

POND PLACE

BUILDING GUIDE

RULES & REGULATIONS

EXTERIOR MODIFICATION APPLICATION FORM

RULES & REGULATIONS / ADMINISTRATIVE REGULATIONS

of the Pond Place Association, Inc. & Tax District

Note: Definitions of terms initially capitalized are as found in Article I of the Declaration.

ARTICLE I - USE OF DWELLINGS

1. Dwellings are limited to the occupancy of families. Purchasers or tenants shall bind themselves and their successors, heirs and assigns to this restriction, unless and until modified by action of the Board of Governors.
2. No industry, business, trade or commercial activities shall be conducted, maintained or permitted on any part of the Properties. Except for "For Sale" or "For Rent" signs permitted under the Building Code resolution, no signs or other window displays or advertising shall be maintained or permitted on any part of Pond Place nor shall any Dwelling be used or rented for transient, hotel or motel purposes.
3. Each Garage may be used only for the storage of a motor vehicle, boat or trailer and the neat storage of domestic material related to its use as an accessory to a residence.
4. The Exclusive Use Areas shall be kept free of unsightly material and no storage of material or animals will be permitted on any Lots except in such manner as to prohibit the spread or encouragement of fire or vermin, and except in specific structures or structural additions to the building, which have been approved by the Board of Governors for health, safety and architectural fitness.

ARTICLE II - COMMON AREAS AND IMPROVEMENTS

1. There shall be no obstruction of the Common Areas, nor shall anything be stored in the Common Areas without the prior consent of the Board of Governors except as hereinafter expressly provided.
2. No individually owned garbage cans, trash barrels or other obstructing personal property shall be placed on Common Areas. No accumulation of rubbish, debris or unsightly material will be permitted in Common Areas, except in designated trash containers, nor shall Common Areas be used for the general storage of personal property.
3. Storage of materials in and use of Common Areas or other areas designated by the Board of Governors shall be at the risk of the person storing the materials.
4. Common Improvements shall be used for the purposes for which they were designed. No Owner will interfere with its proper use by other Owners, which shall be for the mutual benefit of all. There will be no nuisances, vandalism, boisterous or improper behavior on the Common Areas which interferes with, or limits the enjoyment of the Common Properties by all Owners.

ARTICLE III - ACTIONS OF OWNERS AND OCCUPANTS

1. No noxious or offensive activity shall be carried on in Pond Place, nor shall anything be done therein either willfully or negligently which may be or become an annoyance or nuisance to the other Owners or occupants. No Owner or occupant shall make or permit any disturbing noises in the buildings by himself, his family, servants, employees, agents, visitors and licensees, nor do or permit anything by such persons that will interfere with the rights, comforts or convenience of other Owners or occupants. No Owner or occupant shall play upon, or suffer to be played upon, any musical instrument or operate or suffer to be operated a phonograph, television set or radio in the Premises at such high volume that it shall cause unreasonable disturbances to other Owners or occupants.
2. No immoral, improper, offensive or unlawful use may be made of the Properties and Owners shall comply with and conform to all applicable laws and regulations of the United States and the State of Connecticut, and all ordinances, rules and regulations of the Town of Avon and shall save the Association or other Owners harmless from all fines, penalties, costs and prosecutions for the violations thereof or the non-compliance therewith.
3. Connecticut State Law requires that dogs six months or older be licensed on or before June thirtieth (30th), annually, in the Town Clerk's Office in the town where such dog is to be kept. Connecticut State Laws, Section 22-341, finds any dog roaming at large without a tag to be an unlicensed dog.
 - a. Dogs are subject to the State of Connecticut and Town of Avon laws regarding dogs.
 - b. All pets housed within Pond Place must be registered with the Board of Governors on forms provided. Registration will be updated annually.
 - c. No dog will be permitted in any portion of Pond Place unless leashed and under control of the owner or keeper. Connecticut State Laws, Section 22-346, states that no owner or keeper of any dog shall allow such dog to roam at large upon the land of another and not under the control of the owner or keeper or the agent of the owner or keeper.
 - d. All dog owners are responsible for picking up and disposing their dog's waste with a "pooper-scooper" or other device. The presence and accumulation of dog waste is a HEALTH HAZARD for all residents in Pond Place as well as to other animals. A dog owner's exclusive use area must be kept clean of dog waste.
 - e. No pet shall be permitted to bark, howl or make other loud noises for such a time as disturbs a neighbor's rest or peaceful enjoyment of their unit or the common elements. Further, any such pet causing or creating a nuisance or unreasonable disturbance or noise shall be permanently removed from the property subject to these restrictions upon three (3) days written notice from the Board of Governors. Connecticut State Law, Section 22-363, states that no person shall own or harbor a dog or dogs which is/are a nuisance by reason of vicious disposition or excessive barking or other disturbance.

- f. Any dog or cat bite will be reported to the Board of Governors immediately and the Town of Avon Animal Control Officer must be notified.
 - g. Pet owners will accept full responsibility for any damage or task of maintenance occasioned by the action or presence of their pet.
 - h. Dogs, cats or household pets of common variety may be brought into Pond Place and suitably HOUSED IN YOUR DWELLING provided that they are not kept, bred or maintained for any commercial purposes.
4. Owners shall be held responsible for the actions of their children, tenants, guests, pets, servants, employees, agents, invitees or licensees.

ARTICLE IV - MOTOR VEHICLES

1. The parking area shall not be used for any purposes other than to park automobiles excluding specifically: trucks, commercial vehicles, trailers or boats, which may be parked in specially designated areas only. No vehicle shall be parked in such a manner as to impede or prevent ready access to another Owner's parking space.
2. Motor vehicles belonging to Owners, occupants or their families are to be parked only in Exclusive Use Areas, or in Garages by the Owners thereof. In the event more vehicles belong to an Owner than there is space assigned to his/her Dwelling, special arrangements must be made for the additional rental of a visitor space. In the event that a Garage is so used that the Owner cannot, or does not regularly, park his car therein, it shall not be deemed assigned to his Dwelling.
3. Motorcycles shall be licensed and equipped with the most recently approved noise control devices and operated only on the roads and driveways and in a manner not to disturb the occupants, and may not be operated on pathways.
4. All vehicles and operators will comply with State laws, DMV regulations, and applicable local ordinances, on the roads, driveways, and common areas.
5. Vehicles are not to be stored or remain inoperable or unregistered, nor be covered with any temporary structure, material, tarp or canvas cover.

ARTICLE V - SNOW REMOVAL

1. Management will clear snow and maintain such clearance from roads, driveways and parking areas only. Direct pedestrian access to individual Dwellings will be the responsibility of the individual Owners who will keep such accessways cleared and free of dangerous conditions.

ARTICLE VI - GREEN, PLAY, PICNIC AND PONDSIDE AREAS

1. The Green, where so cleaned and available, will be used for unorganized passive recreational activities such as perambulation, picnics, relaxation and the like. Rowdy, dangerous, boisterous behavior or racing is prohibited.
2. The Tot lot and playgrounds will be used by small children who will have priority for their activities. Parents will be responsible for the actions or damage caused by their children, whether the parents are present or not. Management may suspend or deny the use of recreational facilities by children who are undisciplined or destructive.
3. The Stub Pond Dock shall be used on an unsupervised basis at the risk of the user. Motorboats are prohibited.
4. All recreation areas are limited to the use of Members and their guests. Rowdy, boisterous or disturbing play is prohibited.

ARTICLE VII - TENNIS

1. The Courts will be limited to the use of Members and guests. The management may request that a Member's identification be shown by at least one of the players using a court.
2. Players must wear smooth sole tennis shoes on the courts. The playing surface will be respected and hard objects will not be placed or struck on the court.
3. Good manners are expected and conduct shall be such as to minimize interference with the play of others. Do not chase balls across courts while play is in progress. Pets, food, beverages, breakable containers, trash or debris are not permitted in courts.
4. The last group to leave will lower nets and lock the enclosure.
5. When players are waiting for the use of a court, courts shall be vacated after two sets, or one hour after commencement of play, whichever comes first.

ARTICLE VIII - ADMINISTRATION

1. Any consent or approval given under these rules and regulations may be added to, amended or revoked at any time by resolution of the Board of Governors.
2. No Owner shall send any employee of the management out of Pond Place on any private business of the Owner, nor shall any employee be used for the individual benefit of the Owner, unless in the pursuit of the mutual benefit of all Owners.
3. Any complaint regarding the management of the Properties or regarding actions of other Owners shall be made in writing to the Board of Governors, or the appropriate committee.
4. Right is specifically reserved to the Board of Governors to rescind, change or amend the foregoing Rules and Regulations and to adopt such other Rules and Regulations as from time to time the Board of Governors may deem necessary or appropriate.

RESOLUTION

EXCLUSIVE USE AREA RESOLUTION BY BOARD OF GOVERNORS OF POND PLACE ASSOCIATION, INC.

RESOLVED;

That, pursuant to Article XV of the Bylaws, Exclusive Use Areas are hereby established as shown on a map entitled

"Map of Exclusive Use Areas At Pond Place Avon, Conn. Prepared for Pond Place Association, Inc. Scale: 1" = 40' - August 1977 Hodge Surveying Associates, P.C.", which map shall be filed by the Secretary in the corporate records of the Association.

Subject to the terms of Pond Place Declaration of Covenants, Easements, Restrictions and Tenancies-in-Common, and the Bylaws and Rules and Regulations from time to time adopted by the Board of Governors, each Exclusive Use Area may be used by the member (or his assignee) of the Undivided Interest to which his Dwelling location is assigned in his instrument of conveyance, for the limited purpose of locating, managing, maintaining, altering, expanding and improving a Dwelling, and for other activities and uses ancillary to residential use of such Dwelling.

The Member may exclude all other persons from the Exclusive Use Area, and, except as aforesaid, entry thereon without such Member's consent shall be considered trespass.

This resolution may be amended or revoked only in accordance with Article XIV, Section 3 of the Bylaws.

RESOLVED;

That each member who leases or rents his dwelling shall notify the Association in writing and through its manager, or in the absence of a manager, through its President, prior to the taking of occupancy by any such lessee or renter of the same, of each and every tenant or occupant over the age of 18 who shall occupy, reside in or take possession of said dwelling. The purpose of this regulation is to facilitate

1. the welcoming of such persons by the Welcoming Committee of the Association
2. the notification of such tenants, renters or occupants of, information pertinent to the operation of the Association, including its rules and regulations regarding the use of the dwelling, common areas and common improvements and related matters, and
3. the enforcement of the rules and regulations of the Association.

Any member of who fails to comply with this rule and regulation shall be subject to levy of fines or other enforcement action by the Board of Governors as permitted under the Bylaws of the Association.

POND PLACE BUILDING GUIDE

I. PURPOSE & AUTHORITY

In order to maintain architectural continuity, an aesthetically attractive appearance in a natural, park-like, wooded setting and to increase home values, the Pond Place Building Guide (Guide) provides guidance and regulation to Pond Place homeowners (Owners) for any modifications to the exterior surfaces of all structures on an Owner's Exclusive Use Area (EUA) plus the removal of trees, excavation and elevation alteration. An EUA is the land that an Owner's dwelling is on that has clearly delineated boundaries on the map on file at the Avon Building Department. Any portion of Pond Place that is not an EUA is considered Common Area.

II. APPLICATION PROCESS

- a. Declaration Article VII-1 and Bylaws Article VIII-10 require that, prior to the commencement of any EUA modification, the Pond Place Association (PPA) Design Review Committee (DRC) must approve a written application for that modification.
- b. Applicants requesting an approval to make a modification are required to do so using the one-page Pond Place Exterior Modification Application Form, which is in the back of this booklet for easy duplication.
- c. Applications must be faxed, mailed or delivered to the PPA's Property Manager (Manager), whose name, address, fax and telephone numbers are printed on the bottom of the application form. Applicants are requested to contact only the Manager, who will handle all correspondence and communication between the applicant and the DRC or Governors. The DRC may authorize the Manager to approve, on his own, certain standard applications that do not require variance approval or the scrutiny and judgment of the DRC.
- d. Applications may be required to include photographs, brochures, brand names and samples of building materials or manufactured units as well as **floor** and **elevation** plans (1 inch equals 4 feet) and **plot** plans (1 inch equals 20 feet) which are line drawings that show
 1. dimensions, contours, elevations, views, footprints and a "north" arrow.
 2. covered areas indicated with dashed lines.

3. the precise location of the proposed modification.
 4. existing structures, driveways, parking areas, common driveways, roads, walkways, trees and underground utilities on the applicant's EUA and on adjacent EUA's and common areas.
- e. If an application is incomplete or does not include the required information, it will be returned to the applicant for completion. Within **7** days of the Manager's receipt of a complete application, the Manager will mail or deliver to the applicant a signed and dated notice verifying the Manager's receipt of that complete application. If the applicant does not receive this notification, then the applicant should assume that the application was not received by the Manager and the applicant should re-submit it to the Manager.
- f. Declaration Article VII-2-c states that *"the applicant shall, as a condition of approval, pay for any fees incurred by the DRC for reasonable and necessary professional consultations required by it in the review of the application."* The DRC will not expend any funds to hire a consultant without first informing the applicant of its necessity and giving the applicant an opportunity to do one or more of the following:
1. explain to the DRC why it is not necessary to hire a consultant.
 2. provide the information via the applicant's own consultant.
 3. amend their application to make it unnecessary to hire a consultant.
 4. withdraw the application entirely.
- g. If an application is approved, Declaration Article VII-2-f-1 requires that the applicant will have **one year** after the date of the approval to commence the modification.
- h. Declaration Article VII-2-f-1 also requires that an approved modification must be completed within **one year** of its commencement, with the exception of staining.
- i. **Staining must be completed during the first available season (April through September) following the approval date. In the case of an approved application in response to a violation citation, for the staining or any other violation, the work must be completed within 60 days of the approval in the current working season. If it is not, fines or other enforcement procedures may be enacted.**

- j. Prior to the commencement of the construction or work of an approved modification, the applicant must
 - 1. file with the Manager a copy of any Town of Avon permit or zoning variance approval that the Town may require. (Modifications that the Town requires permits for are listed at the beginning of section IV.)
 - 2. file with the Manager a copy of a certificate of insurance from any professional contractor that is to perform any part of the modification. (This certificate must name the PPA, the Tax District and the Management Company as “*additionally insured*”.)
 - 3. notify the Manager, in writing, of the exact date of the modification’s commencement, either beforehand, if known, or within 24 hours of a modification’s commencement.
 - 4. notify all contractors, if any, of the PPA’s job-site prohibition against
 - a. playing radios or any other amplified music or entertainment.
 - b. posting contractor signs at the job site.
- k. The Manager must be notified in writing of the completion of any modification.

III. INSPECTION & ENFORCEMENT

- a. The regulations in this section are empowered by Declaration Articles III-2-a, V-1, VI-3-b, and VII-2-e and by Bylaws Article VIII-6 & 13.
- b. The Manager may inspect an approved modification at any time from its commencement to up to **60** days after written notification of its completion.
- c. The submission of an application form will serve to provide advance notification that the PPA intends to enter upon the applicant's EUA to inspect the modification.
- d. If any non-compliant element of any modification or violation is not cured within the prescribed cure period, the Declaration and Bylaws empower the Governors to impose fines.

IV. MODIFICATIONS AND EXTERIOR ELEMENTS

The modifications listed below are described in the remainder of the Guide. Anything not listed must be requested via a variance to be submitted to the Board of Governors. Modifications in bold font are also required to have a permit by the Town of Avon. Town permit and approval does not supersede the DRC approval.

- | | |
|--------------------------------|-------------------------------------|
| 1. Permitted Structures | 17. Pergolas |
| 2. Air Conditioners | 18. Porches |
| 3. Canopies | 19. Ramps |
| 4. Decks | 20. Roofs and |
| 5. Doors | Roof Shingles |
| 6. Driveways | 21. Sheds |
| 7. Excavation | 22. Siding |
| 8. Gable Louvers and | 23. Skylights |
| Roof Exhaust Fans | 24. Stain & Paint Colors |
| 9. Garages | 25. Trees |
| 10. Greenhouses | 26. Trim Molding |
| 11. Gutters and Downspouts | 27. TV Satellite Dishes |
| 12. Handrails for Decks | 28. Walkways |
| 13. Hot Tubs | 29. Walls (Retaining) |
| 14. Lighting Fixtures | 30. Windows and |
| 15. Numbers | Glass Doors |
| 16. Patios | |

1. PERMITTED STRUCTURES

- a. Permitted structures are garages, greenhouses, screened porches, and sheds.
- b. A new garage must match garage styles already in Pond Place.
- c. The combined area of all decks and porches must not exceed **350** square feet.
- d. A new deck, patio, or porch must
 1. have some portion that is attached to, or abuts, a house.
 2. have proportions consistent and aesthetically compatible with its house.

- e. Decks, greenhouses and porches must be supported on sound, concrete footings that are **no less than 42 inches** below grade, excluding freestanding sheds of the size permitted in this Guide.
- f. DRC applications must adhere to the regulations and application requirements of all other sections in this Guide and must also include plot, floor and elevation plans, photographs, materials list and names and telephone numbers of architects, consultants or contractors.

2. AIR CONDITIONERS

- a. For whole house systems with an outdoor compressor, the exterior piping and wiring must be as short as possible and concealed in cedar siding material consistent with original design.
- b. For wall mounted room systems, a maximum of 2 units per house are permitted. *Window installations are prohibited.*
- c. DRC applications are required for installations and must include a brochure photograph of the outdoor compressor or wall unit, plus plot and elevation plans that show the unit's location and exterior wiring and piping.

3. CANOPIES may be built for the Country and Avon Houses:

- a. For the Country House front door, the shed roof or extended gable designs may be used. Note that neither design may be used over the kitchen door.
- b. For the Avon House front door only the shed roof design may be used.
- c. Following a DRC approved application, an approved blueprint may be purchased from the Manager for \$75.00. (Pictures are available at the back of the Building Guide.)
- d. Country House canopy addition is allowed ONLY over the kitchen door as per authorized blueprint available upon request from the manager for a fee of \$75.00.
- e. If canopies are used over both the front door and the kitchen door of a Country House, the only acceptable design for the front door canopy is the extended gable design.

4. DECKS must

- a. not be loose, unattached boards, planks, pallets or sheets of plywood that sit on loose, unattached supports such as wood or cinder blocks.
- b. have a handrail along any deck edge that is 20" or more above grade. (See also *Section 12-Handrails*.)
- c. have support beams of pressure-treated wood and have decking boards of pressure-treated wood or stainable wood-composite (wood plus plastic/vinyl/PVC). *100% vinyl/plastic/PVC is prohibited.*
- d. if wood, be coated as soon as the wood is dry enough to do so, per Building Guide Staining requirements in *Section 24-Stain & Paint Colors*.
- e. the total area of all decks combined can not exceed 216 square feet. The maximum dimension from the house will be 12 feet.
- f. adhere to the regulations and application requirements in *Sections 1-Permitted Structures, 12-Handrails* and *24-Stain & Paint Colors*.

5. DOORS

- a. Hinged exterior entry doors must
 1. match existing openings.
 2. have a flat, flush exterior surface with no panels or designs.
 3. Any entry door may have one, clear-glass, full window in the door's upper half.
- b. Side or rear garage doors must be located as close as possible to the rear corner of a garage and must be the type described above with no window.
- c. Overhead garage doors must match existing original doors in every detail, such as Banner General Doors E Model 444 or Wayne Dalton Colonial 105.
- d. Storm doors must
 1. have full, clear, safety-glass panel(s).
 2. have no more than one non-glass panel.

3. have no cross-bucked, scalloped-edged, colonial motif or other designs.
 4. have a frame and panel color that is either the dark brown-black color, matches the trim as close as possible or is painted the same exact color as the entry door OR its surrounding trim molding (see Color Guidelines in *Section 24-Stain & Paint Colors*).
- e. Shed doors: See *Section 21-Sheds*.
- f. For sliding glass doors and sidelight windows, see *Section 30-Windows & Glass Doors*. Replacement doors must adhere to the regulations and application requirements in *Sections 22-Siding, 24-Stain & Paint Colors* and *26-Trim Molding*. DRC applications must also include the door's
1. location on elevation and floor plans.
 2. brochure photograph, brand name and style name.
 3. width and length of frame, rails, stiles and panels.
 4. color and material of the exterior frame, sash or panel cladding.
- 6. DRIVEWAYS** and parking areas (new or extensions) must
- a. be surfaced with ½" crushed stone of the same color found elsewhere in Pond Place. *Asphalt and concrete are prohibited.*
 - b. not be within 5 feet of an EUA boundary line except at the road pavement.
 - c. adhere to the regulations and application requirements in *Section 7-Excavation*.
- 7. EXCAVATION**
- a. Excavating, clearing, adding fill or altering existing drainage patterns for constructing an improvement are permitted only with an approved application. Excavations by utility companies or the spreading of topsoil for planting do not require an application.
 - b. DRC applications must include a plot plan that indicates the location of all underground utilities, pipes and wires. This information may be obtained by contacting "**Call-Before-You-Dig**" at 1-800-922-4455.

- c. If it is necessary to traverse an unpaved portion of an EUA or Common Area turf with a heavy vehicle,
 - 1. This vehicle must not traverse any area that has any pipes under it.
 - 2. Any surface damage that this vehicle causes must be restored to the damaged surface's original condition.
 - 3. The application must follow the above regulation with regard to underground utilities and indicate the areas to be traversed.

8. GABLE LOUVERS and ROOF EXHAUST FANS

- a. Gable louvers
 - 1. must be made of wood or composite material.
 - 2. must be **18" x 24"** for Country or Field Houses.
 - 3. must be **8" x 12"** for garages.
 - 4. Triangular shapes of equivalent area are permitted.
- b. Roof exhaust fans must be low profile (style and appearance must be approved by DRC).
- c. DRC application for gable louvers or roof exhaust fans must include elevation plan and stain color.

9. GARAGES

- a. Garages must conform to the plans for existing garages and conform in style and quality with other buildings in Pond Place.
- b. Garage doors must match those of existing garages with matching flat board trim around the perimeter. (See *Section 5-Doors*.)
- c. Side doors must comply with the requirements of *Section 5-Doors*.
- d. For exterior light fixtures, see *Section 14-Lighting Fixtures*.
- e. Carports will not be permitted.

10. GREENHOUSES

- a. Greenhouses should be of the lean-to type attached to principal dwelling or garage, constructed of glass, metal, cedar, or a combination thereof. They must be on sound footings, to below frost level.
- b. flooring must be stone or brick.
- c. maximum size 8' x 12'.
- d. if a low perimeter wall is built around the greenhouse, cedar siding must be used to match the house. No other exterior wall materials will be permitted. Exposed concrete or concrete block are not permitted.

11. GUTTERS AND DOWNSPOUTS

- a. Gutters, gutter covers and downspouts must not be white or uncoated. All gutters and downspouts must be painted colors that adhere to the regulations in *Section 24-Stain & Paint Colors* and match the fascia to which it is attached.
- b. Downspouts must lie flush against the siding and must not direct run-off water onto a walkway or other surface where there is regular pedestrian or vehicular traffic.
- c. Only standard size aluminum gutters are allowed.

12. HANDRAILS FOR DECKS must

- a. have 4 inches of space between the deck surface and the bottom rail, have a total finished height of 36 inches above the deck surface, and have no more than a 4" space between spindles.
- b. be coated as soon as the wood is dry enough to do so and according to the regulations in *Section 24-Stain & Paint Colors*.
- c. not be constructed with metal or 100% plastic, vinyl or PVC.
- d. adhere to the regulations and application requirements in *Sections 4-Decks* and *24-Stain & Paint Colors*. DRC applications must include floor, plot and elevation plans, type or composition of materials and stain color.
- e. Each application to DRC must include detailed drawings or pictures with dimensions of all handrail elements, in a design that is harmonious with

the architecture and style of the house to which it is attached, and which meet industry and governmental safety and construction standards.

13. HOT TUBS must

- a. be no larger than 7 feet in diameter, width or length, be hidden or screened from street, pathway or neighbor's view and have corrosion resistant support equipment (pumps, heaters or pipes) that are also concealed from view.
- b. have sides with a wood texture that blends in with the environment and is of a color that matches the house.
- c. If placed on a deck, the deck must be designed to accommodate the load displacement of the hot tub filled with water.

14. LIGHTING FIXTURES must

- a. match the original Pond Place fixtures (contact Manager for new or repair of existing). The only alternative is a new fixture to match the street and path lights: Hanover Indian Wells model #B28412 (hanging installation) in Vintage Copper finish, with frosted glass and 20 watt screw-in fluorescent bulb (GE FLE 20/2/A19x1) or equivalent that provides 1200 lumens soft white illumination (75 watt incandescent).
- b. Security, landscape and pole light fixtures will be considered on a case-by-case basis depending on the light's intensity, direction, color, duration and impact on neighbors and Common Areas and need.
- c. adhere to the regulations and application requirements in *Section 24-Stain & Paint Colors*. DRC applications must include an elevation plan showing the fixture's location and a diagram or photograph.

15. NUMBERS for street addresses must be

- a. at least 4 but no larger than 7 inches in height and be black, brass or painted to contrast with the surface the number is affixed to. The color must be approved by the DRC.
- b. adhered to the siding of a house and either garage or shed on the side facing the street and be placed below a light fixture so that the number is **easily visible to emergency personnel**.

16. PATIOS must

- a. have a brick, stone or a separate concrete paver surface that is flush with the ground. Continuously poured concrete and asphalt are prohibited.
- b. not have any edge that is more than **18"** above grade.
- c. have a nexus with a house and not be within **5** feet of any EUA boundary.
- d. adhere to the individual and combined size limitations listed in *Section 1- Permitted Structures* and also adhere to the regulations and application requirements in *Section 7- Excavation*.
- e. DRC application must also include surface material and plot plan.

17. PERGOLAS must

- a. only be used to cover decks or patios having a nexus with the house.
- b. adhere to the regulations and application requirements in *Sections 1- Permitted Structures, 7-Excavation and 24-Stain & Paint Colors*.
- c. DRC application must show the configuration of the wood covering design.

18. PORCHES must

- a. have sides that are completely open between vertical wooden support posts OR are filled-in with a screen (or its safety-glass replacement) from the ceiling to the floor or to a 2-foot high perimeter wall whose exterior is sided and stained exactly the same as the house's siding.
- b. if they have a door, have only a storm or screened door.
- c. adhere to the regulations and application requirements in *Sections 1- Permitted Structures, 5-Doors, 7-Excavation, 20-Roofs, 24-Stain & Paint Colors, 26-Trim Molding and 30-Windows & Glass Doors*.

19. RAMPS—Handicapped Access Only

- a. **MUST** conform to State of Connecticut Building Code regulations.
- b. See *Sections 7-Excavation, 12-Handrails and 24-Stain & Paint Colors*.

20. ROOFS AND ROOF SHINGLES

- a. The sloped roofs of all buildings on any one EUA must be covered with asphalt shingles of the same exact color, style, reveal and shading. All buildings must be re-shingled at the same time.
- b. Shingles must be chosen from the chart below.

manufacturer	architectural style	3-tab style	color name
GAF	Timberline	Royal Sovereign or Marquis	<i>charcoal blend</i>
Tamko	Heritage	Elite	<i>rustic black</i>
Certainteed	Landmark	Seal King or XT	<i>moire black</i>
"	Woodscape		<i>ebonywood</i>
Owens Corning	Oakridge	Supreme	<i>onyx black</i>

- c. Metal drip edges on all sloped and flat roofs must be painted the same color as the fascia board that they are attached to.
- d. All roof pipes and vents must be black.
- e. Country House and Field House dormer slope modification is allowed per authorized blueprint available upon request from the Manager for a fee of \$75.00.

21. SHEDS must

- a. have outside dimensions of 12 feet long, 8 feet high and 6 feet wide.
- b. have a roof pitch of 1 inch of rise per linear foot. The 12' wall must be 8' high on the front and pitched to 7 1/2' to the rear for free-standing sheds or 8' where it attaches to another structure and pitches forward away from the structure.
- c. be attached to a house OR may be freestanding as approved by the DRC.
- d. If the shed is attached to a house, it must
 - 1. be attached lengthwise (one 12-foot wide wall must be attached), sloping away from the house.

2. not be higher than the roof's edge of the wall to which it is attached.
 3. be on front footings below frost level.
- e. A freestanding shed is not supported on footings; it must be supported by a **6**-inch bed of fine bluestone dust, supported by 6 concrete blocks (not a poured slab) so that the shed is **3** inches above grade.
 - f. 2 doors mounted from dead center flush with the building's finished surface. Height of both doors is 7'4" and 2 doors are 24" each. They must be mounted with 10" wide flat strap barn door hinges flush with the building's finish. Doors to open outward left and right.
 - g. **Field House sheds** originally built next to the front entry door may be converted to indoor living space and have one window. The door must be removed and the area completely re-sided to match the house.
 - h. Sheds must adhere to the regulations and application requirements in *Sections 1-Permitted Structures, 5-Doors, 7-Excavation, 20-Roofs, 22-Siding, 24-Stain & Paint Colors, 26-Trim Molding*, and, for Field House shed conversions, *30-Windows & Glass Doors*.
 - i. For repairs only, 6" horizontal cedar trim is allowed at the ground level end of the siding boards and must be done to the entire structure (and cut in and flashed).
 - j. Each EUA may have a shed or a garage, but not both. Only one shed is allowed per EUA if there is no garage.

22. SIDING for all structures must

- a. be 1" x 4" tongue and groove, v-joint, vertically installed red or white cedar boards that measure 3.25" between the centers, when installed. Any other installation, configuration or material such as pine, vinyl, aluminum, concrete or T-111 plywood is prohibited. (See Section d. below for alternative.)
- b. use mitered joints instead of butt joints on all walls for both replacement boards and also for complete re-sidings, with offset and random joints.
- c. not be covered with trellises, banners, canopies, shutters, plates or other obstructions, as mandated in Declaration Article VI-1-c.
- d. Horizontal cedar clapboard siding is permitted. Specifications are available from the Manager.

- e. For repairs only, 6" horizontal cedar trim is allowed at the ground level end of the siding boards and must be done to the entire structure (and cut in and flashed).
- f. adhere to the regulations in *Sections 24-Stain & Paint Colors* and *30-Trim Molding*.

23. SKYLIGHTS

Frames must be very dark brown/black. No other exterior roof installations are allowed. DRC applications must include brand, size and brochure photograph of the skylight along with floor, elevation and plot plans that show the skylight's exact location on the roof.

24A. STAIN & PAINT COLORS

The colors on the following insert are the only colors that are approved for use in Pond Place. They were selected from the solid-color stain brochures of the following 6 coating manufacturers: Behr (B), Benjamin Moore (BM), Cabot (C), Muralo (M), Olympic (O) and Sherwin Williams (SW).

24B.

manufacturer	architectural style	3-tab style	color name
GAF	Timberline	Royal Sovereign or Marquis	<i>charcoal blend</i>
Tamko	Heritage	Elite	<i>rustic black</i>
Certainteed	Landmark	Seal King or XT	<i>moire black</i>
"	Woodscape		<i>ebonywood</i>
Owens Corning	Oakridge	Supreme	<i>onyx black</i>

A. Siding only	B. All surfaces	C. All except siding	D. Main entry doors only
<i>medium-light beiges, tans & grays</i>	<i>medium-light browns medium beiges tans & grays</i>	<i>medium-dark browns & grays</i>	<i>medium-dark grayish-blues & brownish-reds</i>
<ul style="list-style-type: none"> B chamois B chatham fog B feather B harbor gray B golden beige B stonehedge B sandal C beige C bluestone C driftwood gray C dune gray C fieldstone C granite C pepperwood C sienna sand C thatch M chamois M cumberland gap M driftwood gray M dune gray M sea gull gray M smoke gray O antique silver O beachwood O beige gray O chamois O eiffel tower O heritage gray O jefferson tan O monterey gray O mullion gray O phoenix fossil O stonehedge BM beige gray BM briarwood BM buckskin BM dune gray BM platinum gray BM sausalito gray BM sea gull gray SW belvedere tan SW desert wood SW gray birch SW sand castle SW summerh. beige SW woodsmoke gray 	<ul style="list-style-type: none"> B adobe brown B boot hill gray B castle gray B cedar B dark gray B drift gray B dusky brown B fawn B gray seas B pewter B red cedar B taupe C acorn C beechwood gray C canyon C dark gray C ochre C pewter gray C red cedar C sandstone C shale C taupe M hamilton M hatteras gray M natural cedartone M teton O cedar O fawn O pewter O smoky suede O taupe BM amherst gray BM duxbury gray BM georgetown gray BM graywood BM natural cedartone BM new fawn BM new stone BM smoky mts. cedar BM taupe BM taos tan BM taupe BM wilderness gray SW cabin brown SW cedar SW ember SW flagstone SW king's canyon SW river birch SW smoke tree SW woodbriar 	<ul style="list-style-type: none"> B cappuccino B chestnut B chocolate B padre brown B russet B sable B tugboat B valise B wood chip B woodbridge C bark mulch C burnt hickory C chestnut brown C foothill C mission brown C oak brown C slate gray C spanish moss M algonquin M almond cookie M bark brown M carbon hill M cordovan M donali M navajo white M oxford brown M semi sweet M warm white O autumn brown O corundum O chocolate O cocoa O gibraltar gray O granite O mahogany O russet BM charleston brown BM chocolate BM cocoa BM mahogany BM mission brown BM old pewter BM ranger brown BM rustic brown BM spanish moss SW buckthorn SW caribou SW lodge brown SW pine cone SW spicewood SW tobacco 	<ul style="list-style-type: none"> B atlantic B california rustic B heritage blue B redwood B redwood nat. tone B terra cotta C allagash C arruretum C baked brick C evergreen C federal blue C junipur C mountain laurel C mulberry C newburyport blue C redwood C sagebrush C spruce blue C sycamore C tile red M ascot blue M brazilian brown M falmouth blue M sequoia redwood O blue blood O california rustic O dark green velvet O heritage blue O navajo red O new pilgrim red O rocky gray O copper verde O forest O seafoam O woodland green BM california rustic BM dartmouth green BM evergreen BM georgian brick BM hamilton blue BM la mesa red BM new pilgrim red BM redwood BM spruce blue BM tarrytown green SW acadia blue SW cape cod red SW chesapeake SW cheyenne red SW juniper blue SW meadowbrook SW ranchero red SW russet brown SW salem red SW sequoia

24C. COLOR GUIDELINES

- a. All **siding** for all structures on any single EUA must be stained the same exact color and this color must be selected only from columns **A** or **B** on the color chart.
- b. Remaining exterior trim surfaces must be either the same exact color as the siding OR must be only ONE second color, as long as the second color is selected from columns **A**, **B** or **C** on the color chart.
- c. A house's **front door** may be a third color and only if it is
 1. selected from columns **C** or **D** on the color chart.
 2. Both exterior doors on the Country House must be the same color.
 3. Garage doors may match the entry doors, the siding, or the trim.
- d. **Storm doors** must be the very dark brown-black color OR they must be painted the same color as the entry doors they are paired with OR the surrounding trim. A sample of the frame must be submitted with the DRC application.
- e. **Gutter assemblies** and metal roof **drip edges** must be painted the same color as the fascia trim board that they are attached to. **Downspouts** must be the same color as the siding or the trim. **Meter and service pipes** along walls must be the same color as the siding. Paintable street address **numbers** must be either black or the same color as the trim as long as the number contrasts with the surface to which it is affixed. (See *Section 15-Numbers*.) All **roof pipes and vents** must be black. **Light fixtures** must be the same color as either the trim or the siding and all lighting fixtures must be the same color.
- f. **Deck, wood stoop and ramp** surfaces must all be the same color and one of the following:
 1. match the siding or trim.
 2. clear coated.
 3. If a wood-simulated composite is used, then a color should be selected that closely matches the siding.
 4. Handrails must match whatever they are attached to.

- g. **Glass, screen, and greenhouse frames and sashes** must be very dark brown/black OR painted the same color as the trim.

24D. TYPES OF COATINGS

- a. All exterior surfaces must be coated, except for a wood-composite deck surface.
- b.
 - 1. All wood surfaces, including ramp handrails, deck railings and pergolas, must be coated with a solid color latex stain to match house siding or trim color.
 - 2. Decks, handrails and pergolas must match and may be coated with a clear, oil stain or wood preservative.
- c. Only metal surfaces may be coated with latex paint.
- d. Ramp surface coatings must have a non-slip material added to the coating or have another non-slip material applied to the coated surface.

24E. FREQUENCY OF RECOATING

- a. An exterior surface must be cleaned if it has noticeable mildew, watermarks or excessive dirt on it. If, after cleaning, it is still unsightly, peeling, faded, uneven in color or has any other visibly deteriorated condition, then it must be re-coated.
- b. If the Manager determines that a re-coating is necessary, then the Owner will have (from the date of the Manager's notice) **5** seasonal months to do so. Seasonal months are those that are warm enough for exterior re-coating.

24F. APPLICATION REQUIREMENTS

A DRC application is required for the re-coating of any exterior surface, either partially (except for minor "touch-ups") or entirely, even if it is re-coated with the same color. To be approved, all applications must include samples from the color chart.

25. TREES

- a. Declaration Article VII–2-f-1-c requires that a living tree on an EUA that is taller than 6 feet and/or has a base trunk diameter of 6 inches or more may not be destroyed or removed unless its removal is requested as part of a plan that is approved by the DRC.
- b. The DRC will consider applications for the removal of a living tree of the size listed above that meets one or more of the following criteria:
 1. The tree's trunk is within close proximity of a structure (see definition in *Section 1-Permitted Structures*).
 2. The tree must be removed to make way for a new structure. (It may only be removed at the time of construction.)
 3. The tree will be replaced with a mature tree that is 6 feet or taller.
 4. The tree is apparently or imminently dangerous to people or property, and this condition cannot be cured by trimming some of its branches.
 5. The tree is diseased and cannot be treated and cured in a cost effective or timely manner.
 6. The tree is among a dense cluster of trees where good forestry management would prescribe its removal for the health and/or beauty of the remaining trees in that cluster.
- c. Items 4, 5 and 6 above may require the corroboration of a tree specialist if the disease, danger or need for thinning is not readily apparent.
- d. Tree stumps must be ground-out or removed entirely.
- e. If a tree is of a size that it could hit a structure or another tree when felled, then a professional tree removal contractor must remove it. This contractor must file with the Manager a certificate of insurance naming the Association, Tax District and Management Company as additionally insured prior to the tree's removal.
- f. DRC applications must include a
 1. plot plan indicating the tree's location.
 2. re-landscaping and tree replacement and re-planting plan, if any.

3. a letter from a tree specialist recommending the removal of specific trees that are referenced in the application that are diseased, need thinning or are a danger to people or property.
- g. Dead trees and branches must be removed as soon as possible. Widowmakers, dead or not, must also be removed as soon as possible.
Liability resides with the homeowner.

26. TRIM MOLDING

All trim molding must be flat, rectangular, cedar boards without any shaping or designs. Brick-face and other moldings are prohibited.

- a. 2" x 8" boards must be used for all fascias and must have the following spacing out from the siding:
 1. 7.25" on the eaves of cupolas.
 2. 3.5" on the eaves of all sloped roofs and on the outside eaves of Country and Field House dormers.
 3. 1" on the inside eaves of Country and Field House dormers and on the rakes of Country and Field Houses.
 4. none (flush) on sheds and on the rakes of garages.
- b. 2" x 6" boards must be used
 1. on the tops of doors and windows (they must extend 1.5" beyond the side trim boards).
 2. under cupola eaves (they must extend continuously around).
- c. 2" x 4" boards must be used on the sides of overhead garage doors and must be butted adjacent to (not lay over) the siding.
- d. 1" x 6" boards
 1. must be used under sliding glass and hinged doors and must fit between the side trim boards.
 2. may be used as a horizontal trim at the bottom level end of siding boards (cut in and flashed).

- e. **1" x 4" boards** must be used
 - 1. for the fascia on the eaves and rakes of the side sheds of Avon and Garden Houses and must lie flush on the siding.
 - 2. on the sides of doors (except overhead garage doors) and on the sides and bottoms of windows (both must extend down 3/4ths of an inch past the bottom board under doors and windows).
- f. **1" x 2" boards** must be used
 - 1. over the kitchen and dining room windows of Country Houses (they must continue beyond the window's edge to the eave's end).
 - 2. under the windows that are over the side, closet sheds of Avon and Garden Houses.

27. TV SATELLITE DISHES must

- a. be no larger than 24 inches in diameter and must be neutral in color.
- b. be disguised or screened, along with all wires, from street view as much as possible.
- c. only be installed on a structure, not on any freestanding pole, tree or in any other location.
- d. DRC application must include a brochure photograph of the dish, plus plot and elevation plans that show the exact location of the dish and all exterior wires.

28. WALKWAYS must

- a. be surfaced with brick, flagstone or rectangular concrete blocks or pavers.
- b. not be surfaced with poured, continuous asphalt, concrete or crushed stone.
- c. not be surfaced with large, circular stone or concrete blocks.
- d. not be surfaced with ornamental or manufactured-looking materials.
- e. be ground level and not over 36" wide.

- f. adhere to regulations and application requirements in *Section 7-Excavation*.
- g. DRC applications must also include a plot plan and the paving material's size, shape, type, & color.

29. WALLS (retaining)

- a. A ground wall that functions as a fence, separating 2 air spaces, is prohibited.
- b. Short, earth-retaining (on one side) walls are permitted, for which only pressure-treated wood or natural stone (not white, bright or polished stone) may be used.
- c. Architectural block systems may be allowed, subject to DRC approval of color and design.

30. WINDOWS & GLASS DOORS must

- a. be identical in style, shape and size to the originals.
- b. open by sliding sideways **OR** be side-hinged to open out, except the upstairs bathroom window in the Field House may be top-hinged to open out. Up/down sliders and top/bottom swing-outs are prohibited.
- c. have full, clear glass without any dividing wood or metal strips or ornaments. Plastic sheets or any other visible material or obstruction covering the exterior glass of any window or door are prohibited during all seasons.
- d. have narrow rails (maximum width **4.5"** for doors) and stiles (maximum width **3.5"** for doors). The maximum width of window rails and stiles is **2"**.
- e. not have "**brick-face**" or **other molding styles**. Only flat, rectangular boards, as specified in *Section 26-Trim Molding*, are permitted. If the window or glass door comes with brick-face or another molding style, it must be removed and replaced with other molding as specified.
- f. have frame and sash colors that are very dark brown or black. Color samples must be provided for approval.
- g. A sliding glass door may be converted to ONE window that must be approved by the DRC.

- h. Any front door replacement must include one or two clear glass side panels to match the original.
- i. New or replacement installations must adhere to the regulations and application requirements in *Sections 24-Stain & Paint Colors* and *26-Trim Molding*.
- j. DRC applications must also include the window's or door's
 1. brochure photograph, brand name and style name.
 2. width and length of frame, rails, stiles and glass area.
 3. color and material of the exterior frame and sash cladding.
- k. The approved windows are Lincoln Windows, Marvin Integrity Windows, and Renewal by Anderson Windows.

P O N D
L A C E
 exterior
 modification
 application
 form
 published May 1, 2002

- Country House
- Field House
- Avon House
- Garden House
- Double garage
- Single garage
- Shed

X select those that apply

Owner name _____
 Signature _____
 PP address _____
 Other mailing address _____
 Tel. & Fax #s _____
 Email address _____
 Date of application _____

Contractor name _____
 Telephone # _____
 Registration or license # _____
 Estimated work dates _____

Exterior re-coating color selection

Write the color # to the left of each surface below

#	List stain/paint brand(s) & color name(s) here
1	
2	
3	

Re-roofing shingle selection (see Building Guide for choices)

Manufacturer name _____
 Shingle style name _____
 Color name _____

Other modification _____

Support material (list all attachments required in Building Guide)

Variations (list those requested or implied to any BG regulation)

Date of Manager's receipt of this application: _____
 Manager's signature: _____

DRC rejects this application because: _____

DRC approves this application with the following stipulations: _____

Date of DRC decision: _____

DRC signatures: 1 _____
 2 _____
 3 _____

Governors reject variance request because: _____

Governors approve variance with the following stipulations: _____

Board signature & date: _____

- Siding**
- Door** - house main entry
- Door** - main entry storm
- Door** - Country House kitchen
- Door** - CH kitchen storm
- Door** - garage overhead
- Door** - garage rear or side
- Trim** - fascia boards
- Trim** - around main entry door & frame
- Trim** - around CH kitchen door
- Trim** - around windows & glass doors
- Trim** - around garage overhead door
- Trim** - around garage rear or side door
- Deck surface boards
- Deck handrails
- Downspouts
- Drip edges (metal ones on roof edges)
- Gable louvers
- Glass frames color if other than black
- Gutters
- Handrails other than around decks
- Light fixtures' sides
- Light fixtures' top
- Pergola
- Ramp
- Roof pipes next to cupolas
- Stoop wood deck surfaces
- Street address numbers if paintable
- Window planting boxes

An applicant's signature on this application form is an acknowledgement that any PPA signatures of approval on this form will, in part, serve to provide advance notification that the PPA intends to enter upon the applicant's EUA to inspect the modification, if approved, at any reasonable time during or within 60 days after the modification has been completed.
 Fax (278-5808) or mail to Capstone, POB 330487, W. Hartford, CT 06133 or call Richard Markham at 278-6525.