

## House Rules

### 1. VOFC Contact Information

- a. Insert Info

### 2. General House Rules

Except for the original construction upon the lots situated within the property by the Declarant any improvement to any lot, townhouse, or to the common area accomplished concurrently with said original construction and except for the purposes of proper maintenance and repair or as otherwise in this declaration provided, it shall be prohibited to install, erect, attach, apply, paste, hinge, screw, nail, build, alter, remove or construct any lighting, shades, screens, awnings, patio covers, decorations, fences, aerials, antennas, radio of television broadcasting or receiving devices, slabs, sidewalks, curbs, gutters, patios, porches, driveways, walls or to make any changes or otherwise alter (including any alteration of color) in any manner what so ever any exterior of common areas within the residential community until the complete plans and specifications showing the locations, nature, shape, height, material, color, type of construction, and/or any proposed form of change (including without limitations, any other information specified by the Board of Directors or committee) shall have been submitted to and approved in writing as to harmony of external design, color and location to surrounding structures and topography by the Architectural Control Committee of the association.

### 3. Leasing

Any such lease shall contain a provision to the effect that the rights of the tenant to use and occupy the lot shall be subject and subordinate to such by-laws, rules, and regulations relating to the use of the common areas or other "house rules" as the Board of directors of the association may from time to time promulgate.

### 4. Outside Dogs:

- a. Dogs, cats, and other household pets are allowed if they are not kept, bred, or maintained for commercial purposes. It shall be the prerogative of the Board of Directors to determine if the keeping of any animal is such to create a nuisance. And if the Board so finds, the owner shall remove said animal or animals.
- a. Dogs must be contained in a fenced yard. Underground electronic fences are acceptable.
- b. Owners must house dogs in a manner that does not disturb other landowners.
- c. Dogs shall be walked while on a leash, and owners are responsible for cleaning up

### 5. Animals

- a. No animals, livestock, or poultry shall be raised, bred, or kept on any said lots....

### 6. Outside Vehicles and Boats

- a. No commercial vehicles, such as dump trucks, school buses, large trucks, etc., are permitted.
- b. Any restoration or repairs of vehicles must be completed inside garages.
- c. Campers, boats, trailers, and accessories must be kept in a garage or other non-conspicuous location.

### 7. Trash

- a. All trash containers must be kept inside garages or out of sight until 24 hours before the pick-up date. Out-of-site may include hedges, plantings, or small enclosures that are not objectionable to other residents and are approved by the architectural committee.
- b. Emptied cans should be removed as soon after pickup as possible.

### 8. Lawn Care

- a. Lawns must be maintained on a regular basis.

- b. It is recommended that lawns be cut weekly during the growing season.
- c. Debris should not be blown onto or left on the street near your home.

**9. Landscaping**

- a. Every attempt should be made to add trees to landscaping plans.
- b. Homeowners will maintain these trees in an appropriate manner.
- c. All foundation vents on the front of the home are to be hidden by landscaping.
- d. Heating and cooling units and LP tanks should have surrounding landscaping to enhance their appeal.

**10. Parking**

- a. NO PARKING IN STREETS except for OCCASIONAL overflow parking. The City of Kingston does not allow overnight street parking.
- b. No Parking on lawns or on the grass at any time

**11. Sidewalks**

- a. Sidewalks shall be kept clear. (Except on trash pick-up day)
- b. Damaged portions of sidewalks shall be the responsibility of the damaging party to replace or repair to their original condition.

**12. Park and Swimming Pool**

- a. No Lifeguard on duty
- b. A member must accompany any guest.
- c. An adult must accompany children under age 14
- d. Infants must wear waterproof diapers.
- e. Shower before entering the pool.
- f. No running or horseplay
- g. No glass or food
- h. No smoking, alcohol, or drugs
- i. No Diving
- j. No animals
- k. No cut-off shorts.
- l. Dispose of trash in receptacles
- m. Pools and Park hours are 9:00 am to 9:00 pm
- n. No loud music or disruptive behavior
- o. Failure to comply with the park or pool rules may result in the suspension of use privileges.

***NOTE: These are General Architectural Restrictions and "House Rules". Variances and exceptions may be granted by the Architectural Control Committee (ACC) and "House Rules Committee " occasionally to allow for reasonable accommodation and special situations.***

**Architectural Control Committee**

**Operating Guidelines**

Under the authority of the Board of Directors and Declaration of Covenants, the ACC has established these Operating Procedures to ensure the enforcement of the Covenants, General Architectural Restrictions, and House Rules.

- A. A landowner appointed by the VOCF Board of Directors will chair the committee. The chairperson will select the members of the committee. The committee will consist of representation of landowners from the Villages. When the ACC reviews a plan for a Village not

represented on the committee, they may invite that Village Board member of another Landowner from that Village to attend. The Board may also make appointments.

- B. Annually, the committee will review its operating Guidelines, General Architectural Restrictions, and House Rules. The ACC Chairperson will provide a copy of any Board approved changes in the General Architectural Restrictions and House Rules to the Chairperson of the Communications Committee.
- C. The Covenant requires that the ACC respond to the Landowner of a decision within twenty (20) days after they submit their plan. The ACC has the desire to provide reliable service to Landowners, encourage the timely submission of plans and provide input from the committee before work begins. To ensure these goals, the committee aims to respond in writing to all requests within ten (10) days.
- D. Article VI. Section 1 of the Covenant for the Villages of Center Farm details the authority of the Architectural Control Committee. The ACC will prepare an annual article for our Village Newsletter to avoid misunderstandings with our members. This letter will discuss the importance to all members of compliance with the Covenant and timely submission and review of plans. Minor violations or ignoring the plan submission requirement will be addressed appropriately through timely contact with the landowner.

If a building (or other major) construction project is started in the Villages without the approval of the ACC, the Chairperson or other committee member will immediately contact the property owners and builder and ask that they stop construction until the ACC approves their plans. IF plans are not available or acceptable, and they do not halt construction, the Chairperson will contact our attorney and instruct that a letter is sent to the lot owner. This letter will specifically address the violation and advise that they must take corrective action within seven (7) days, or a civil action (Complaint for Injunctive Relief) will be brought against them. All the above steps must be timely.

- E. At the time of ACC approval, all construction plans will include a comprehensive list detailing the Landowner's responsibilities. The ACC will retain a copy of any specific requirements until all aspects of the project are completed. Included will be the following:
  - a. Any changes to the plan required for approval.
  - b. A copy of the General Architectural Restrictions and House Rules, including a statement that they are an integral part of the approved plan.
  - c. Copy of the "Supplemental Guidelines for Street and Building Site Maintenance" approved on July 8, 1999.
  - d. A lot plan showing the minimum distance from the curb (40 feet except in Newport) and side lot lines (5 feet).
  - e. A statement that the required landscaping, as provided in the House Rules, must be completed within 12 months of occupancy.
  - f. Mailbox specifications for Bradford, Hartford, High Pointe, and Mystic Villages.

#### **Supplemental Guidelines for Street and Building Site Maintenance**

The ACC developed the following requirements to improve the appearance and safety of the Villages during this period of residential construction. Our Association needs cooperation from all Landowners, Builders, and Contractors to maintain reasonable conditions of coexistence between current residents and those who are working to build our community.

- A. Contractors cannot drive heavy trucks and track vehicles over curbs. The builder/landowner is responsible for replacing damaged curbs.
- B. Driveway curb cuts must be made before construction begins. Dirt cannot be dumped on curbs and into the street to serve as an entrance ramp.

- C. Driveways must be graveled and maintained during construction to reduce the transfer of dirt into the street.
- D. Each builder/ landowner must maintain the cleanliness of the street in front of his lot.
- E. Trucks and other heavy equipment cannot be stored on the job site or other locations within the villages.
- F. The job site must always be kept orderly. Paper and other trash must be contained and properly disposed of.
- G. Straw bails or another suitable method must be used where needed to prevent dirt from entering the neighboring property and the street.
- H. Portable bathroom facilities must be provided at each building site during all phases of construction.

The Architectural Control Committee has sole discretion in determining compliance with these and all other Architectural Restrictions.

### General Architectural Restrictions

Required Submittals Prior to Construction: Plot Plan Description of Materials (See attached general requirements)

#### **HOUSE PLANS:**

All house plans, new additions, and structural changes shall be submitted to the ACC ( Architectural Control Committee) with an approved application form or email. Twenty days will be allowed for the ACC to review. NO housing start shall be commenced without prior approval from the ACC.

Prior to construction, the builder and owner will sign an agreement conforming to approved submittals and agree that if there is a deviation from the restrictions, it will allow the ACC to issue a stop work order until approved submittals are confirmed. The builder and owner will be responsible for conformance.

General Restrictions:

Garage entries must have the approval of ACC.

Square footage (sq. ft.) restrictions are as follows:

	1 level with 2 car garage	1.5 story with 2 car garage	2 story with 2 car garage
Bradford Harbor	1,800 sq. ft. 1,800 sq. ft. minimum finished	1,200 1 <sup>st</sup> floor `	1,000 finished ea. level
Hartford Park	1,800 sq. ft. 1,800 sq. ft. minimum finished	1,200 1 <sup>st</sup> floor `	1,000 finished ea. level
Highpointe	1,800 sq. ft. 1,800 sq. ft. minimum finished	1,200 1 <sup>st</sup> floor `	1,000 finished ea. level
Mystic	1,700 sq. ft. 1,800 sq. ft. minimum finished	1,800 1 <sup>st</sup> floor `	1,000 finished ea. level
Davenport	1,200 sq. ft. to 1,800 sq. ft.	(With or without garage – Developer’s choice)	
Newport	1,000 sq. ft. to 1,800 sq. ft.	(With or without garage – Developer’s choice)	

Chesapeake 900 sq. ft. to 1,800 sq. ft. (With or without garage – Developer’s choice)

NOTE. If a typical one and half story home have a shedded upstairs story, then it will fall under the category of a two-story home.

**House Exteriors:**

1. There will be a minimum of 80% masonry construction, with the front of the home to be 100% masonry. Masonry is considered Brick, Stone, Hardy Board, or Cement Board and Stucco. This applies to all villages, with the exception of Newport and Davenport.
2. There will be a minimum roof pitch of 8/12 on homes in Bradford, Hartford, High Pointe, Chesapeake, and Mystic Village. A minimum roof pitch of 6/12 in all other villages.
3. It is recommended that roofs be used that will add significant architectural appeal to houses.
4. No rustic siding or log cabins will be given permits. No contemporary homes will be given permits.

**HOUSE SHINGLES:**

1. All shingles shall be dimensional or raised profile Architectural Shingles with the exception of Davenport and Newport villages.

**DRIVEWAYS:**

1. Must be paved with approved concrete, pea gravel, or brick.
2. Must be maintained in order to have a clean appearance.
3. Must allow a minimum of 2 outside parking spaces.
4. Curb ends must be finished after the driveway is installed.

**FENCES:**

1. No chain link or similar type of construction will be allowed.
2. The ACC must approve all fencing. The style of fencing must architecturally match the home design. Materials that are acceptable for fences include Wrought Iron look fencing constructed of aluminum with the color of brown or black and privacy-style fencing shall be constructed of white vinyl. No wooden fences will be approved.
3. Style of fencing must architecturally match the home design.
4. All fencing shall be placed with posts inside and decorative side fencing facing outward.

**OUTBUILDINGS:**

1. Architecture must match the design of the home.
2. Homeowners shall obtain building permits from the ACC prior to construction.
3. Pre-fabricated or Modular may be acceptable if approved by the ACC.

**4. MAILBOXES:**

1. Developer or ACC will provide mailbox specifications.
2. No deviation shall be allowed.

**DECKS:**

1. All decking on the exterior of the home must be approved by the ACC.
2. If space underneath any decking is utilized for storage space, this space must then be hidden by additional decking materials or masonry material and must have approval by ACC.

**DOCKS:**

1. All docks must be approved by the ACC and TVA.
2. Docks shall be constructed of galvanized steel or aluminum. Roofs, if applicable, shall be gable or hip type with no flat or party roofs being permitted. Exception, hip roofs shall be used on all docks in Chesapeake Village.

3. Roofs shall be of shingles matching the house or of other roof materials specifically approved by the ACC. Exception, shingles shall match the house on docks in Chesapeake Village. Roof pitch shall be equal to or greater than 3/12 but not greater than 6/12.

**FIREPLACES:**

1. All exterior portions of fireplaces must be approved by ACC.
2. All exposed metal piping will be required to be shielded with material that will be resistant to weathering and will allow cleaning of any residue material caused by burning unseasoned or low-quality material in fireplaces.

**GENERAL GUIDELINES FOR WINDOWS:**

1. Must be a window that is installed in the wall and not on the exterior of the framing wall.
2. These windows will generally utilize brick molding on the exterior.
3. Typical brands are as follows:
  - a. Andersen
  - b. Peachtree
  - c. Pella
  - d. Cradco
  - e. Huttig
  - f. Other windows if approved by the ACC

**SHUTTERS:**

1. Shutters are to be approved by the ACC
2. Shutters are recommended in the exteriors front of the home.

**SWIMMING POOLS:**

1. Must be below ground level.
2. Must be fenced for privacy and safety
3. Must be located in the rear of the home.
4. Pool plans must be approved by ACC.

**AMENDMENTS:** By The Villages of Center Farms Landowners Association

Amended January 13, 1997

Amended April 23, 1997

Amended October 7, 1999

Amended September 6, 2001

Amended April 4, 2002

Amended June 8, 2023