

LANDSCAPE POLICY (REVISED JUNE 2007)

The Council of Co-Owners (COC) is responsible for maintaining the natural aesthetic and architectural character of the landscaping within the community. Plants, trees, and shrubs should be indigenous to the area for beauty and endurance. The Landscape Committee makes recommendations to the Board of Directors in support of this objective.

Any owner desiring to make changes, improvements, or additions to the landscape must submit an Improvement Application to the property management company for consideration by the Shadow Lake Board of Directors. A landscape improvement must not restrict any drainage area or downspout or inhibit the mowing, trimming, or maintenance by the landscape service.

If the Improvement Application is approved, the owner may proceed with the change. It is the responsibility of the unit owner to maintain any approved landscape changes. The Association is not responsible for replacement of any landscape items, not a standard of the original community design, regardless of approval.

Any unit owners who make changes to the landscape in the common or limited common areas, outside this policy and without the approval of the Board of Directors, will be subject to restoring the area(s) to its original condition including size and type of plants, etc.

The Board of Directors has approved the following for landscape enhancements:

1. **Flowers** – Flowers are permitted to be planted in the front and rear mulch areas but must be maintained by the homeowner and not exceed 18” in height.
2. **Birdhouse and Birdfeeder** – One (1) birdhouse or birdfeeder is permitted per unit but must be located in the back of the unit and at least three (3) feet beyond the routinely mowed and maintained Common Area. Birdhouses and birdfeeders are not to be installed on decks, patios, or in mulched beds. However, one (1) hummingbird feeder is permitted on the deck or patio in the rear of the units.
3. **American Flag** – An American Flag may be displayed over the garage or at the front of the unit. Specifications are:
 - a. The Flag size may be either 2-1/2’ by 4’ or 3’ by 5’ and must be in good condition.
 - b. The flagpole may be either 5’ or 6’ in length.
 - c. The bracket may only be installed on the wood section over the garage door or in the front entryway of the unit.

- d. The Flag when it is flown must be displayed in the proper and respectful manner.

(No other flags, i.e. decorative or seasonal, may be flown from the bracket or displayed at the unit at any time.)

4. **Front Porch Area** – Flowerpots and seating structures for two (2) people may be placed on the front porch or stoop area of a unit. Hanging plants are limited to one (1). Wind chimes may not be hung in this area.
5. **Statues** – Statues may be placed in the front and rear mulched beds or front porch area. Statues placed in the front mulched beds or front porch area may not exceed 18” in height. Statues placed in the rear mulched beds may not exceed 36” in height. Only two (2) statues are permitted in the front area and two (2) in the rear. Stepping stones/pavers are permitted in the mulch area. Lawn ornaments, statues, flags, banners, or any such items may not be placed in the front and back lawns or side Common Areas. See Paragraph 6 on Seasonal Decoration exceptions.
6. **Seasonal Decorations** – Seasonal decoration items (Christmas, Easter, Fourth of July, Halloween, etc) are permitted, but may only be displayed 21 days prior to the holiday and must be removed no later than 7 days after the holiday. Christmas decorations, however, may be put up the Friday following Thanksgiving Day and removed no later than 7 days after New Year’s Day.
7. **Shepherd’s Hook** – Two (2) Shepherd’s Hooks per unit are permitted in the front mulched bed and two (2) in the rear mulched bed. If the unit has a shared front entrance, the unit owner must have approval from their neighbor prior to installing.
8. **Yard/Patio Walkway Lights** – The unit owner may have yard/patio walkway lights along the sidewalk to their unit. **This requires an improvement application before installing.** If the unit has a shared front entrance, the unit owner must have approval from their neighbor. A wiring diagram and neighbor approval (if applicable) is to be submitted with the improvement application. In addition, it is the unit owner’s responsibility to purchase, install, and maintain the lights and wiring. Lighting requirements are:
 - a. Lighting fixtures must be tier or mushroom style.
 - b. Maximum of 8 lights per walkway.
 - c. Lighting fixtures must have clear lights. No colored lights are permitted.
 - d. Lighting fixtures are not to exceed 12 inches in height
 - e. All wires must be securely buried underground
9. **Signs** – “For Sale” signs may only be placed in the mulched area by the garage. If there is no room in this area, the “For Sale” sign may be placed in the mulched

area surrounding the front yard tree. As a last resort, the "For Sale" sign may be placed in other mulched areas in the front of the unit. Security signs are limited to one (1) sign in the front and one (1) sign in the rear of the unit. The security signs must be placed in the mulch bed in front and next to the unit in the rear and may not interfere with mowing and landscaping. No other types of signs are permitted, either temporary or permanent.

10. **Wreaths/Wall Hangings** – One (1) wreath and one (1) wall hanging (e.g. welcome plaque, etc) may be hung in the front entryway wall or door. See paragraph 6 regarding holiday decorations.

This policy is designed to give unit owners some creativity in the back of their units while ensuring uniformity in the front of units. Unit owners always have the option of submitting an improvement application to request a variance from this policy. Each request will be evaluated on a case-by-case basis and in the best interest of the community overall.

Unit owners are responsible for restoring the building to its original condition when something attached to the building is removed (e.g. flag pole, hanging baskets, etc).

The COC and/or contractors working for the COC will not be responsible for any damage to birdhouses/birdfeeders, signs, decorations, and other items owned by unit owners.

This policy replaces the following Guidelines/Policies in the Shadow Lake Reference Manual dated November 16, 2004, and any revisions made since that date:

- Landscaping Guidelines
- Birdhouse and Feeder Policy
- Flag Policy
- Front Porch and Stoop
- Lawn Ornament Policy
- Signs
- Shepherd's Hook

APPROVED: SHADOW LAKE BOARD OF DIRECTORS – JUNE 26, 2007

**IMPROVEMENT APPLICATION
SHADOW LAKE**

WHEN DO YOU FILE AN IMPROVEMENT APPLICATION?

An application form must be submitted for any modification or improvement to the exterior of your building or grounds. If in doubt about your particular project, contact the management company. Please send the completed application to the management company.

WHAT IS THE OBJECT OF THE FORM?

The object of requiring a homeowner to file an Improvement Application with the Board is two-fold:

1. To insure that your planned improvement conforms to the Association's Declaration, enhances the beauty of the Community, maintains the architectural harmony of the Community and in no way inconveniences your fellow homeowners.
2. To enable the Association to determine what information and assistance it can give in order to expedite completion of your planned improvement.

Name: _____ Address: _____ Unit # _____

Date: _____ Phone Number: _____

Owner: Yes No Renter: Yes No Land Contract: Yes No

Type and Nature of Requested Improvement: _____

Color: _____ Location: _____

Dimensions: _____ Location: _____

Supplies: _____ Approximate Cost: _____

A SCALE drawing of all improvements must be submitted and attached to the application to show the exact location and dimensions.

I understand the rules concerning the proposed improvement. This improvement in no way encroaches on a neighbor's limited common area or common ground. I agree to abide by the rules established by the Association and will be solely liable for any upkeep required by the construction of this improvement.

I further agree to obtain all licenses and/or building permits and to meet all legal requirements for building codes.

Date: _____ Signature: _____

Date Received: _____ Received By: _____

Date Approved: _____ Date Disapproved: _____ Letter Sent: _____

Special Details or provisions for approval:
