flowerbed or on a patio at the rear of the house.

p. Birdbaths are permitted in the front yard only (1) one, may also have in rear yard. Birdbaths cannot exceed forty-two inches (42") in height and should be constructed of durable material.

q. Homeowners who desire to have sprinkler heads removed or relocated are responsible for the cost of such changes.

11. MAILBOXES

a. Post must be of the same style and color as installed by developer.

b. Additional attachment, decorations or containers for newspaper, magazines, etc. are not allowed except as installed by the Association for delivering Association information or as permitted under holiday decorations.

c. Flowers may be planted within a 2 ½ foot circle around mailbox. No ARB required for this.

12. HOUSE NUMBERS

a. Placement of house numbers is permitted in existing locations only.

b. It is recommended that replacement number be similar to those installed by the developer.

c. House numbers must meet any current township requirements respective to emergency response and management policies and/or ordinances.

13. SHUTTER, GARAGE DOORS, and FRONT (ENTRY) DOOR

a. Shutters and front door must match one of the existing color schemes in the community.

b. Shutters are allowed only on the front of the house.

c. Front door replacement must match shutter color or shutters may be painted to match the replacement door. Color for replacement door and shutters must match a color existing in the community. Color chips are available from the ARC committee.

- d. Garage doors must be same style and color as the garage door installed by the developer.
- e. Change of exterior colors must have the prior approval of the Architectural Review Committee.
- f. Color sample chips have been obtained from the manufacturer. The color sample chips will be loaned to a homeowner for color analysis for matching paint colors. Please contact a member of the ARB committee to borrow a color chip.

14. STORM DOORS

- a. The storm door shall be a white or a color matching the front door and shutters or the house siding. Split glass doors are permitted. Split glass or full view glass doors may have decorative etching outlining the frame. A picture must accompany the application.

15. SIGNAGE

- a. Signs on lawns are not permitted.
- b. No more than one (1) sign advertising property for sale is permitted placed inside the window.
- c. Signs must not exceed three (3) square feet and cannot be lighted.
- d. One security sign is permitted in the front garden bed or secured to the mailbox post by the security company. A second sign may be placed in the rear of and close to the house.

16. SWIMMING POOLS

- a. No above ground or in ground pools are permitted.
- b. Hot tubs will be considered for approval by the Board of Trustees. If approved, hot tub will only be permitted on the rear patio or deck. Appropriate screening will be required.

17. VEHICLES

- a. No vehicles may be parked in such a way as to obstruct fire lanes, mailboxes and passage of emergency vehicles, construction equipment, or the driveway of other houses.
- b. Resident's vehicles must be parked in the garage or the driveway when not in use.

c. Cars may be parked *overnight in yellow lined designated areas of the Clubhouse parking lot only*. If you have a special need please contact the Management Company in writing for approval.

d. No inoperable motor vehicle of any type may be stored or parked on any street or lot, except within an enclosed garage.

e. Repair of homeowners automobile must be completed on homeowner's property, on the driveway or in the garage within thirty-six (36) hours.

f. No commercial vehicles, and any other vehicles exceeding twenty feet (20') in length, and boats, trailer, campers, mobile homes, recreational vehicles, or trucks with the exception commonly described as pickup trucks and SUVs privately owned and registered for noncommercial usage may be parked on any part of the property except:

1. Vehicles servicing the common property or a home.

2. Vehicles temporarily on the property solely for the purpose of loading/unloading or servicing the common property or a home.

3. Boats, campers, trailers, and mobile homes may be temporarily parked (not to exceed 48 hours) to allow for cleaning, maintenance, or loading/unloading.

18. WINDOW GUARDS

a. No exterior security window guards may be installed.

b. No solar screens may be installed.

19. ATTIC FANS

a. Only electronically, thermostatically controlled roof-mounted fans will be approved. Roof mounted attic fans are to be dark gray or black in color.

b. Roof mounted attic fans are to be installed on the rear roof whenever possible.

c. Gable fans and wind controlled turbine fans are not permitted.

20. AIR CONDITIONERS

a. No through the wall or window units are permitted.

b. The only units that are permitted are those units that are considered central and installed on a slab outside the house. The location shall be consistent as that originally located by the builder. A replacement unit does not require an ARB.

21. TRASH/RECYCLING

- a. Homeowners must comply with Township and County regulations.
- b. Except for permitted times to be placed at the curb for pick-up, trash and recycling containers are to be stored in an approved storage.
- c. Trash and recycling containers and materials must not be placed curbside prior to 4:00pm ET on the date before scheduled pickup.
- d. Trash and recycling containers must be returned to storage by 6:00pm on the day of trash and recycling pick-up.
- e. Containers shall be stored in the garage, or stored in such a way that they are screened from neighbors. Screening may be installed either around the air conditioning compressor, under second floor exit steps, behind a garage extension (if available). Screening shall be of solid white vinyl fence material. Screening shall be no higher than six feet (6') in height. In the case of screening around the air conditioning compressor, said screening shall be installed at a distance from the unit so as not to impede the units operation. A minimum of twelve inches (12") separation space must be left between the screen and the unit. The maximum length is eight feet (8'). Manufacturer recommendations shall be used to determine the appropriate distance from the unit. In the case of screening behind a garage extension, the screening shall not extend past the edge of the house nor extend a distance more than eight feet (8') behind the garage extension. A thirty-six inch (36") gate, installed toward the rear of the house shall be included. Screening shall have an interior floor consisting of poured concrete, crushed stone, concrete or natural stone pavers, etc., meeting approved construction standards.

22. FENCING

- a. No homeowner within the community shall be permitted to erect, construct, install or maintain a fabricated or natural fence on a lot of any kind, type or nature whatsoever except as noted in Section 21;e.
- b. Standard thirty three/thirty four inch (33"/34") white vinyl railing around a deck or patio is permitted. If a gate is used it must be constructed of same material as railing. For twin homes, both homeowners must agree upon the railing. Both homeowners must submit ARB for approval.

23. TWIN HOME PRIVACY DIVIDER

- a. Twin homes (2 homes sharing the same roof) may erect a privacy divider on the rear area shared by both homes.

- b. Height of privacy divider not to exceed six feet (6') in height.
- c. Privacy divider not to exceed beyond sunroom, Florida room, and/or patio/deck.
- d. Privacy divider shall be of white vinyl material. (Not Wood.) Privacy divider can be solid panel fabrication. Fabrication style (solid panel, fence-like, lattice, etc) must be stated on the ARC application at time of request.
- e. A sketch of the divider project is required to accompany the ARC application.
- f. Privacy divider intended to divide property not enclose property and must be agreed on by both homeowners. **A signed letter of agreement from attached homeowner must be submitted with the application.**

24. SOLAR COLLECTOR PANELS

- a. Roof Mounted Solar Panels do not require ARC approval since they are governed by state and local government. Only roof mounted solar collectors are allowed. Ground installation is not allowed.