Last Revised: August 19, 2025

Brittni Place Homeowners Association, Inc.
Design Guidelines

ARTICLE I
AUTHORITY

1.01 Authority to Establish Design Guidelines. These guidelines are promulgated and adopted in accordance with Article 6, Section 6.3 of the Declaration of Protective Covenants, Conditions, Restrictions and Easements for Brittni Place (the "Declaration").

1.02 Definitions and Conflict with the Declaration. Unless otherwise defined in this document, the terms used in this document shall be defined as provided in the Declaration. In the event the terms of this document conflict with the terms of the Declaration, the Declaration shall control.

ARTICLE II
ACTIONS REQUIRING APPROVAL AND PROCEDURES FOR SUBMITTING REQUESTS

2.01 Actions Requiring Approval. No exterior construction, alteration, addition, or erection of any nature whatsoever shall be commenced or placed upon any part of the community, except as is approved in accordance with these Guidelines and the Declaration.

2.02 Procedure for Submitting Request to the Board of Directors.

1. No exterior construction, addition, erection, or alteration shall be made unless and until plans and specifications showing at least the nature, kind, shape, height, materials, and location shall have been submitted in writing to and approved by the Board of Directors.

   Two copies of all requests, including all attachments, shall be submitted in writing to the Board of Directors via certified first-class mail with a return receipt to the Association, and shall include the following, to the extent they are applicable to the request:

   a. A site plan showing the location of all proposed and existing structures on the lot including building setbacks, open space, driveways, walkways and parking spaces including the number thereof and all siltation and erosion control measures;
   b. A foundation plan;
   c. A floor plan;
   d. Exterior elevations of all proposed Structures and alterations to existing Structures, as such Structures shall appear after all back-filling and landscaping are completed;
   e. Specifications of materials, color scheme (including color swatches), lighting scheme and other details affecting the exterior appearance of all proposed Structures and alterations to existing Structures;
   f. Plans for landscaping and grading; and
   g. Any other information that the Board of Directors may require in order to make informed decisions on the request as defined in Article 6 of the Declaration.

2. The Board of Directors will make its best effort to respond to typical request that contain all required and necessary information within ten (10) calendar days after receipt of the request. The Board of Directors may, however, use the full sixty (60) days permitted in Article 6, Section 6.3 of the Declaration.

3. The Board of Directors may charge a reasonable review fee in accordance with Article 6, Section 6.3 of the Declaration.

4. The signature of at least two members of the Board of Directors will be required on responses to all requests, whether approved or not approved.

2.03 Like Kind Maintenance and Repair. Like Kind maintenance and repair to existing structures are exempt from the requirements outlined in Paragraph 2.01 that requires the submittal of a construction request to the HOA Board. Like Kind maintenance and repair is defined as any repair or maintenance that replaces existing materials with materials that are of the exact same kind, appearance, color, texture, size, and location. In addition, these repairs or maintenance must be completed within 14 days from the date the repairs or maintenance begins. Any maintenance or repair that does not meet the requirements set forth in this section shall require the submission of a construction request as outlined in Section 6.3 and the "Submission Guidelines." The Board of the HOA reserves the right to make the final determination whether the maintenance or repairs qualify as "Like Kind.".

ARTICLE III
GENERAL EVALUATION CRITERIA

3.01 General Evaluation Criteria. In reviewing a request, the Board of Directors' shall consider, among other things: (1) whether the requested modification, if approved, will detract from the value of any lot or from the community as a whole; (2) whether the requested modification, if approved, will negatively impact the ability of the owners of nearby lots to reasonably enjoy their property; (3) whether the requested modification, if approved, will cause the Structure located on the lot to be incompatible with the external design, elevation, topography and colors of the community or of nearby lots.

ARTICLE IV
FENCE DESIGN STANDARDS

4.01 Location. No fence or fencing type barrier of any kind shall be placed, erected, allowed or maintained upon any lot without prior written approval in accordance with these Guidelines and the Declaration. No fence shall be constructed forward of the front dwelling line.

4.02 Material. Chain link and cyclone fences are prohibited. *Adopted at 10/26/04 HOA Annual Meeting.*

4.03 Fences on Common Property. Notwithstanding the provisions hereof, the Association may erect any type of fence on the Common Property as the Board of Directors may deem appropriate or necessary to satisfy the requirements of any law, regulation or governmental entity or for the health and safety of Owners and occupants.

ARTICLE V
MAIL BOX STANDARDS

5.01 Box and Post Standards. Each lot shall have one curbside mailbox that shall be approved by the United States Postal Service. Mailbox design shall be Barcelona Style with a four or six-sided paper boxes. *Adopted at 10/26/04 HOA Annual Meeting and later modified at 06/15/22 HOA Board Meeting.*

5.02 Box and Post Maintenance. As a condition to approval of a mailbox, the requesting homeowner and all subsequent owners thereof shall be responsible for the prompt and proper repair and maintenance of the mailbox and posts. Doors and Flags should be operable. Entire mailbox will be painted with gloss black paint and the Flag will be painted gloss red. Address numbers shall be 2 inches tall, gold numbers on black background. Everbilt 2" adhesive number set (found at Home Depot) or equivalent. Mailboxes and posts shall be in a vertical orientation without lean/tilt in any direction. *Adopted at 02/06/23 HOA Board Meeting*.

ARTICLE VI
PARKING AND STORAGE OF VEHICLES

6.01 Recreational Vehicles, Trailers, etc. Recreational vehicles, trailers, campers, trucks (except pickups and vans), travel buses or any such equipment must be parked behind the rear dwelling line of the property unless approved by the board. *Adopted at 05/05/05 HOA Quarterly Meeting and modified again at 06/20/18 HOA Board Telcon.*

6.02 Temporary Parking of Recreational Vehicles in Driveways. This policy is intended to maintain the aesthetic appeal and safety of the community by regulating the visible parking of recreational vehicles (RVs), while providing reasonable allowances for temporary use related to travel preparation and accommodating alternative storage options. *Paragraph 6.02 through 6.027Adopted at 08/19/25 HOA Board Telcon.*

6.021 Definitions

- "RV" includes motorhomes, travel trailers, campers, and similar recreational vehicles.
- "Rear Dwelling Line" refers to the line extending from the rear corners of the primary residence, delineating the front/side areas (visible from the street or common areas) from the rear areas (typically the backyard).
- "Driveway Parking" means parking in the driveway or any area in front of the rear dwelling line.

6.022 General Rule: RVs may be parked in the driveway for a maximum of 48 consecutive hours solely for the purpose of loading or unloading in connection with travel. This 48-hour period begins at the time the RV is first parked in the driveway. No storage or other non-travel-related use is permitted during this time.

6.023 Notification Requirement: All instances of RV parking in the driveway, including the standard 48-hour allowance, must be notified in advance via email to brittni_place@hotmail.com. The notification should include:

- The resident's name, address, and contact information.
- The dates and times of the proposed parking period.
- A brief description of the purpose (e.g., loading for an upcoming trip or unloading upon return).

Failure to provide notification may result in the parking being considered a violation, subject to enforcement actions as outlined in the HOA's governing documents.

6.024 Exceptions for Extended Parking: Upon request, the HOA may grant an exception for one additional 24-hour period (extending the total to 72 hours) if justified by exceptional circumstances related to loading/unloading (e.g., delays due to weather, mechanical issues, or extended trip preparations). Requests must be submitted via email to brittni_place@hotmail.com at least 72 hours in advance and include:

- Detailed reasoning for the extension, supported by any relevant documentation (e.g., travel itineraries, repair estimates).
- Confirmation that the RV will be relocated behind the rear dwelling line or removed from the property immediately after the extended period.

Exceptions will be reviewed and decided by the HOA board or designated committee within 48 hours of receipt. Approvals are discretionary and based on the provided reasoning and compliance history.

6.025 Limits on Exceptions: No more than one exception may be granted per household per calendar month. Requests exceeding this limit will be automatically denied. Additionally, exceptions will not be granted for consecutive or overlapping periods without at least a 7-day gap between parking instances.

6.026 Alternative Parking Option: Unlimited parking of RVs is permitted behind the rear dwelling line (e.g., in the backyard), provided it complies with all other HOA rules, local zoning laws, and does not create visibility from public areas, safety hazards, or nuisances to neighbors. Residents are encouraged to utilize this option for any storage or preparation needs beyond the driveway allowances.

6.027 Enforcement: Violations of this policy may result in warnings, fines, or other remedies as specified in the HOA's enforcement procedures. The HOA reserves the right to inspect properties and require immediate removal of non-compliant RVs. Residents may appeal denials or enforcement actions through the standard HOA appeal process.

ARTICLE VII
GARDEN, PLAY EQUIPMENT, SWIMMING POOL AND SPA STANDARDS

7.01 Gardens and Play Equipment. No vegetable garden, hammock, statuary, play equipment (including, without limitation, basketball goals) to be erected on any Lot may be located other than between the rear dwelling line and the rear lot line, without the prior written approval in accordance with the Declaration and the provisions hereof.

7.02 Swimming Pool and Spa Standards. All swimming pools and spas shall be in-ground only, and all pool and spa equipment and filters shall be adequately screened from general view. No swimming pool or spa shall be constructed, erected or maintained upon any Lot without prior written approval in accordance with the Declaration and the provisions hereof. *Modified at 10/26/04 HOA Annual Meeting.*

7.03 Basketball Goals. The Declaration currently allows the installation of basketball goals behind the rear dwelling line without the need for prior written approval. However, pursuant to the Declaration and these Guidelines, no basketball goal may be erected elsewhere on Lots in Brittni Place without the prior written approval in accordance with the Declaration and the provisions hereof. Approval of basketballs goals elsewhere on Lots will require, at a minimum, the following:

1. The backboard must be clear.
2. The pole or upright must be black.
3. The goal, if placed forward of the rear dwelling line, must be located behind the front dwelling line.

4. The goal should not be attached to the dwelling.

Approval is not required for goals installed prior to the original adoption date of this guideline (02/06/14). Such goals are hereinafter referred to as "Grandfathered Basketball Goals." All basketball goals, including Grandfathered Basketball Goals, must be maintained such that they do not become unsightly or result in a nuisance. Once a Grandfathered Basketball Goal is removed for any reason, a new goal will require approval if it is located forward of the rear dwelling line. When submitting your basketball goal for approval please include a photo of the goal post and backboard, a description of the materials, and a diagram of the goal placement on your property. *Adopted at 02/06/14 HOA Board Meeting.*

ARTICLE VIII
SIGN STANDARDS

8.01 Signs. In accordance with Article 6, Section 6.4 of the Declaration, no sign of any kind shall be erected on any Lot without prior written approval of the Board of Directors except for:

1. Signs required by legal proceedings
2. One "For Sale" or "For Rent" sign per lot provided such sign is in good condition and has surface area of less than four square feet; and
3. One security system yard sign per lot provided such sign is in good condition and has a surface area of less than 6 square inches.

The provisions of this Section shall not apply to any Mortgagee in possession due to a foreclosure of a first Mortgage or as grantee pursuant to any deed in lieu of such foreclosure.

8.02 Signs on Common Property. The Board of Directors shall have the right to erect reasonable and appropriate signs on Common Property.

ARTICLE IX
STANDARDS FOR ADDITIONS AND MODIFICATIONS TO THE MAIN DWELLING, LOT AND UNATTACHED BUILDINGS

9.01 Additions and Changes to the Main Dwelling. Additions and changes to the main dwelling that alter the exterior of the Structure, including but not limited to addition of storage rooms and conversion of decks to sunrooms or screen porches, require prior written approval of the Board of Directors. Such additions and changes shall not violate setback provisions and must be professionally built using style, materials, and colors comparable to the main dwelling.

9.02 Exterior Hand Railings. Exterior hand railings added to porches, decks or retaining walls shall match the existing railing style, if any. If there is no existing exterior railing at the time of the modification request, the new railings must match the architectural style of the dwelling. *Adopted at 10/26/04 HOA Annual Meeting.*

9.03 Driveway Additions/Extensions. All driveways or driveway extensions shall be approved in writing by the Board of Directors. All such additions or extensions must be poured portland cement concrete. *Adopted at 10/26/04 HOA Annual Meeting.*

9.04 Sidewalks. All site plans shall include the construction of a sidewalk of the same size and type as the existing sidewalks in the community and shall be similarly located relative to the street. *Adopted at 05/03/05 HOA Quarterly Meeting.*

9.05 Accessory Structures/Unattached Buildings. A detached structure must match the style, materials and colors of the main dwelling unless otherwise approved by the Board of Directors. Storage sheds and accessory structures shall not be visible from the street, unless approved in writing by the Board of Directors. Metal

storage sheds and accessory structures are prohibited. Installation of all accessory structures and unattached buildings must be approved in writing by the Board of Directors. *Adopted at 10/26/04 HOA Annual Meeting.*

9.06 Garages. Garages to be located less than fifty (50) feet behind the rear dwelling line must be professionally built using style, materials, and colors comparable to the main dwelling. Garages located more than fifty (50) feet behind the rear dwelling line shall be professionally constructed and the front of the garage (i.e., the side of the garage that faces the street), must be finished using the same style, materials and colors as the main dwelling. The sides of a garage (i.e., the sides not facing the street) may be finished either in the same materials as the main dwelling, or may be finished with HardiePlank. If the sides are finished in HardiePlank, all sides will require the planting of evergreen shrubs at least 3 feet tall at time of planting with a minimum height of 6 feet at maturity. They shall be sufficiently spaced to obscure the sides of the garage from the view of adjacent properties. *Adopted at 10/26/04 HOA Annual Meeting and modified again at 02/09/12 HOA Board Meeting.*

9.07 Land Disturbance Activities. This is defined as any landscaping that calls for the ground to be dug up or cleared prior to construction of improvement. All landscape modifications of a significant nature (i.e. installing terraces, removing trees, building retaining walls, etc.) must be submitted to the HOA for approval. Minor activites like sodding or planting of bushes and flowers is not considered land disturbance activities. All improved areas of the lot must be maintained in the improved condition. They cannot be allowed to return to a natural state. Those areas that remain in the original unimproved/natural condition may remain with little maintenance of the area other than the required removal of dead or dying trees that may cause a safety hazard to the neighborhood.

ARTICLE X
MISCELLANEOUS PROVISIONS

10.01 Garbage Cans. All garbage cans must be unbroken and in good condition with a working lid. Cans can only be placed in at the street the day before pickup and must be relocated back to the house within 24 hours of pickup. *Adopted at 02/06/23 HOA Board Meeting.*

10.02 Holiday Lighting (Interpretation of Section 6.15(d)) Pursuant to Section 6.15(d) of the Declaration, "seasonal decorative lights" are permitted on Lots in Brittni Place. However, because Section 6.15(d) does not define the allowable timeframe or scope for such lighting, the Board of Directors, under its authority granted by Section 6.3, has adopted the following guidelines to ensure consistency and maintain the community's appearance.

1. Allowable Timeframe: Colored or flashing "seasonal decorative lights" (as referenced in Section 6.15(d)) may be displayed only from November 15 through January 10.
2. Non-Seasonal Lighting: Outside the above timeframe, all exterior lighting must be limited to white, non-flashing accent or landscape lighting.
3. Removal of Holiday Lighting: Any holiday-related lighting, fixtures, or decorations should be completely removed or not visible from neighboring properties and the street after January 10.
4. Variances/Exceptions: If a homeowner wishes to display seasonal decorative lighting for other holidays or periods, a written request must be submitted in accordance with Section 6.3. The Board will consider such requests on a case-by-case basis to ensure they meet the overall aesthetic and architectural standards of Brittni Place. *Adopted at 02/25/25 HOA Board Meeting*

ARTICLE XI
ENFORCEMENT
Article renumbered 02/06/23

11.01 Enforcement. Each Owner and occupant shall comply strictly with these Guidelines as required by Article 10, Section 10.1 of the Declaration. The Board of Directors may impose fines or other sanctions for violations of the foregoing, which shall be collected as provided in the Declaration for the collection of assessments. Failure to comply with the Guidelines and the terms and provisions of the Declaration shall be grounds for an action to recover sums due for damages or injunctive relief or both, maintainable by the Association. Failure by the Association to enforce the provisions hereof shall in no event be deemed a waiver of the right to do so thereafter. The Association shall have the right to record in the appropriate land records a notice of violation of the Declaration, Bylaws, rules and regulations, use restrictions or design guidelines and to assess the cost of recording and removing such notice against the Lot of the Owner who is responsible (or whose occupants are responsible) for violating the foregoing.

11.02 Self-Help. In addition to any other remedies provided for herein, the Association or its duly authorized agents shall have the power to enter upon any lot or any other portion of the subdivision to abate or remove any structure, thing or condition which violates the Declaration, the Bylaws, the rules and regulations, the use restrictions, or these Guidelines. Unless an emergency situation exists, the violating Owner shall be given ten (10) days' written notice of the intent to exercise self-help. All costs of self-help, including, without limitation, reasonable attorney's fees actually incurred, shall be assessed against the violating Owner as a specific assessment pursuant to the Declaration.

ARTICLE XII
CERTIFICATE OF APPROVAL

Article renumbered 02/06/23

12.01 These Design Standards were originally approved on May 16, 2018 and last amended on February 25, 2025.