

**ARCHITECTURAL CONTROL GUIDELINES &  
ADDITIONAL RULES AND REGULATIONS  
CHAPMANS RETREAT**

May 1, 2007 (updated September 30, 2013)

***INTRODUCTION***

The purpose of these Guidelines is to encourage the development of properties which harmonize with their surroundings and with each other, and which demonstrate a high standard of design and material quality. Certain standards and requirements have been established in the Covenants for Chapman's Retreat. To supplement the Chapman's Retreat Covenants, these Guidelines are intended as a reference for owners, designers, and builders to clarify and interpret these requirements and to assist in the design goals and objectives for Chapman's Retreat.

Each house and lot will be considered as an individual case. The application of, or waiving of, any part of these Guidelines in any individual approval shall not necessarily affect or bind any other approval action. Owners, architects, and contractors are urged to read the recorded Covenants and Restrictions for Chapman's Retreat to become familiar with requirements, which may affect them. Nothing contained herein, nor any actions of the Management Company, the Homeowners Association, or their agents are intended to be, nor shall they be construed to be, an approval of the adequacy, reasonableness, safety, or fitness for intended use of any plans, products or construction. The Chapman's Retreat Homeowners Association reserves the right to change, add to, or delete from these Guidelines from time to time at their discretion.

***DESIGN PHILOSOPHY***

One of the goals for making Chapman's Retreat a beautiful and welcoming place to live is to emphasize homes that provide for diverse tastes and life-styles and create interest and variety within an overall harmonious context of our environment. This balance between individuality and overall harmony exists when houses do not compete with one another for attention, and therefore do not also detract from each other.

**You are encouraged to consult with professional design planners, engineers, contractors and other professionals early in your design process.**

***GUIDANCE***

Supplemental guidance to the provisions of the **CHAPMAN'S RETREAT** Covenants concerning architectural controls is published periodically for distribution to the general membership.

**Fundamental to the covenants is the requirement that all exterior improvements to homeowners' properties be reviewed and approved by the association Board of Directors or by an Architecture Control Committee.**

The updated architectural control guidelines listed below are intended to supplement and clarify the basic association covenants; they are not all-inclusive, and they do not alter the basic requirement that all proposed changes must be submitted to the association for approval.

The goal of the Architecture Committee is fundamentally to promote maintenance of a quality neighborhood appearance. The Architecture Committee may poll homeowners from time to time to assess membership consensus on specific architectural control issues. Inquiries regarding these guidelines or other architectural control matters should be directed to the Board of Directors or our management company.

The below listed supplemental guidelines address only some of the commonly executed exterior improvements homeowners make to their properties. Additional clarification may be obtained from the Architecture Control Committee or the Board of Directors.

### **PROCEDURES**

- **Written approval from the Chapman's Retreat Homeowners Association management company, the Chapman's Retreat Architecture Committee and/or the Chapman's Retreat Board of Directors must be obtained before applying for city, county or state building permits when applicable.**
- **The Homeowner is to supply a completed "Request for Change or Addition" (RFC) to the Homeowners Association management company. If a contractor is utilized the name and telephone number for the contractor must be included. Proposals must include surveys, drawings, picture examples, sketches, and dimensions as appropriate. Consideration Time - Written requests will be submitted to the Chapman's Retreat Homeowners Association management company; the Chapman's Retreat Homeowners Association management company will then respond within 30 days either with a notice of approval or a notice of disapproval with the basis for such disapproval.**
- **The Chapman's Retreat Homeowners Association management company or ACC will approve requests based on compliance of Architectural Control Guidelines and CHAPMAN'S RETREAT Association Covenants and Restrictions. Some requests may be escalated to the Board of Directors for a vote. In these cases the timing for such an event will include a 30 day minimum prior to the board meeting date as published in the newsletter.**
- **Send requests via mail, FAX or e-mail as noted on the RFC form.**

**Please note all exterior modifications involving construction (additions, decks, fences, etc.) require a building permit issued by the City of Spring Hill. Contact Spring Hill City Codes Department at (931) 486-2252 xt. 211 for more information.**

## **1. FENCES “ACC Approval Required” “Spring Hill Building Permit Required”**

Chain-link fences are specifically prohibited on **CHAPMAN'S RETREAT** properties. Fences of wood, brick pylons with black metal or planted hedges are acceptable. Fences must present attractive, finished appearance on exterior sides. Fences in general must be designed and located so as to preserve the open character of Chapman's Retreat as much as possible. The use of "naturalized" landscape planting for privacy, rather than fences or hedges, is encouraged whenever possible. Fences must be part of an overall site plan and landscape design and must relate architecturally to the house design. Adjoining fencing is desirable. It is also desirable to use like design and materials when adjoining fences. Written notification to owners of adjoining property is required to complete a fence submission to the Chapman's Retreat Homeowners Association Property Manager. Fences should be a minimum four feet and not exceed six feet in height. Wood fences should be constructed of quality natural wood color/finish either shadow-box or plank-board surface. Spacing of picket or plank boards cannot exceed 2 inches and must present finish on the exterior side. Wood fences are required to be properly maintained with clear or translucent stain finishes. Ornamental metal and masonry fences are also acceptable. Fences will not extend more than six feet past the rear wall of the home as the forward-most point of installation. (NOTE: No fence can be installed in drainage easements. The City of Spring Hill requires a building permit for fences built in a flood plain. Ordinances for safety fencing and state or county building code requirements take precedence over **CHAPMAN'S RETREAT** architectural control guidance)

## **2. PATIOS, DECKS, GAZEBOS & ARBORS “ACC Approval and Building Permit Required”**

Patio, decks, gazebos, arbors, enclosed rear porches, structural additions, and installed BBQ pits, and any similar rear-yard only improvements may be of any style to the homeowner's taste. Overall appearance is to be harmonious with the style and quality of **CHAPMAN'S RETREAT** properties. The City of Spring Hill requires Building Permits for any new structures, room additions, renovations, decks, swimming pools and demolition of structures. (See Spring Hill Building Permits)

## **3. STORAGE BUILDINGS**

Any storage building built in **CHAPMAN'S RETREAT** must be consistent with the siding, brick structure, and roofing material of the property being built upon. **No pre-fabricated metal, vinyl, or wood storage sheds will be permitted.** Storage buildings require ACC approval.

## **4. OUTDOOR CLOTHESLINES**

Outdoor clotheslines of any kind are strictly prohibited.

## **5. SWIMMING POOLS "ACC Approval Required"**

Installation of above ground pools is prohibited. Installation of below ground pools is acceptable and should include landscape consideration to blend the structure with the surrounding area. In-ground installations require approval by the Architecture Committee. (NOTE: A permit from the City of Spring Hill Planning and Codes department is also required. Swimming pools must be fenced. Ordinances for safety fencing and state or county building code requirements take precedence over any conflicts with **CHAPMAN'S RETREAT** architectural control guidance.)

## **6. EXTERIOR LANDSCAPING "ACC Approval Required"**

Front and rear landscaping, to include timbers, brick flower beds, decorative facades to walkways/porches, and other such exterior home beautification or exterior home improvements should be harmonious with the quality of **CHAPMAN'S RETREAT** properties. If you have any question regarding acceptability or approval requirements, please consult the ACC prior to installation.

## **7. EXTERIOR MAINTENANCE**

Maintenance of individual properties is the responsibility of each homeowner. However, the covenants states that in the event any homeowner fails to maintain premises in a satisfactory condition, the **CHAPMAN'S RETREAT** Board of Directors has the right to cause repairs and restorations made to such properties, and assess the cost of such repairs/restoration against the homeowner in question as part of the association assessment to which such property is subject.

## **8. BOATS, TRAILERS, SALVAGE AUTOS, MOTORIZED HOMES/RV**

Salvage or unregistered autos, boats, trailers, or motorized home/RVs will not be kept/stored in driveways, back yards or curbside on **CHAPMAN'S RETREAT** properties. Homeowners may store such items in their garages at their discretion. Temporary (no more than 24 hours) presence of boats, trailers, motorized homes and similar vehicles during maintenance, trip preparation, or for temporary visitors is acceptable.

## **9. DRIVEWAYS "ACC Approval Required"**

Driveways are limited to poured concrete material on **CHAPMAN'S RETREAT** properties. Widening of driveways with aprons of the same aggregate color and material as the original driveway is permitted, but will require specific approval by the Architecture Committee.

## **10. SOLAR PANELS "ACC Approval Required"**

Solar panels and other roof attachments are within architecture control purview, and require specific prior approval of the Architecture Committee.

## **11. COMMON AREAS**

No structures of any kind, vehicles, trash, or other materials shall be placed in common land area parcels of **CHAPMAN'S RETREAT**. No use of these common areas that would require repair or additional upkeep is allowed. This includes the parking of any vehicle overnight. Homeowners should notify the Architecture Committee of any such items or unsafe conditions noted in common area land parcels.

## **12. STORM DOOR**

Storm doors for the main door should be harmonious to color and decor of the house.

## **13. SATELLITE DISH ANTENNAS**

FCC rules regulate satellite dishes in community associations. **CHAPMAN'S RETREAT** requests that satellite dishes be installed in a reasonably inconspicuous location to minimize the impact on community aesthetics. Units shall be located toward the rear of the home and below the roofline at its peak. Information regarding FCC regulations code 207 can be found at <http://www.fcc.gov/mb/facts/otard.html>.

## **14. PLAY-SETS AND/OR TRAMPOLINES**

Installation of play-sets and/or trampolines is acceptable. Play-sets and/or trampolines in general should be designed and located so as to preserve the open character of Chapman's Retreat as much as possible. No metal swing sets are allowed. All play sets should be wood. No play-sets and/or trampolines shall be placed in common land area parcels of **CHAPMAN'S RETREAT**. Play-sets and/or trampolines are required to be properly maintained. Playsets and trampolines will be located in the rear yard only and placed so as to be screened from view of any streets as far as is practicable.

All children's toys, soccer goals, and bicycles must be stored in the garage or kept in the backyard when not in use.

## **15. HOLIDAY DECORATIONS**

All holiday decorations must be out of sight 30 days after the completion of that Holiday. For example, all Christmas lights must be down by February 1 since the Christmas Holiday season is usually recognized through New Year's Day.

## **16. PARKING OF CARS ON STREET**

Permanent resident cars are not to be parked on the streets of **CHAPMAN'S RETREAT**. All permanent resident cars shall be parked in the garage or driveway. The only exceptions allowed are for short term visitors and for resident's cars parked on the street when the driveway is actively in use (as for a basketball play or a garage sale).

## **17. POOL GUESTS AND RULES**

Pool rules are posted at each pool. Two (2) guests are allowed per household resident. Resident must accompany guest. This includes the playground area, pool, and basketball goals. Homeowners and Guests will be required to have a pool pass in their possession at the pool. Prior authorization for additional guests can be granted by making a request through the Board of Directors (i.e. parties, etc.). Any violation of these rules is subject to fines and penalties (suspension or expulsion). Any trespassers on pool, playground, basketball, or common area property are subject to arrest and prosecution.

It should also be known that children under 14 years of age should be accompanied to the pool by a parent or legal guardian (for example: a seventeen (17) year old teenager is not a parent or legal guardian to their younger brother and sister).

Homeowners who are delinquent on their homeowner's dues will not have access to the community pools.

## **18. REFUSE CONTAINERS**

All refuse and recycling containers shall be kept in such a manner as not to be visible from neighboring property or contiguous streets. Enclosures are acceptable as long as they are constructed of wood. Garbage can enclosures are not to exceed 5 feet in height.

## **19. SIGNS**

No signs will be allowed on any property except for garage sales, yard sales, etc. Signs can be put up the Wednesday before the event and must be down by Sunday. A standard Realtor's "for sale" sign will be accepted.

## **20. BASKETBALL GOALS**

Portable basketball goals are accepted. When not in use, goals are to either be stored away, out of sight, or located along the drive, not closer to the sidewalk than half the distance between the house and sidewalk. However, the original manufacturer's base must stabilize them. No exterior objects may be used to weigh down the portable goal (i.e. cinder blocks, mulch bags, etc.) Goals must be maintained in playable condition at all times. (No broken glass, bent rims etc.)

Permanent, in ground, basketball goals will be considered by the Board. The goal should be located along the drive, not closer to the sidewalk than half the distance between the house and sidewalk. Additionally, details about materials and colors (pole and backboards) and a sketch of the proposal are needed. Basketball goals shall not be attached to the house.

## **21. QUIET ENJOYMENT**

No noxious or offensive activity shall be carried on, in or upon any Residential Unit or any part of Chapman's Retreat property, nor shall anything be done thereon that may be or may become an annoyance or nuisance to the neighborhood, that shall interfere in any way with each Owner's quiet enjoyment of his respective Residential Unit. Please refer to page 25 of the Chapman's Retreat Declaration of Covenants, Conditions, and Restrictions.

## **22. LANDSCAPE / LAWN CARE**

Any major landscape changes should not interfere with the natural or established drainage patterns over any property. Visible landscape changes (front yard) should be consistent and in harmony with the neighborhood. This does not apply to changes in the rear yard, behind a privacy fence.

All landscape and hardscape (Lawns, shrubbery, trees etc.) must be kept in neat well groomed condition at all times consistent with the overall standard existing in the community. Please keep your lawn maintained.

## **23. CONSTRUCTION**

An enclosed portable chemical toilet and approved containers for trash and debris must be provided on each construction site, located in an inconspicuous place. Each construction site must be maintained in a neat and orderly condition, with trash, and debris cleaned up weekly and building materials maintained in orderly piles. At completion of construction, all mud stains and construction discolorations must be removed from foundation walls, driveways, streets and other exterior surfaces.

No signs will be allowed on any lot except for one small sign identifying the Builder and/or Architect, and a standard Realtor's "for sale" sign.

No construction access is allowable under any circumstances across or on Common Areas, except with specific prior written permission of the ACC.

The above guidance is promulgated to comply with the requirements of the **CHAPMAN'S RETREAT** Covenants, and in the interests of the association general membership. Each homeowner is responsible for compliance with applicable federal, state, and county laws and ordinances concerning his/her property. Compliance with the **CHAPMAN'S RETREAT** guidelines is predicated on the consensus of association membership views, and naturally requires the full cooperation of each homeowner.

#### **24. BUILDING PERMITS**

The City of Spring Hill Planning and Codes Department is responsible for assisting citizens in determining the zoning of property, drainage easements, flood plain determination, accessory structure permits and other miscellaneous development issues. The codes staff assists citizens in obtaining information about building code related issues and permit requirements. For more information call (931) 486-2252 xt. 211 between 8:00 a.m. to 4:30 p.m.

#### **25. UTILITY EASEMENTS**

Utility Easements are located along all residential lot lines (as shown on final subdivision plat) and anywhere else a utility line may be located on a private property. If you have a specific question about a specific utility line, contact the utility company directly. For questions about the location of a utility easement on a plat, contact the Planning and Codes Department at (931) 486-2252 xt. 211. **CALL BEFORE YOU DIG! Tennessee Law requires a homeowner or contractor to notify the utility companies of any excavation or digging so that underground utilities can be located. Tennessee One Call, 800-351-1111.**