

## Hamilton Place HOA

### Architectural Standard Committee Guidelines

The guidelines established by the Hamilton Place Architectural Committee are intended to provide standards supplementing existing HOA Rules and Regulations and the Declaration in the Offering documents. These are available on the Woodbridge website. Owners should read and understand these documents prior to proceeding with any Request for Variance. Homeowners are required to submit a Request for Variance for all exterior modifications. General requirements for all modifications are:

- All changes to the appearance of the home's exterior must be evaluated by the Architectural Committee and approved by the Board of Directors before installation. No work may commence without prior approval or until all conditions of approval have been met.
- All modifications must meet local property codes, and building permits must be obtained when required.
- The homeowner is responsible for any resulting damage caused during construction. The Board of Directors reserves the right to require a refundable deposit when damage by construction is possible.
- Construction must respect the privacy of neighbors and their property. Access must be through the homeowner's property or common areas immediately adjacent to the applicant's home.
- Ongoing maintenance of any modification shall be the homeowner's responsibility.
- The Architectural Committee reserves the right to inspect any modification upon completion. Installation must be exactly as submitted and approved. Any variation from the approved variance may require rectification at the homeowner's expense.
- Homes with similar modifications should be examples of approved designs, materials, and suppliers.
- Owners must be aware of the time required for Variance approval and set their expectations for approval accordingly. Submission of sufficient information will assist in the evaluation by the committee.

These guidelines cover the most common items requiring Architectural Committee review and are not intended to be a complete set of modifications requiring a Request for Variance. Included for guidance are modifications that are prohibited.

1. Any penetration of the exterior vinyl siding is prohibited including but not limited to planters, hose caddies, decorative items. Interior venting through the siding shall require a variance.
2. No items including but not limited to planters and wind chimes shall be hung from the gutters or rain spouts.
3. Hardscape additions, such as poured or stamped concrete, pavers, flagstone, brick, etc. shall require a variance and **must be within the property lines of the unit. A copy of the survey map is required for all requests.** Modifications that intrude on common areas are specifically prohibited. A crushed stone base with a minimum depth of 6 inches is required and the finished area must be level with the surrounding turf area. Hardscape materials must be a neutral color. Construction must ensure that no drainage issues are created.
4. Porch enclosures must have white extruded aluminum frames with any screening dark charcoal color. Detailed plans are required from the installer.
5. Storm doors must be white extruded aluminum frames with any screening dark charcoal color.
6. Privacy screening, combined with a patio, shall be limited to the homeowner's property, be no higher than 6 feet and be black in color.
7. All exterior accent lighting (solar and low voltage) requires a variance and must be maintained straight, rust free and in working order. Lighting must be neutral in color and no more than 18" in height. Landscape lighting must be low voltage (12 - 15 volts) with bulb wattage not to exceed 30 watts.

8. Installation of satellite dishes shall require a variance. Placement requirements are contained in the Rules and Regulations. Dish antennae shall not exceed one meter in diameter (FCC regulation). Any variance from these rules will require a written document from the authorized installer that compliance would not be achievable without degradation of reception.
9. Installation of shades / curtains on open or screened porches shall require a variance.
10. **Exterior Lighting:**
  - a) **Lighting next to the garage door. Board approved – Progress Lighting “Edition”, Model # P6071-20, 13” tall single light outdoor wall sconce with water glass shade, Antique Bronze.**
  - b) **Main Entrance - \* Ceiling flush mount only \* Black or antique bronze \* Maximum height 8 inches \* maximum three bulbs.**
  - c) **Rear Covered Porch - \* Ceiling flush mount only \* Black or antique bronze \* Maximum height 8 inches \* maximum three bulbs.**
11. **Ceiling Fan (rear covered porch) – flush mount only \* Damp Rated (Covered Outdoor) \* Maximum height 12 inches \* installation by licensed electrician guaranteeing adherence to all applicable codes**

**Version 1.3 – August 10, 2025**