

# Whittington Architectural Design Guidelines

4.1.19

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## **SECTION I. INTRODUCTION**

## **Whittington Architectural Design Guidelines**

### **A. WHITTINGTON GOALS AND OBJECTIVES**

Sanctuary Development, LLC. (herein after known as “Declarant”) is dedicated to the protection and preservation of the natural landscape and topography within the master planned community. It is the intent of the Declarant and the Whittington Home Owners’ Association (herein after known as the “HOA”) to identify the described various landscape elements and basic principles needed to promote the preservation of the native landscape, blend new landscape materials into the existing forest boundary, and outline planting schemes to accent new improvements.

### **B. ARCHITECTURAL REVIEW COMMITTEE STATEMENT**

The Whittington Architectural Review Committee (herein after known as the “ARC”), a committee under the HOA, has updated, amended, and restated the following architectural design guidelines (the “Architectural Design Guidelines”). These architectural design guidelines are in addition to and not a substitute for all restrictions set forth in the Declaration of Covenants and Restrictions (the “DCR”) on file in the Office of the Chancery Clerk of Madison County. Property Owners, Builders, and / or Contractors (collectively, the “Applicant”) agree to abide by these Architectural Design Guidelines as well as the rules under the DCR, and further acknowledge that the ARC reserves the right to amend these Architectural Design Guidelines at any future time as it deems necessary.

### **C. INTENT OF THE ARCHITECTURAL DESIGN GUIDELINES**

The intent of these Architectural Design Guidelines is not to impose hardship, but to set and maintain a level of respect and professionalism among all builders and homeowners. Architectural Design Guidelines are composed and established to provide Property Owners, Architects and Contractors with a set of parameters for the preparation of their drawings, specifications and plans. The authority for the Architectural Review Committee is established in Article VI of the Declaration Of Covenants, Conditions and Restrictions for Whittington of record in Book XXXX at Page XXXX at the Madison County Chancery Clerk’s office and into which these guidelines are included by reference. The Architectural Design Guidelines are incorporated in the Covenants and made a part thereof.

Great care has been taken in the planning, design and construction phases to insure aesthetic harmony within Whittington. To this end it is of utmost importance that this special character not be compromised by architectural designs and site plans improperly conceived, unresolved or poorly executed. Only those plans designed by professional Architects or Residential Designers whose qualifications are approved by the Architectural Review Committee will be accepted. The criteria used in determining the qualifications of a Designer or of an Architect will be within the sole province of the Architectural Review Committee.

For this reason, an Architectural Review Committee (herein shall be referred to as the “ARC”) shall review and approve all construction, designs and plans for:

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- Consideration of primary site design requirements.
- Sensitivity to the existing landscape features of each site.
- The visual relationship & physical impact on surrounding homesites by the proposed home.
- Excellence of architectural design.

By encouraging quality and attention to detail, and adherence to the requirements and recommendations of the Architectural Review Committee and these Architectural Design Guidelines, aesthetic harmony, natural tranquility and overall property values at Whittington shall be enhanced and preserved. Please understand that there will be no compromise in the enforcement of the Architectural Design Guidelines.

### **D. DISCLOSURES**

These architectural design guidelines may be amended or supplemented from time to time. Please have your copy of the guidelines dated and signed when you pick them up. Advise Developer in writing that you are in the process of design, landscaping, etc., and to advise you of any change in these guidelines in a timely manner.

Whittington intends to enforce these regulations for the protection of all Property Owners. Failure to abide by these rules may result in the loss of your privilege to enter the gate, forfeiture of deposit, stoppage of construction, liens being filed against the property and / or prosecution to the full extent of the law. Attorneys representing the ARC shall be paid from the Property Owner's damage deposit. All expenses of any litigation, arbitration, and/or mediation, including but not limited to attorney fees, which HOA and / or ARC, in their sole discretion, are required to expend in the enforcement of the Architectural Design Guidelines (hereinafter "ADG") shall be paid from the Property Owner's damage deposit as set forth in Section II, E, (1) of the ADG and / or as otherwise determined by a court of law, arbitrator or agreement between the ARC and a Property Owner. Property Owner shall be responsible for expenses which exceed the funds available from his damage deposit.

No statements contained herein shall be construed to invalidate, impair, or supersede any regulations, codes, or rules enacted by the state, city, county, or any other political subdivision encompassing the Whittington Community.

## **SECTION II. ARCHITECTURAL REVIEW COMMITTEE – GENERAL FORMATION**

## Whittington Architectural Design Guidelines

### **A. ARCHITECTURAL REVIEW COMMITTEE (“ARC”)**

(1) **Definition:** The ARC shall be appointed by the Declarant, or the Board of Directors of the Whittington Owners’ Association. The ARC shall have the authority and responsibility to approve or disapprove all residence construction within the Whittington Community.

(2) The Whittington ARC shall consist of a partner of the Declarant, and may also include an Architect, Landscape Architect, Architectural Control Coordinator (ACC) an on site Architectural Compliance Inspector (ACI) and / or others deemed appropriate by the partner of the Declarant. Their responsibilities shall include verifying that the plans and specifications meet these architectural design guidelines and the Declaration Of Covenants And Restrictions.

(3) All decisions and actions of the Architectural Review Committee shall require an affirmative vote of a majority of its members. The ARC will use the Architectural Design Guidelines for the general purpose of reviewing proposed construction but will consider the merits of any particular project because of special conditions that are felt to provide benefits to the adjacent areas, the specific site, or to the community as a whole.

(4) Whittington is designed to be a unique community of residential properties. The Covenants, Conditions and Restrictions do not list specific design items necessary for plan approval. The authority to approve specific building plans rests solely with the Architectural Review Committee. The ARC does not seek to restrict individual creativity or preference, but rather to maintain a visually pleasing and appropriate appearance for each homesite within the community.

**(5) Notwithstanding the fact that architectural design and "excellence" is and will be a subjective thing, and that there may be some difference of opinion in judging design and "excellence in design", nevertheless, any person or party acquiring and owning a lot in Whittington understands and agrees to the criteria herein set forth and agrees to be governed thereby.**

### **B. ARCHITECTURAL CONTROL COORDINATOR (“ACC”)**

## **Whittington Architectural Design Guidelines**

(1) **Definition:** The ACC shall be appointed by the Declarant, or the Board of Directors of the Whittington Owners' Association and shall serve as chairman of the ARC.

(2) A person with skills deemed appropriate by Declarant will be an appointed member of the ARC and perform the duties of the ACC Coordinator.

(3) The ACC may designate a qualified assistant who shall, during his/her absence or disability, exercise all the powers of the appointed ACC.

(4) The ACC will provide a construction status report to the ARC and or the Board of Directors on all new home construction on a quarterly basis each calendar year.

### **C. ARCHITECTURAL COMPLIANCE INSPECTOR ("ACI")**

(1) **Definition:** The ACI shall be appointed by the Declarant, or the Board of Directors of the Whittington Owners' Association.

(2) A person with skills deemed appropriate by Declarant will be an appointed member of the ARC and perform field inspections to verify compliance with the ARC approved construction documents and the Whittington Architectural Design Guidelines.

### **D. FUNCTION AND AUTHORITY**

The ARC shall have the responsibility for maintaining the general harmony of all lot construction within Whittington Community. The ACC shall have the authority, but not the obligation, to:

#### **(1) Architectural Review:**

- a. Conduct a Preliminary meeting with the Lot owners, builder/contractors and advise them of the Architectural Design Guidelines.
- b. Conduct ARC final plan review to verify compliance with Architectural design guidelines.
- c. Collect all submittal requirements as listed in Section III - D
- d. Call, prepare, and direct all scheduled meetings of the ARC.
- e. Obtain and compile all ARC members' comments and / or changes into approval letters.
- f. Sign off on plans along with one other member from the ARC, to formally approve plans for permits.
- g. Conduct post-ARC meetings with the Applicant(s) to review comments and / or changes made by the ARC within thirty (30) days of the reviewed date.

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### **(2) Architectural Control:**

- a. Pursuant to Article V., Section B. of the DCR, enforcement should be carried out by the Whittington ARC.
- b. Enforce all Architectural Design Guidelines promulgated by the Whittington ARC.
- c. The ACC will approve that the applicant has preformed all requirements to **Section III.D.** herein.
- d. File Notice of Necessity to Comply on lot under review within (30) days from review date
- e. Request the Applicant(s) or Builder to halt construction if there is evidence presented by the ACC or another member of the ARC that construction is not in compliance with the ARC approved plans and specifications, Architectural Design Guidelines and / or the DCR. Applicant will be required to pay a \$50.00 fee for each and every extra site visit necessitated by incomplete data or non-compliance issues, payable prior to permission to proceed with construction. Should the ARC, at its sole discretion, be compelled or required to employ the services of an attorney in order to address and/or enforce any provisions contained in Section IV hereof, or any of the conditions and/or terms of these Architectural Design Guidelines, then the Applicant and/or Property Owner shall be responsible for the payment of all reasonable attorney fees and expenses in so doing.

Once construction is back in accordance with the approved plans and fees due received, the Applicant(s)/ Builder may commence with the rest of construction.

- f. Conduct a pre-construction site meeting with the Applicant(s) and City Inspector to verify all site issues pertaining to the pre-construction site meeting sheet **(SEE FORM D)** are correctly documented and discussed with the involved parties.
- g. Conduct a site meeting **(SEE FORM E)** for approval elevations.
- h. Conduct a site meeting **(SEE FORM F)** for approval of hardscape.
- i. Conduct a site meeting **(SEE FORM G)** for final construction approval.
- j. Provide the applicant(s) or builder with a list of items to complete before final approval.
- k. Once the list has been completed by Applicant(s) or Builder the ACC may then give Final Approval. The ACC will notify the City Of Madison that the construction is in compliance with ARC approved plans. The City of Madison

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will issue a certificate of occupancy after their final inspection requirements have been satisfied.

- I. Approve damage deposit refunds (in all or part) to the Applicant(s). The Applicant shall halt construction if there is evidence presented by the ACC that construction is not in accordance with the approved plans, the Architectural Design Guidelines and/or the DCR. Should the ARC, at its sole discretion, be compelled or required to employ the services of an attorney in order to address and/or enforce any provisions contained in Section IV hereof, or any of the conditions and/or terms of these Architectural Design Guidelines, then the Applicant and/or Property Owner shall be responsible for the payment of all reasonable site and/or attorney fees and expenses in so doing.

Once construction is back in accordance with the approved plans, the Applicant may commence with the rest of construction

### **E. DAMAGE DEPOSIT POLICY**

The Property Owner or Contractor shall place a cash deposit with the Architectural Review Committee at the time of submittal for final design approval. This deposit, (hereinafter "Damage Deposit"), as established by the Committee is \$2,000.00. This \$2,000 deposit will be refunded upon completion of all work, improvements and landscaping, issuance of certificate of occupancy and upon acceptance by the Architectural Review Committee, **provided** there is no damage by the Owner and/or his Contractors or agents to public and private improvements, common areas, or other lots within the community and all trash and debris have been disposed of on a timely basis according to these Whittington Architectural Design Guidelines. In the event Declarant finds he must intervene in order to resolve any job site issue, i.e. non-compliance with any approved submittal, trash or mud removal, silt fence installation or maintenance, access drive conditions, litigation or the threat thereof, other issues whether addressed under these guidelines or not, the damage deposit shall be forfeited to the extent these funds are used to resolve the issue or to pay fees. Declarant is not obligated to intervene but can and will intervene if Declarant is of the opinion that intervention is necessary to protect the interest of other lot owners, Declarant or the Whittington Community. Payment of the deposit and fee shall be made with two separate checks in the amount of \$2,000.00 for damage deposit fee to Whittington Architectural Review Committee ("ARC) and \$1,500.00 to Whittington Architectural Review Committee. In the event said Deposit is reduced because of some act of, action or failure to act or noncompliance by Owner as stated herein, then upon demand of the ARC the Owner shall within fifteen (15) days, restore the balance to the amount set forth in this paragraph. The process of the Property Owner restoring the damage deposit amount (\$2,000.00) shall continue until such time as all disputed issues are fully and finally resolved and all attorney fees, site fees, and expenses of litigation and/or arbitration and/or mediation have been paid in full.



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If Applicant purchases approved plan from Declarant's designated architect and landscape architect, then the ARC review fee will be waived.

The Applicant acknowledges that the ARC has the right to deposit such damage deposit in an interest bearing account as designated by the HOA. The Applicant hereby agrees that all such interest that accrues on the damage deposit shall be earned by the HOA and become the property thereof. Applicant hereby waives any rights in and to the interest so accrued.

### **SECTION. III. REQUIRED DOCUMENTATION FOR SUBMITTALS**

#### **A. USE AND APPROVAL OF DESIGN PROFESSIONALS**

**All plans and specifications for new structures and additions to existing structures must be prepared or approved by an architect licensed by the State of Mississippi. All plans and specifications for new and additions to landscaping/site/grading must be prepared or approved by a landscape architect licensed by the State of Mississippi. (Please refer to Appendix 2 – Submittal Plan Checklist – Reference B.**

#### **B. BUILDER REQUIREMENTS:**

##### **(1). Builders Approval**

To become an approved builder in Whittington, the builder/ contractor shall complete, submit, and have approved **Form A** with appropriate attachments (Refer to Appendix 1 herein). The Builder Provisional Approval is based on the application with the intent of only the first project within Whittington. Strictly adhering to Architectural Control shall set grounds for future projects within Whittington. Failure to comply with the Whittington ARC, these Architectural Design Guidelines, and the DCR may result in further projects being disapproved or revoked. Failure to comply with these items will result in the use of the damage deposit for any repairs, cleanup, or fines incurred pursuant to ("Section II.E." herein) without notice to the Applicant.

Additionally, the ARC, on behalf of the HOA, may enforce any of these Architectural Design Guidelines to the extent necessary pursuant to the DCR, including a judgment against you and/or the property for the amount expended to remedy the situation and all costs incurred therewith including the costs of litigation or the threat thereof.

##### **(2). Property Owner's Approval**

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To build a home on your intended lot, the Property owner shall have an approved builder on file with the Whittington ARC. The Property Owner shall follow all steps in the Design Review Procedures, the Architectural Control Procedures, and the General Rules for All Property Owners Contractors and Service Personnel (Refer to Section VII. herein).

### D. SUBMITTAL REQUIREMENTS:

#### (1). Design Review

**NOTE:** The complete submittal package as described below must be submitted at least 30 days prior to the date you wish to start construction.

1. Shall have two signed and dated copies of the Whittington Architectural Design Guidelines in effect at the time of submittal. One for ARC records. One for the Applicant.
2. Shall have a builders approval on file with the Whittington ARC
3. Shall have a copy of the filed deed to the lot under review (Proof of Ownership to Lot)
4. Shall have completed Builder Application (**Form A**) (Refer to Appendix 1 herein)
5. Shall have completed Design Review Application (**Forms B**) (Refer to Appendix 1 herein)
6. Shall have a check for the Architectural Review Committee Fee (**\$1,500.00**)  
Make Check Payable To: Whittington Architectural Review Committee  
(REFER TO APPENDIX 1 – SCHEDULE OF FEES – FORM I)
7. Shall have a separate check for the Damage Deposit (**\$ 2,000.00**)  
Make Check Payable To: Whittington Architectural Review Committee  
(REFER TO APPENDIX 1 – SCHEDULE OF FEES – FORM I)
8. Shall have three (3) complete sets of construction drawings (bound together) and PDF. The construction drawings shall include, but not be limited to the following:
  - Site Plan
  - Grading Plan
  - Landscape Plan
  - Foundation Plan
  - Floor Plans
  - Elevation Plans (All Elevations)
  - Roof Plan
  - All Plan Sections and Details

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- Electrical Plans
- HVAC Plans

9. Complete Construction Specifications (**Appendix 1-Form C**)
10. Proposed Construction Schedule

### **E. PLAN REQUIREMENTS:**

Please refer to and use the “Submittal Plan Checklist, Located In Appendix 2 Reference B All applicable information requested in these check lists must be on the plans. Incomplete information will result in the submittal being rejected.

## **SECTION. IV. DESIGN REVIEW PROCESS AND ARCHITECTURAL CONTROL PROCEDURES**

### **A. REVIEW OF DESIGN SUBMISSIONS:**

The ARC has established the following procedures for review of all construction documents, plans and specifications. The applicant for design review is encouraged to contact the ACC for clarification of the Architectural Design Guidelines. Final design approval shall be effective for a period of six (6) months from the final approval date: thereafter, commencement of construction shall require re-approval. The application for approval, fee and all other materials specified herein for Committee consideration shall be sent to:

Whittington  
c/o Sam Coker  
3670 Lakeland Lane  
Jackson, MS 39216  
601.932.3035

It is the sole responsibility of the Property Owner to acquaint his or her architects, advisors and Contractors with the architectural review process and the Architectural Design Guidelines, compliance with the design review process and the architectural design guidelines being the joint and several obligations of the Property Owner and his agents and contractual participants. Compliance with all local and state governmental regulations and obtaining all necessary permits and fees shall be the obligation of the Property Owner. The ARC shall not consider applications from parties who do not own the proposed lot for which the submittal is to be reviewed.

It is important to understand that any deviation from this process may cause unnecessary delays and / or additional costs to the Property Owner, as well as revocation of building permits and/or withholding a certificate of occupancy. If, at the time of submitting the application and the presentation of various documents and

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materials to the ARC in support of owner's project, and such documents and materials are considered inadequate or in some respects do not meet a) requirement(s) or b) standard(s) set forth herein for the proposed improvements, the Property Owner shall effect such changes, amendments or clarifications as necessary to meet and comply with the specifications and requirements of the Architectural Design Guidelines as interpreted or recommended by the ARC. For the second or for any subsequent hearing for the consideration of Property Owner's petition and presentation of supporting materials, the Property Owner shall pay to Whittington the amount of \$200.00, which amount shall be tendered at the time of filing for the rehearing of the ARC. **(Appendix 1- ARC Schedule of Fees – (Form I)**

### B. ARCHITECTURAL CONTROL PROCEDURES

- (1) The Applicant shall submit the Required Documentation for Submittal (Section III D) The ARC strongly recommends the applicant become familiar with the Whittington DCR and the Architectural Design Guidelines prior to obtaining an application.
- (2) The ACC will send an approval / disapproval letter within thirty (30) days after review of submitted plans. If disapproved, the Applicant should consult with the ACC on the procedure to bring the plans within guidelines
- (3) If approved, the applicant shall schedule a pre-construction site meeting with the ACC, ACI and City Building Inspector to discuss all items pertaining to the pre-construction site meeting sheet **(SEE FORM D)** This meeting is required before the ARC will release the City of Madison to issue the Site Excavating Permit. The applicant shall schedule a site meeting with the ACC / ACI for approval of silt fence and temporary gravel driveway all items on this form must be complete. This form must be signed before the ACC will release the City of Madison to issue a building permit.
- (5) Construction may commence upon receipt the required permits from the City of Madison, and the applicant notifying the ACC / ACI of their intent to begin construction
- (6) The applicant shall schedule a site meeting **(SEE FORM D)** with the ACC / ACI for approval of elevations. The applicant / builder shall commence construction after the approval of the elevations has been given by the ACC / ACI.
- (7) The applicant shall schedule a site meeting **(SEE FORM F)** with the ACC / ACI for approval of street sidewalk and driveway apron. The applicant / builder shall commence construction after the approval has been given by the ACC / ACI.
- (8)The applicant shall schedule a site meeting **(SEE FORM G)** for final construction

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approval before contacting the City of Madison for certificate of occupancy inspection.

- (9) The ACC / ACI shall provide the applicant(s) or builder with a list of items to complete before final approval.
- (10) The applicant shall then contact the ACC / ACI to confirm that all items have been completed.
- (11) The ACC may then give Final Compliance Approval. The ACC will notify the City of Madison that the construction is in compliance with ARC approved plans. The City of Madison will issue a certificate of occupancy after their final inspection requirements have been satisfied.
- (12) The refund of Applicants damage deposit, minus any clean-up, repair, expenses or fines, will be refunded to the original payee unless otherwise noted by a written verification. This damage deposit shall be refunded only after all work is completed and a final approval has been issued.
- (13) Upon final approval by the ACC, a Certificate of Compliance shall be filed within thirty (30) days on the owners' lot in the office of the Chancery Clerk of Madison County. This Certificate of Compliance shall release the Notice of Necessity to Comply.

### **SECTION. V. SITE PLANNING & LANDSCAPING DESIGN**

#### **A. INTRODUCTION**

To insure that the overall beauty of the community is preserved and enhanced, the Architectural Review Committee has the authority to approve or disapprove landscape plans for individual residences. Whittington has been carefully planned, utilizing the natural features of the site whenever possible. Roadways and walks have been designed to respect and take advantage of existing natural features throughout the site. It is the intent of the Architectural Review Committee to maintain this level of sensitivity to the landscape as Whittington develops. A major determining factor of good landscape design should always be the architecture and location of the residence. The Architectural Review Committee will take into account various relationships of the house to the site, surrounding homes, views, breezes and other factors when reviewing specific landscape plans.

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### **B. PRESERVATION OF NATURAL FEATURES**

Throughout Whittington many fine, mature individual trees exist. Many are located in prominent view from our streets and roads giving them special significance. The community has taken a positive step toward the recognition and protection of such trees by requiring approval by the Architectural Review Committee to remove any tree on any building lot with a trunk diameter of four (4) inches at four (4) feet above natural grade. Wherever practical, natural property line buffer areas will be encouraged for lots in the woods.

Fundamental to the design criteria is the need for gardens and lawns to harmonize with the native terrain and natural beauty of the community. Property Owners are encouraged by the Committee to landscape their lots with plants that are indigenous (native) to the Central Mississippi area, and to leave untouched as possible the existing vegetation and natural amenities of the site.

The Architectural Review Committee will take into consideration elements of the individual landscape plan and plant materials selected in the approval process.

### **C. LOCATION OF HOUSE ON SITE**

**Observations and Recommendations:** Various soil materials and conditions exist throughout the property, and accordingly each Property Owner is strongly encouraged to have the soil tested. The setting of a house is a critical and important design decision. The plan concept developed for each property owner should reflect functional needs, yet sensitive to the site's unique characteristics and inherent design opportunities. The larger lots and open vistas of our Community will mean most dwellings will be seen from many different angles and views. It is therefore important that the three dimensional character of each home be carefully studied.

It is desirable for the homes of our community to exhibit the individuality of their owners. Nevertheless, it is important that they observe basic design principles inherent in good architecture and site planning. The following questions should be asked:

- \* Is the residence located on the site with a minimum disruption to the natural topography, drainage, and existing landscape features? Will the various building materials allow for a pleasing harmonious exterior appearance to the residence? Are the colors appropriate and used with restraint?
  
- \* Is there a consistent scale used throughout the design for construction of the residence? Each element shall be designed so as not to be out of proportion to any other.

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- \* Are the specific features of the architectural style well developed and carefully detailed? Have these features been researched to resemble a certain degree of authenticity?

The Architectural Review Committee shall consider each site independently, but shall give extensive consideration to the impact of individual plan upon adjacent homesites and view corridors. Care shall be taken to locate each structure, whenever possible, so as not to infringe upon corridors, adjacent structures and homesites, and natural amenities of these areas.

Considerations in this regard include:

- Physical terrain of the site.
- Views from the home site.
- Views to the home site from adjacent lots.
- Natural amenities:
  - Existing landscape
  - Existing water and drainage channels
- Driveway access.
- Height of structures.

### **D. BUILDING REQUIREMENTS**

#### **(1) Minimum Dwelling Sizes**

**(Refer To Appendix 2 – Building Requirements - Reference C.**

Minimum Dwelling Sizes and Building Setbacks dimensions are set out in the Declaration of Whittington, as the same may be altered or modified by any act or allowance of the Architectural Review Committee within the purview of its powers or as set forth in the deed of conveyance from the Developer.

The Architectural Review Committee reserves the right to deviate from stated minimums where circumstances necessitate and where benefits will accrue to the community.

#### **(2) Minimum Building Setbacks**

**(Refer To Appendix 2 – Building Requirements Reference D.**

For some building lots within the community it may be impossible or inadvisable to develop the lot according to these standards due to natural terrain, lot configurations, and/or proximity of adjacent structures. Therefore, the Committee may approve specific deviations to these setbacks which it believes will be beneficial to a specific homesite or to an adjacent homesite and the community as a whole.

### **E. GRADING AND DRAINAGE**

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### **(1) Grading Concept for Development**

The design and development concepts of the Community call for the maintenance of the environment in its original condition insofar as possible. No structure or improvements can alter the natural drainage of the site to the degree that it negatively impacts any surrounding area. For this reason it will be required that each Property Owner handle the runoff that naturally occurs on his or her site by adequately sloping all areas so that runoff can be directed to the natural drainage areas or to storm drainage facilities. Neither the Association nor the Developer is responsible for maintenance of drainage areas except in common area or Developer owned property, respectively.

The Architectural Review Committee is keenly aware that whenever possible, structures should be designed to the specific lot. It is important to remember that the beauty of our development is the land and its natural features, and that the architecture should compliment and enhance rather than compete with or destroy this beauty.

In order to help insure compliance with this philosophy, a grading plan shall be required. All grading reviews shall be subject to the jurisdiction of the Committee and shall be considered individually for each lot. Recommendations or demands will be based upon individual lot locations, terrain, soil conditions, drainage, cuts and fills, and whatever other conditions the Committee feels impact upon the site grading design. Soil tests conducted by competent professionals are strongly recommended to all Property Owners.

Grading shall be designed to maintain natural drainage patterns and not to shed water onto neighboring lots. Runoff shall be maintained on subject lot until discharged at development storm drainage provisions or natural discharge point. Run off shall not be concentrated as to create issues downstream. Proposed erosion control measures are to be shown on the grading plan at time of submittal. A separate erosion control plan can be submitted if needed for clarity.

Our hills provide beauty but require extra care in erosion control. Prior to alteration of any grade, or other "dirt work", every lot shall have installed a rock access drive and proper silt fencing installed to 4" below grade with hay bales on site to place at concentrated access points during inclement weather. The Contractor and Property Owner are jointly responsible for maintaining erosion control on the lot throughout the construction process and at all times thereafter. In the event Developer becomes aware of an erosion problem or that silt fencing has not been installed as described herein or is not being properly maintained, or hay bales are not placed to stop erosion at access points in a good faith effort, Developer may either (a) notify Contractor to correct the problem, or (b) if the situation or condition mandates same, Developer or the Association may correct



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the problem without notice or liability to Contractor or Property Owner. In the sole and unfettered discretion of Developer or the Association, it is agreed that the damage deposit may be used to the extent necessary to effect a cleanup of streets, lakes or nearby lots and/or common areas, resulting from improper lot erosion controls and such may be performed by the Association or the Developer, with the expense of cleanup assessed to the Property Owner of the lot causing damage. Forfeiture of the deposit shall not limit Property Owners' liability for any cost or expense associated with securing compliance with these requirements or any other terms and/or conditions of these Architectural Design Guidelines. Non-compliance and/or lack of cooperation by Contractor or Property Owner with these erosion control guidelines or any other terms and/or conditions of these Architectural Design Guidelines may result in stoppage of construction and/or resort to any other remedy available to Developer at law or in equity.

### **(2) Finished Floor Elevations**

The elevation of the lowest habitable floor in any dwelling shall be such that it ensures proper drainage away from the dwelling and ensures passage of storm water runoff without detriment to the dwelling, but such elevation shall be approved by the Architectural Review Committee. The Builder of the dwelling on each Lot shall excavate, fill, grade and shape the dwelling foundation, landscaped areas, and lawn areas to drain and not impede, interfere or impound storm or irrigation water runoff from adjacent Lots.

## **F. DESIGN CRITERIA**

### **(1) Sidewalks**

**Observations and Recommendations:** Sidewalks and driveway aprons are often minimized by a Developer, Homeowner, or Builder. The result is a lost opportunity to make a beautiful addition to the landscape.

Each dwelling shall have a concrete sidewalk along the entire frontage of each and every street on which the Lot abuts. This sidewalk shall be placed in accordance with the landscape plan approved by the Architectural Review Committee. The street sidewalk and driveway apron can only be constructed of concrete. No color concrete is to be utilized.

The construction and subsequent existence of this sidewalk shall constitute the granting of permission to use said sidewalk to all persons who use it in a safe and reasonable manner.

Should the dwelling have a sidewalk / driveway leading from the street sidewalk to an entrance of the dwelling, this sidewalk shall be either concrete with similar

## **Whittington Architectural Design Guidelines**

jointing or an approved material such as brick or bluestone. Any sidewalk or driveway of any material other than concrete must start at the back edge of the street sidewalk.

To ensure that the highest quality and uniformity standards are followed throughout Whittington, strict guidelines have been set forth with regard to sidewalk and drive apron paving and by selecting approved subcontractors.

The building contractor shall be responsible for the coordinating and hiring of an ARC approved subcontractor to form, pour, and finish all sidewalks along the entire frontage of each and every street on which the lot abuts.

**An authorized representative of the Architectural Review Committee must approve all hardscape forms for sidewalks, driveways and driveway aprons prior to pouring / placing any concrete. (SEE APPENDIX 1 – FORM G-3)**

### **Walk Specifications**

**SEE DRIVEWAY APRON AND SIDEWALK DETAIL  
(APPENDIX 3 – DETAIL A)**

#### **NO WOOD JOINTS ALLOWED**

- 48" Wide
- locate 36" from the back of the street curb (No exceptions unless approved)
- minimum 4" thick, 3,000 p.s.i. concrete
- reinforce with 6x6x10 Gauge welded wire mesh
- The street edge of the sidewalk shall be +1" above and consistent with the top of curb grade.
- the walk shall have a 1" rise from front edge to back edge
- walk surface shall receive a medium broom finish perpendicular to pedestrian traffic
- 1" deep tooled control joints required @ 4'-0" O.C.
- ½" asphalt impregnated expansion joints required @ 16' O.C., at the driveway apron and at existing adjacent property sidewalks
- all edges to be tooled with ½" radius edge tool
- The street sidewalk can only be constructed of concrete. No pattern sawing, stamping or staining allowed.

#### **(2) Driveways**

Each dwelling shall have as an appurtenance thereto a driveway of concrete or other approved material.

The building contractor shall be responsible for the coordinating and hiring of an approved subcontractor to saw cut curb & gutter, set forms, pour, and finish all driveway aprons that fall on that particular site.

## **Whittington Architectural Design Guidelines**

**An authorized representative of the Architectural Review Committee must approve all hardscape forms for sidewalks, driveways and driveway aprons prior to pouring / placing any concrete. (SEE APPENDIX 1 – FORM G-3)**

### **Driveway Apron Curb Cut Specifications**

- the curb to be removed shall be saw cut completely thru perpendicular to the curb at the ends of the proposed driveway radii
- the gutter shall be saw cut completely thru in the gutter line as close to the face of the curb as possible for the full width of the proposed driveway apron. The concrete curb must be removed and hauled off immediately.

### **Driveway Apron Specifications**

#### **SEE DRIVEWAY APRON AND SIDEWALK DETAIL (APPENDIX 3 – DETAIL A)**

- 16' maximum drive width
- 30' maximum apron width
- minimum 4" thick, 3,000 p.s.i. concrete
- reinforce with 6x6x10 Gauge welded wire mesh
- the apron surface shall receive a medium broom finish
- The apron shall extend from the street to a point seven (7') feet from the back of curb at which point it will intersect with the back edge of the sidewalk.
- The finished edge of the driveway apron at the gutter shall be 1 ½" above the gutter flow line.
- The apron curbs shall be shaped to match the street curb profile.
- the curb shall terminate at the front edge of the sidewalk and at the same elevation.

### **(3) Lawn Areas**

Though Property Owners are encouraged by the Committee to landscape their lots for individual beautification, any front yard area considered lawn area shall be solid sod with the lawn species noted on the landscape plan to be submitted. Additionally, any area of lawn between the sidewalk and the street shall be considered as the Owner's front lawn, and may be landscaped or kept in its natural state as shall be mutually agreed upon by the Property Owner and the Committee. If any landscaping is to be installed in phases, this must be noted and designated on the Landscape plan. If there are no phases noted, the entire landscape plan must be installed as submitted prior to occupancy. Irrigation system is required

## Whittington Architectural Design Guidelines

### (4) Walls, Fences

Walls and fences should be considered as an extension of the architecture of the residence. They should serve to make a transition between the mass of the architecture and the natural forms of the site. Walls and fences should be designed to be compatible with the total surrounding environment and should not block natural views. Fences, walls and hedges should be considered as design elements to enclose and define courtyards, to extend and relate the building forms to the landscape, as well as to assure security and privacy elements. All walls, fences, and their location shall be shown on the plans and subject to approval by the Architectural Review Committee prior to their installation. Fence can only extend ½ of the house on the side yard. The area between dwellings may be improved to provide a private courtyard for the exclusive use of the Property Owner. Such areas may be private and screened from view. Illustrations showing the general appearance, size, finishes, and materials of proposed walls, fences, and vertical elements shall be included with Site Plan submittal. Wood fencing must be good neighbor cedar with 6x6 posts and no greater than 6', unless approved by ARC.

Lots 133-155 and 111-102 are required to have Iron or Wood (approved) rear fencing (lot 134 iron only)

Lot 123-133, 17-21, 44-51, 96-98, and 84-89, 102-112 are required to have Iron (approved) fencing

### (5) Piers

No piers are allowed on Whittington lake

### (6) Decks

All decks must be approved by the Architectural Review Committee and, except in designated common areas may be prohibited at the Committee's sole discretion.

### (7) Swimming Pools, Therapy Pools, Spas, Tennis Courts

**No above grade pools, tubs, or the like shall be approved.**

The location of swimming pools, therapy pools and spas (including hot tubs) or tennis courts should consider:

**Indoor/outdoor relationship:** The shape, color and siting of swimming pools or tennis courts shall be carefully considered to achieve a feeling of compatibility with the surrounding natural and man-made elements. Tennis courts as well as pool and equipment enclosures shall be architecturally related to the house and

## **Whittington Architectural Design Guidelines**

other structures in their placement, mass and detail. (NO LIGHTED TENNIS COURTS ALLOWED)

### **(8) Mailboxes**

Each dwelling shall have a mailbox which is uniform throughout the community and which is approved by, or meets in every respect the requirements set forth by the Architectural Review Committee, which Committee may require its purchase from the Association or specified vendor. House numbers should hang below the bottom of the mailbox perpendicular to the street.

**(SEE APPENDIX 3 – MAILBOX DETAIL – DETAIL C)**

### **(9) Service Yard/Utility/Equipment**

Each dwelling shall have as an appurtenance a fenced or screened area to serve as a service yard for garbage receptacles, storage receptacles, electric and gas meters, firewood, air conditioning equipment and permitted antennae. These and other unsightly objects, fittings and materials shall be so placed or stored that they are concealed from view from any street, common area or community facility. Screen fence shall be opaque and of sufficient height to screen utilities and items enclosed from view. Fencing type shall be illustrated in submittal.

### **(10) Landscape Lighting**

Exterior pool and landscape lighting shall not infringe upon adjacent neighbors. All accent lighting should utilize low voltage, direct task type fixtures, and they should be as close to grade as possible. All exterior lighting shall be approved by the Architectural Review Committee prior to installation.

### **(11) Satellite Dishes**

Satellite dishes are prohibited.

### **(12) Basketball Goals (limited to Estate Lots only)**

Permanent basketball goals fixed in the ground/ driveway are permitted in Estate section only but not portable goals. No portion of the goal can be mounted to the house.

### **(13) Hardscape**

All proposed hardscape/ exterior constructed features, such as patios, decks, walls, walks, spas, pools, drives, walks must be depicted & dimensioned on the site plan, grading plan & landscape plan. All proposed materials & finishes must be noted.

### **(14) Landscape**

## Whittington Architectural Design Guidelines

The landscape plan shall be designed to enhance or accentuate the architecture of the residence and shall be appropriate to the character of the residence. Existing trees shall be preserved and incorporated to provide an appearance of maturity. Mature plant material sizes shall be considered when determining locations for plant material.

### Plant material sizes-At time of planting:

- Minimum Shade Tree Size- Minimum 2" caliper-Minimum 12'-14' ht (Shade Trees are defined as trees with expected mature heights of greater than 30')
- Minimum Medium Tree Size-Minimum 1.5" caliper-Minimum 10'-12' ht (Medium Trees are defined as trees with expected mature heights of less than 30')
- Multi Trunk Trees-Minimum 3-5 trunks, 8'-10' minimum height
- All shrub plant material shall be a minimum of 18" at time of planting however plant material sizes shall be appropriate to location and scale. Larger plant material sizes may be required depending upon specific circumstance. Irrigation system is required for entire lot.

## SECTION VI. ARCHITECTURAL DESIGN

**Observation and Recommendation:** It is not the intent of these guidelines to dictate a specific architectural style but rather encourage a community of outstanding individual architectural designs.

### A. INTRODUCTION

Terms such as "sound design" and "good taste" are difficult to describe and even more difficult to judge. Beauty may be in the eye of the beholder but overall aesthetic harmony of the community shall take precedence over a single architectural statement, particularly if that statement is a radical departure from what the general public perceives as "good design". One ill-conceived or architecturally experimental home can greatly detract from the visual continuity of the overall community as well as affect surrounding property values.

#### **For these reasons the following elements are to be avoided:**

- \* Harsh contrasts of colors and/or materials.
- \* Illogical or inappropriately scaled building elements.
- \* Poorly conceived and executed details.
  - \* Experimental or extreme interpretations of the tenets of a particular Architectural style.

#### **The following elements are to be encouraged:**

- \* Appropriate and intelligent selection of details.
- \* Well designed floor plans.
- \* Sensitive interpretation of styles within constraints of budget site.
- \* Attention to scale, staying within the traditional or classical range proportions.

## Whittington Architectural Design Guidelines

- \* Where deemed appropriate, Architects and Designers encouraged to consider:
- angular and/or profiled fascia board
  - exposed, shaped rafter tails
  - bracketed soffits
  - the use of dull earth tone or weathered finish at eave/fascia/soffit to correspond to roofing rather than white paint.
  - Overhang at gable ends should be less than at other areas of the roof; properly proportioned eave returns at gable ends preferred to "block" eave returns; overhangs at dormers should be proportionately less than overhang at the major roof.

### **B. DESIGN CRITERIA**

#### **(1) Building Orientation**

All Buildings shall be located to front towards and relate to the street, both functionally and visually, to the greatest extent possible. The majority building orientation will be toward the main street and not toward parking areas, with the exception of homes with front auto courts.

#### **(2) Corner and Multiple Frontage Buildings**

Buildings with two or more facades visibly exposed to a street or common area or located on a Special Focus lots as identified specifically, or determined by the ARC, will be designed to respond to these more prominent locations. Such buildings will have massing and/or other treatments on all exposed facades which will be treated with the same architectural quality and detail. The primary orientation of such buildings for the purpose of establishing front entries shall be towards the main or primary street or as determined by the ARC.

#### **(3) Exterior Millwork**

If used, window mullions shall be true or simulated divided lites which are appropriate to the architectural style of the house. **Snap-in or removable mullions/ grids are strictly prohibited.** It is expected that all divided Windows and French Doors be true divided light, and constructed from wood. **Windows shall be wood or wood clad as approved by the ARC. Aluminum / Metal windows are prohibited.** In general, the typical 6'-8" head height is prohibited, unless otherwise approved by the ARC. Window types, sizes, style, trim, and location shall be appropriately designed and selected to be compatible with the homes overall design, style, and character. All window treatments/curtains that are visible from the street shall be white or lined with a white material. All Garage windows shall be treated with full length closed inside shutters or pulled curtains with white lining.

#### **(4) Garage Design and Garage Doors**

## **Whittington Architectural Design Guidelines**

The location, massing, and scale of a garage will not compete with or overwhelm the primary body of the house. Garage design, materials and detailing should be similar in quality to the house. A garage which is visible from the street or public view will receive careful design attention and should complement the primary facade.

Each dwelling shall have a garage for not less than two traditionally sized automobiles manufactured in the United States. Garages shall have multiple wood or steel raised panel garage doors, each door being one car width (8'-10'), and minimum 8' in height, with a minimum of 4 sections, equipped with automatic garage door openers

Flush plank metal embossed doors are acceptable on all non-carriage house type garages. These style doors must have carriage house style hardware to appear operable. Typical "false panel" steel doors are not acceptable when the door is visible from the street or public way.

Garage doors will be recessed 30" within the wall plane or pergola, porch type roof can be extended above to minimize the impact. Garage doors shall also be painted a dark or "recessive" color in lieu of typical lighter trim color to minimize the scale or impact except in rare opinions to the contrary by the Architectural Review Committee, only side and rear loading garages will be permitted. Only carports opening to the rear of the dwelling shall be permitted. No garage or carports may open to the rear on lots abutting a lake

### **(5) Garage Usage**

Except for unusual circumstances, a Property Owner of a Lot shall keep his automobile parked in his garage. All garage doors shall be kept closed except during period of the actual use thereof.

### **(6) Finish Floor / Finished Porch Elevations**

The finished floor of the main house shall be a minimum of 12" above grade. Raised front porches shall have a minimum finished floor elevation of no less than 21" above grade, with 24"-30" being preferred. Exceptions may be granted on a case per case basis by the ARC.

### **(7) Ceiling Heights**

First floor ceiling heights are required to be a minimum of 10'-0" and second floor ceiling heights are required to be a minimum of 9'-0" unless otherwise approved by the ARC.

### **(8) Roof Materials**



## Whittington Architectural Design Guidelines

Asphalt shingles (weatherwood or grey/black, no brown allowed), slate, wood shake, and Copper metal accents allowed. No metal or solid copper roofs allowed.

### **(9) Roof Penetrations**

No plumbing vents or mechanical flues shall be allowed in the front or side elevation roofs. All penetrations must be behind the ridges of the front and side views. All Roofing penetrations shall be painted to match the roof color.

### **(10) Roof Pitches**

The main roof structures on the front of a dwelling extending to the ridge shall be 8:12 pitch or steeper.

### **(11) Eave Heights**

At least sixty-six percent (66%) of the ground story eave line shall be 11 feet or higher to the underside of the fascia board from grade level.

### **(12) Cornice and Rakes**

The use of and appropriate selection, detailing and implementation of cornices and rakes is critical in obtaining approval for an appropriate house design. The construction documents shall contain details and selection which clearly illustrate the style, components, sizes, and location of any cornice and rake. Care should be taken to assure the details proposed are appropriate for the style, materials, and overall design of a home. All trim, soffits, fascias, cornices, and similar architectural trim elements shall be constructed of painted wood or alternate material approved by the ARC. Unless the house design dictates otherwise use the following as a design guideline. **Details are required on the submitted plans.** Eave overhangs to have Flush Rake design & Eave fascias shall be @ 45 degrees to horizontal. Continuous soffit vents or perforated soffit material, brick frieze width 11.5" Provide a min. 3-5/8 crown at the frieze board & soffit transition.

**No aluminum shall be allowed**

### **(13) Exterior Walls and Openings**

To provide visual continuity throughout the development, it is recommended that the exterior wall surfaces be limited to brick, stone, cementitious siding

## **Whittington Architectural Design Guidelines**

or cement stucco. Materials may be combined on a single house, but a single material should cover the majority of the home. **Material changes shall occur only at an appropriate inside corner.** All exterior openings as measured from finished floor to the top of sash or door cross rail must be 8 feet or higher.

### **(14) Exterior Colors: Color Palette/ Home Specifications**

The palette of materials and colors for any building or improvements exterior walls and compounds such as trim, railings, posts, etc. shall be submitted for approval to the ARC prior to construction (Refer to “Appendix 1. **(Form F)**.” herein) All exterior colors should be tasteful and well coordinated. Certain lot types may be limited to a standardized color palette and materials.

### **(15) Columns, Column Base, and Cap**

The use of and appropriate selection, detailing, and implementation of columns along with their relationship to the frieze board or beam is critical in obtaining approval for an appropriate house design. Whether square, round, milled, masonry, or built-up columns are appropriate to the design of the house, the details from the grade to the roof shall be properly designed. The construction documents shall contain details, and sections which clearly illustrate the style, components, size, and location of any column, and the relationship to the frieze board or beam. The outside face of any Column shaft will align with the outside face of the frieze board or beam above. The column cap shall project beyond the face of the frieze board or beam, both at the inside and outside face of the column shaft and beam above. The column base is typically larger than the capital and will be, or “appear” as, solid stone, brick, or wood. With special attention to detail, a design can maintain the desired image while providing proper ventilation as required. Visible aluminum vent blocks are inappropriate and are strictly prohibited. The foundation or porch edge shall be extended

beyond the edge of the frieze or beam above to allow proper column alignment.

This shall be properly detailed on the construction documents. All columns should be of wood, masonry, or a composite material and properly flashed to allow for a long lasting waterproof condition.

### **(16) Shutters**

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If shutters are to be used they shall be appropriate to the architectural design and style of the home. Shutters shall be sized for their respective openings & shall be hung on hinges and held open with hold backs or shutter dogs. Shutter style, size and color shall be submitted for approval. Shutters which mount directly to the wall are not acceptable, they must be operable. Non operable shutters are acceptable but, must be recessed and appear to be operable with proper hinges. Shutters for doubled or grouped windows are not acceptable unless they are actually sized to match the total width of the opening.

### **(17) Gutters, Downspouts and Flashing**

Flashing, Gutters and Downspouts, if used, shall be copper or bronze metal unless another material is more appropriate and approved by the Committee. Half round and ogee shaped gutters with round or rectangular downspouts shall be used where appropriate for the architectural design of a home. Downspouts should be located on the side or rear elevations of buildings. Downspouts will not be affixed to columns on front or front/side elevations. Whether or not any other material may be used for flashing, gutters and downspouts will depend in part on the extent of such use, its visibility, how well such material is integrated into the dwelling (structure) and its effect on neighboring dwellings (present or future). In this event, gutters and downspouts shall be painted to match the trim.

### **(18) Dormers**

Dormers may be constructed in any style or form providing that they fall within traditional or classical proportions. Dormers will generally be composed as a secondary architectural element or form used in a functional or nonfunctional fashion to compliment the primary form of the main structure. The mass and composition will be composed in an understandable and straight forward manner and should maintain the character and style of the design. Overly complex and contrived forms, offsets, projections and the resulting roof forms are unacceptable. Rafter bearing heights, overhang dimensions, cornice, and rake details should be carefully studied and crafted to comply with the appropriate style. Typically, dormer roofs shall be hipped, gabled, shed, or arched depending on the characteristics of the main house style. In general dormers will be vertically scaled and proportioned and should tightly frame an appropriately sized and styled window. Dormer overhangs and rakes should be tight to the main body of the dormer and should be consistent on all four sides.

### **(19) Chimneys**

Chimneys may be developed in any style or proper proportion but shall be constructed of **brick, stone, or hard coat stucco only**. Chimneys shall be appropriate to the architectural design of the building. In all events, the chimney should extend to the ground. Prefabricated spark arrestors shall be screened with a decorative chimney cap that has been approved by the ARC. Metal chimneys are strictly prohibited.

## Whittington Architectural Design Guidelines

### (20) Remodeling and Additions

Remodeling and additions to existing homes are required to meet the same criteria as new construction, including Committee approvals.

## SECTION VII. GENERAL RULES FOR ALL PROPERTY OWNERS CONTRACTORS AND SERVICE PERSONNEL

The following rules apply to all Whittington Property Owners, Contractors and Service Personnel while on Whittington premises.

**A.** In the event construction in the field differs from that which has been previously approved the ARC will address solutions as quickly as possible by conferring with property owner and Contractor as a first step. A halt to construction and/or withholding a certificate of occupancy are steps available to Developer via the covenants and the law, and Developer and the Association will aggressively enforce these guidelines. Inasmuch as the Builder is aware of and informed as to all terms and conditions of the Architectural Design Guidelines, any variance of construction from the approved plans will be presumed intentional by the Builder, and in addition to the remedies set forth above, that the Builder and principals thereof will be prohibited from subsequent construction projects in Whittington. Whether or not a variance is material will be within the sole and unfettered discretion of the Architectural Review Committee.

**B.** One of the key elements in setting the tone for a residential development is control of signage. **No signs**, other than Developer signage or a sign approved by the Architectural Review Committee to announce coming occupants, architects, and Builders for homes immediately starting or presently under construction, will be permitted. As of the date hereof, the only signage and information boxes approved (other than Developer signage) Copy is restricted as shown on Appendix "3" herein, i.e. only one name (which could be the Seller, Builder or Agent), and one phone number. There will be no "For Sale" signs or "Info Boxes" placed within the property or used in the community, except by Developer. Signs not in conformance will be removed and discarded and the associated cost charged to the Property Owner.

**C. No material or equipment deliveries are allowed through the main entrances. All material and equipment deliveries are required to enter through the construction entrance. IT IS THE OWNERS & CONTRACTORS RESPONSIBILITY TO INFORM THEIR SUPPLIERS TO USE THE CONSTRUCTION ENTRANCE ONLY. Fines may be assessed for violations.**

**D. (1)** No Trailer trucks transporting gravel, dirt or sod to be used for any purpose are allowed nor will they be permitted to use any street or easement in Whittington.

## Whittington Architectural Design Guidelines

- (2) No trucks, trailers or other vehicles hauling or transporting building materials shall use the main entrance but shall enter and exit through the construction entrance.
- (3) In the event there is any violation of this provision by any party providing or engaged in the above service, the lot owner or his contractor for whom the vehicle is engaged shall be liable for a **\$200 fee**, payable upon demand by the ARC; additionally such violation shall, at the ARC's option, ipso facto prohibit any further use or traversing of any street or roadway in Whittington until Declarant in writing grants permission of use. This prohibition is applicable to any individual or any other party violating this rule and to any company or entity as to which the party violator is an employee or agent.

**E.** Contractors are required to keep their job sites as neat and clean as possible. Trash and discarded materials will be **removed daily**. ALL trash stockpiled for removal shall be located on street side of lot until removed. There will be no stockpiling or dumping on adjacent lots or on streets. Trash not removed will be removed and the cost incurred therefore will be billed to the responsible party or deducted from the Damage Deposit.

**F.** Contractors will use only the utilities provided to the immediate lot on which they are constructing improvements. Landscaping, construction, maintenance, repair and restoration personnel and vehicles shall use the construction entrance.

**G. (1)** Any damage to streets and curbs, common areas, utility or drainage systems, street lights, street markers, mailboxes, walls, etc. will be repaired by ARC or Declarant with such costs to be the responsibility of the Property Owner and deducted from the Damage Deposit.

**(2)** For the first violation without damages, the owner and/or owners agent will receive a warning unless the violation is flagrant. On the second occurrence of such violation, at the discretion of the Board of Directors, Owner shall forfeit the deposit made under Section II.E., hereinabove, or make restitution upon terms and conditions suitable and satisfactory to the said Committee.

**H.** The established speed limit within the community is 25 miles per hour for construction vehicles, including light trucks and autos. Any violation may result in the termination of use of Whittington streets by the violator.

**I.** There will be no washing of any truck on the streets, on adjoining lots or on common areas. The residue or "left-overs" of any concrete delivery truck shall be washed out or removed while the vehicle is on the construction site, a process which shall be approved by the Property Owner since the Property Owner is ultimately responsible.

**J.** Operators of vehicles are required to see that they do not spill or allow any spill of any polluting, contaminating or damaging materials while within the Community. If spillage of a load occurs, operators shall report any spill and shall be responsible for immediate clean up. Such

## **Whittington Architectural Design Guidelines**

cleanups done by Declarant or HOA personnel will be billed to and paid by the responsible party or at Declarant or HOAs' option deducted from the Damage Deposit.

**K.** If any telephone, cable TV, electrical, water, etc. line is cut or damaged, it is the Property Owner's responsibility to report such an accident to proper service company personnel within 30 minutes.

**L.** All personnel working in the community are to insure that they will keep all areas in which they work, or through which they travel, free of discarded materials such as lunch bags and refuse materials. Objects shall not be thrown out of cars and trucks. Stock piling of any materials on adjacent lots or common areas is not allowed.

**M.** Loud radios or noise will not be allowed within the subdivisions. This is distracting and discomforting to property owners. Normal radio levels are acceptable. Do not mount speakers on vehicles or outside of homes under construction or following construction.

**No construction or construction traffic is allowed between 7:00 p.m. and 7:00 a.m. No construction is allowed on Sunday.**

**N.** No shortcuts across lots are allowed

**O.** No vehicles (trucks, vans, cars, etc.) may be left in the subdivision overnight. All construction equipment and vehicles may be left on the site while needed, but shall not be kept or parked on the street.

**P.** Only bona fide workers are allowed on property. Wives may drive workers to site and pick them up, but shall not remain on the property unless they are actual employees of the subcontractor. No children will be permitted on the property unless they are bona fide workers properly and legally engaged in work at the site.

**Q.** No Contractors or Contractors' personnel will be permitted to hunt, fish or bring pets or boats inside Whittington.

**R.** No temporary storage trailers or buildings are allowed except as may be a necessary adjunct to construction.

**S.** The Property Owner is charged with giving the required notice of the terms and conditions hereof to his or her Contractor, laborer or service personnel, and shall be responsible for and insure their compliance with the conditions set forth herein.

## **SECTION VIII. PROCEDURES FOR VIOLATION OF COVENANTS AND ARCHITECTURAL DESIGN GUIDELINES**

## Whittington Architectural Design Guidelines

(1) A detailed description of the violation shall be maintained by the ARC or Management Company setting forth the name and address of the alleged violator, date of alleged violation and a detailed account of the alleged violation.

(2) The ARC or Management Company will then forward a letter to the owner setting forth the alleged violation as a warning notice within 7 days in which the Homeowner will be allowed to respond or rectify the alleged violation.

(3) If the alleged violation is not rectified or response received from the Homeowner, a 1<sup>st</sup> Violation Letter (\$50.00 Fine) will be sent via certified mail along with a Request for Hearing form. The Homeowner will then have 30 days to respond or rectify the violation.

(4) If the alleged violation is not rectified or response received from the Homeowner, a 2<sup>nd</sup> Violation Letter (\$100.00 Fine) will be sent via certified mail along with a Request for Hearing form. The Homeowner will then have 30 days to respond or rectify the violation.

(5) If the alleged violation is not rectified or response received from the Homeowner, a 3<sup>rd</sup> Violation Letter (\$200.00 Fine) will be sent via certified mail along with a Request for Hearing form. The Homeowner will then have 30 days to respond or rectify the violation.

(6) The alleged violator will have the right to due process and be able to pursue his/her appeal to the Board only within the allowed time period. If the alleged violator does pursue his/her appeal, the Board will hold a hearing at a regularly scheduled meeting. Once the Board has heard the alleged violator's position, the Board will then decide whether to enforce or to rescind the fine. (The hearing, discussion, and determination can be held in a closed meeting. Once the determination is made, the regular meeting will be reconvened, and the vote to accept or reject the appeal will be taken to the Board.) If the alleged violator does not appeal, this step will be omitted.

(7) If the board determines that the fine is to be levied, the Management Company is notified and the fine is assessed to the Homeowner's account.

(8) If the fine is not paid it shall be collected in accordance with the regular collection procedures used for unpaid assessments including liens, foreclosures, or judicial action.

(9) Notwithstanding the above, the fines and/or actions for Whittington entrance violations shall be as set forth in Section VII, Paragraph D -3. above.

### SECTION IX. LOT/HOMEOWNER ASSESSMENTS

The Owners Association assessments are established each year, invoiced, and payable in advance annually. If payment for an assessment becomes delinquent for more than thirty (30) days the Board of Directors may impose at its discretion a daily penalty for such time as the payment is delinquent.

The Design Guidelines herein are not intended to amend, alter or supersede the Declaration of Covenants, Conditions and Restrictions for Whittington, as recorded in the office of the Chancery Clerk of Madison County. In the event these Architectural Design Guidelines conflict with said Declaration, the Declaration shall control. No approval of plans and specification, nor these Architectural Design Guidelines shall ever be construed as representing or implying that a structure is properly designed. Such approvals and standards shall in no event be construed as representing or guaranteeing that any structure will be built in a good

**Whittington Architectural Design Guidelines**

workmanlike manner. It is the sole responsibility of the Lot Owner to make sure that construction meets the criteria of Whittington Covenants and Design Guidelines.

EXECUTED this 1<sup>st</sup> day of September, 2017.

**BY: WHITTINGTON OWNERS ASSOCIATION, INC,  
A Mississippi non-profit corporation**

**BY: \_\_\_\_\_  
BARRY WOODWARD**

**BY: \_\_\_\_\_  
CHIP TRIPLETT**

**APPENDIX 1  
BUILDER APPLICATION  
FORM A**

**I. GENERAL INFORMATION:**

COMPANY NAME: \_\_\_\_\_  
CONTRACTOR NAME: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
CELL PHONE NUMBER: \_\_\_\_\_  
OFFICE PHONE NUMBER: \_\_\_\_\_  
FAX NUMBER: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_

**II. LIST PRIMARY LENDER AND THREE CURRENT CREDIT REFERENCES:**

BUSINESS NAME	ADDRESS	PHONE #	CONTACT PERSON
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**III. LIST CUSTOMER REFERENCES:**

NAME	ADDRESS	PHONE#
1. _____	_____	_____
2. _____	_____	_____

**IV. ADDRESS AND DATE OF COMPLETION OF THE LAST FIVE HOUSES YOU BUILT:**

ADDRESS	LOT #	DATE OF COMPLETION
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

**SHALL ATTACH ALL OF THE FOLLOWING TO BE CONSIDERED FOR SUBMITTAL:**

**V. ATTACH A COPY OF YOUR MISSISSIPPI BUILDERS LICENSE.**



**Whittington Architectural Design Guidelines**

- VI.** ATTACH A COPY OF YOUR LIABILITY INSURANCE (MINIMUM OF \$1,000,000.)
- VII.** ATTACH A COPY OF YOUR WORKMANS COMPENSATION INSURANCE.
- VIII.** ATTACH EXTERIOR PICTURES OF LAST FIVE HOUSES COMPLETED.
- IX.** PROVIDE FULL DISCLOSURE OF ANY LITIGATION PENDING OR ACTIVE.

THE INFORMATION PROVIDED IS TRUE AND ACCRUATE.

**APPENDIX 1  
DESIGN REVIEW APPLICATION  
FORM B**

**NOTICE:** All submittal requirements shall be submitted to the Whittington ARC **as soon as possible**. The Whittington ARC meets on an "as needed" basis on or about each Tuesday of the month unless otherwise noted by the Architectural Control Coordinator. The ARC will not meet without your complete plans, specifications and other applicable submittal material as required "in hand".

**APPLICANT INFORMATION**

Date: \_\_\_\_\_ Lot Number: \_\_\_\_\_  
Applicant: \_\_\_\_\_ Phase: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

**BUILDER INFORMATION**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

**ARCHITECT / DESIGNER INFORMATION**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

**LANDSCAPE ARCHITECT/DESIGNER INFORMATION**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

**TYPES OF REVIEW \*check review(s) that apply**

**Whittington Architectural Design Guidelines**

\_\_\_\_\_ Initial Construction Review Fee \_\_\_\_\_ Re-submittal Review Fee  
\_\_\_\_\_ Post-Construction Review Fee \_\_\_\_\_ Addition Review Fee

**APPENDIX 1  
HOME SPECIFICATIONS COLOR PALETTE  
FORM C**

**Heated & Cooled Square Footage: \_\_\_\_\_**

IN ADDITION TO THIS SHEET THIS SAME INFORMATION MUST BE SHOWN **ON THE ELEVATIONS PLANS** BY LABELING THE ITEMS INDIVIDUALLY OR IN AN EXTERIOR FINISH SCHEDULE. THE DOORS, WINDOWS, GARAGE DOORS, COLUMNS, ALL INFORMATION MUST BE DRAWN PER THE SPECIFICATIONS AS INDICATED IN THE MANUFACTURERS BROCHURES.

**EXTERIOR MASONRY & STUCCO FINISHES**

**Brick Selection:** Brick Name \_\_\_\_\_  
**Modular Brick Size:** (i.e. Standard or Queen) \_\_\_\_\_  
**Mortar Joint:** (Raked) (Tooled) (Flush Cut) (Other) Specify \_\_\_\_\_  
**Mortar:** Color \_\_\_\_\_  
**Cement Stucco:** Finish Coat Pattern \_\_\_\_\_ Finish Coat Color \_\_\_\_\_  
**Brick Rub / Smear:** \*\* Mortar Color \_\_\_\_\_  
**Stone:** Stone Type: \_\_\_\_\_  
**Stone Mortar:** Color \_\_\_\_\_

**CEMENTIOUS SIDING**

**Cementious Siding:** Finished Face Pattern \_\_\_\_\_

**EXTERIOR TRIM**

**Cornice:** Material \_\_\_\_\_ Paint Color \_\_\_\_\_  
**Wood Columns:** Species \_\_\_\_\_ Paint/Stain Color \_\_\_\_\_  
**Manufactured Columns:** Material \_\_\_\_\_ Paint Color \_\_\_\_\_

**EXTERIOR ACCESSORIES**

**Shutters:** Material \_\_\_\_\_ Color \_\_\_\_\_  
**Gas Lanterns:** Style \_\_\_\_\_  
**Trellis:** Material \_\_\_\_\_  
**Roof Canopy Brackets:** Material \_\_\_\_\_

**EXTERIOR DOORS**

**Front Entry Door:** Material \_\_\_\_\_  
Color/Stain \_\_\_\_\_  
Door Manufacturer \_\_\_\_\_  
**Other Entry Door:** Material \_\_\_\_\_  
Color/Stain \_\_\_\_\_  
Door Manufacturer \_\_\_\_\_

## Whittington Architectural Design Guidelines

**Garage Doors:** Door Manuf. \_\_\_\_\_ Door Series \_\_\_\_\_  
Color \_\_\_\_\_

### EXTERIOR WINDOWS

**Exterior Windows:** Material \_\_\_\_\_ Manuf. \_\_\_\_\_  
Color \_\_\_\_\_

### ROOF

**Roofing:** Material \_\_\_\_\_ Manuf. \_\_\_\_\_  
Color \_\_\_\_\_

### EXTERIOR HARDSCAPE

**Driveway Materials:** Concrete \_\_\_\_\_ Brick Pavers \_\_\_\_\_ Stone \_\_\_\_\_ Other \_\_\_\_\_

**Driveway Finishes:** Broom \_\_\_\_\_ Scored \_\_\_\_\_ Color \_\_\_\_\_  
Pattern Size \_\_\_\_\_ Pattern Orientation \_\_\_\_\_  
Brick Lay Pattern \_\_\_\_\_

**Walk Materials:** Concrete \_\_\_\_\_ Brick Pavers \_\_\_\_\_ Stone \_\_\_\_\_ Other \_\_\_\_\_

**Walk Finishes:** Broom \_\_\_\_\_ Scored \_\_\_\_\_ Color \_\_\_\_\_  
Pattern Size \_\_\_\_\_ Pattern Orientation \_\_\_\_\_  
Brick Lay Pattern \_\_\_\_\_

**Patio/Courtyard/Terrace Materials:** Concrete \_\_\_\_\_ Brick Pavers \_\_\_\_\_ Stone \_\_\_\_\_ Other \_\_\_\_\_

**Finishes:** Broom \_\_\_\_\_ Scored \_\_\_\_\_ Color \_\_\_\_\_  
Pattern Size \_\_\_\_\_ Pattern Orientation \_\_\_\_\_  
Brick Lay Pattern \_\_\_\_\_

**Retaining Wall Materials:** Concrete \_\_\_\_\_ Brick \_\_\_\_\_ Stone \_\_\_\_\_ Other \_\_\_\_\_

Brick / Stone Name \_\_\_\_\_

Modular Brick Size: (i.e. Standard or Queen) \_\_\_\_\_

Mortar Joint: (Raked) (Tooled) (Flush Cut) (Other) \_\_\_\_\_

Mortar Color \_\_\_\_\_

**Fence:** Material \_\_\_\_\_ Height \_\_\_\_\_ Fence Co. \_\_\_\_\_

**Pool/ Spas:** Material \_\_\_\_\_ Pool Contractor \_\_\_\_\_

**Outdoor Structures:** Owner / Contractor Must Provide Detail Plans & Specifications

**Whittington Architectural Design Guidelines**

**APPENDIX 1  
FORM D**

**LOT #** \_\_\_\_\_

**PHASE** \_\_\_\_\_

**ON SITE PRE-CONSTRUCTION MEETING**

1. **After ARC Final Plan Approval**, the builder / owner must obtain an Excavating / Site Clearing Permit from the City of Madison prior to any work on the site. Once Permit is obtained & posted, **Builder/ Owner will need to set up the Initial Site Meeting.**
2. **Provide a portable toilet prior to starting any work on the site.**
3. Once a Excavating / Site Clearing Permit has been issued the contractor must notify the ARC of the proposed start / finish dates.
4. The ARC will allow the contractor to clear, grub the site and build the house pad prior to placing the silt / trash control fence; provided that Immediately upon completing the clearing, grubbing and house pad, the silt / trash control fence must be installed around the entire perimeter of the lot per Whittington Architectural Design Guidelines and the City of Madison Requirements. **The silt / trash fence shall be in place along the lake on waterfront lots prior to ANY site clearing or grubbing begins (No Exceptions).** All silt / trash fences shall be trenched and buried a min. of 4". All lake front silt / trash fences shall be reinforced with wire and lined with hay bales staked in place
- NOTE:** Any erosion onto the streets, adjacent lots or into lakes that occurs during the clearing and grubbing phase is the sole responsibility of the owner / contractor and must be cleaned up immediately. **(See Section II – D) Damage Deposit Policy**
5. The ARC also suggests that when possible leave a 5' to 10' undisturbed grass / natural area at streets, adjacent lots and lake frontage. This helps to control potential erosion issues. Additional silt fencing may be required by the ARC at any time if deemed necessary to prevent unforeseen erosion issues.
6. Construct the 16' x 30' temporary gravel construction drive per the ARC approved plans
7. Provide a temporary water meter
8. Provide a temporary power pole per the City of Madison and Entergy Requirements
10. **See VII. General Rules For All Property Owners, Contractors And Service personnel**

\_\_\_\_\_ **Permit from City of Madison**  
 \_\_\_\_\_ **Clearing & Grubbing Complete**  
 \_\_\_\_\_ **Silt/ Erosion Fence in Place**  
 \_\_\_\_\_ **Temporary On Site Toilet**  
 \_\_\_\_\_ **Temp. Water Meter Installed**

\_\_\_\_\_ **Copy of Approved ARC Plans & Guidelines**  
 \_\_\_\_\_ **House Pad/ Prep Complete**  
 \_\_\_\_\_ **16' x 30' Gravel Construction Drive**  
 \_\_\_\_\_ **Temp. Power per City & Entergy Regs.**

\_\_\_\_\_  
Builder / Contractor

\_\_\_\_\_  
Whittington ARC Compliance Inspector

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Whittington Architectural Design Guidelines

APPENDIX 1  
FORM E

LOT # \_\_\_\_\_

PHASE \_\_\_\_\_

SITE MEETING  
OBSERVATION FOR APPROVAL OF ELEVATIONS

**The Whittington ARC Compliance Inspector must meet with the Builder / Contractor at the site and sign this form before proceeding to the next phase of construction.**

When the framing / block in phase is complete, including the cornice, soffit, fascia, brick frieze, windows, exterior doors, excluding the garage doors, the builder shall contact the person listed above and schedule a time to complete the required inspection. **A 24 Hour Notice Is Required. This inspection is to be held prior to contacting the City of Madison for brick-tie approval.** Strict compliance with the ARC approved plans is expected. Any deviation from the submitted plans and specifications will result in a STOP WORK ORDER. All Deviations from the approved ARC plans must be corrected prior to continuing construction.

\_\_\_\_\_  
Builder / Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Whittington ARC Compliance Inspector

\_\_\_\_\_  
Date

NOTES:

Whittington Architectural Design Guidelines

APPENDIX 1  
FORM F

LOT # \_\_\_\_\_

PHASE \_\_\_\_\_

**SITE MEETING FOR APPROVAL OF  
STREET SIDEWALK AND DRIVEWAY APRON**

**The Whittington Architectural Compliance Inspector must meet with the Builder / Contractor at the site and sign this form before proceeding to the next phase of construction.**

When the sidewalks, driveway aprons, driveways have been formed and all reinforcing and expansion joints are in place, the builder shall contact the person listed above and schedule a time to complete the required inspection. All sidewalks, driveways and driveway aprons must comply with the ARC approved plans and the Whittington Design Guidelines & Details.

Please pay close attention to the Whittington Design Guidelines for the sidewalks along the street and the driveway aprons. Failure to comply with the Whittington Design Guidelines will result in a STOP WORK ORDER. **Failure to comply with this required inspection could result in the removal of any out of compliance work that was performed.**

\_\_\_\_\_  
Builder / Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Whittington ARC Compliance Inspector

\_\_\_\_\_  
Date

NOTES:

**Whittington Architectural Design Guidelines**

**APPENDIX 1  
FORM G**

LOT # \_\_\_\_\_

PHASE \_\_\_\_\_

**REQUEST FOR FINAL APPROVAL AND CERTIFICATE OF COMPLIANCE**

**THIS INSPECTION IS REQUIRED PRIOR TO CONTACTING THE CITY OF MADISON FOR A  
FINAL INSPECTION AND CERTIFICATE OF COMPLIANCE**

**The Whittington Architectural Compliance Inspector must meet with the  
Builder / Contractor at the site and sign this form.**

When all work is 100% complete as per the approved ARC plans and specifications submitted for the above address, the builder / owner / contractor shall contact the person listed above for an on site meeting . The builder / contractor will be given a list of items to be addressed before final ARC approval can be issued. Once all items on the list have been completed contact the person listed above to meet on site for final approval. The undersigned also acknowledges that he or she has read and fully adheres to the Section II (E) (Damage Deposit Policy) and its process in which to release any or all of the damage deposit.

**NOTES:**

\_\_\_\_\_  
**Builder / Contractor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Whittington ARC Compliance Inspector**

\_\_\_\_\_  
**Date**

## Whittington Architectural Design Guidelines

### APPENDIX 1 ARC SCHEDULE OF FEES FORM I

All review fees shall be accompanied by a copy of the filed deed to the lot under review for proof of ownership. Each applicable fee shall be submitted with plans. All damage deposits and ARC fees shall be written out into two completely separate checks for depositing purposes.

#### 1. New Residence Construction

- (a) Architectural Review Committee Fee \$1,500.00  
Make **check** payable to **Whittington Architectural Review Committee**
- (b) Damage Deposit \$2000.00  
Make **separate check** payable to **Whittington Architectural Review Committee**
- (c) Re-submittal Fee \$200 (If re-submittal is required for ARC Approval)  
Make **additional** check payable to **Whittington Architectural Review Committee**

#### 2. Additions To Residences

- (a) Residential Addition \$325 Fee --- (heated & cooled and non-heated & cooled areas)  
Make **check** payable to **Whittington Architectural Review Committee**
- (b) Damage Deposit \$1000.00 (Residential Additions)  
Make **separate check** payable to **Whittington Architectural Review Committee**

#### 3. Free Standing Structures

(If not submitted with the new residence construction submittal package)

- (a) Minor Review Fee \$150.00  
Make **check** payable to **Whittington Architectural Review Committee**
- (b) Damage Deposit \$1000.00 (Residential Additions)  
Make **separate check** payable to **Whittington Architectural Review Committee**

#### 4. Accessory Structures

(If not submitted with the new residence construction submittal package)

- (a) Minor Review Fee \$150.00 (Fences, Courtyard Walls, Pools, Spas, etc.)  
Make **check** payable to **Whittington Architectural Review Committee**
- (b) Damage Deposit \$1000.00 (Residential Additions)  
Make **separate check** payable to **Whittington Architectural Review Committee**



## Whittington Architectural Design Guidelines

### APPENDIX 2 SUBMITTAL PLAN CHECKLIST REFERENCE B.

#### SITE PLAN & GRADING PLAN REQUIREMENTS:

- \_\_\_\_\_ plans by registered land surveyor or civil engineer
- \_\_\_\_\_ Plans labeled with surveyor / engineer's name, present address and telephone number
- \_\_\_\_\_ drawn at 1" = 10'-0" scale (Estate Sites 1" = 20'-0")
- \_\_\_\_\_ Lot number and North Arrow
- \_\_\_\_\_ All adjacent streets to be shown with street names
- \_\_\_\_\_ show temporary bench mark location with MSL elevation
- \_\_\_\_\_ Property lines shown with distances
- \_\_\_\_\_ Setback lines with distances shown and labeled
- \_\_\_\_\_ Utility and construction easements shown and labeled
- \_\_\_\_\_ Adjacent lot numbers, lakes, common areas to be noted
- \_\_\_\_\_ Show all existing Appurtenances i.e. fire hydrants, phone pedestal, cable pedestal, water meter service stub out, sewer service stub out, power junction box, curb inlets, etc.
- \_\_\_\_\_ Show & label species of all trees 4" in caliper & larger measured at 48" above natural grade.
- \_\_\_\_\_ Indicate all trees 4" and larger in caliper to be removed
- \_\_\_\_\_ Show and label silt fence (locate inside property lines)
- \_\_\_\_\_ Show location of temporary gravel construction drive.
- \_\_\_\_\_ proposed house location with complete lay-out dimensions
- \_\_\_\_\_ show house MSL fin. Floor elevation
- \_\_\_\_\_ Show existing Contours at 1' intervals
- \_\_\_\_\_ Show finished contours at 1' intervals
- \_\_\_\_\_ show spot elevations at each corner of the house
- \_\_\_\_\_ Show finished floor elevations of all porches / patios / etc
- \_\_\_\_\_ Show Power entrance location
- \_\_\_\_\_ Show A/C condensing unit pad locations & method of screening
- \_\_\_\_\_ Show Proposed Mailbox Location
- \_\_\_\_\_ Show Garbage Enclosure
- \_\_\_\_\_ All proposed free standing or accessory structures, features, and improvements,
- \_\_\_\_\_ all pools, spas, courts (location, material, type, finish, and dimensions)
- \_\_\_\_\_ show walks and driveways with layout dimensions and spot elevations
- \_\_\_\_\_ Indicate materials, finishes, and dimensions
- \_\_\_\_\_ Show Driveway Apron drawn per ARC design guidelines (7' Radii)
- \_\_\_\_\_ front edge of the driveway apron shown and labeled at +1-1/2" above gutter flow line
- \_\_\_\_\_ Show expansion joint at 7' in from back of street curb with edge elevation at 2" above top of curb
- \_\_\_\_\_ show driveway apron curb terminating at front edge of and same elevation as the sidewalk
- \_\_\_\_\_ Show Street Sidewalk with layout dimensions.
- \_\_\_\_\_ Label front edge of sidewalk (maintain elev. +1" above top of street curb)

## Whittington Architectural Design Guidelines

- \_\_\_\_\_ Show back edge of sidewalk walk +1” above front edge of sidewalk
- \_\_\_\_\_ Show and label expansion and control joint locations
- \_\_\_\_\_ Courtyard walls – lay out dimensions and heights
- \_\_\_\_\_ Retaining walls – layout dimensions and heights
- \_\_\_\_\_ fences – location, material and height (submittal plan required)
- \_\_\_\_\_ decks (Submittal Plans Required)
- \_\_\_\_\_ show patios / courtyards with spot elevations
- \_\_\_\_\_ show all proposed drainage features such as pipes, culverts, catch basins, head walls
- \_\_\_\_\_ Indicate all pipe invert elevations, top of catch basin elevations and top of head wall elevations.
- \_\_\_\_\_ Indicate storm drain pipe material and sizes
- \_\_\_\_\_ indicate termination point of roof water drainage system (If applicable)
- \_\_\_\_\_ Show and label all swales and other surface drainage, indicate direction of flow with arrows

Label on the site plans all hardscape materials (i.e. pavers, stone, concrete, etc) for driveways, sidewalks, courtyards, patios, etc. (must match (FORM F - EXTERIOR HARDSCAPE SPECIFICATIONS))

### **FINAL FOUNDATION REQUIREMENTS:**

Home builders often wait until the on-site construction has begun to “work out” the foundation. This custom is precarious in hilly and / or wooded terrain. The planning and design of the foundation and its relationship to the elevations and grading plans submitted is very important. A foundation plan shall be presented as part of the construction drawings. Our approval of your foundation plan has nothing to do with the structural design or integrity; we are not qualified to discern such matters. We are particularly concerned with aesthetics, i.e. the appearance of the

foundation as it is integrated with the rest of the home, and with slopes that are too steep or that endanger trees. The depth of the exterior grade beam footings must agree with what is shown on the grading, site, landscaping, architectural floor plan and architectural elevations.

- \_\_\_\_\_ Do Foundation and Grade Plan elevations agree

### **Final Architectural Floor Plan Requirements:**

Important: On the FACE of any page illustrating an exterior elevation, label on that page the manufacturer, material, and color with color number for each architectural element, including but not limited to siding, roofing, brick, stucco finishes(including finishes), gutters/downspouts, painted and/or stained surfaces. Color samples for all exterior elements MUST be provided to the ARC at the time of submittal. List manufacturer’s specs /schedule for windows, doors, gas lamps, garage doors etc. Include specifics for all columns, shutters, steps, railings etc. (See Appendix 1, Form F) for reference guide.

DO NOT make substitutions without written approval from ARC.

## Whittington Architectural Design Guidelines

- \_\_\_\_\_ Final Architectural Floor Plan to be drawn at 1/4" =1'-0" scale
- \_\_\_\_\_ Architect's/Designer name, address and telephone number
- \_\_\_\_\_ Owners' name, present addresses and telephone number
- \_\_\_\_\_ Plan shall note heated and cooled square footage
- \_\_\_\_\_ meets minimum square footage requirements per subdivision phase
- \_\_\_\_\_ all exterior materials and finishes clearly defined and labeled on the elevations plans (roof, brick, stucco, siding, columns, shutters, flashings, steps, rails, etc.)
- \_\_\_\_\_ Homes Specifications/Color Palette completed with required samples (Refer to Appendix 1. Form F herein)
- \_\_\_\_\_ Show Electrical Meter Base Location
- \_\_\_\_\_ Show Gas Meter Location
- \_\_\_\_\_ show phone and cable tv service entry points
- \_\_\_\_\_ ceiling heights 10'- 1<sup>st</sup> floor, 9' - 2<sup>nd</sup> floor
- \_\_\_\_\_ Chimney brick or cement stucco only.
- \_\_\_\_\_ Chimney cap required (copper or other arc approved material)
- \_\_\_\_\_ Three or more exterior veneers shall be discouraged
- \_\_\_\_\_ Doors and windows to be wood/ wood clad approved by ARC
- \_\_\_\_\_ Doors and windows - minimum header height 8'-0"
- \_\_\_\_\_ Door and window lites to be true or simulated divided lites
- \_\_\_\_\_ Shutters shall be hinged/ operable/ sized to openings
- \_\_\_\_\_ Single bay garage doors - minimum 8'-0" in height.
- \_\_\_\_\_ carriage house style hardware required on garage doors
- \_\_\_\_\_ Dormers: shall be traditional or classic proportions, tight fitting to windows.
- \_\_\_\_\_ Provide radius point information for all arches / eyebrows on elevation plans
- \_\_\_\_\_ All roof pitches less than 4:12 pitch shall be standing seam copper only
- \_\_\_\_\_ Main structure roof shall be 7 : 12 pitch or steeper
- \_\_\_\_\_ No plumbing or heat vent stack penetrations allowed front or side elevations
- \_\_\_\_\_ Penetrations noted on plans (to be painted to match roof)
- \_\_\_\_\_ cement stucco only
- \_\_\_\_\_ Exposed shaped rafter tails
- \_\_\_\_\_ Bracketed soffits
  
- \_\_\_\_\_ Contrasting earth tones vs. white eave / fascia / soffit
- \_\_\_\_\_ Overhang at gables ends less than other areas of roof
- \_\_\_\_\_ Properly proportioned eave returns at gable ends vs. bird box style
- \_\_\_\_\_ Eave return / overhangs at dormers proportionately less than at major roof
- \_\_\_\_\_ detailed sections of proposed eaves / cornices / rakes
- \_\_\_\_\_ detailed sections of methods to support brick / stone veneers at second floors that are not foundation supported
- \_\_\_\_\_ detailed sections at all porch beams (first and second floor)
- \_\_\_\_\_ Arches shown on front of house to match top of entry door radius (refer to door manufacturer submitted specifications and brochure)
- \_\_\_\_\_ Provide radius point information for all arches / eyebrows on elevation plans

## Whittington Architectural Design Guidelines

### Final Landscape Plan Requirements:

**Note on the plans all hardscape finishes, materials, dimensions and submit color and material samples with color manufacturer numbers where applicable. Include this information for all hardscapes (i.e. walkways, motor courts, driveways, pools, etc.)**

- \_\_\_\_\_ Final Landscape Plan to be drawn at 1"=10'-0" scale  
(Estates may be drawn at 1"=20'-0")
- \_\_\_\_\_ Landscape Architect's/Designer name, address and telephone number
- \_\_\_\_\_ Owners' name, present address and telephone number
- \_\_\_\_\_ All Property boundaries
- \_\_\_\_\_ Lot Number
- \_\_\_\_\_ North Arrow
- \_\_\_\_\_ All adjacent streets to be noted
- \_\_\_\_\_ All Existing trees (trees over 4" in caliper measured 4' above natural grade)
- \_\_\_\_\_ All Proposed trees (noting species, size, and caliper)
- \_\_\_\_\_ All Proposed shrubs & ground cover plantings (species, size, quantity and spacing)
- \_\_\_\_\_ All proposed lawn areas, noting location, limits, method of application (sod, seeding, hydro-mulching, etc.) and lawn species.
- \_\_\_\_\_ All front lawn areas to shall be sodded.
- \_\_\_\_\_ proposed structure MSL elevation
- \_\_\_\_\_ Driveways and sidewalks location, material, finishes with spot elevations
- \_\_\_\_\_ Proper driveway apron and sidewalk detail (Refer to Appendix 3 – Detail A)
- \_\_\_\_\_ All hardscape location, material, finish, and dimensions
- \_\_\_\_\_ All proposed free standing or accessory structures, features, and improvements.
- \_\_\_\_\_ All retaining walls / courtyard walls, fences, decks, piers.
- \_\_\_\_\_ All pools, spas, courts (location, material, type, finish, and dimensions)
- \_\_\_\_\_ Landscape lighting –low voltage, direct task, close to grade
- \_\_\_\_\_ Impact of surroundings -All adjacent lots, lakes, common areas to be noted
  
- \_\_\_\_\_ Are any phased plans for landscaping noted?
- \_\_\_\_\_ Service areas with proposed method of screening

**Whittington Architectural Design Guidelines**

**APPENDIX 2  
BUILDING REQUIREMENTS  
REFERENCE C.**

1. Minimum dwelling sizes (continued) Exclusive of porches and garages, the heated and/or cooled living area for each dwelling, main house or residential structure constructed on a lot shall contain a minimum dwelling size as follows, to wit:

**APPENDIX 2  
BUILDING REQUIREMENTS  
REFERENCE D.**

2. Minimum Building Setbacks (Setbacks based on Zoning Designation)  
(All Setbacks are stated per Plat of Record.)

**Zone R-4 (2500 sq ft min.):**

Front Setback: 25 Feet  
Rear Setback: 25 Feet  
Side Setback: 5 Feet

\* No dwelling shall be less than 20' between structures

**Zone R-2 (2800 sq ft min.):**

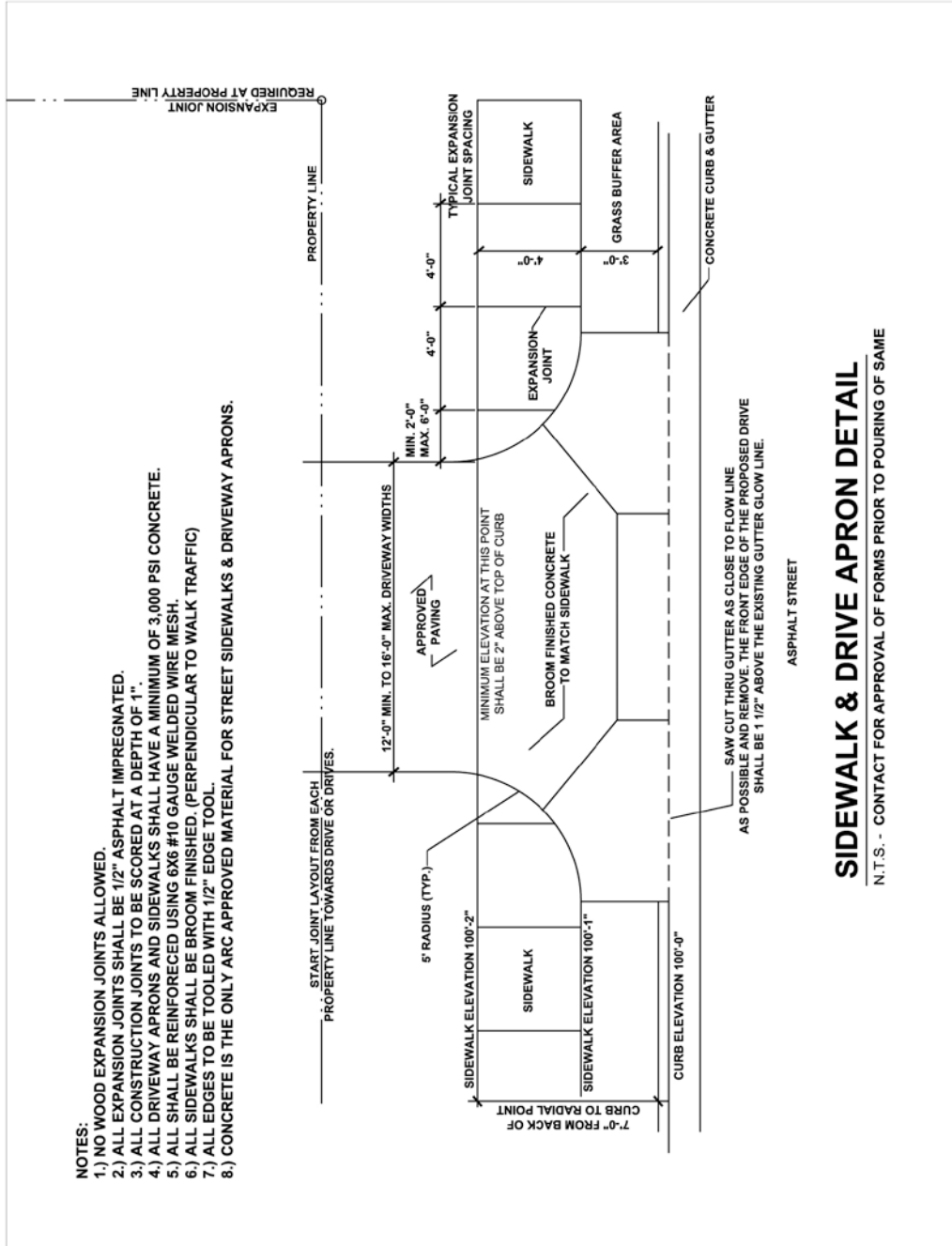
Front Setback: 30 Feet  
Rear Setback: 25 Feet  
Side Setback: 10 Feet

**Zone RE-B (3500 sq ft min.):**

Front Setback: 30 Feet  
Rear Setback: 25 Feet  
Side Setback: 10 Feet

\*Set back dimensions stated herein may be increased, if required or specified by Madison City ordinance.

**APPENDIX 3  
DRIVEWAY APRON & SIDEWALK  
DETAIL A**



**NOTES:**

- 1.) NO WOOD EXPANSION JOINTS ALLOWED.
- 2.) ALL EXPANSION JOINTS SHALL BE 1/2" ASPHALT IMPREGNATED.
- 3.) ALL CONSTRUCTION JOINTS TO BE SCORED AT A DEPTH OF 1".
- 4.) ALL DRIVEWAY APRONS AND SIDEWALKS SHALL HAVE A MINIMUM OF 3,000 PSI CONCRETE.
- 5.) ALL SHALL BE REINFORCED USING 6X6 #10 GAUGE WELDED WIRE MESH.
- 6.) ALL SIDEWALKS SHALL BE BROOM FINISHED. (PERPENDICULAR TO WALK TRAFFIC)
- 7.) ALL EDGES TO BE TOOLED WITH 1/2" EDGE TOOL.
- 8.) CONCRETE IS THE ONLY ARC APPROVED MATERIAL FOR STREET SIDEWALKS & DRIVEWAY APRONS.

**SIDEWALK & DRIVE APRON DETAIL**

N.T.S. - CONTACT FOR APPROVAL OF FORMS PRIOR TO POURING OF SAME

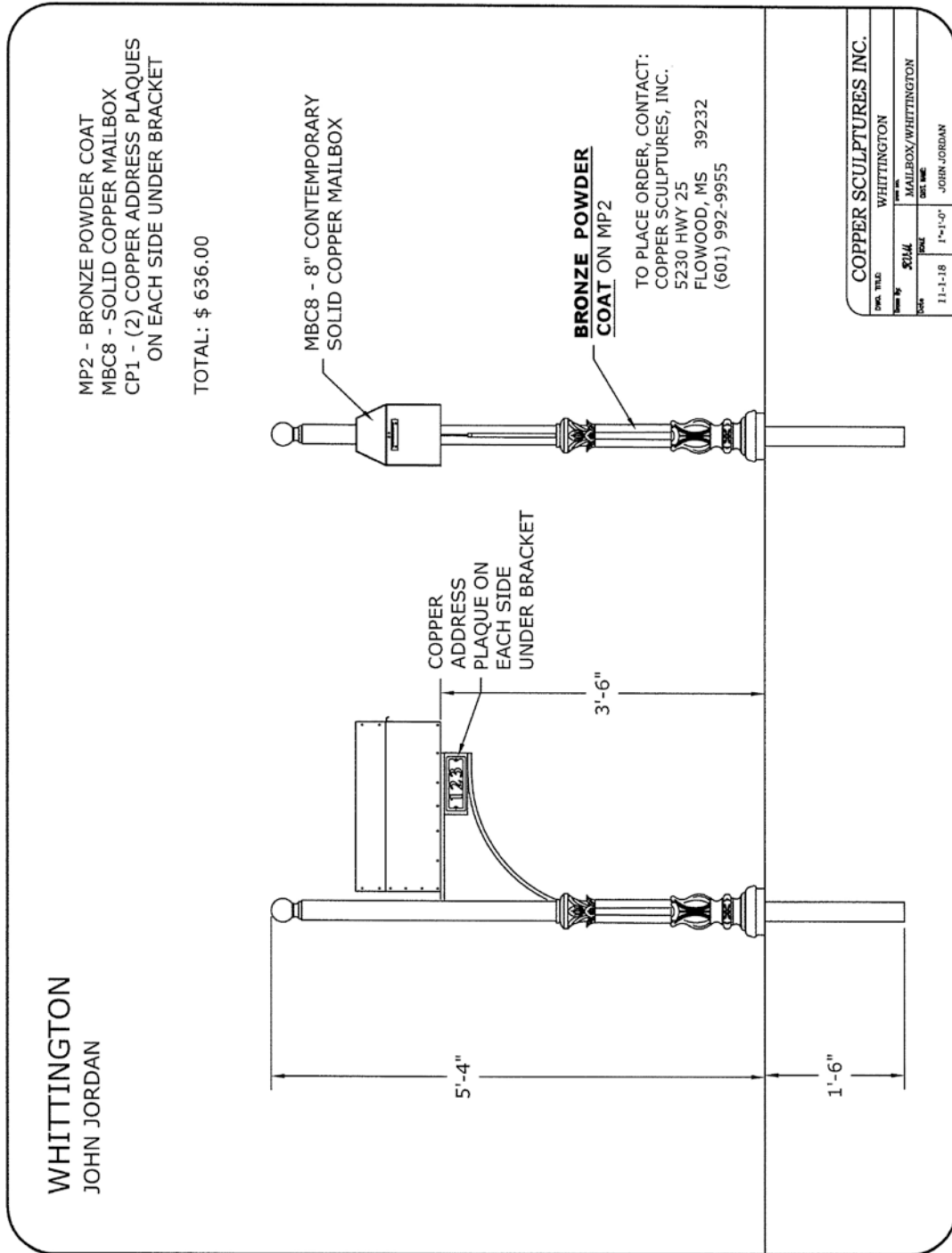
**Whittington Architectural Design Guidelines**

**APPENDIX 3  
SIGNAGE DETAIL  
DETAIL B**

Standard Real Estate Signs are permitted.

**Whittington Architectural Design Guidelines**

**APPENDIX 3  
WHITTINGTON MAILBOX DETAIL  
DETAIL C**



WHITTINGTON  
JOHN JORDAN

MP2 - BRONZE POWDER COAT  
MBC8 - SOLID COPPER MAILBOX  
CPI - (2) COPPER ADDRESS PLAQUES  
ON EACH SIDE UNDER BRACKET

TOTAL: \$ 636.00

MBC8 - 8" CONTEMPORARY  
SOLID COPPER MAILBOX

**BRONZE POWDER  
COAT ON MP2**

TO PLACE ORDER, CONTACT:  
COPPER SCULPTURES, INC.  
5230 HWY 25  
FLOWOOD, MS 39232  
(601) 992-9955

DATE:	11-1-18	BY:	JOHN JORDAN
SCALE:	1"=1'-0"	PROJECT:	MAILBOX/WHITTINGTON
COPPER SCULPTURES INC.			
WHITTINGTON			



**Whittington Architectural Design Guidelines**

**APPENDIX 3  
WHITTINGTON ESTATES MAILBOX DETAIL  
DETAIL C-ESTATES**

