

# Towne Meadows

**Homeowners Association**

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# Architectural Guidelines

A Supplement to Towne Meadows HOA Rules & Regulations

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# Towne Meadows HOA Architectural Guidelines

*Revised June 2004*

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## INTRODUCTION

This publication is intended as an informational resource guideline for Towne Meadows Homeowners Association. It is intended as a tool to assist in the understanding of the design review process and its corresponding requirements. The guidelines pertain to visual and environmental goals, as well as the required procedures for design changes, remodeling, or construction within the Towne Meadows community. The minimum acceptable levels of planning, architecture, detailing, and landscape design are specified in the Association CC&R's and Rules and Regulations. Successful implementation of these objectives will create a community of the highest quality and one of great distinction.

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## OVERVIEW

***See Rules & Regulations – Section 3***

This document establishes guidelines for members of the association for the purpose of submitting architectural change requests. This document also serves as a guideline for the Architectural Committee for the purpose of approving architectural change requests. The design guidelines supplement those areas of the CC&R's that do not provide specific criteria for building, improvements, alterations, repairs, excavation, landscaping or other work which, in any way, temporarily or permanently alters the exterior appearance of the property visible from the street. These design guidelines shall also be used when establishing rules and regulations or the enforcement of the CC&R's and are intended to be used in conjunction with the CC&R's and the Rules and Regulations for the association.

## COMMUNITY PLAN

***See Rules & Regulations – Section 5***

The overall community plan has been created to afford housing opportunities. The unifying fabric of the community will be maintained through the layout of each home site previously determined by the project developer, as well as the placement of all community theme walls and amenities.

**As stated in Article 2, Section 2.2 (g) of the CC&R's: “no building, improvements, repairs or other work or change that permanently alters the exterior appearance of any of the property are to be made without prior approval from the Board or Architectural Committee.”**

Architectural change requests forms are available on line at the Towne Meadows Association web site ([www.tmhoa.com](http://www.tmhoa.com)) or from the management company and are required for submitting requests for any building, changes, alterations or repairs.

## GENERAL CONSIDERATIONS

***See Rules & Regulations – Section 5, 6***

The Committee reserves the right to disapprove any submittal or to mandate remedial action whenever the standards may be compromised. The individuality of any ornamental feature should be basic to the permanent character and quality of each structure and its related landscape, rather than appearing as any form of unrelated accessory items. The integrity of these standards will enhance the overall community both initially and for the long term.

**All home improvement projects must obtain a building permit from the Town of Gilbert (when applicable) and be completed within 4 weeks from start of project unless the Board approves an exception upon request with reasonable justification. In the event a building permit is required, a licensed and bonded contractor must accomplish construction.**

## SITE PLANNING

***See Rules & Regulations – Section 6***

**5.1 Building Envelope and Setbacks**

Each home site has a specific building envelope that is indicated on the building envelope exhibit available from the Planning and Zoning Department from the Town of Gilbert. Building envelope and setbacks are designed to protect and preserve the landscape features and view angles of each home site.

**5.2 Private Area**

The private area is that part of the building envelope which is not visible from neighboring property, because it is hidden behind walls or structures. The private area has no restrictions in terms of what plants, shrubs, and trees can be planted therein. The private area includes, for example, a courtyard, or the area behind a site wall.

**5.3 Grading and Drainage**

Site grading and drainage must occur with minimum disruption to the home site, without altering natural drainage patterns as runoff leaves the home site, and without causing conditions that could lead to unnecessary soil erosion. This will be considered on a case-by-case basis, and an owner should not assume it would be allowed in all cases. Reasons for denial of moving drainage way include the possible loss of trees, the visual quality of the drainage way, or civil engineering that may show it not possible. On the majority of the home sites, no natural drainage ways exist, and the drainage of the home site is all that is necessary. Surface drainage upon and across any home site must be addressed through the implementation of sound construction and grading practices. Any improvement, which creates an obstruction to surface flows resulting in, a back up of storm waters onto a neighboring home site or tract is strictly prohibited.

**5.4 On-Site Parking** (*See Rules & Regulations – Section 6.12*)

No RV's, campers, boats, trailers, etc. are allowed to be stored on the property without prior Board approval.

**5.5 Driveway Expansion** (*See Rules & Regulations – Section 6.2*)

The Board has established that concrete additions to driveways cannot be wider than the standard width of a single driveway slab, or 9' (nine feet). Driveways cannot be wider than the equivalent of a triple car garage's driveway or 27' (twenty-seven feet). Patio or sidewalk concrete additions will be evaluated on a case-by-case basis, depending on the existing amount of concrete and the size or shape of the lot.

## **5.6 Walls and Fencing** (*See Rules & Regulations – Section 6.18*)

The alteration of existing, or the addition of any walls must be made of a material that is compatible with the finish materials utilized on the house. Special attention will be placed on all walls adjacent to a common area such as the park, so as to provide a quality image of the walls as they are viewed from the common areas.

## **5.7 Exterior Recreational or Play Equipment**

All exterior recreational or play equipment, not included in a private area, must meet the intent and requirements of all sections of these Design Guidelines, including color. Non-permanent basketball hoops and backboards may be installed at any residence. A basketball hoop, backboard, and any support structures must have the ability to be removed. No backboards shall be allowed on a pitched roof. The pole and any supports shall be painted and maintained.

## **5.8 Flagpoles** (*See Rules & Regulations – Section 6.15*)

Flagpoles must possess a removable sleeve mechanism. Requests must include detail of the materials to be used, including proposed height and method of installation. Flagpoles and flags flown from approved flagpoles must be maintained in good condition. Lack of properly maintained flagpoles and flags will be subject to the withdrawal of approval and will require the removal of the flagpole. The flagpole and any supports shall be painted and maintained.

## **5.9 Exterior Holiday Decorations** (*See Rules & Regulations – Section 6.11*)

Holiday decorations will be allowed between one week prior to Thanksgiving and January 31st. Decorations for other holidays may be installed no more than three weeks prior to the holiday and must be removed within two weeks after the holiday.

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## ARCHITECTURAL DESIGN

### ***See Rules & Regulations – Section 6***

## **6.1 Design**

The challenge is to add elements of architectural richness and variety for each individual residence, while providing an appropriate design to the level of quality intended within Towne Meadows. The intent is for appealing and interesting structures, which are subtle and complementary to the dominant beauty of the existing palette. Building sizes, elevations, heights and massing, scale and proportions, roof designs, chimneys, garages and driveways, roof materials, and color palettes must be consistent with existing buildings and include a pleasing relationship to the street and to its adjacent structures when viewed from all directions. The purpose of a building or structure should not be in support of a commercial occupation utilizing that structure (e.g. garages for operating a vehicle repair business, play equipment for a pre-school/daycare).

## **6.2 Wall, Gate, and Exterior Materials** (See Rules & Regulations – Section 6.18)

All exterior materials must comply with the color limitations discussed within section 6.3 of the Design Guidelines. Poorly constructed walls, gates, or other exterior work that does not have a neat, clean appearance shall not be acceptable. Wood gates and wood slats must be maintained by regularly applying a protective coating on the wood to prevent weathering and damage from the sun. Or gate slats may be painted to match the base (body) color of residence. Once extensive weather damage has occurred the gate needs to be restored to a like-new condition.

## **6.3 Painting** (See Rules & Regulations – Section 5) - **Revised July, 2021**

In dealing with color, the Committee will consider the entire community as well as the individual house. For this reason, all participants should refer to the comprehensive approved Towne Meadows color chart available through the management company or at TMHoa.com, click on the House Painting Link and the link for Dunn Edwards to view all pre-approved paint schemes. All painting requires an Architectural Request to be submitted. If choosing a pre-approved scheme you will receive approval within 48 hours (business days). If choosing to paint your home different from a pre-approved scheme or a color match of the current paint color of your residence, an Architectural Request is still required. Paint schemes include 3 paint colors for Base, Trim and Pop-outs. A minimum of two colors must be used. Side yard wood gates and gates with wood slats must be either natural or neutral color wood stain with water repellent or painted to match the base (body) color of residence. Ornamental metals or other features will be treated on a case-by-case basis and may deviate slightly from the base wall color restrictions. In no case shall they be reflective.

Guidelines for side yard street facing wall colors. Side yard, street facing walls options. 1) No paint; 2) Stucco and Paint base (body) color only to match residence. All colors must be approved. Homes painted with colors not approved by the Architectural Committee or Board that do not meet the selected colors will be subject to enforcement actions including court injunctions to re-paint the home with an approved color.

## **6.4 Exterior Lighting** (See Rules & Regulations – Section 6.11)

An overriding objective is to minimize any unintended harsh utility-type hot spots when viewed from a street, common area or neighboring home site. Exterior wall, fence, and building-mounted light fixtures should be integrated into the architecture of the house. Consistent with municipal requirements for safety and security, the desire is to keep the general landscape lighting as unobtrusive as possible, but offer some illumination on landscaping and along paths for pedestrian use in the twilight hours.

## ARCHITECTURAL DETAILS

### **7.1 Antennas** (*See Rules & Regulations – Section 6.10*)

Television antennas shall not be mounted on the roof. Small digital antennas may be roof-mounted. HAM antennas must have city approval and must be in accordance with FCC & ARRL recommended techniques. Only crank down towers are permitted and must be stored in lowered position when not in use and should not be higher than roofline in lowered position. Dipoles strung from the tower must not be visible in the lowered position. Vertical antennas must be able to be lowered when station is not in use. Low & Hi pass filters must be installed for control of out of band radiation. Low impedance grounding must be installed at station (i.e. ground rods not water pipes). Lightning protection must be installed that meets industry standards. Long wire, yagi's, rombics, permanent dipoles, etc. antennas are not allowed.

### **7.2 Related Structures** (See CC&Rs 5.7 Improvements and Construction) – **Revised, April, 2019**

Patio covers, storage buildings, or other structures must appear as integral elements of the main structure. Materials, colors and finishes shall be carefully coordinated and comply with these guidelines on all auxiliary structures. All Storage sheds and other structure(s) must be submitted to the Board/Architectural Committee for approval prior to installation. Storage shed or other structure is limited to one per Lot. The height of storage shed, or other structure(s) placed on a Lot shall not exceed 2' (two feet) above the fence line from the shortest wall surrounding the property. Storage shed, or other structure(s) require a setback of 3' (three feet) from any front street facing wall. Storage shed, or other structure(s) must not exceed the maximum size of 120 square feet. The homeowner must consider a location that does not obstruct the view of other neighbors (as a courtesy, work to obtain neighbor's consent). Structures must blend with and compliment the architecture, and be similar in color and style of existing homes and structures in Towne Meadows. Storage sheds and or structure(s) that have been approved, and are visible from the street, must at all times be maintained in good condition or be subject to removal.

### **7.3 Solar Design**

Because of the utilitarian nature of their design, any form of rooftop solar equipment is discouraged and will not be approved unless it is convincingly integrated as to make it an acceptable feature of the design.

### **7.4 Signs** (*See Rules & Regulations – Section 6.14*)

No signs of any type may be displayed on home sites or in the street right-of-way except in the event a home is on the market for sale or lease. Garage sale or other similar signs being used for notification may only be displayed for a 24-hour period unless approved by the Board. No signage other than small signs for garage or yard sales may be placed or otherwise posted in a common area without prior Board approval. Political signs may be placed no sooner than 45 days prior to the election and must be removed within 7 days after the election.



## 7.5 Scuppers, Gutters, and Downspouts

Internal roof drains are strongly encouraged as the solution to most of these issues due to the fact that they are hidden from view. Scuppers are permitted only if they are an integral part of the design. Simple sheet metal scuppers and downspouts must be painted to match the facia or wall color of the building.

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## LANDSCAPE DETAILS

### 8.1 Landscape Materials *(See Rules & Regulations – Section 6.1, 6.3, 6.6)*

All home sites shall have a minimum of one (1) 15-gallon tree, tree substitute, or cactus, and four (4) 1 to 5 gallon plants, shrubs or cacti. Irrigation is encouraged to be supplied and maintained and must be kept below ground. Boulders of varying size should be grouped for a natural appearance. Corner lot home sites must take into consideration a view triangle to prevent hindering a driver's view of oncoming obstacles. A diagonal from points 20' back from the corner creates the view triangle. Landscape materials over 3' in height are not allowed as measured from top of curb at the corner. Trees are allowed if the bottom of their canopy is kept up to 6'. Landscaping requests shall provide sketches of the yard showing the proposed location including names and sizes of trees, plants, and shrubs.

### 8.2 Ground cover *(See Rules & Regulations – Section 6.1)*

Minimum required ground cover is granite, native Southwest or earth tone colors only. Bare ground is not acceptable. Front yard landscape shall not consist of granite only and shall have the minimum requirement of landscape materials for enhancement. Ground cover can be a combination of granite, grass, or other ground cover plants. Any grass or ground cover plants must be kept neatly trimmed and not encroach upon the granite areas to the extent that they have an unkempt appearance. If grass is used, it will be required to be kept neatly trimmed, weed free, and green and healthy with no dead patches from April through September. Granite samples along with plant names and sizes must be provided with landscaping requests.

### 8.3 Trees, Plants, and Shrubs *(See Rules & Regulations – Section 6.1, 6.3, 6.6)*

New trees that completely shed leaves seasonally shall not be planted where the leaves will drop directly into an adjoining neighbor's property (this applies to trees planted in yards visible from the street, not back-yards). Factors such as wind carrying leaves shall not be grounds for disapproval of a tree's location.

#### **8.4 Walls and Fences** (*See Rules & Regulations – Section 6.18*)

Patio and courtyard, as well as landscape walls should be designed as a part of the architecture and must follow these guidelines. Fences or pony walls along sidewalks or at entries should not exceed 2.5 (two-and-one-half) feet. Cyclone fencing is not permitted. No bright colors permitted for decorative fencing. Refer to color samples for house walls (Color Palette in section 5.3).

#### **8.5 Berming**

Berming should be limited and should appear as a natural extension of the existing grades - gentle and free form. The steepest slope allowed will be 4:1. Exceptions may be considered where extreme site conditions occur. Berming should not cause runoff to neighboring properties or street, nor should it interrupt the overall community drainage in any way.

**For questions or concerns,  
please contact the management company  
480-813-6788 or  
manager@tmhoa.com**