

Ridgeway at White Plains Homeowner's Association

Architectural Guidelines

www.RidgewayatWhitePlains.org

Updated: JANUARY 14, 2015



DISCLAIMER

Declaration of Covenants and Restrictions, Dated January 31, 1989

Articles IV, V, VI, and VII of the Ridgeway at White Plains Homeowner's Association (Peppertree) Declaration of Covenants and Restrictions, Dated January 31, 1989, provides that no improvements, alterations, repairs, change of paint colors, excavations, changes in grade or other work, which in any way alters the exterior of any Lot or Common Area or the improvements located thereon shall be made or done without the prior approval of the Association.

The Association has adopted the following Architectural Guidelines to provide guidance to owners when they prepare an application to improve or alter their lot or home. While alterations which conform to the Architectural Guidelines are usually approved, each lot and application is different, so compliance with the guidelines does not guarantee approval. **Please do not make alterations to your property without first obtaining the approval of the Association as required by Declaration. In all cases the final decision of the ARB and the Board is binding on all parties.**

If a homeowner makes any exterior modification to their home or lot without ARB and Board approval, the homeowner is subject to a fine, of \$100 PLUS \$25 per/day, for every day that the violation exists, and until such time as the homeowner brings the property into compliance with the ARB ruling.

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Section 1 OVERVIEW

This document provides guidelines for the types of improvements for which Ridgeway at White Plains homeowners most commonly submit applications to the Architectural Review Board (ARB). **They are not intended to be all-inclusive, or exclusive; rather they serve as a guide as to what is often approved.** This document, as well as any approved updates to the guidelines, resolutions and all associated forms can be found on the Ridgeway at White Plains Homeowner's Association website:

www.RidgewayatWhitePlains.org

Objectives of Architectural Guidelines

- ◆ Increase homeowners' awareness and understanding of the Declaration of Covenants and Restrictions in force in the Ridgeway at White Plains Community.
- ◆ Describe the architectural review procedures established by the Covenants and Restrictions.
- ◆ Illustrate design principles to aid homeowners in the development of exterior improvements that will harmonize with the immediate neighborhood and the entire community.
- ◆ Explain the role of the ARB.
- ◆ Assist homeowners in preparing acceptable applications for ARB review.
- ◆ Provide the ARB with uniform guidelines for the review of applications.
- ◆ These guidelines reflect the goals of the founding documents of the Ridgeway at White Plains Association and the subsequent actions of the Ridgeway at White Plains Board of Directors. Restrictions and procedures set forth in these guidelines are in addition to the restrictions, procedures, and ordinances of Westchester County and the City of White Plains, NY.

Amendments to the Guidelines

The Board and the ARB will conduct a periodic review and evaluation to determine if the guidelines need to be amended. It is anticipated that any changes would be primarily additive and would not involve substantive changes of the existing guidelines.

Section 2

PROTECTIVE COVENANTS

The Declaration of Covenants and Restrictions (“Covenants”) is one of Ridgeway at White Plains Association’s governing documents. The Covenants set the standards by which Ridgeway at White Plain’s quality of design is implemented and maintained.

The Covenants have been recorded on the land records of Westchester County, New York; **all lots sold within Ridgeway at White Plains are sold subject to these Covenants. They are binding upon all property owners and their successors in title.**

One of the advantages of owning a home in Ridgeway at White Plains is the protective covenants. They preserve the character of the community as it was envisioned when development of Ridgeway at White Plains began. When you purchased your property, you agreed to comply with those same standards and to help maintain them. For this reason alone, the Covenants should be reviewed periodically and fully understood by every property owner.

Every Ridgeway at White Plains property owner should have received a copy of the Covenants prior to or at settlement. If you do not have a copy, you can contact the Management Agent’s office to obtain one. Please note that all homeowners are responsible for insuring their renters are aware of these guidelines and that the guidelines apply to all residents in Ridgeway at White Plains. A copy of our By-laws and the Declaration of Covenants and Restrictions can be found on the Ridgeway at White Plains Homeowner’s Association website:

<http://www.ridgewayatwhiteplains.org/documents.php>

SECTION 3

THE ARCHITECTURAL REVIEW BOARD (ARB)

Article V, Section 5.01 of the Covenants established the Architectural Review Board (ARB) as a committee of the Board of Directors. “The Board shall either appoint an Architectural Review Board (ARB), or constituted itself as the ARB, as described in the BY-LAWS. Unless and until it appoints an ARB, the Board shall be deemed to have constituted itself as the ARB.” Article IV section 10 of the Ridgeway at White Plains BY-LAWS provides for the selection and duties of the ARB.

The Architectural Review Board (ARB) ensures that proposed exterior alterations comply with the objectives set forth in the Covenants. This involves regular and systematic review of all applications submitted by homeowners. This panel is made up solely of volunteer homeowners. This document focuses on exterior alterations made by homeowners. The Management Company Staff assists in the process by performing related administrative activities, and the ARB and the Board of Directors are charged with the enforcement, and coordination of homeowner participation. You, as a homeowner, complete the partnership by planning ahead for exterior changes and submitting an application to the ARB, describing any changes or additions to the outside of your home. Compliance with these Guidelines, the Codified Ordinances of Westchester County, the City of White Plains, and other applicable standards is a prerequisite to the alteration of any home, building, or lot within Ridgeway at White Plains.

SECTION 4 REVIEW and APPLICATION PROCEDURES

Article V, Section 5.01 to 5.04 of the Covenants explicitly states that all exterior alterations, permanent or temporary, require the approval of the ARB.

No exterior improvements, renovation, remodeling, alterations, repairs, change of paint colors, excavations, changes in grade or other work, which in any way alters the exterior of any lot, building or common area or improvements located thereon from its natural or improved state, existing on the date such property was first subject to the Declaration, shall be made or done without the prior approval of the Architectural Review Board.

No building, residence or other structure, fence, wall or landscaping in lieu thereof, shall be commenced, erected, maintained, improved, altered, made or done on such property without the prior written approval of the Architectural Review Board.

It is important to understand that ARB approval is not limited to major alterations, but includes such items as changes in color, materials, etc., as well as the removal of existing items.

Once a plan is approved by the ARB and the Board of Directors, it must be implemented exactly as approved or resubmitted to the ARB for reconsideration and review.

ARB approvals are valid for Six (6) months from the date of approval. Work must be completed in that timeframe. If work has not started and/or near final completion within six (6) months of approval, then the homeowner must resubmit the original application and all supporting materials for review by the ARB.

Please note that failure of the HOA or ARB to enforce any provision, covenant, restriction, or rule and regulation shall in no event be deemed a waiver of the right to do so thereafter.

Review Criteria and Procedures

ARB Review begins with the submission of an Exterior Alteration Application by the property owner proposing the project. Each application for a change or modification is reviewed on an individual basis. There are no “automatic” approvals, unless provided for specifically in these Architectural Guidelines. A homeowner who wishes to construct a deck, for example, that is identical to one already approved is still required to submit an application. What may be an acceptable design for one exterior may not be for another. In short, evaluation of the design proposal includes the close review and consideration of the housing type and the individual site.

Design decisions made by the ARB are not based on any individual’s personal opinion or taste. Judgments of acceptable design are based on the following criteria.

Relationship to Ridgeway at White Plains Property

Renovation, reconstruction, remodeling, fencing, removal of trees, disruption of natural topography, and open space concept changes, of any type, including storm water run-off, may have the potential to cause damaging effects to the overall community.

Validity of Concept

The basic idea must be sound and appropriate to its surroundings.

Design Compatibility

Proposed improvements must be compatible with the architectural characteristics of the house, adjoining houses and the neighborhood setting. They must be similar in style, quality of the workmanship, materials, colors and construction details.

Location and Impact on Neighbors

Proposed alterations must relate favorably to the landscape, on neighbors existing structures and the neighborhood. Of primary concern are access, view, sunlight, ventilation, noise, odors, vehicular and pedestrian traffic, privacy, and drainage.

Scale

The size (in three dimensions) of the proposed alteration should relate well to adjacent structures and surroundings.

Color

Color may be used to soften or intensify visual impact. Renovation, remodeling or replacement of components of a home or lot addition

must be matching in color and enhance the overall curb appeal of the property and community.

Materials Continuity

Materials Continuity with the original house is established by using the same, compatible materials or better alternative materials approved by the ARB. For example, vertical wood siding on the original house should be reflected in an exterior alteration. The ARB realizes that options may be limited by the design and the materials of the original house.

Workmanship

The quality of work shall be equal to or better than that of the surrounding area or original construction. Construction methods and materials are expected to comply with current industry standards. Ridgeway at White Plains Association assumes no responsibility for the safety or structural validity of new construction by virtue of the approval of the design or workmanship.

Timing

All applications must include an approximate project start and completion date and timeframe. Projects that remain uncompleted for long periods are visually objectionable and can become a safety hazard. Thus, the ARB has the right to disapprove a project whose time period is considered unreasonable.

Permits

It is the responsibility of each applicant to obtain a Building Permit where required and comply with Westchester County, City of White Plains, and all other applicable codes and regulations. Upon completion of the work, copies of the final inspection report, closed building permit, or other completion documents must be sent to the ARB and Management Agent.

City of White Plains Building Department

70 Church Street, White Plains, New York 10601
Phone: (914) 422 - 1269 * Fax: (914) 422 - 1471

http://www.cityofwhiteplains.com/templates/template_text_image_right_panel.aspx?ID=Building%20Permits

Exterior Alteration Application (EAA) and Procedures

The ARB has designed an Exterior Alteration Application that must be completed and submitted prior to start of construction. You can obtain this application via the Association Website, or from the Association's Management Company agent.

The application should include:

- ◆ A full description of the exterior change or modification including, when applicable, all drawings, pictures, color swatches, catalog illustrations, and lists of materials that will be used to complete the proposed project. (Please include any of the worksheets specified under the "Application Requirements" noted in this document – See Section 7 for EAA Form).
- ◆ An approximate start and completion date.
- ◆ A site plan (or plat) which is a scaled drawing of a lot (or plot) that illustrates the dimensions of the property, adjacent properties if applicable, and all improvements including those covered by the application.
- ◆ Contour lines may be required where drainage is a consideration. More complex applications may require a larger scale (10 to 20 feet to the inch scale) enlargement of the site plan (or plat) and a City of White Plains and/or Westchester County approved contractor.
- ◆ Sign the application. The application is not complete until signed. Submit two hard copies of the completed application, and all pertinent information about your project, to the ARB. A third copy must be submitted to the Management Company Agent. This copy may be sent via FAX or email provided all information is clearly legible and complete.

Review Procedures

Completed applications are accepted at the Management Agent's Office. The agent is available to answer questions and assist you with the process. An incomplete application will be returned. The review procedures are as follows:

- ◆ After the application has been reviewed by the ARB and their comments and recommendations noted then the application will be forwarded to the full Board of Directors for their review, comments and final approval or disapproval.
- ◆ Applicants with special cases may be asked to attend an ARB or Board meeting.

- ◆ An ARB decision is required on all completed applications within 30 days after receipt.
- ◆ The applications are returned to ARB and a letter is sent to the applicant with the ARB decision.
- ◆ At the discretion of the ARB, applicants may be required to notify the homeowners who are most affected by the application, because they are adjacent to the property or have a view of the project, for all modifications to the original application contents, and any changes as a result of the ARB review of the application.

Appeal Procedure

An applicant may appeal an adverse decision if they believe:

- ◆ Proper procedures were not followed during the administration and review process.
- ◆ The applicant or other affected homeowners were not given a fair hearing.
- ◆ The ARB decision was arbitrary or without a rational basis.

To begin the appeal procedure, the applicant or other homeowners affected by the decision must:

- ◆ Make a verbal request for an appeal within 48 hours of receiving the ARB decision.
- ◆ Follow up within five (5) days with a written request.

The ARB and the Board will review its original decision with the affected parties in attendance. **In all cases the final decision of the ARB and the Board is binding on all parties.** If a homeowner makes any exterior modification to their home or lot without ARB and Board approval, the homeowner is subject to a fine, of not more than \$100 plus \$25 per/day, that the violation exists, or until such time as the homeowner brings the property into compliance with the ARB ruling.

Section 5 Guidelines for Common Exterior Changes

Additions - See “Major Building Alterations/Additions”

Air Conditioners - Window air conditioner units are not permitted. Additional exterior air conditioner units which are typically installed on a level pad on the ground may be considered so long as they are placed near existing units and do not have an adverse impact on adjoining lots.

Application Requirements: Exterior Alteration Application filled out in its entirety.

Antennas - Roof top antennas are not permitted, except for Satellite dishes.

Awnings - See “Sun Control Devices”.

Attic Ventilator - Attic ventilators may be considered, but must match the siding or trim on the house if mounted on gable end or be painted to match the roof, if mounted on the roof. The roof location shall be on the least visible side of the ridge line.

Application Requirements: Exterior Alteration Application filled out in its entirety.

Clotheslines – Clotheslines are not permitted.

Common Areas – See “Open Space (Common Areas)”

Compost Bins – Compost Bins are not permitted.

Decks – Raised -Single Family - Decks are to be located behind the rear plane of the house and not extend beyond the side planes of the house. Ridgeway at White Plains requires that all elevated decks for single family houses be located a minimum of fifteen (15) feet from the rear property line, ten (10) feet from one of the side property lines and three (3) feet from the other property line, except in those cases where the house is built less than ten (10) feet from the property line. In no case can the ARB permit construction closer to the property line than the set back established by the City of White Plains for the lot in question.

For all decks raised four (4) feet or greater above the ground, the ARB requires six (6) inch by six (6) inch vertical deck supports and landscaping around those supports. The area under the deck may not be used for storage. (For additional information on “rear plane” see Section 6 – Glossary of Terms). All decks must meet The City of White Plains Building Codes. An application is required for all decks. When the deck scheme includes other exterior changes, such as fencing, lights, landscaping, privacy screening, etc., you should refer to the appropriate sections of the Guidelines for requirements.

Size & Scale: Deck size should be appropriate to the scale of the house as sited on the lot. Decks must meet The City of White Plains setback specifications and should not be constructed across Building Restriction Lines (BRL) shown on individual site plans (plats).

Material & Color: Decks are to be constructed of wood or composite/simulated wood materials, such as “Trex®”. Samples of composite materials and color to be used must be submitted with the EAA. The ARB recommends that wood decks be allowed to weather naturally or be stained a natural wood color. Include a sample of the stain color with the application.

Railings: Railings must be vertical pickets with a 36” (inch) – 42” (inch) height. Support structures are to be integrated into the railing. All proposed rails must meet The City of White Plains requirements for structural integrity. Samples of composite materials to be used must be submitted, as well as any brochures that will facilitate evaluation of the proposed product. No metal balusters will be allowed for single-family home decks.

Stairs: Stairs, as well as tread and riser dimensions must meet The City of White Plains Building Codes. Stairs may not protrude on common ground.

Drainage: If changes in grade or other conditions that will affect drainage are anticipated, they must be indicated on the application, with drainage areas to be shown on the site plan. Approval will be denied if adjoining properties are adversely affected by changes in drainage. Serious consideration should be given in making ground level surfaces of porous material or to provide mulched beds to offset deck or patio areas.

Application Requirements:

1. Exterior Alteration Application filled out in its entirety.
2. Site plan showing the relationship of the deck to the house; property lines and adjacent properties.
3. Drawing, picture, or a brochure of the deck including color and dimensions.
4. Landscaping Plans/Drawings

Decks – Raised –Townhomes - Elevated townhome decks (18 inches or greater from the ground) must be set back a minimum of five (15) feet from the rear of the property line. Stairs and stair landings will be allowed to encroach into yard set backs.

Elevated townhome decks that are attached to the rear of end unit townhomes must be set back a minimum of Three (3) foot from the center (common) property line but may extend on the other side to within Three (3) feet of the edge of the townhome foundation. Townhome decks may not extend forward of the rear plane of the house or extend beyond the side plane of the house. (For additional information on “rear plane” see Section 6 – Glossary of Terms).

All decks must meet The City of White Plains Building Codes. An application is required for all decks. When the deck scheme includes other exterior changes, such as fencing, lights, landscaping, privacy screening, etc. You should refer to the appropriate sections of the Guidelines for requirements.

Size & Scale: Same as for Decks - Raised - Single Family. See **Size & Scale** information above.

Material & Color: Same as for Decks - Raised - Single Family. See **Material & Color** information above.

Railings: Same as for Decks - Raised - Single-Family. See **Railings** information above.

Stairs: Same as for Decks - Raised - Single-Family. See **Stairs** information above.

Drainage: Same as for Decks - Raised Single-Family See **Drainage** information above.

Application Requirements –

1. Exterior Alteration Application filled out in its entirety.
2. Site plan showing the relationship of the deck to the house; property lines and adjacent properties.
3. Drawing, picture, or a brochure of the deck including color and dimensions.
4. Landscaping Plans/Drawings

Decorations – Holiday and Seasonal

- ◆ Holiday decorations are not to be put up prior to Thanksgiving and must be removed from the exterior of houses by the last day of January.
- ◆ All other holiday or event decorations must be removed within 14 days of the end of the event or holiday.
- ◆ Banners, Bunting and Draping will be considered on case-by-case bases. They are considered of a temporary nature and, if allowed, may only be displayed a maximum of 3 days.

◆
Doors – Front/Side/Rear - An application is required for replacement of front, side or rear doors for both Single Family and Townhomes.

Front Doors

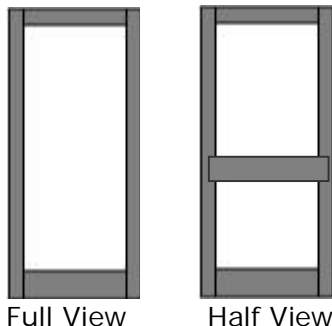
The entrance door on a single family or townhome should be of a color complementary to the style of the house and the existing colors on the house.

Storm and Screen Doors

Storm and screen doors should be straightforward and without ornamentation such as scallops, scrolls, imitation gate hinges, etc. and should be the same color as the entry door, the trim around the entry door, color of siding or a color approved by the ARB. An application is required for all storm or screen doors.

See below for a description of full view and half view doors. Other styles of storm doors will be considered on a case-by-case basis for compatibility with neighborhood and the house. An application must be submitted for all styles.

Illustration – Storm/Screen Doors



Application Requirements: Exterior Alteration Application filled out in its entirety.

Doors- Sliding – Two Panel Sliding Glass doors **comparable** to Anderson 400 Series Frenchwood® Gliding Patio Doors (or 400 Series 2-Panel Hinged Patio Doors)

- ◆ Two-panel Gliding Doors or Hinged Patio Doors factory assembled

- ♦ High-Performance Low-E4 glass
- ♦ Solid wood construction
- ♦ low-maintenance exteriors
- ♦ No grille patterns can be applied. Door should be solid glass only.

- ♦ Exterior Color Anderson Doors Terratone 

Application Requirements:

1. Exterior Alteration Application filled out in its entirety.
2. Construction Plans/Drawings
3. Samples of materials and color to be used must be submitted with the EAA.

Drainage - Each resident is responsible for protecting their lot from erosion and storm drain structures blockages so as not to cause additional erosion problems that will silt up ponds and streams.

Care and consideration must be given to water run off affecting neighboring properties. Changes and alterations to the typography of the land (such as raised garden beds) should not be made when they alter the way water runs onto/off of the property.

No rock, gravel, or stone can be used in lieu of mulch, ground cover or grass.

Application Requirements: Exterior Alteration Application filled out in its entirety. Include a description of the types and sizes of trees and shrubs to be planted and/or materials to be used.

Driveways – No alterations, redesign, modifications or changes may be made to Driveways without ARB approval. The Homeowner's Association is only responsible for resurfacing or repair of Driveways as initially installed by the original Builder.

Application Requirements: Exterior Alteration Application filled out in its entirety.

Exterior Decorative Objects - Approval will be required for all exterior decorative objects, both natural and man-made. Decorative objects will be considered based on their size, color, scale, appropriateness with the surrounding area, and their visual impact of adjoining lots and open space.

Exterior decorative objects include, but are not limited to, such representative items as birdbaths, wagon wheels, sculptures, fountains, flower carts, or decorative pots, ponds, stumps, driftwood piles, free standing poles of any type, and items attached to approved structures. Bird feeders are to be placed in rear yards.

Exterior Decorative Objects - To maintain the appearance from the curb to the house decorative objects should be:

1. No larger than 1 cubic foot (1' X 1' X 1').
2. Neutral in color
3. Made of stone, concrete, clay, resin, metal, or ceramic
4. Placed only in ARB approved beds, nothing should be placed on the grass or driveway.
5. No more than two (2) on any lot

Exterior Decorative Objects - continued

Exceptions:

Decorative planters no more than 3 ½ ' high, made of stone, concrete, clay, resin, metal or ceramic and containing flowers or plants:

1. May be placed on steps, landings, and walkways as long as they are not a tripping hazard
2. Must be removed by November 1st and repositioned after April 1st so they don't impede snow removal
3. A fountain or birdbath will be considered a decorative planter, if it is no more than 3 ½ ' high, is neutral in color, is made of stone, concrete, clay, resin, metal or ceramic and contains flowers or plants. For health reasons, there should be no water, either running or standing in the fountain or birdbath.
4. Benches will be permitted if they are neutral in color, in a material other than plastic and placed so they do not interfere with snow removal or ingress or egress to the walkways and/or house.

All decorative objects must be prior approved by the ARB. Any decorative objects that do not conform to these guidelines must be placed in the rear of the house in a place not visible from the curb. If that is not possible, they must be in the rear of the house screened from the curb.

Application Requirements: Exterior Alteration Application filled out in its entirety.

Fences - Fencing is used to separate property, provide security and visual privacy, or architecturally define space. In achieving any of these goals, a barrier is created which has both visual and physical impact on the boundaries of common land and properties of adjacent homeowners. Fencing must be compatible with the house, lot, and surrounding properties, must be appropriate for its intended purpose.

Careful consideration has been given to the basic fencing concept and the manner in which these concepts have been and will be executed within the community.

Based on the layout and topography of the community property fencing will not be allowed. Except for safety railings and fences along property boundaries and fencing along raised walls that are maintained by the homeowners association, no other fencing will be approved.

Fences – Privacy – On Townhomes the original builders installed privacy fences along the common property line between the homes. This fence allows a degree of privacy while homeowners use their outdoor space.

A private space with no cooling breezes on a summer afternoon can be unpleasant. To avoid this, the builder chose a fencing design of a spaced board fence which is "semi-open" and allows natural ventilation while affording varying degrees of privacy dependent on the size of the boards and spaces between them. Privacy is obtained while still allowing ventilation, by the use of the "semi-open" spaced board fence. Privacy fences are maintained by the Homeowners Association and will be constructed of wood or composite/simulated wood materials, such as "Trex®"

Flagpoles - Permanent freestanding flagpoles are not approved for use on any lot or property within the community.

Garage Doors - Garage door style or color changes require ARB approval. Changes to garage door style or color must be compatible with existing houses and similar to the originally installed models.

Application Requirements: Exterior Alteration Application filled out in its entirety.

Garage Space – No garage parking space can be converted to other use without the substitution of another enclosed parking space.

Gardens – See “Plants & Flowers - Guidelines for Planting”

Grills – Barbeques – Grills or barbeques are permitted. Gas grills may use propane or natural gas. If your grill is connected to natural gas, a licensed plumber must make the connection. Built-in grills or barbeques are not permitted

All grills should be located behind the rear plane of the house, if possible at ground-level, and must not be located within Five (5) feet of the side and rear property lines. Safety precautions must be taken when using and storing grills.

Gutters & Downspouts – Homeowner must ensure that the gutters are free-flowing and cleaned of leaves and debris. It is recommended that the gutters be cleaned, at a minimum, once each year, after the leaves have fallen and before winter begins. Homes that are surrounded by tall trees may require that the gutters be cleaned more frequently. The gutters and downspouts must be kept clean and unobstructed by tree limbs, leaves, balls, trash, bird's nest, etc. Proof of gutter cleaning must be provided to the Management Company Agent annually upon completion. In the event that a roof is damaged by ice damming in the winter, and it is determined that it is a result of the gutters not being cleaned as required, then the repairs of exterior and interior damage is the responsibility of the homeowner.

Hot Tubs/Jacuzzis – Are NOT permitted.

House Numbers - House numbers must be on the house structure above the garage door. House numbers on mailboxes do not supersede house numbers on the house structure. The property owner may change/replace/paint their house numbers, without filing an application provided the replacement numbers are of similar size, style and color to the original numbers. House numbers must be legible from the curb-line and of a size that is appropriate for the house. House numbers must also be on the Mailbox. (Also See Mailbox for details). House number plaques require ARB approval

Application Requirements: Exterior Alteration Application filled out in its entirety.

Irrigation Systems - All homeowners are encouraged to install a lawn irrigation system. Irrigation Systems and any other alteration to the lawn landscaping require the submission of an Exterior Alteration Application. New Irrigation Systems must include a rain sensor shutoff.

Lawns – Lawns will be mowed and trimmed by the Association's contracted landscape service company. Any alteration to the lawn landscaping requires the submission of an Exterior Alteration Application.

Lighting (Exterior) – All lighting which is part of the original structure must not be altered without ARB approval. All new or additional exterior lighting requires ARB approval.

No exterior lighting shall be directed outside the applicant's property. Light fixtures, which are proposed in place of the original fixtures, should be compatible in style and scale with the house.

Applications for exterior lighting should include wattage, height of light fixture above ground, and a complete description including descriptive material of the light fixture and location on the property.

Application Requirements: Exterior Alteration Application filled out in its entirety.

Mailboxes - Mailboxes are a functional necessity, not a decorative item. Since they are in a visual location, they must be straightforward in design and mounted on simple posts constructed in accordance with the design provided. They must be located so as not to obstruct sight lines in accordance with postal regulations.

- ◆ All mailboxes must be solid black or bronze tone and the supporting post must be un-painted wood or an ARB approved equivalent. (An ARB approved equivalent would be a composite material that looks like un-painted wood)
- ◆ All postal boxes must meet postal regulations.
- ◆ No temporary or seasonal decorations are permitted.
- ◆ The USPS requires that numbers must be printed in numerals no less than 1" (inch) high and placed on the sides of the mailbox visible to carriers as they approach it.
- ◆ The pictures below illustrate an acceptable Mailbox design and wood post.



Application Requirements: Exterior Alteration Application filled out in its entirety.

Major Building Alterations/Additions – Additions are considered major alterations and are generally considered to be those, which substantially alter the existing structure and become as an original fixture of the existing house. Major building alterations include, but are not limited to, construction of new rooms, porches, other structures (attached and detached), fireplaces, chimneys, other additions to a home, etc. The land use restrictions and covenants **do not allow** major additions or alterations to the single-family or townhomes in the community. Therefore **the ARB will not consider** any plans for major alterations or additions to homes or lots in the community. Minor modifications that do not require ARB approval (e.g. replacement of window glass) that results in damage to the exterior of the home will be the responsibility of the homeowner to repair at their own expense. If the HOA makes the repair the total cost of repairs will be charged to the homeowner as an additional assessment.

Open Space (Common Areas) – All common areas in the community, including but not limited to, landscaping and preserving retaining wall, recreation facilities, signs, fencing, ponds, roadways, buildings and other improvements will be maintained by the Association. Dumping of organic debris (leaves, grass, clippings/cuttings, branches, etc.) or other trash on any common area property is prohibited.

No person shall obstruct the common area of Ridgeway at White Plains or otherwise impede the rightful access of any other person on any portion of the property (including sidewalks) upon which person has a right to be. No objects are to be placed, altered or removed on common area or on community facilities without the approval of the Ridgeway at White Plains Homeowner's Association. Structures, e.g., tree houses, are not permitted on Common Areas.

Guidelines for Planting on Common Areas

Occasionally a request is made from a homeowner to plant on open space and at times, these requests are warranted. An EAA must be submitted and approval obtained prior to planting on the common areas. The guidelines are listed below.

- ◆ The homeowner is responsible for identifying all easements (e.g., Utilities and Drainage) located at the proposed planting area.
- ◆ Type(s) of planting material must be approved by Ridgeway at White Plains ARB and Landscape Committees.
- ◆ Installer of plant material, either the homeowner or a professional landscaper, must provide a Certificate of Insurance (to be obtained from the homeowner's insurance company) with Ridgeway at White Plains Homeowner's Association named as an additional insured prior to installing plant material.
- ◆ The homeowner is responsible for any and all damage to the common area, including pathways, caused in the process of installing plant material. This includes, but is not limited to: disturbed turf areas, tire ruts, damaged curbs and pathways. If damage occurs and is not repaired, homeowner will be responsible for charges incurred in restoring the common areas to their original condition.
- ◆ Homeowner is responsible for the care and maintenance of all approved plant material from the date of installation. This is to include the removal and replacement of all dead or diseased plant material.
- ◆ The Association does not guarantee, nor is the Association required, to replace any approved plant material.

Application Requirements: Exterior Alteration Application filled out in its entirety.

Patios – Ground Level - Patios are to be located behind the rear plane of the house. They should be installed within The City of White Plains setback required limits, and not across Building Restriction Lines (BRL). Patios may be constructed of concrete, brick, landscape slate, interlocking paver stones, flagstone, bluestone, etc. Design and material must be consistent with your house. In addition, your privacy and that of your neighbors must be considered.

If a patio is made of wood or similar composite materials and is set at-grade or on in-ground pilings (18 inches or less from the ground level) and/or attached to the back of the house or townhome the deck or patio surface area must be set back a minimum of Three (3) foot from the center (common) property line and may extend on the other side to within Three (3) feet of the edge of the townhome foundation. Townhome patios and decks may not extend forward of the rear plane of the house or extend beyond the side plane of the house. (For additional information on “rear plane” see Section 6 – Glossary of Terms).

All patios and decks must meet The City of White Plains Building Codes. An application is required for all patios and decks. When the patio or deck scheme includes other exterior changes, such as fencing, lights, landscaping, privacy screening, (for steps and railing, see Decks-Raised for detail specifications), etc., you should refer to the appropriate sections of the Guidelines for requirements.

Material & Color: Same as for Decks - Raised - Single Family. See **Material & Color** information above.

Drainage: Same as for Decks - Raised Single-Family See **Drainage** information above.

Application Requirements: Exterior Alteration Application filled out in its entirety. An application is required for all ground level patios. When patio designs include other exterior changes, such as fencing, lights, plantings, etc., the other appropriate sections of the Guidelines should be reviewed prior to application.

Plants & Flowers - Guidelines for Planting- Care should be exercised in the planting and maintenance of trees and shrubs to prevent obstruction of sight lines required for vehicular traffic. Also, the view of neighboring houses and the shade patterns created by large trees must be considered in your landscape plans. Care should be exercised when planting trees and shrubs close to property lines and/or walkways. Gravel, stone and rock are not permitted for use in landscape designs or in place of mulch. Mulch must conform in color and texture to the mulch used throughout the community.

Flower Beds: Flowering plants such as annuals or perennials may be planted in existing flower beds around the homes, the trees or mailbox. Care must be taken to contain the plants within the beds so that there will be no interference with mowing of the lawns. At the end of the growing season all remains of the plants must be removed or cut down to ground level.

All other landscaping and plantings require prior approval by the ARB and Landscape committees. Such as, but not limited to the following:

- ♦ Foundation plantings are required on the street side of single family and townhomes. The purpose of these foundation plantings is to improve the appearance of the home throughout the year, as well as screen the foundation. Annuals can be used as fill-in plants but not as the primary planting material.

- ◆ Vines and/or Ivy plants are not allowed to grow on the house structure. Vines and/or Ivy plants will be allowed if maintained properly at ground level.
- ◆ Foundation planting of flowers and/or shrubs in beds located within approximately four (4) feet of the foundation of the dwelling or extensions of the dwelling to include decks, patios, driveways and walkways. Generally, foundation plantings must provide a three (3) foot setback from the property lines.
- ◆ Plantings located more than four (4) feet from the foundation or extension, as defined above and when a variance is required for the three (3) foot setback. Hedges, if more than two (2) feet high or eight (8) feet long, or if other features become structures, fences, or screens.
- ◆ Railroad Ties, Garden Timbers, Interlocking Blocks or Masonry type walls if they form a wall more than six (6) inches high and/or more than eight (8) feet long.

Application Requirements: Exterior Alteration Application filled out in its entirety. The application should include a detailed description of the proposed landscaping to include location, dimensions, bedding material and identification of intended plant types.

Play Equipment – Children’s portable pools, toys, slides, swing sets, play houses and other toys, or sports equipment, including basketball backboards, may not be left out on the lawn, driveway or around the property, overnight. All toys, bikes, riding toys, sports equipment, etc, must be taken indoors at night or stored neatly on the ground-level patio in the rear or the home.

Satellite Dishes - Satellite dishes are restricted to a maximum of one-meter (approximately 39 inches in diameter or diagonal measurement).

- ◆ All cabling (Dishes, internet, Cable TV and Antennas) on the exterior of the house must be secured at 4 ft. intervals and hidden as much as possible (e.g. under siding ridges, under down spouts, gutters, etc.) If cabling is installed in a non-metallic tubing (plastic tubing) it must be secured at intervals not exceeding 3 feet and secured 1 foot from wiring device (box). The tubing must be painted to match the exterior color scheme of the home. If a nonmetallic tubing installation is NOT used, the cable cannot be strapped, taped, or attached by any means to the exterior of any conduit or gutters as a means of support.
- ◆ Satellite dishes should be located below the roof peak, safely away from electrical lines and other utilities.
- ◆ Satellite dishes should be located in the rear of the house.
- ◆ Satellite dish colors should be a basic standard grey color.
- ◆ Dishes are not to be mounted on the deck railings.
- ◆ Maximum of two working dishes are allowed.
- ◆ Non-working dishes must be removed.

Sidewalks - see “Walkways, Pathways and Steps”.

Signs - No sign shall be attached to structures, fences, state traffic posts, Association signposts, lampposts, trees or mailbox posts. This sign policy shall adhere to the Ridgeway at White Plains HOA Rules and Regulations regarding the placement of temporary signs. Individuals will be charged for sign removal from, and maintenance of, the aforementioned items. The Association will remove improperly placed and non-conforming signs. No commercial/business advertising is allowed.

Stone - No rock/gravel/stone can be used in lieu of mulch, ground cover or grass.

Sun Control Devices - Awnings can provide an effective means of controlling glare and excessive heat build-up on windows and door openings and help reduce summer energy consumption and utility costs. The manner in which sun control is implemented has considerable effect on the exterior appearance of a house.

1. Sun control devices must be compatible with the architectural character of the house in terms of style, color and materials.
2. Awnings should be consistent with the visual scale of the house to which they are attached.
3. All awnings must be located on the rear of houses.
4. No fringe allowed on the edge of awnings.
5. The location of any awning should not adversely affect views, light, winter sun or natural ventilation of adjacent properties.
6. The cost to repair any damage done to the exterior of the home during installation, or by the existence, of an awning is the responsibility of the homeowner.

Application Requirements –

1. Exterior Alteration Application filled out in its entirety.
2. Site plan showing the relationship of the awning to the house; property lines and adjacent properties.
3. Drawing, picture, or a brochure of the awning including color and dimensions.
4. Construction Plans/Drawings
5. Samples of materials and color to be used must be submitted with the EAA.

Tree Stumps & Tree Removal - Existing tree stumps or newly exposed tree stumps must be removed or ground down 6 (six) inches below grade. The area must be returned to grass, or mulched if in a garden bed.

Tree removal must comply with all City and County ordinances on tree cutting and removal.

Application Requirements –

1. Exterior Alteration Application filled out in its entirety.
2. Site plan showing the relationship of the trees to the house; property lines and adjacent properties.

Walkways, Pathways and Steps- The installation of walkways or pathways on a lot will be considered if it seems appropriate for the intended use and is appropriate to the size and scale of the lot. Stone, concrete pavers, slate, flagstone, Belgian block or brick would be appropriate materials. Loose stone, gravel, or rocks are not permitted as a medium. Walkways and pathways must be set back from right of way and out of any easements.

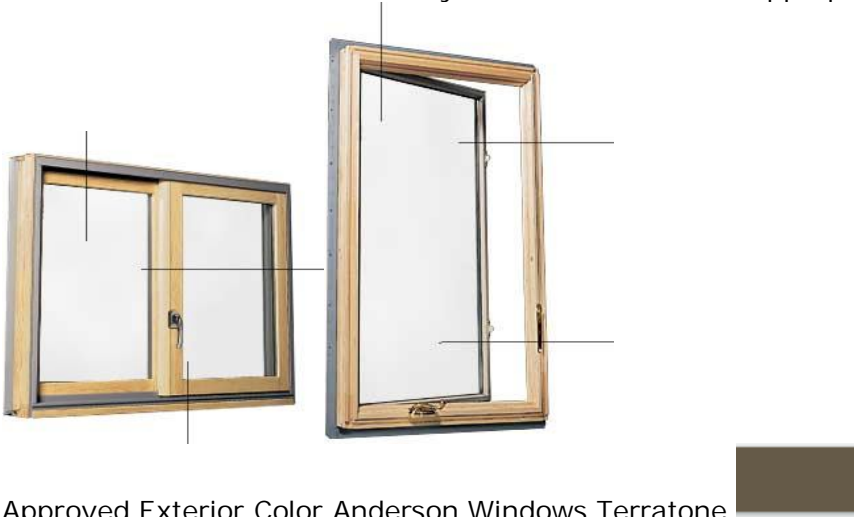
Walkways must be held to a four (4) ft. width and may flare slightly at the driveway. Other hardscape feature will be reviewed on a case-by-case basis.

Application Requirements:

1. Exterior Alteration Application filled out in its entirety.
2. Site plan showing the relationship of the walkways, pathways or steps to the house; property lines and adjacent properties.
3. Drawing, picture, or a brochure of the walkways, pathways or steps including color and dimensions.

4. Construction Plans/Drawings
5. Samples of materials and color to be used must be submitted with the EAA.

Windows - Any changes to the color, style, size, addition of and/or the removal/replacement of windows, an EAA must be submitted. Replacement windows must be compatible with the style of the house. Replacement windows should meet or exceed the specifications of the Anderson 400 Series Replacement windows. Either the Casement or Glider Style can be used where appropriate.



Approved Exterior Color Anderson Windows Terratone

Application Requirements:

1. Exterior Alteration Application filled out in its entirety.
2. Construction Plans/Drawings
3. Samples of materials and color to be used must be submitted with the EAA.

Section 6 GLOSSARY OF TERMS

Adjacent Property - All property, including Ridgeway at White Plains common area, which immediately borders, or has a direct view of an applicant's property.

Alteration - A change; modification or adjustment the act or process of altering.

Awnings - A roof like structure often made of canvas or plastic, which serves as a shelter, as over a window, door, or deck.

Baluster - The upright portion of the row of supports for a deck or porch railing.

Drainage - The act or process of draining or a system of drains, artificial or natural.

Easement - A right held by to make use of the land of another for a limited purpose, as right of passage.

Elevation - A two dimensional drawing or representation of an exterior face of a building in its entirety. (Rear elevation, side elevation, front elevations, etc.)

Erosion - The process by which the surface of the earth is worn away by the action of water, glaciers, winds, waves, etc.

Exterior - Outer; being on the outer side of your house.

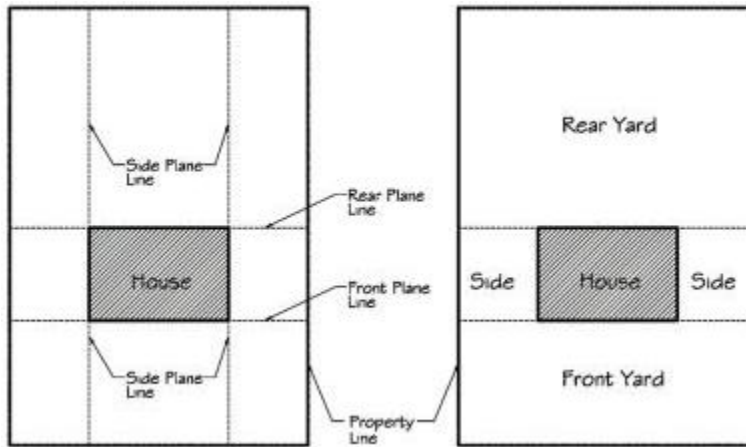
Landscaping - To improve the appearance of (an area of land) by planting trees, shrubs, plants, flowers or grass, or altering the contours of the ground.

Maintenance - The act of maintaining or the state of being maintained. The work of keeping something in proper condition; upkeep.

Patio - An area, usually paved, adjoining a house and used as an area for outdoor lounging or dining.

Plane/Side/Rear/Front

Diagram of Rear Plane Line, Front Plane Line, Side Plane Line:



Plat (Site Plan) - A legal scale drawing representing a piece of land that constitutes a property lot. This document is normally obtained at the owner's property settlement or closing.

Right of Way - This buffer zone between the end of a building lot and the actual roadway is called the right-of-way. It is often owned by the local, state or federal government or it is protected with legal easements so that utilities can be extended to reach all property owners along the roadway.

Satellite Dish -A dish antenna used to receive and transmit signals relayed by satellite.

Site Plan - See "Plat".

Trim - All framing around windows and doors, including decorative mantles, pediments and other edging on outside of the house.

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RIDGEWAY AT WHITE PLAINS HOMEOWNER'S ASSOCIATION, INC.
ARCHITECTURAL REVIEW BOARD
EXTERIOR ALTERATION APPLICATION
Page 1 of 2

This request is to be completed by the homeowner and submitted to the HOA Architectural Review Board (ARB) and then to the Association Board of Directors (Board) for approval BEFORE any work commences. Complete both Page 1 and Page 2 and submit all required documentation.

Please refer to your Declaration of Covenants and Restrictions for a description of the ARB and its purpose, and to our web site ARB Guidelines Section for guidance and requirements.

Last Name _____, First Name _____
Address _____ Lot Number _____
Home Phone (____) ____ - _____ Cell Phone (____) ____ - _____
Mailing Address _____
(If different than _____
above.) _____

This section must be filled in! Check only one that applies to your particular project. **Each individual project requires an ARB form submission.** (Example: Walkways & Steps, Replacement Windows, or Shrubs & Plantings would each require a separate submission.)

Exterior Siding	_____	Landscaping	_____
Walkways and Steps	_____	Front Door	_____
Outdoor Lighting	_____	Sliding Doors	_____
New Windows	_____	Ground Level Patio	_____
Tree Removal/Planting	_____	Raised Deck	_____
Retaining Walls	_____	Mailbox	_____
Other	_____ Describe below	Garage Door	_____

I hereby submit to the Architectural Review Board for consideration, and agree to obtain all necessary building permits and adhere to the building setbacks as required. I understand that the ARB will process this application as quickly as possible, but that it has up to thirty (30) days from receipt of the application to make a decision.

DATE: _____ SIGNATURE: _____
(Must be signed by Property Owner)

.....
FOR USE BY ARB COMMITTEE: Date Received: _____ By: _____

COMMENTS/SIGNATURES OF ARB COMMITTEE: APPROVED: _____ DENIED: _____ DATE: _____

**RIDGEWAY AT WHITE PLAINS HOMEOWNER'S ASSOCIATION, INC.
ARCHITECTURAL REVIEW BOARD**

EXTERIOR ALTERATION APPLICATION

Page 2 of 2

Use Additional Sheets if Necessary:

Below describe the project briefly & submit all plans, drawings, brochures or pictures applicable to any of the items above. Landscaping projects require that you attach a drawing showing dimensions of planting beds.

Specifications Section:

Please provide samples of any materials, dimensions, colors, manufactures' specifications sheet, cut-sheets, diagrams, and color brochures, or any other items pertaining to your project.

Location of Project:

Attach a copy of survey or drawing showing locations & please be specific and indicate scale of the drawings.

Note:

All requests must conform to all local zoning and building regulations and you must obtain necessary city permits if your request is approved by the ARB. ALSO, please review Ridgeway at White Plains Homeowner's Association ARB Guidelines & Restrictions which can be found on the HOA website.

All work is subject to final inspection by HOA/ARB for compliance with approved plans.

**RIDGEWAY AT WHITE PLAINS HOMEOWNER'S ASSOCIATION
ARCHITECTURAL REVIEW BOARD
Architectural Modification Completion Notification (ACN)**

This form must be mailed back to the Architectural Review Board (ARB) c/o Stillman Management, 141 Halstead Ave, Mamaroneck, NY 10543, within 10 days of completion of the approved changes. If the ARB fails to receive this form within 90 days, it may conduct an inspection to determine if the modification has taken place. Upon completion of inspection, a copy of this form will be sent to the Homeowner.

IMPORTANT NOTE: All approvals for modification not completed within 6 months are considered void and the homeowner must reapply for the approval to the ARB.

Homeowner's Name: _____

Street Address: _____

Project Reference: _____

Date of ARB Approval: _____ File Number: _____

This is to give notice to the Architectural Review Board that the Architectural Modification(s) listed above has been completed and is ready to be reviewed by an ARB member. I understand that the purpose of this review is to ensure that the Architectural Modification completed compares favorably with the Exterior Alteration Application that was submitted and approved. I further understand that in the event of the Modification completed does not comply with the application submitted and/or the standards set forth in the ARB Guidelines, enforcement procedures shall be initiated as indicated in ARB Guidelines, Association By-Laws and the Declaration of Covenants and Restrictions.

Date _____

Homeowner Signature: _____

For ARB use only: Architectural Board Completion Status

The completed Architectural Modification noted above has been inspected by the Architectural Review Board and compared to the application submitted by the Homeowner. It has been determined that the Modification:

- ☐ Has been installed/constructed as presented in the application as submitted.
- ☐ Has not been installed/constructed as presented in the application submitted and/or in compliance with the standards set forth in the ARB Guidelines (see comments below).
- ☐ Has not been installed/constructed as presented in the application submitted by the homeowner, however, the modification has been accepted with the approvable modification(s) to the application as listed below.

Verified By: _____

Inspection Date: _____

Comments:
