



Neighborhood Association

OAKLAND HILLS ARCHITECTURAL AND DEVELOPMENT CONTROL GUIDELINES

INTRODUCTION

The following Guidelines have been developed by the Oakland Hills Neighborhood Association, Inc. ("OHNA") to help residents have a general understanding of how the OHNA will define and interpret the covenants of all sections (Sections One through Ten) of Oakland Hills at Geist subdivision. This document should be used as a "guideline" by residents. Since each Section of the Oakland Hills subdivision varies slightly from one to another, specific conditions or rules may apply in addition to these attached Guidelines.

GENERAL STATEMENT: ALL changes or alterations to properties within the Oakland Hills subdivision must receive approval from the OHNA PRIOR to their start. Oversight of these Guidelines and review and approval of all applications will be done by the Architectural & Landscaping Committee of the Oakland Hills Neighborhood Association, Inc. (hereinafter the "Architectural Committee"). The only exceptions (where OHNA approval is not required) are changes in residence paint/stain color, roof material replacement, mailbox replacement (however, see Section 15) and property maintenance issues of a general nature. If you are in doubt as to whether or not your specific situation requires OHNA approval, you should contact a Board member of the OHNA. The list and contact numbers for current Board members is available at: www.ohna.org

An "OHNA Improvement Application" form can be found at the end of this document and by going to www.ohna.org. To receive official approval from the OHNA Architectural Committee, your application must be completed and submitted PRIOR to planned construction or alteration of any item covered by these Guidelines. This form must be received by the OHNA Architectural Committee *preferably* at least 14 days prior to any anticipated start date. The OHNA strongly encourages you NOT to sign a contract for initiation of planned work, or to engage in any agreement where the denial of your OHNA application might result in the loss of a deposit or down payment. The OHNA bears no responsibility for residents who lose such deposits if the OHNA Improvement Application was not completed or not received within the appropriate amount of time. The Architectural Committee will do its best to respond to an Improvement Application within two (2) days of receipt.

Please take time to look over these Guidelines. They have been created for residents of Oakland Hills to be able to easily anticipate how the OHNA interprets subdivision covenants. These Guidelines should address the majority of the most common requests.

Thank you for your help in making this process work for our Oakland Hills community.

THE PROCESS OF WHOSE APPROVAL YOU NEED:

If you are building a new home on a vacant lot in Oakland Hills, all approvals covered in these Guidelines need to be sought from Dawson Development. Any and all features or items listed below must have formal approval documentation and signature by Dawson Development when the house is under construction. Dawson Development is responsible for insuring adherence from initiation of construction to the moment of occupation. Hard copies of any and all developer approvals must be kept on file by the resident for their own legal protection. This is for the protection of the resident (current or future) in case a homeowner is challenged regarding supposed infractions.

If you live in a previously owned home, or, any time following occupation of a new home, all approvals covered in these Guidelines need to be sought from the OHNA Architectural Committee (OHNA), as governed by the OHNA Board of Directors. Any improvements, alterations, tree removal, etc. (covered below) must have OHNA written approval after submitting an Improvement Application form which can be found at www.ohna.org or at the end of this document. After your request is submitted, you will receive a copy of the formal approval or disapproval and it is the responsibility of the homeowner to retain all documentation for future reference as proof that alterations were properly approved. The Architectural Committee prefers that all materials and the

Improvement Application be submitted online through the OHNA web site and/or through email. Responses, approvals, additional questions will also be submitted to the owner through email.

PLEASE NOTE:

In addition to the Architectural Committee requirements, projects submitted to OHNA on an Improvement Application are also subject to the requirements of the City of Lawrence.

All contractors working in Lawrence must be licensed by the City in order to seek permits for projects. Do-it-yourselfers must have permits as well, but electrical or HVAC projects require the use of a licensed contractor. Permits are required for most of the types of projects included in the Architectural Committee Guidelines.

Failure to seek appropriate permits and licenses can result in a stop-work order requiring that all work must immediately cease. Following a stop-work order hefty fines will be imposed by Lawrence (five times the permit cost plus a \$500 fine and/or up to \$2500 fine for ignoring the stop-work order). OHNA strongly recommends that the homeowner visit www.cityoflawrence.org/public-works/permits-guidelines or call (317)545-8787 before undertaking any project to ensure that all appropriate permits/licenses are acquired before projects begin.

Homeowners also need to be mindful of utilities requirements when digging for landscaping, fencing, and many other projects. At least 48 hours before digging homeowners need to call the "Call Before You Dig" hotline at 8-1-1 or fill out an online request at www.811now.com so that appropriate utilities surveys can be completed before digging begins.

THE GENERAL INTERPRETATION GUIDELINES FOR COVENANTS OF THE OAKLAND HILLS SUBDIVISION:

1. FENCING REQUIREMENTS: The following types of fences will generally be approved by the Architectural Committee (samples and examples not necessarily limited to the following):

- A) Board on Board
- B) Cape Cod
- C) Picket
- D) Wrought Iron (black), 4' height (This is the type of fence that is preferred on the golf course but 4' vinyl black chain link is also acceptable.)
- E) Vinyl Clad Chain Link, 4' height
- F) Split Rail
- G) Shadow Box (This is the preferred type of wooden fence by the OHNA).

The following will not be approved by the Architectural Committee anywhere on an owner's lot:

- A) Plain chain link fence.
- B) Stockade style wood fence. See example here:
<http://mobileimages.lowes.com/product/converted/090489/090489254933.jpg?size=pdhi>

ALL fence types and locations MUST be approved by the Architectural Committee prior to the fence installation. Wooden fences, where permitted, cannot exceed six feet in height (6') The OHNA reserves the right to inspect the fence any time before, during or after construction to ensure compliance with the approved fencing plan. See guidelines for fence location below.

FENCE LOCATIONS: All fencing must be approved for location, design, and materials prior to installation. The following are guidelines regarding fencing locations, which generally will be approved by the Architectural Committee:

- A) No fencing will be allowed inside (i.e., beyond towards the street) the front set back line of the house. For corner lots, this includes the side yard facing the street side of the residence.
- B) Fencing within easements will be discouraged by the Architectural Committee. If fencing is approved in any such easement, the lot owner shall have sole responsibility for removal and reinstallation if the easement is used.

- C) Fencing adjacent to the golf course, creeks, or ponds will be limited to black wrought iron and black vinyl clad chain link and to a height of 4', from existing grade, except that a wrought iron fence of up to 60" in height will be permitted around a swimming pool.
- D) The Old Oakland Golf Course will have final approval on any fencing along or within sight of the Old Oakland Golf Course. Fences facing or within view of the golf course will be required to be open, such as vinyl coated chain link or wrought iron.

FENCING, APPROVED CONSTRUCTION TECHNIQUES: All fencing shall be constructed of quality materials. All fencing shall be properly braced with all posts either concreted into ground or placed at a depth whereby the fence will be secure and will not move.

FENCING, BRACING: All fence bracing or ribbing shall be on the inside (i.e., homeowner's side) of the fence unless otherwise approved by the Architectural Committee.

FENCING, MAINTENANCE: All fences must be maintained in a reasonable fashion. Any warped, damaged, or missing boards shall be promptly replaced. Any painted or stained fences shall be maintained whereby the fence always has an attractive appearance. Any graffiti or vandalism should be removed within 30 days. Any notice from the Oakland Hills Neighborhood Association, Inc. of a homeowner's failure to properly maintain a fence should be corrected within 30 days of receipt of the notice, subject to weather.

INVISIBLE FENCING: Generally, requests for invisible fencing will be approved subject to Architectural Committee approval of the proposed invisible fence location prior to installation. All controller boxes, etc., shall be hidden from view and the wire line must be re-seeded, if necessary.

2. MINIBARNS, STORAGE TENTS, ACCESSORY STRUCTURES, DOG KENNELS, DOG HOUSES, ARBORS & AWNINGS:

Requests for the approval of minibarns, storage tents, and other types of accessory structures (including dog kennels) will be denied unless the same can be placed under a deck and not otherwise be easily seen. Any other accessory structure must be approved by the Architectural Committee prior to construction and must be appropriately screened from view. Dog houses must be approved for location and materials by the Architectural Committee prior to construction. Dog houses should be placed in a location whereby they are not unsightly, unsanitary or nuisances to surrounding homeowners. All dog houses must be constructed of quality materials with neutral colors, siding and trim painted to compliment the primary colors of the residence of the applicant. Play tents used by children are not considered as storage tents for purposes of this Section and are permitted provided that the tents are not kept up permanently. Arbors, such as grape vine arbors, will generally be permitted as long as they are built of wood or decorative metal and have a nice appearance. Awnings attached to a house to cover part or all of a deck will be approved as long as the color is consistent with the colors of the house. Such awnings must be the retractable type and should remain in the closed position when not otherwise being used. Awnings over house windows are not permitted unless the awning is consistent with the style of the house and the color of the awning is consistent with the color of the house in the opinion of the Architectural Committee.

- 3. DECKS & PATIOS:** Generally, requests for decks will be approved subject to the following requirements:
 - A) The deck shall be constructed with quality materials.
 - B) Railing on the deck shall not exceed four feet (4').
 - C) Final configuration of the deck must be approved prior to the commencement of construction.
 - D) The Old Oakland Golf Course will have final approval on any deck placement adjacent to or within sight of the Old Oakland Golf Course.
- 4. PORCHES, SCREENED IN PORCHES, ROOM AND GARAGE ADDITIONS:** Generally, requests for screened in porches and room additions will be approved subject to the following guidelines:
 - A) The additions shall be constructed with quality materials.
 - B) The roofline shall follow the natural roofline of the home or be approved by the Architectural Committee.
 - C) The roof, siding, and trim shall match the primary residence.
 - D) All detailed construction plans must be approved prior to the commencement of construction.
 - E) The Old Oakland Golf Course will have final approval of any structure or addition along or within sight of the Old Oakland Golf Course.

5. **GAZEBOS:** A “gazebo” will be defined as a multi-sided (6-8 sides) structure with a minimum of 50% of the sides open or covered with screen mesh fabric. Glass, Plexiglas or wood enclosed sides will not be accepted. Generally, gazebos will be approved subject to the following guidelines:
- A The gazebo shall be built with quality materials. Structures made of metal, aluminum, or plastic will not be approved.
 - B Design and placement of the gazebo must be approved by the Architectural Committee.
 - C Total height of the structure shall not exceed fifteen feet (15’) or 196 sq. ft.
 - D Gazebos shall be maintained whereby it always has an attractive appearance.
 - E The Old Oakland Golf Course will have final approval on gazebo adjacent to or within sight of the Old Oakland Golf Course.
6. **PLAYHOUSES:** All requests for “Play Houses” must be approved by the Architectural Committee prior to installation. Construction materials, placement, and a maintenance plan must be submitted with the request. Additionally, a timetable must be submitted detailing duration, placement, and outlining plans for removal of the playhouse after any children living in the household reach an age at which they are no longer able to utilize the playhouse. No playhouses shall exceed seven feet (7’) to the top of the roofline and the location shall be carefully scrutinized and approved by the Architectural Committee. All playhouses are subject to the following guidelines:
- A The structure shall be constructed with quality materials (“quality” meaning materials matching the residence).
 - B The roof materials, siding and trim colors shall match or compliment the color of the primary residence.
 - C No metal structure will be approved.
 - D All detailed construction plans must be approved prior to the commencement of construction.
 - E Exterior perimeter foot print shall not exceed 60 feet.
 - F At no time shall the structure be used as storage of any kind. If at any time the structure is known or suspected of being used for storage, or, ceases to be used as a “play house”, the Architectural Committee will immediately reject approval and it must be removed.
 - G Any “play house” shall be maintained whereby it always has an attractive appearance.
 - H Should the property owner receive approval from the Architectural Committee for a planned playhouse, and unless otherwise approved by Architectural Committee upon request of the owner, the owner shall remove the playhouse from the property prior to listing the property “For Sale”, either with a realtor or fsbo. Architectural Committee approval of a playhouse shall NOT transfer to any subsequent owners unless approved by Architectural Committee. This stipulation shall also pertain to “tree house” play structures (see Section #7 below).
 - I The Old Oakland Golf Course will have final approval on the placement of any playhouse along or within sight of the Old Oakland Golf Course.
7. **PLAY STRUCTURES:** All requests for play structures or “tree houses” must be approved by the Architectural Committee prior to installation. Generally, requests for the installation of non-commercial metal play structures will be denied. Requests for play structures will be approved subject to the following guidelines:
- A) Approved location.
 - B) Construction with quality non-metal materials.
 - C) Height not to exceed thirteen feet (13’) unless specifically approved by the Architectural Committee.
 - D) Playground structures shall be maintained whereby they always have an attractive appearance.
 - E) Metal “swing sets” will not receive Architectural Committee approval.
 - F) The Old Oakland Golf Course will have final approval of any playground along or within sight of the Old Oakland Golf Course.
8. **SWIMMING POOLS:** Only requests for In-ground pools will be approved by the Architectural Committee. A detailed development plan must be provided to the Architectural Committee prior to the commencement of construction. NO alteration to the existing grade may be done without the approval of the Architectural Committee. Any proposed grade changes must be shown on the proposed plans. “Baby” pools over six feet in diameter and over ten inches in height are considered above ground pools and are therefore prohibited unless otherwise approved by the Architectural Committee. The Old Oakland Golf Course will have final approval of location of any swimming pool along or within sight of the Old Oakland Golf Course.

POOL FENCING: The following types of fencing will be generally acceptable around a pool area, pending resident submitted location on a lot plan and a description of the fencing except that only wrought iron or black vinyl clad will be approved in the event the pool's back yard is on the golf course:

- A Board on Board
- B Cape Cod
- C Picket
- D Wrought Iron

POOL HOUSES: Requests for pool/bath houses with changing areas or storage sheds/structures/minibarns will generally be rejected. Pool equipment storage areas generally will be approved as long as the structure is solely used for the storage of chemicals, pumps, heaters and other pool related maintenance supplies. Location must be approved by the Architectural Committee. The Old Oakland Golf Course will have final approval on location along or within sight of the Old Oakland Golf Course.

9. **BASKETBALL GOALS/COURTS:** Generally, requests for the installation of basketball courts will be approved subject to the following guidelines:

BASKETBALL COURTS:

- A Basketball courts are preferred within the owner's driveway. Driveway basketball courts must be a concrete or blacktop surface. Backyard basketball courts will only be permitted when the driveway will not accommodate a level playing surface, must be a concrete surface and must be approved by the Architectural Committee in advance. No courts will be permitted in the public streets or cul-de-sacs.
- B Backyard courts must be hard surfaces and will not be approved in excess of 25 feet by 25 feet.
- C No lighting will be permitted.
- D The Old Oakland Golf Course will have final approval if located along or within sight of the Old Oakland Golf Course.

BASKETBALL GOALS:

- A) The backboard shall be made of clear (Plexiglas, acrylic, etc.) material.
- B) No wooden backboards will be approved.
- C) Location: Final location of the basketball goal shall be approved by the Architectural Committee prior to installation. No basketball board or rim may be attached to the primary residence. Generally, basketball goals will be approved if they are located adjacent to driveways. All basketball goal logos shall be approved as part of the initial application.
- D) No portable basketball goals will be permitted to be set up on a permanent basis. A portable goal post may be accepted by the Architectural Committee as long as the home owner certifies that the goal will be put away into the garage or elsewhere out of sight after each use. Failure to comply with this "put away" requirement could result in Architectural Committee withdrawing permission for the portable goal's use after initial approval.

10. **ANTENNAE: TV, RADIO AND SATELLITE:** Each lot may contain one mini-satellite dish as described in Federal Regulations regarding the same. The satellite dish may not be more than eighteen (18") inches in diameter. Homeowners MUST receive prior approval on dish location from the Architectural Committee. So long as adequate reception may be maintained, the dish should be attached to the back or side of the house in a location not visible from the street. If reception cannot be attained with this positioning, the dish may be placed on a post, but only of the minimum height necessary to attain a signal. The post (and dish, if possible) must be screened from street view, but not so as to interfere with dish reception. Television antennas (i.e., not dish antennas) will be allowed only inside the attics of residences.

11. **LAWN ORNAMENTS:** All lawn ornaments and other items added to the lot beyond the primary residence are subject to the approval of the Architectural Committee. Ornamental items will be evaluated for size, appearance, and number.

Generally, ornamental birdbaths will be approved as long as they do not exceed three feet (3') in height. Generally, concrete lawn ornaments, which exceed two feet (2') in height, such as deer and other statuary, will not be approved by the Architectural Committee.

12. **LANDSCAPE DESIGNS & PLANTING BEDS:** Where the planting beds (1) do not exceed forty percent (40%) of the front yard and forty percent (40%) of the back yard...or... (2) do not include any fountains, lighting, or statuary ...Architectural Committee approval shall not be required.

Dead shrubbery and trees must be removed promptly.

13. TREES: Minimum tree and planting bed requirements shall be established by the Architectural Committee on a section by section basis as dictated by the subdivision covenants for that section. Removal of live, existing trees (especially "mature" trees of 4" diameter or more) must receive PRIOR approval from the Architectural Committee, unless the tree immanently threatens personal property of the resident or that of surrounding residents.

14. SIGNAGE: All signage is subject to local and state regulations. The Declarant and its builders reserve certain sign rights as outlined in the Covenants and Restrictions and the Declaration. All signage, except that of the Developer and approved builders, is subject to the approval of the Architectural Committee. No signage shall be located in such a place whereby it restricts or obstructs traffic visibility. No identification signage will be allowed within the right-of way of a dedicated public street or in any area not specifically approved by the Architectural Committee.

TEMPORARY SIGNAGE: All temporary signage is subject to Architectural Committee approval. After the initial sale of a residence (by the builder), only one "For Sale" sign shall be allowed in the front yard of a primary residence. Prior to the initial sale, a builder and realtor sign will be allowed, subject to Architectural Committee approval of placement, size and colors utilized. Signage for remodelers, painters, or companies providing home improvement products being used on the residence are permitted only during applicable work periods on the residence. Trade signs must be removed within 1 week of completion of the contractor's work.

"Special occasion" signs (graduation, birthday, new baby, etc) are permitted, but should not remain up longer than two (2) weeks.

Garage or yard sale signs will be permitted subject to the following guidelines: No owner may advertise more than one sale per year and no sale may last more than 2 days. One sign may be displayed on the owner's lot and one additional sign may be displayed in the entryway to the neighborhood, so long as it contains the address of the property, the date and time of the sale and is not displayed more than 1 week prior to the sale or more than 2 hours after the conclusion of the sale.

POLITICAL SIGNS: A political "sign", as defined in IC 32-21-13-3 may be put up no sooner than thirty (30) days in advance and may not remain up no longer than five (5) days following the date of the election. (See, IC 32-21-13-4)

PROHIBITED SIGNAGE: The following signage generally will be denied:

A) Signs advertising goods, services, or home occupations.

B) Flashing or blinking signs.

15. LIGHTS AND MAILBOXES: The Developer and Architectural Committee have established a standard mailbox for each section. All residents are asked (but not required) to adhere to the standard. The cost shall be the responsibility of the purchaser or builder of the home. The homeowner shall be responsible to keep their mailbox in good repair, per the requirements of the Postmaster General of the US Postal Service. An example of the preferred type of mailbox and post can be found by going to:

<https://ostreetscape.com/wp-content/gallery/mailboxes/1.jpg>

Some Oakland Hills Sections are REQUIRED by their covenants to have yard post lights in the front yard (not exceeding 7 feet in height). This yard post-type lighting, in Oakland Hills Sections where streetlights are mandatory, is optional. The Architectural Committee encourages the use of yard post lights to assist in security and safety in all sections. Read the covenants for your specific Section of the Oakland Hills subdivision to determine where yard/ street lighting is REQUIRED.

16. DRAINAGE: No above ground or exposed pipes or tubing will be permitted. No above ground or exposed pipes are permitted more than one foot (1') from the base of a house.

17. RETAINING WALLS: Any retaining wall must be approved by the Oakland Hills Neighborhood Association, Inc. PRIOR to installation. Retaining walls which divert ground water onto adjoining properties, or which otherwise substantially change the existing drainage pattern will not be approved, unless certified and approved by the Marion County Drainage Commission.

- 18. DRIVEWAYS/PARKING:** Additions to existing driveways must be approved by the Architectural Committee. Generally, driveway additions must match existing driveway material. Color seals will generally be rejected. Cars and trucks should be routinely parked in the driveways and not on the streets for both aesthetic and safety reasons. Tents, campers, RVs, boats, and like items may not be parked in a yard, on a driveway, or on the street for longer than 48 consecutive hours or more than 100 hours in any six-month period.
- 19. NUISANCE:** Any condition or occurrence (including animal control, portable basketball goals, trampoline, etc.) that is deemed a neighborhood nuisance as a direct result of a neighborhood petition shall be (and remain) removed or ceased at once upon written notice from Architectural Committee to the homeowner.
- 20. OTHER:** Any alteration or improvement made to a lot within the community is subject to Architectural Committee approval prior to its commencement. All questions should be directed in writing to the Architectural Committee.
- 21. NON-INVALIDITY OF Architectural Committee GUIDELINES:** No Declaration of a court of competent jurisdiction of the invalidity of any regulation or part of a regulation contained in these Guidelines shall invalidate any other portion of these Guidelines.
- 22. CONFLICT:** Any conflict or ambiguity arising from the application of the requirements of these guidelines and the requirements of the Declaration of Covenants and Restrictions shall be resolved in favor of the application of the Declaration of Covenants and Restrictions.
- 23. AMENDMENT:** These Guidelines may be amended at any time by action of the OHNA Board by the vote of a majority of all of the Board members at a meeting of the Board where a quorum is present.
- 24. APPROVAL:** These Architectural Guidelines were approved by the Board of the Oakland Hills Neighborhood Association to be effective on June 15, 2020 by action of the Board at a meeting of the Board on said date.

CERTIFICATION: I, the President of Oakland Hills Neighborhood Association, Inc. do hereby certify that these Architectural Guidelines were approved by a majority of the Board at a meeting of the Board where a quorum was present.

By: Eddie Brown, Date: 06/15/2020
Ed Brown, President



Oakland Hills Neighborhood Association, Inc. Improvement Application

Fill out all sections of this form COMPLETELY, attach ALL of the necessary documentation and mail to the address at the bottom of the form.

In addition to this application, include:

- A site or plot plan indicating size and location of improvement and measurements relative to all property and easement lines.
- Blueprints, working drawings or sketches.
- A photograph or drawing/sketch of a similar completed improvement (if available).

GENERAL INFORMATION:

Date: _____ Lot #: _____ Phone #: _____ Email: _____

Name: _____ Address: _____

Briefly describe the proposed improvement: _____

IMPROVEMENT SCHEDULE:

- Work will be done by: ___ Homeowner ___ Contractor (Name: _____)
If both, specify who will do what work: _____

- Indicate the approximate amount of time required to complete this improvement: _____
- Indicate all necessary permits _____

HOMEOWNER'S STATEMENT:

I hereby acknowledge that I have read and understand the Oakland Hills Neighborhood Association, Inc. Guidelines.

Homeowners Signature _____

Return to **Oakland Hills Neighborhood Association Inc., c/o Architectural & Landscaping Committee, PO Box 36592, Indianapolis, IN 46236-0592** or e-mail to **oaklandhillsna@gmail.com**.

NOTE : All submitted materials shall remain the property of the OHNA. Please make a copy for your personal records.