



Architectural Design Criteria

Effective Date: July 10, 2012

Document Version 1.0

Authored By:
The Forge Reserve Community Members

**Forge Reserve Homeowners Association
Architectural Review Committee
Architectural Design Criteria**

Table of Contents

1. Purpose.....	2
2. Authority.....	2
3. Scope.....	2
4. ARC Guiding Principles.....	3
5. Repairs and Improvements Not Requiring ARC Approval.....	4
6. Landscaping.....	6
7. Decks, Patios & Awnings.....	7
8. Pools, Ponds & Hot Tubs.....	8
9. Sidewalks, Driveways & Steps.....	9
10. Windows, Doors & Roofs.....	10
11. Retaining Walls.....	10
12. Sheds.....	10
13. Dog Houses.....	10
14. Mailboxes.....	10
15. Fences.....	11
16. Exterior Painting, Repairs & Maintenance.....	11
17. Storage, Trash, Recycling, & Debris.....	12
18. Outdoor Furniture, Playsets & Toys.....	12
19. Flags & Flagpoles.....	13
20. Other Guidance / Items Not Listed.....	13
21. Quarterly ARC Review & Penalties.....	13
22. Forms & Approvals.....	15
 APPENDIX	
Document Change Management Chart.....	15
Declaration.....	16

1 Purpose

This document is intended to codify the standard architectural design criteria for properties in the community of Forge Reserve (referred to throughout as “Forge”, “Forge Reserve” or “The Community”).

This document is intended to give members of the Forge Reserve Homeowners Association (HOA), Architectural Review Committee (ARC) a basis for approving or denying requests for exterior alterations within the Community.

This document is intended to educate Forge Reserve Owners about the applicable architectural design guidelines and the penalties for not abiding by such guidelines.

2 Authority

This document is enacted pursuant to Section 2.1 of the Forge Reserve Homeowners Association, Inc., Declaration of Covenants, Conditions and Restrictions as published among the Land Records of Baltimore County, Maryland and bound to each Forge Reserve Homeowner through their real property deed.

Rules and regulations regarding fines and fees for non-compliance of these guidelines and any other topic or process covered in this document that may be perceived as outside of the scope of the ARC will be separately ratified by a two-thirds (2/3) vote of a quorum of Owners at a regular or special meeting of the Forge Reserve Homeowners Association and a Declaration by the Board of Directors (BOD) in accordance with the Forge Reserve HOA Bylaws.

In the case of any ambiguity between this document, and the Community’s Bylaws, Declaration of Covenants, Conditions and Restrictions, or federal, state, and local law, the ARC should follow governmental rules and procedures first and then look to the Community’s Charter documents for guidance. If no previous guidance exists, new guidance may be proposed (with proper notice) at the next general or special meeting of the HOA.

3 Scope

This document applies to all Forge Reserve Owners during the period of time they maintain title to their property. Fines levied against properties run with the land and must be settled prior to an Owner’s sale.

An ARC approval for exterior alterations survives transfer of title to future owners unless otherwise prohibited by federal, state, or local law. A history of approved alterations must be maintained by the Secretary, ARC Chair, and HOA’s management company (if used).

This document is effective beginning July 10, 2012 and does not affect prior decisions, approvals, or denials issued by Richmond American Homes or their property management company at that time (Tidewater Property Management), prior to the transfer of the HOA from developer's control to Owners control.

All ARC decisions made after the HOA transfer period noted in Section 3(c) shall be reviewed de novo after the effective date of this document without penalty or prejudice to any prior ARC decision.

Decisions of the ARC can be appealed to a majority vote by the BOD as per the Forge Reserve Bylaws and Articles of Incorporation. Appeals of the Board's decision can be raised as a new motion at a regular or special meeting of all HOA members; a supermajority of voting members can override the BOD decision. Owner maintains arbitration and/or judicial process rights at all times regardless of appeal decision(s).

For purposes of this document, the term "visible" means; looking at the house from the opposite side of the front street, standing approximately at the center of the property.

4 ARC Guiding Principles

The ARC has the responsibility to review architectural changes to the properties that create the Forge Reserve community. In making its decision for exterior alterations, the ARC shall be guided by the following principles without regard to the evaluator's personal opinion or taste:

- 4.1 The alteration shall not infringe on the peaceful enjoyment of the Owner's property. Owners have invested a significant amount of money to purchase a home in the Forge Reserve community and, when in concurrence with the *Guiding ARC Principles*, Forge Reserve charter documents, governmental laws, and reasonableness of the request, should be given the right to make alterations of their desire.
- 4.2 The alteration shall not infringe on the peaceful enjoyment of any other Owner's property. For example, the alteration shall not cause a visual or audible disturbance to adjoining property, it should not impact the existing water run-off pattern (cannot redirect water flow on to a neighboring property), structural integrity of land near structures, pipes, walkways, driveways, or trees, nor, should it encroach on the existing privacy the neighbor currently enjoys. The ARC shall notify impacted neighbors before making a decision that sets a new precedent, especially when reaching a decision that may be perceived as adverse to other Forge Reserve Owners. The opinion of impacted neighbors should be weighed into the ARC decision, but it should not automatically prevent the applying Owner's right to peaceful enjoyment of their own property.
- 4.3 The alteration shall not decrease the value of any Forge Reserve property.

- 4.4 The alteration shall reasonably relate to the scale of adjacent structures and surroundings. For example, a 20' x 20' garden in a 30' x 30' front yard will most likely appear too large for its environment.
- 4.5 The parts and colors of proposed alterations must complement existing parts and colors. For example, siding on an addition, deck, or patio must be of the same style, quality, and color as the existing home. The roof color and material of an addition must complement the existing structure.

5 Repairs and Improvements Not Requiring ARC Approval

To further promote neat appearance and proper maintenance of home sites, the following list of repairs and property improvements may be completed at any time by an Owner without prior approval from the ARC:

- 5.1 Lawn Cutting - tasteful patterns permitted, logos/words/business names cut into grass are prohibited.
- 5.2 Lawn Sodding, Seeding or Over-seeding - for all areas that were already covered by grass when Owner took title. Only Tall Fescue seed or sod may be used.
- 5.3 Lawn Care - including trimming, aeration, dethatching, and application of commercially-produced fertilizers or insecticides. Commercial lawn care service providers are acceptable.
- 5.4 Repair, Sealing, or Repaving of Existing Driveway - no new areas may be paved without ARC pre-approval. Driveway may only be black in color.
- 5.5 Repair or Repaving of Existing Sidewalk, Steps, Front Porch Slab, or Curbs - no new areas may be paved without ARC approval. Stamped or colored concrete may not be used without ARC pre-approval. Consult local guidelines and regulations for repair or replacement of sidewalks or curbs owned or maintained by Baltimore County.
- 5.6 Replacement or Repair of Mailbox - provided Owner replaces or repairs mailbox with exactly the same style and color mailbox and post. Any variation in color, size, material, or style must be pre-approved by the ARC.
- 5.7 Mulching - gardens may be mulched with natural mulch in any natural-occurring color or black, brown, or red colored mulch. Owners are responsible for mulching all trees, gardens and shrubs on their property as needed in order to keep neat appearance. See section 6.2 for guidance.
- 5.8 Planting of Flowers and Shrubs - annual and perennial flowers and shrubs within five (5) feet of the Owner's home. Vegetable plants may not be planted in a front garden, but may be placed in the rear of the home. New garden beds outside of five (5) feet of the

home, deck, or patio require ARC pre-approval. Front windows may not be blocked by trees or shrubs.

- 5.9 Garden and Porch Decorations - tasteful, non-permanent garden and porch decorations including door wreaths and garden flags are permitted year-round but must not visually appear cluttered or excessive in number [while the number of items is not set, it is safe to assume that 6 small decorations in a garden is acceptable, while 25 items would be excessive]. If in doubt, Owners should submit a landscape plan showing placement of decorations to the ARC for guidance/pre-approval.
- 5.10 Garden/Low Voltage Lighting - tasteful, non-permanent low voltage lights may be used provided the lights are aimed at the Owner's home only and the lights do not interfere with any other Owner's enjoyment of their property. Lights used year-round may only be white in color unless otherwise approved by the ARC.
- 5.11 Holiday Lights and Decoration - tasteful, non-permanent holiday lights and ornamentation may be displayed no more than 60 days before or after the associated holiday. Large ornaments (in excess of 48" tall or wide) or inflatable decorations are prohibited. Only miniature light bulbs or miniature LEDs may be used (C7/C9-type bulbs are prohibited). Owners may use either all solid colored or all multi-colored light but not both at the same time. If a majority of ARC members find any display to be excessive or tasteless, the ARC may require removal of the display.
- 5.12 Lighting - existing light fixtures may be replaced or upgraded to tastefully match existing home accents. All new permanent light fixture installations and locations must be approved by the ARC. Lights may not be aimed at the streets, common areas, or any neighboring property.
- 5.13 Utility Systems - may be installed (including home backup generators with a surface area under 12 sq. ft. and under 42" in height), replaced, or repaired, on the side or rear of Owner's home to facilitate analog/digital cable TV, Internet, natural gas, electric, or water services.
- 5.14 Satellite Dishes & Antennas – less than 1 meter may be placed on the roof in accordance with the Telecommunications Act of 1996. Unless signal is unobtainable otherwise, the dish or antenna should be mounted in the section of roof furthest from the street (usually the rear of the house). Satellite dishes or antennas mounted in a yard require pre-approval from the ARC. No more than three (3) satellite dishes per home may be installed.
- 5.15 Security Systems - may be installed and must be registered per Baltimore County code. One external siren/alarm box may be installed on side or rear of the residence and must be no larger than 8" x 8". If an external siren or alarm is used, the Owner must give public notice (yard signs or stickers) or notify the ARC Chair with the name of the alarm company to contact in case of a false or constant alarm.

- 5.16 Video Security Systems - a total of five (5) small (6" or less), fixed-view, exterior video cameras may be installed to monitor Owner's driveway, yard, and entry points to the home. A video camera may not willfully intrude on a neighbor's privacy and may not be aimed into the street, common areas, or any neighboring property without written consent of the neighbor and/or the ARC (for street and/or common areas). ARC pre-approval is required when adding more than five (5) cameras or using devices more than 6" x 6" in size.
- 5.17 Painting & Caulking - repair or "touch-up" painting and caulking is permitted as long as the paint and/or caulk being touched-up or repaired exactly matches the original paint or caulk color. Changes to any exterior paint or caulk color must be pre-approved by the ARC.
- 5.18 Window Tint or Film – Black tint and decorative etchings (or "frosting") are permitted. Mirrored tint or films are not permitted. Decorative, non-permanent "cling" film may be used in lieu of blinds or curtains. All other colored tint or film must be ARC approved.
- 5.19 Emergency Damage Repairs - repairs to primary structures (homes) on a property may be made any time to match original form, color, and function of the structure and to prevent additional damage or loss. Temporary materials of any nature may be used for up to 60 days after an unforeseen accident, fire, weather, or vandalism action that leaves the home exposed to natural elements. Like-quality/color/style materials must be used when making permanent repairs. If repairing or replacing a home's roof, doors, siding, or windows with a new style or color, ARC approval is necessary unless the repair is required in less than five (5) days to ensure safety to persons or property. ARC pre-approval is not required to replace broken glass as long as equal or greater quality glass is used.
- 5.20 Low Voltage Audio - may be installed and used in the rear of the house. This provision supersedes Article 2, Section 2.14 "Nuisances", and specifically permits the use of outdoor speakers at a reasonable volume in compliance with Baltimore County noise ordinances.

6 Landscaping

- 6.1 Owner's Responsibility - Except for Forge Reserve HOA property (common space) and Forge Reserve HOA-owned structures, all maintenance of the Lot and all structures, parking areas, landscaping and other improvements thereon shall be the sole responsibility of the Owner thereof, who shall maintain such Lot in a good, clean and attractive condition and repair and in a manner consistent with this document and the Forge Reserve Bylaws and Articles of Incorporation. Such maintenance shall include, without limitation, prompt removal of all litter, trash, refuse and waste, reasonable maintenance, repair and replacement of all improvements and all exterior portions of Owner's Lot; maintenance of all grass and landscaping on a regular basis; tree and shrub pruning; watering of landscaped areas; keeping lawn and gardening areas alive, free of

weeds and in attractive condition; keeping driveways in good repair; complying with all governmental code, health and safety requirements; and repair of exterior damage to all Improvements, including the Owner's home.

6.2 Mulching – gardens may be mulched with natural mulch in any natural-occurring color or black, brown, or red colored mulch. Owners are responsible for mulching all trees, gardens and shrubs on their property as needed in order to keep neat appearance. Pine needles, sand, rocks, gravel or rubber materials may not be used as mulch.

6.3 Trees & Shrubs – ARC approval is required for placement or removal of live trees and shrubs outside of a five (5) foot distance (in any direction) from the home's foundation.

Dead, diseased, or significantly damaged trees must be removed within 15 days after first noticing the tree's condition or receiving notice from a neighbor or an ARC member. Dead, diseased, or significantly damaged trees must be removed immediately if they pose a risk of injury or property damage to Owner or neighboring Owners. Shrubs may be removed from gardens; however, Owner must maintain a sufficient number of plants and shrubs in the front garden to accent the home's "curb appeal".

6.4 Grading & Changes to Existing Contour – An Application for Exterior Alterations must be submitted for ARC approval for any planned landscaping that requires grading/contouring or involves a significant change to the existing landscape. Landscaping should conform to the Lot's existing terrain and natural features. A new landscaping project may not jeopardize neighboring homes by adversely redirecting natural rain or downspout run-off. Due to future liability issues, a land survey company or environmental engineer should be retained by Owner if environmental impact to neighboring properties is possible.

6.5 Neat Appearance – The general appearance of each lot and the residence thereon, including landscaping, must conform to the level of upkeep that is accepted as the Forge Reserve ARC Property Maintenance Standard as defined by this document and the Forge Reserve charter documents. Failure to maintain property to this standard will subject the Owner to the imposition of fines and/or liens on the property. For more information, see section 22 of this document or see Article 2, Section 13 and Article 2, Section 23 of the Forge Reserve Declaration of Covenants, Conditions, and Restrictions.

7 Decks, Patios & Awnings

7.1 Decks – An exterior alteration application is required for all decks, whether new or a replacement. A site plan with complete description and sketch of the deck including location, elevation, size, shape, and materials used must be included with the application.

Decks should meet the following conditions:

- Composite materials (such as Trex®) shall be used for durability and low maintenance for the majority of the deck. The unexposed frame of the deck may be constructed of

treated lumber or other durable products. Dirt, sod, or rock may be used under the deck.

- Railing design should remain the same throughout the deck and should complement the home.
- Sun shades, pergolas, and trellises must be part of the application information. These additions must either be white or match the railing color.
- Decks are restricted to the rear corner of the home and back only (not including additions) and must be in scale to the size of the home. Decks may extend over the width of the home a minimal distance to provide ability for a side entrance stairway.

7.2 Patios – An exterior alteration application is required for all patios and surrounding hardscape elements (including stepping stones or paver/stone sidewalks). Application must list details as to overall dimensions, depth and type of base materials, and style and color of block or stone. White concrete slab patios are not permitted (unless using a colored concrete with stone or tile shape). Patios must be in proper scale to the house and overall Lot size and must be constructed with quality products that will enhance the home's value. When possible, Owners should choose maintenance-free or fade-resistant materials to further enhance the overall appearance. Patios must be properly maintained and free of weeds and debris.

7.3 Awnings – An exterior alteration application is required for all awnings. Provide the color(s) to be used and a description of where the awning will be located. Awnings must be in proper scale for the house and must complement the style and color of the house.

8 Pools, Ponds & Hot Tubs

8.1 Pools – Above-ground pools are not permitted except for kiddie pools or inflatable pools with a diameter of 12 feet or less. Due to safety concerns kiddie pools may not be left outside overnight or unattended by an adult while containing any amount of water.

In-ground pools require ARC approval and may not exceed 75% of the total square footage of the area behind the rear corner of the primary structure (sunrooms, bump-outs, stairwells, fireplaces, decks, or patios do not mark the rear of the structure). A fence is required around the perimeter of the property in accordance with Baltimore County code and Section 15 of this document. When County code or State law requires more stringent safeguards than this document, the government regulations must be followed while conforming to style standards of this document. Owners are responsible for maintaining adequate liability and property riders on their homeowner's insurance policy. Mature landscaping features are required to maintain a pleasant appearance for neighbors. Pool Owners must adhere to County noise regulations and may not have pool or accent lighting that aims upward or at neighboring homes. Pools must not create a

nuisance for neighbors preventing peaceful enjoyment of their homes. Pools must be kept clean while uncovered, free of debris, algae, and insects.

- 8.2 Ponds – An exterior alteration application for garden ponds or water features is required. It is the Owner's responsibility to make sure they conform to all Baltimore County code requirements. Ponds and water features must be located in the rear of the yard, may not exceed more than 25% of the total square footage of the back yard, and the ARC and Baltimore County code may require a fence depending on planned depth to prevent curious children or pets from accidental injury or drowning.
- 8.3 Hot Tubs – An exterior alteration application is required for all hot tubs and spas. A site plan with the location of the hot tub or spa and any screening planned must accompany the application.

Hot tubs and spas should meet all of the following conditions: a) they should be placed on the least visible portion of the property, b) they should be adjacent to the rear of the house or on part of the deck, and, c) they should be screened with ARC approved landscaping or trellis.

Hot tubs are a liability and as such a child-proof lid must be provided and should always be locked for safety purposes during periods of non-use. Owners must comply with appropriate County electrical and safety codes when installing and operating hot tubs and spas.

9 Sidewalks, Driveways & Steps

- 9.1 Sidewalks – Must be kept in good repair and must be replaced if major cracks (beyond "spider cracks" or minor chipping) are present. Concrete must match same type and application process used throughout the development. Colored or stamped concrete may not be used on the sidewalk closest to the road (the public sidewalk), but the ARC may approve requests for colored or stamped concrete for use near the home, patio or deck.
- 9.2 Driveways – Must be kept in good repair and sealed or repaved if turning gray or showing signs or excessive wear. With ARC approval, driveways may be widened or extended per the Owner's request as long as the extension or widening does not infringe on the property boundary of neighboring properties.
- 9.3 Steps – Must be kept in good repair and cleared of debris. The same regulations regarding snow removal, ice treatment, and use of stamped or color concrete mentioned in Section 9.1 above apply to this section. Requests to add steps to a property must be approved by the ARC.

10 Windows, Doors & Roofs

- 10.1 Windows and Doors – Items of the same general style, size, and color may be replaced without ARC approval. ARC approval is required for new door styles, storm doors, replacement windows of different styles than those originally installed or new window or door placement. New windows and doors must complement the existing design of the house and must be of equal or superior quality than the windows or doors being replaced. Because Forge Reserve homes are Energy Star homes, owners should consider Energy Star requirements before replacing or adding windows or doors.
- 10.2 Roofs – Total or partial roof replacement (more than 10% of the surface area at any one time) requires ARC approval. Replacement roofs should resemble the original roof color, or if a request for a different color is being made, the new color should complement the existing home design. Quality of replacement materials must be equal or superior to previous materials used.

11 Retaining Walls

Retaining walls and permanent or non-permanent garden borders made of retaining wall materials over 18” in height must be approved by the ARC. All retaining walls must be of a complementary color to the home, its siding and trim elements. Owner must follow Baltimore County code and obtain a permit for walls over 36” and engineered drawings for walls over 48”. Retaining walls must not interfere with normal water flow on the property or structural support of Owner’s property or adjacent properties.

12 Sheds

Sheds or other permanent outbuildings are not permitted in Forge Reserve.

- 13 **Dog Houses** – Non-permanent dog houses may be placed along the rear wall or under an existing deck as long as it is out of view from the front street. Dog houses may not exceed 24 square feet in total floor space and may not exceed 4’ in height. The roof of the dog house must match the color and material used on the roof of the Owner’s home. ARC approval is not required for a dog house.

- 14 **Mailboxes** – ARC approval is not required provided Owner replaces or repairs mailbox with the same style and color mailbox and painted wood post. Any variation in color, size, material, or style must be pre-approved by the ARC. Metal pole mailboxes shall not be used. Brick mailboxes must be at least 12” from the horizontal edge of the driveway apron must be no higher than 60” measured vertically from the road surface (41”-45” in height from the road to actual mailbox per USPS regulations) and must not impede the sight lines of neighbors with adjoining driveways.

15 Fences – ARC approval is required along with a sketched plan and description of materials used, including proposed placement of gates. Fences must be either 4' or 5' in height and must be built in 6' horizontal sections along the contour of the property with proper raking to ensure no gaps are present. Must be all black in color and made of aluminum with top and bottom support rails. Fences must be installed in cement-poured post holes. Quality of fence and gate materials, height, and gaps between rods must meet Baltimore County code if being used for ponds or pools. No more than three gates are permitted in the fence design. Post caps should be non-pointed, round or square shaped only. Fence gates must have working manual latches that could be locked to prevent unauthorized entry. Fences must be kept maintained and repaired within 90 days if significantly damaged by animals, accidents, or extreme weather.

It is the Owner's responsibility to trim weeds or high grass from both sides of the fence unless any side is used as part of a neighboring fence.

Owners are reminded of the requirement to contact Miss Utility 48 hours prior to digging, and of obtaining a site survey to ensure fences are installed within the Owner's property limits.

Electronic dog fences may be installed around the perimeter of Owner's property with ARC approval to combat canine behavioral issues, however, Owner must still keep dogs fenced or leashed at all times.

16 Exterior Painting, Repairs & Maintenance

Owners must make required repairs to their home and property elements and should conduct preventive maintenance to ensure the home and property remains looking in its best possible condition. Caulk shall be replaced and reapplied when cracked or missing. Paint shall be touched up or reapplied if faded and worn. Roofs should be repaired or replaced when damaged or excessively worn. Siding and trim shall be cleaned of mold or mildew. Loose or hanging shutters shall be repaired or replaced. Broken windows or entry doors should be replaced immediately upon detection. Gutters, downspouts, and sump drains must be kept in clean and working order.

In all cases of repair and maintenance, Owner shall use the original caulk, paint, or roof colors unless an application has been made (and subsequently approved) to change any color. Repair materials used must be of equal or superior quality to the home's existing materials.

The ARC may provide a notification of a possible or pending issue before it is ripe to be cured by maintenance or repair. This notification is only for the Owner's benefit and does not serve as an official warning notice unless accompanied by a completion due date.

17 Storage, Trash, Recycling & Debris

- 17.1 Storage – Owner may not store landscaping, building materials, grills not in use, toys, yard waste or other non-essential items in any visible areas of their property, including but not limited to: on or under decks, steps, patios, driveways or porches. These items must be stored in the Owner’s home or garage. Ultrahazardous materials may not be stored anywhere in the Forge Reserve community.
- 17.2 Trash & Recycling – Owners must store trash or recycling in trash cans or bins at all times. Trash cans or bins may not be stored in a visible location of the home. Owner is fully responsible for cleaning up spills or bag tears. Owners may leave bulk items or bags on their curb only on the evening prior to the official trash or recycling pick-up.
- 17.3 Debris – To maintain a pleasant environment, all trash and debris on or near Owner’s property must be picked up in a reasonable amount of time whether it was generated by the Owner or not.

All Owners must immediately pick up after their dogs on any neighbor’s yard or in any common area. Forge Reserve residents should pick up trash and debris spotted in common areas and immediately report (to the proper County or State authorities) any dumping or illegal disposal of waste or liquids into the sewage system witnessed on or near Forge Reserve.

18 Outdoor Furniture, Playsets & Toys

- 18.1 Outdoor Furniture – Must be kept neat and in good condition. Umbrellas should be closed and tied or stored inside when not in use to prevent damage to Owner’s property or neighboring properties. All outdoor furniture should be brought inside prior to the expected arrival of a hurricane or possible tornado (if safe conditions allow for such retrieval). Outdoor furniture is not subject to ARC review, but residents should select quality furniture in complementary colors to the home and deck or patio where it will be used.
- 18.2 Playsets – All anchored playsets, swings, slides, and playhouses must be approved by the ARC. The sets should be of high quality and produced of low maintenance materials such as engineered plastics. All metal or all wood swingsets or playsets are not acceptable. Colors should be complementary to the Owner’s home. Owner is responsible for keeping the equipment in good condition, and should conduct periodic safety inspections. Playsets may not be used after dark and must not cause a nuisance to neighboring properties. Treehouses are not acceptable.
- 18.3 Toys – Outdoor toys and sporting equipment must be brought into the house or garage nightly. Owners may leave one “seasonal” toy outside as long as it is stored each night and is not visible from the street or offensive to neighboring Owners. Seasonal toys may include, but are not limited to: sand tables, tetherball sets, portable basketball hoops,

trampolines, and water tables. These items must be stored inside between December 1st and May 1st annually and prior to the expected arrival of a hurricane or possible tornado (if safe conditions allow for such retrieval).

19 Flags & Flagpoles

One flagpole holder may be placed on a front porch without ARC approval for the display of only the official United States flag, the official flag of any U.S. state, the official flag of any country, or a flag bearing the logo of any U.S. Armed Forces branch (including P.O.W. - M.I.A. logos). All other flags must be approved with justification by the ARC. Flags must be no larger than 3' x 5' in size.

20 Other Guidance / Items Not Listed

Owners should refer to the Forge Reserve website at www.forgereserve.com for any official guidance regarding community standards. Owners should contact a member of the Board of Directors or the Architectural Review Committee (contact information provided on the website) with any questions regarding procedure or approval timelines before commencing any work. If in doubt, **please ask first.**

Refer to the Forge Reserve Charter documents (Articles, Declaration, Bylaws) for additional information on sections or topics not listed or covered by this document.

ARC members are reminded to review the Guiding Principles (section 4) before making any decision that sets a new precedent for the Forge Reserve community. ARC members should involve others in the decision-making process and make decisions based on the overall good of the neighborhood rather than personal motive or preference.

21 Quarterly ARC Review & Penalties

The ARC will perform a quarterly walkthrough of the community with the desire to keep the community visually attractive and to make sure the homeowners maintain their homes in accordance with the bylaws and this document.

Under the Forge Reserve bylaws, the ARC and BOD members are permitted an easement for visual inspection and will assess fines or warnings based on their findings during this period, or during any other time the Owner is deemed to be in violation of the terms of this document. Quarterly walkthroughs will be announced via the HOA website.

Penalty Amounts

FIRST OFFENSE – A first violation to any ARC standard is granted a warning for that violation. Notice of the offense shall be hand delivered to the Owner of record (must obtain Owner’s signature of receipt) with justification and instructions to cure the offense. Alternatively, the warning can be sent via certified mail, return receipt requested, to the Owner of record. The Secretary must be given a copy of the violation notice. No monetary fine is imposed for a first offense warning. Thirty (30) calendar days are given to cure any violation after a first violation warning. A warning for any violation of the terms of this document is extinguished after two (2) years of not repeating the same infraction or upon the sale or transfer of the property’s title to a new Owner of record. At the discretion of the ARC, an extension may be granted to cure major repairs.

SECOND OFFENSE – A second violation to any ARC standard within a two (2) year period (from the first offense) shall result in a fifty dollar (\$50.00 USD) fine payable to the Forge Reserve Homeowners Association, Inc. within 30 calendar days from receipt of notice. The notice of the fine must be approved and signed by both the President of the HOA and the Chairperson of the ARC. Notice of the second offense shall be hand delivered to the Owner of record (must obtain Owner’s signature of receipt) with justification and instructions to cure the offense. Alternatively, the second offense and fine notification can be sent via certified mail, return receipt requested, to the Owner of record. Prompt notice must be given to the HOA Secretary and Treasurer of the fine for recordkeeping.

A fifty dollar (\$50.00 USD) fine payable to the Forge Reserve Homeowners Association, Inc. will be assessed every subsequent 15 calendar days the offense is not cured. The homeowner will have 30 calendar days to pay each fine. (Example: Homeowner is served with a \$50.00 fine for a violation on May 1st and fails to cure the issue. Homeowner receives a second \$50.00 fine on May 16th. The first fine is due on May 30th and the second fine is due on June 15th).

Interest in the amount 2% per month will be added to delinquent accounts. Legal fees and court costs will be assessed on any account more than 12 calendar months in arrears.

SUBSEQUENT OFFENSES – After two of the same offenses within a two (2) year period, each subsequent violation, or failure to cure any second (or greater) offense with 15 calendar days of last offense notification will result in another fifty dollar (\$50.00 USD) fine which should be served upon the Owner in the same manner as the SECOND OFFENSE instructions above with prompt notice given to the HOA Secretary and Treasurer of the fine for accurate recordkeeping.

22 Forms & Approvals

Required forms and instructions for completing required forms are available on the Forge Reserve HOA website at www.forgereserve.com or from the ARC Chair or HOA Secretary.

Any approval granted by the ARC runs with the property and transfers to the next owner unless specifically stated in the ARC or BOD's approval justification. Approvals are managed by the HOA secretary or HOA's professional management company.

ARC approvals are based on a case-by-case basis depending on the specific request in the Application for Exterior Alterations. The property's location, features, and proximity to other homes will (and should) influence the ARC's decision. While prior approvals can be reviewed to determine if a precedent exists or is being created, ARC members should compare all aspects of an application at face value and not automatically approve or deny an application that appears to be similar to a prior request.

-----END OF DOCUMENT-----

DOCUMENT CHANGE MANAGEMENT

Date	Primary Author(s)	Change
2/21/12 – 4/14/12	Jason Walsh	Original Document (Version 1.0)
4/15/12	Jason Walsh	Content Edits
4/19/12	ARC Members / BOD Members	Incorporate ARC / BOD Comments
4/24/12	BOD Members	Final Draft Edits
5/8/12	Forge Reserve Community	Review & Edit Document
7/10/12	Forge Reserve Community	Review, Edit, & Approve Document
7/10/12	BOD Members	Ratify Vote, Approve and Sign Version 1.0

DECLARATION

The Board of Directors (BOD) of the Forge Reserve Homeowners Association (HOA), on this **10th** day of **July**, in the year **2012**, do hereby set forth and approve this document which was drafted by the BOD and the Architectural Review Committee (ARC), edited and approved during special meetings on May 8, 2012 and July 10, 2012 by a quorum of the voting members of the Forge Reserve HOA.

The quorum of members voted by a unanimous decision at the July 10, 2012 special meeting of the HOA to adopt this document in whole and the Board of Directors ratifies that unanimous vote by signing below. This document is effective as of July 10, 2012.

/s/

_____ July 10, 2012
Tony Aquia, President

/s/

_____ July 10, 2012
John Cruse, Vice President & ARC Chairman

/s/

_____ July 10, 2012
Jason Walsh, Treasurer / Secretary