

Highlands of Seminole Neighborhood Association (HSNA)

Architectural Control Committee (ACC)

Exterior Property Guidelines (March 2024 update)

This is a guide for Homeowners towards solutions that are generally acceptable. Should Homeowners have unique circumstances which support alternatives to these standards and guidelines, they should be clearly expressed in the application and would require ACC approval before implementing. Questions regarding these guidelines should be directed to the ACC Chairperson, email: bruce.sweeny@highlandsofseminole.org.

Mailboxes, Arms, and Posts

- **Mailboxes** must be one of the following specific models; **Sources of them are suggested:**
 - Copper-clad mailboxes (with embossed street address) may be purchased from Still River Designs, website www.stillriverdesigns.com, email: stillriverdesigns@gmail.com. Currently, the price would be between \$230 and \$295 and is subject to change.
 - Copper-clad mailboxes (without embossed street address) may be purchased from HSNA. The price is \$185 while supplies last. To order email: info@highlandsofseminole.org.
 - Gibraltar Northpointe Large Capacity galvanized steel, Venetian bronze, Model# NM160V01. Available from Menard's and other outlets. Price is approximately \$80.00.
 - **To replace a broken mailbox door** (for the copper-clad type) go to Amazon.com and search for "MAGNETIC 8 Inch (Width) by 10 Inch (Height) RetroFit"Snap-in" Mailbox Door Replacement – Black"; the Brand is Bayshore Mailbox Company and costs about \$28.00.
- **Posts** must be 4"x6"x8' pressure treated, painted Sherwin Williams "Canoe" color with a "Forest Green" band around the top to match the color of the house numbers on the arm. The band should be 3/4" high by 1/2" deep routed around the post 4" from the top. The top 1" of posts should be beveled at 45 degrees. Painted surfaces must be maintained (i.e., no peeling, flaking, molding, or substantial fading). Posts can be acquired and installed by the homeowner or purchased from and/or installed by Jeff Solner, email: jeffsolner@gmail.com. Jeff's prices are \$100 for the post (cut, sanded and painted); installation is \$95; prices subject to change.
- **Arms** (newspaper box) The arm must be attached at a 90 degree angle to the post such that the bottom of the mailbox will be 41-45" above the pavement. Sources are:
 - The red cedar arm, sand-blasted, with "Forest Green" house numbers can be purchased from Jeff Solner, email: jeffsolner@gmail.com. Price is \$135, subject to change.
 - The ACC offers to provide a pine version, painted "Canoe" for \$20 (without house numbers) or \$70 (customized with green metal house numbers); prices cover materials only; no labor cost is charged. Contact the ACC Chairperson for availability.
- **House numbers** must be on both sides of the arm; block style, 3 to 4 inches high, either sandblasted or routed into the arm or individually attached metal numbers painted

“Forest Green” to match the color of the band around the Post. Numbers must be maintained to be clearly legible.

- **Paint** (Canoe and Green) for posts and arms is available free of charge from HSNA; residents may borrow approved paints by contacting the ACC Chairperson.

Fences

- **All fences must be approved by the ACC before installation.** Fences installed without ACC approval may have to be removed.
- The standard fence height is four feet. Other heights must be approved by the ACC.
- Fences cannot extend beyond the house into the front yard or closer than 11 ft. to any public sidewalk (the latter typically applies to corner lots).
- Preferred (fence) materials include:
 - ✓ high quality iron, steel or aluminum with durable, corrosion-resistant finish
 - ✓ natural, sealed or stained cedar
 - ✓ high quality vinyl with wood grain texture and low gloss finish
 - ✓ high quality vinyl coated chain-link*

* Note: In keeping with the Covenant's open concept for yards, fences should NOT present a solid wall, but rather should have gaps between the slats.

- Woven wire, chicken wire or other wire materials are not permitted.
- The front side of the fence (the side of the fence without exposed posts and cross braces) must face outward from the homeowner's property on which it is installed.
- Maintenance of both sides of the fence is the responsibility of the property owner upon whose lot the fence is installed. A fence setback of 1 foot from each property line is recommended by the City of Fitchburg, though this can be adjusted based on individual site conditions, e. g., a larger setback may be needed if maintenance cannot be accomplished without affecting the neighbor's property or to preclude interfering with underground utilities (gas, electric, communications, water and sewer).
- Information to be provided with the application for ACC approval must include:
 - ✓ Completed ACC Application for Approval of Exterior Property Changes form;
 - ✓ Detailed diagram that shows the location and height of the fence and gates with dimensions from lot lines and house as well as any other structures;
 - ✓ Photographs and/or description of fence fencing materials;
 - ✓ Signed statements from all adjoining property owners agreeing to the proposed fence and its placement and agreeing that the applicant/fence owner may access both sides of the fence for maintenance purposes.

* Reminder - Prior to installation, contact Diggers Hot Line (811) to mark all underground utilities.

Play Structures. **Play Structures must be approved by ACC before installation.** Swings, playhouses, playground equipment (including attached basketball hoops) will be considered on an individual basis and permitted if located unobtrusively as determined by the ACC. Brightly colored components that do not conform to the overall character of the neighborhood are generally not acceptable.

Exterior Lighting

- New or replacement exterior light fixtures must be compatible with the design of the home, must be simple in design and color, and not cause light pollution onto adjacent properties or public streets.
- Existing front yard light poles are required to be maintained in good condition and, if replaced, must be of the same design as the original.

Satellite Dishes

The ACC and HSNA Board will not enforce Covenant restrictions on satellite dishes one meter or less in diameter except in cases where the installation poses a safety hazard, is on a high mast, or otherwise within the ACC's right to regulate under FCC rules.

Roofs and Roofing. Re-roofing an existing home must be done using architectural shingles that are similar to the quality, material and color of the original roofing.

Solar Panels. **Solar panels must be approved by ACC before installation.** Only roof-mounted solar panels are acceptable. Generally, if there are no other changes to the roof or roofing and trim, and the color and form of the solar panel array are compatible with the design of the home, the solar panels will be approved.

Landscaping – Trees and Shrubs

The removal, or addition, of trees and large shrubs must first be approved by the ACC.

- ✓ The reason for removal should be included in the Application for Approval of Exterior Property Changes form.
- ✓ A description of the types, sizes, locations, and quantity of trees and large shrubs being added should be included with the Request for Application for Approval of Exterior Property Changes form. Unless agreed to by relevant property owners, trees and large shrubs must be located such that the canopies do not extend across property lines and are not expected to extend across property lines at maturity.
- ✓ Adding the following tree types is not allowed: Acer Negundo (Box Elder), Ramnus Cathartica (Buckthorn), Acer Platanoides (Norway Maple), Robina Pseudoacacia (Black Locust), and Cottonwood (Aigeiros).