



COVERED BRIDGE TRAILS
Architectural Review Committee

Design Guidelines

2021

April 20, 2021

Dear Neighbor:

The Architectural Review Committee (ARC) of Covered Bridge Trails (hereafter referred to as "CBT") Condominium Homeowners' Association hopes that you will find this statement of Guidelines useful and clear. In an ongoing effort to make this process as understandable as possible, and despite the best intentions of the people who worked on this project, you may have questions that remain unanswered. Do not hesitate to let us know what they are, so we can help you and improve future iterations of this document.

Barry Beerman, Member
Cathy Latshaw, Member
Allison Rosenberg, Member
Glenn Taylor, Chair (taylorga234@comcast.net)

ARC Guideline Amendment History

<u>Revision Date</u>	<u>Section</u>	<u>Topic</u>	<u>Action</u>	<u>Description</u>
March, 2021		Awnings	Removed	Awnings to be solid color
March, 2021		Wood Burning	Added	Wood Burning Prohibited
March, 2021		Application	Added	Hand signature & initial req'd
March, 2021		Application form	Added	"Coveredbridgetrails.org" site
April 20, 2021		Driveways	Changed	Extension material allowed
April 20, 2021		Privacy Screens	Added	Screening description
April 20, 2021		Guideline revision	Removed	Process removed

PURPOSE OF THE MANUAL

The primary purpose of this manual is to familiarize homeowners at CBT with the objectives, scope, and application of design standards and guidelines that are intended and will be employed to maintain the aesthetic appearance and environmental quality of the CBT community. Familiarity with the architectural standards and guidelines should assist homeowners in the preparation of applications for modifications to their homes or limited common elements yardage.

This manual encompasses specific architectural standards and guidelines that have been adopted by the Condominium Owners Association (COA) of CBT. It also explains the application and review process that must be adhered to by homeowners seeking approval for any exterior modifications or changes to their homes or limited common element yardage that are subject to approval by the Association.

All homeowners are encouraged to familiarize themselves with its contents and to retain the manual for future use.

BASIS FOR AND OBJECTIVES OF PROTECTIVE COVENANTS

The legal documents for the CBT COA contain covenants and use restrictions, including those pertaining to design standards. Legally, these covenants are a part of the deed for each home and are binding upon all original homeowners and their successors in ownership, regardless of whether the owners are familiar with such covenants.

The primary purpose of design covenants is to maintain environmental and architectural design standards for the entire community. The promulgation and enforcement of these standards is intended to achieve the following objectives:

- Maintain consistency with the overall design concept for the community.
- Promote harmonious architectural and environmental design qualities and features.
- Promote and enhance the visual and aesthetic appearance of the community.

The enforcement of architectural standards enhances the physical appearance of a community and protects and preserves property values. Homeowners, who reside in association communities that enforce design covenants are protected from actions of neighbors that can detract from the physical appearance of the community and, in some cases, diminish property values. In fact, surveys of homeowners living in association communities reveal they generally are an important consideration in their decision to purchase a home.

ROLE AND AUTHORITY OF THE ARC

All homeowners at CBT are automatically members of CBT COA. The Association is responsible for the upkeep and maintenance of all common properties within the community.

The Association is also responsible for the administration and enforcement of all covenants that are applicable to property owners, including architectural standards and restrictions. The Master Declaration of Covenants, Conditions and Restrictions for the Association provides that responsibility for the enforcement of architectural standards shall be exercised through the CBT Executive Board. The Executive Board elected to form the Architectural Review Committee (ARC) and charged the Committee with reviewing all applications and providing a recommendation to the Executive Board to approve or dis-approve such application. Members of the Committee initially shall be appointed by the Declarant. The term of membership on the ARC shall be three (3) years in length and will commence in January of the calendar year following appointment to serve. Terms will be staggered to ensure continuity of both the Committee and the process.

Individuals seeking membership on the ARC shall submit their self-nomination following a call for volunteers by the Property Management Company. Applicants are required to provide their name, address, length of residency, and a brief description of what they believe makes them good candidates. The ARC members will review each candidate and recommend new members to the Board, based on review results. Should a member resign prior to the end of their term, an interim replacement process identical to that described above will be used to appoint someone to complete the resigning member's term.

It is strongly recommended that an applicant attend at least one formal ARC meeting prior to becoming an ARC member.

The maximum number of members in the Committee shall be five (5). If membership falls below that level, the Chair or Vice Chair of the ARC shall solicit replacement members through the property management company.

The ARC will be led by a Chair who must have at least one (1) year experience on the ARC. The Chair will serve a one (1) Year term.

The Vice Chair must also have at least one (1) year experience on the ARC and is voted on by the full ARC membership. Any sitting member of the ARC may nominate or recommend another member as Vice Chair. The Vice Chair will serve a one (1) year term and will only succeed to the role of Chair upon a confirmation vote by the ARC membership.

In the event of unforeseen circumstances that prevent the Chair or Vice Chair from completing their term of office a "special" election is required to fill that role. Should the Chair position be vacated, the Vice Chair upon a confirming vote would assume the Chair role.

The Committee also is responsible for making recommendations to the Executive Board related to: developing, maintaining, and updating the Association's Architectural Standards with respect to exterior modifications and landscaping to homes and lots proposed by homeowners. The Committee also is responsible for recommending approval or denial of homeowner improvement applications to the COA Board. The Committee does not have approval authority over initial construction by the Declarant or any participating builder. The Committee shall review and recommend the Board approve (or deny) applications submitted by homeowners for visible exterior additions, alterations, or modifications

to a home or limited common element yardage. The review process shall be governed by the Architectural Standards promulgated by the Declarant until the end of the development period and thereafter, by the ARC.

ALTERATIONS REQUIRING REVIEW BY THE BOARD

All changes, permanent or temporary, to the exterior appearance of a building or limited common element yardage are subject to review by the ARC and final approval by the Executive Board. The review process is not limited to major additions or alterations, such as adding a room, deck, patio, or landscaping. It includes such minor items as changes in color and materials. Approval is also required when an existing item(s) is to be removed.

There are several exceptions to this otherwise inclusive review requirement:

- Building exteriors may be repainted or re-stained if there is no color change from the original. Similarly, exterior building components may be repaired or replaced so long as there is no change in the type of material and color.
- Storm doors may be installed providing they meet the guidelines called out in this document. See Section 11.46, "Storm Doors." Installation of storm doors does require approval by the ARC, but no fees shall be collected.
- Minor landscape improvements of a small scale that do not alter the appearance of the limited common element, involve a change in topography or grade, and are not of sufficient scale to constitute a natural structure, will be permitted pending review by the ARC, but no fees shall be collected.

If there is any doubt as to whether a proposed exterior change is exempt from design review, and approval, homeowners should first seek clarification from the ARC before proceeding with the improvement.

DESIGN REVIEW CRITERIA

In reviewing applications for modifications, additions, improvements, and landscaping to homes and limited common element, the ARC will examine the conformance of applications to the adopted Architectural Standards, as well as any covenants or use restrictions in the recorded Master Declaration.

The Architectural Standards cannot envision every type of improvement a homeowner may wish to implement, and as such, there must be latitude for the ARC to review applications based on certain criteria. Judgments of acceptable design are based on the criteria listed below, which -- depending on the application - may not be all inclusive. The latitude to evaluate applications based on appropriate design criteria should not result in the imposition of opinion or taste by the ARC. However, it does mean that the ARC can evaluate each application based on its individual merits and specific circumstances, such as characteristics of the house style, the individual site and relationship to environmental features. As such, what may constitute an acceptable design and approvable application in one case may not in another.

VALIDITY OF CONCEPT

The basic concept of the proposed change must be sound and appropriate to its surroundings.

DESIGN COMPATIBILITY

The proposed color, form, shape, style, scale, size, material, will be included in consideration. The proposed improvement must be compatible with the architectural characteristics of the applicant's house, adjoining houses, and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color, and construction details.

RELATION TO ENVIRONMENT, UTILITIES, COMMUNITY OPEN SPACE

Harmony of a design with its surrounding natural environment is an important factor. The exterior change must not adversely impact the natural landscape or the manmade environment. Other factors, such as the removal of trees, disruption of the natural topography, vegetation, and changes in rate or direction of storm water runoff, also may adversely affect the environment in terms of aesthetics or functionality, and so are subject to review.

LOCATION AND IMPACT ON NEIGHBORS

The proposed alteration should relate favorably to the landscape, the existing structure, and the neighborhood. Primary concerns are access, view, sunlight, ventilation, and drainage.

SCALE

The size and dimensionality of the proposed alteration should relate well to adjacent structures and its surrounds.

COLOR

Color may be used to soften or intensify visual impact. Parts of an addition that are similar in design to an existing house, such as roofs and trim, should match the existing structure in color and composition. A sample board of exterior material, finishes, and colors may be required at the sole discretion of the ARC.

MATERIAL

Continuity is established by use of the same or compatible materials as were used in the original construction and delivery of the property. The options may thereby be limited and so all such changes must be submitted for review by the ARC.

APPLICATION AND REVIEW PROCEDURES

Application and review procedures that will be used by the ARC are detailed below.

All applications for proposed improvements must be submitted in writing using the application form authorized by the ARC. Application to be hand signed and Owner's Acknowledgements initialed by hand. Application form is available at the CBT website: "coveredbridgetrails.org". Applications must be completed before Committee review commences. Incomplete applications will be returned to the applicant with a statement of deficiencies that must be remedied for review. Approval by the Executive Board should be received prior to application for a building permit with Sussex County.

Application fees require two (2) \$25.00 checks per exterior alteration application. One (1) check made payable to Seascope Property Management and one (1) payable to Covered Bridge Trails. Applicants are not entitled to refund of application fees should application be denied. Homeowners should mail/email applications to the property managers of CBT at the following addresses. If emailing an application, follow up with application fees sent through US mail.

CBT Condominium Architectural/Exterior Alteration Application
c/o Seascope Property Management
17563 Nassau Commons Blvd STE 3
Lewes, DE 19958
(302) 645-2222
seascopearcrequest@seascopepm.com

SUPPORTING DOCUMENTATION

The application must include a complete and accurate description of the proposed improvement(s). To permit evaluation by the ARC, supporting exhibits frequently will be required. Examples include a site plan showing the location and dimensions of the proposed improvement; architectural drawings or plans; as applicable, landscape plan, material and/or color samples; etc. The design guidelines and application form provide guidance with respect to the supporting documentation required for various types of improvements.

COMPLETION OF APPROVAL

If construction does not commence on a project for which plans have been approved within one (1) year after the date of approval, such approval shall be deemed withdrawn and it shall be necessary for the owner to reapply for approval before commencing any activities. Once construction commences, it shall be diligently pursued to completion. All work shall be completed within three (3) months of commencement unless otherwise specified in the notice of approval or unless the reviewer grants an extension in writing that the reviewer shall not be obligated to do. If approved work is not completed within the required time, it shall be considered nonconforming and shall be subject to enforcement action by the CBT COA, Declarant, or any aggrieved homeowner.

ADA PERMANENT EXTERIOR RAMPS AND HANDRAILS

A permanent ramp may be constructed at any exterior door of the house in accordance with the American's with Disabilities Act (ADA).

Permanent ramps must be constructed using similar materials to the existing house and must comply with applicable building codes

Handrails must be constructed of white vinyl or aluminum and comply with applicable building codes. Typical construction uses 4" columns with decorative cap and open square spindles.

Construction/Installation of ramps and/or handrails are subject to ARC review and COA Executive Board approval.

SPECIFIC DESIGN GUIDELINES

The specific Design Guidelines detailed below have been adopted by the Declarant and the CBT COA. Any visible exterior improvement to a home or lot unless otherwise stated in these design guidelines requires application to the ARC and approval from the Executive Board. If there is a conflict between the Design Guidelines and the recorded Master Declaration, the recorded Master Declaration shall prevail.

AIR CONDITIONERS

The Executive Board will not approve applications for the installation of window or wall air conditioning units or fans. The relocation of exterior central air conditioning units and heat pumps requires approval and will be considered if there is not unusually adverse visual or noise impact upon adjoining properties.

ATTIC VENTILATORS

Attic ventilators or other mechanical apparatus require approval by the Executive Board. Those requiring penetration of the roof shall be as small as possible in size and height and may not extend above the ridge line. They shall be located on the least visible side of the roof as viewed from the front of the house.

AWNINGS AND SHADES

Retractable awnings are permitted on villas, duplexes, and single-family homes. No awning shall exceed the width of the home and cannot exceed twelve (12) feet at full extension, without ARC approval. No exposed cables, chains, or poles should be visible, either when extended or retracted. Any visible damage to fabric or structure must be remedied within a period of two (2) months, to avoid citation for infraction.

CARPETING

Indoor/outdoor carpeting and synthetic grass on any exterior surface (for example, front stoops, decks, patios that are not enclosed, etc.) are prohibited.

CLOTHES LINES/POLES

Clothes lines or poles are not permitted. There shall be no drying or laundering of clothes on the balconies, patios, porches, or other areas.

DECKS

Elevated and ground level decks are an extension of the house that can impact its exterior appearance and may affect the privacy of adjoining homes. Drawings submitted with an application do not need to be professionally done (although professional drawings are advised), but all applications must include drawings made to scale and show dimensions.

Any adverse drainage requirements that might result from the construction of a deck should be considered and remedied prior to commencing work. Approval will be denied if the ARC determines that adjoining properties are adversely affected by changes in drainage. Any drainage problems that result from a modification are the responsibility of the homeowner who makes a modification, irrespective of approval by the Executive Board. The following factors will be considered in the review of applications:

Location.

Decks should generally be in rear yards. Side yard locations will generally not be approved but may be evaluated on their individual merit and may be considered when lot size or topography prohibit a rear yard location. The privacy of adjacent homes will be considered in evaluating the proposed location of the deck.

Scale and Size.

Decks (particularly elevated decks), should be of a scale that is compatible with the home to that attached, adjacent homes, and the environmental surroundings. Decks must meet any minimum setback requirement and not be constructed across building restriction lines shown on individual site plans for limited common element.

Material

Wood decks should be constructed of high-quality pressure treated wood (#2 southern yellow pine or better). All exposed pressure treated wood to be covered with white vinyl trim board. White vinyl to be used for deck and stair railing components.

Railing detail

Deck railing may include decorative design elements (i.e. sunbursts, starbursts, Chippendale) so long as the total design scheme is appropriate.

Accessory Structural Elements

To enhance and extend a home's living space, decks may be designed to include such features as bench seating, built in planter boxes, and plant hangers.

Undercroft Screening

Decks that are above ground grade must be screened with white lattice. It is recommended that vinyl lattice be used to eliminate future maintenance requirements. If landscape materials are to be installed in conjunction with lattice, the application must identify the items to be installed and their locations in relation to the deck.

Under Deck Storage

The space under porches or decks are not to be used as storage areas. Lawn mowers, trash and recycling containers, garden equipment, and any other large items should be stored in a home's garage. The storage of any item or items below a deck is prohibited.

Color

Decks shall appear identical to those initially installed by the builder, white trim boards covering pressure treated wood, white deck/stair railings and white lattice. Horizontal decking color is optional and must be specified in the application.

DOG/CAT HOUSES

Cat/Dog houses or runs are not permitted anywhere on the property. Invisible pet fences in backyards are permitted within the limitations of a homeowner's LCE. Unattended dogs may not be left chained, tethered, or otherwise contained in an enclosed porch for long periods of time.

DRIVEWAYS

Extensions or modifications to driveways will be considered only if there is no impact to proper drainage. Extensions are permitted using only **decorative concrete pavers** where the color closely coordinated with both the home's exterior and the existing concrete driveway. Extensions cannot exceed 30" in width from the original driveway and cannot cross into neighboring property. Extensions are intended to provide a walking surface when exiting a vehicle but must be suitable to support the weight of a vehicle. Any significant settlement from a flat driveway will be cause for correction.

Listed below are the pavers and colors that are permitted:

E.P. Henry Bristol Stone 1 collection, 3 random pavers – Colors "Sonoran" or "Tucson"

Nicolock Stone Ridge collection, 3 random pavers – Colors "South Bay Blend" or "Granite City Blend"

EXTERIOR COLORS

Examples of appropriate colors are as follows: Subtle earth tones with compatible, traditional accents with regional precedence. Examples of inappropriate colors are as follows: Bright, extraordinarily vibrant colors that are not traditional and appropriate to the region.

EXTERIOR DECORATIVE OBJECTS

Exterior decorative objects include but are not limited to natural and/or man-made sculptures, statues, garden art, weathervanes, bird baths, bird houses, bird feeders, etc. Executive Board written approval is required to display any decorative objects.

Requests for placing exterior decorative objects will be evaluated based on size, location, composition, compatibility with architectural and environmental design qualities, as well as visual impact on the neighborhood and the surrounding area.

Placement in easement areas, common areas, and open spaces is not permitted.-

EXTERIOR LIGHTING

Lighting that is part of the original structure may not be altered without prior approval of the ARC and Board. Proposed replacement or additional fixtures requires ARC and BOD approval and must be compatible in style and scale with the applicant's house.

Exterior lighting, including motion sensors, flood lights, landscape accent lighting, and entrance lights shall be directed in such a manner so as not to create a nuisance to neighboring property.

Applications for replacement or installation of additional exterior lighting should include the wattage, height of fixture above ground, direction of the lighting, location on the property (shown on a plot plan) and a description of the fixture(s) and/or a photograph or cut sheet from a catalogue. Landscape accent lighting is limited to shielded or partially shielded low voltage landscape lighting and/or solar-powered lights.

FENCES

No above ground fencing is permitted. Below ground, invisible fences may be installed by pet owners within the boundaries of the unit's LCE, provided they do not impinge on existing irrigation systems. Any boundary flags used to mark the invisible fence boundary must be removed within 30 days of the installation.

GARDENS

Vegetable gardens are not permitted.

GAZEBOS/ARBORS/TRELLISES

Gazebos/Arbors/Trellises are not permitted.

GOLF CARTS

Golf carts are permitted but must only be driven on roadways and are not to be driven on sidewalks, pathways, or any Condominium Owners Association property. Golf carts are to be stored out of view at all time and shall not be parked permanently on a homeowner's driveway. Golf carts are to be operated by licensed and insured drivers. If permitted, the golf cart must be property titled, registered and insured. Golf Carts must be operations in accordance with Delaware law.

GRADING AND DRAINAGE

Any changes made by a homeowner on his/her property should not affect or infringe on adjoining properties or common areas. Any adverse drainage requirements that might result from the construction or

Where localized erosion occurs in mulch areas, a stone filter may be placed along the mulch border in widths of 12" or less and no longer than 24" to control movement of the mulch. The stone shall be clean and placement of any structure should be considered and remedied. Approval will be denied if the Executive Board determines that adjoining properties are adversely affected by changes in drainage. Any drainage problems that result from a modification are the responsibility of the homeowner who makes a modification, regardless of approval by the Board.

Where localized erosion occurs in mulch areas, a stone filter may be placed along the mulch border in widths of 12" or less and no longer than 24" to control movement of the mulch. The stone shall be clean and uniform in size and natural in color. This stone filter design is subject to review and approval by ARC prior to installation.

GUTTERS AND DOWNSPOUTS

All gutters and downspouts, including replacements, must conform in color to those installed originally. Gutter and downspouts must be placed in such a manner as to not adversely affect drainage onto neighboring properties. Tubing used for additional drainage purposes must be buried underground and directed away from adjacent properties.

HOLIDAY SEASONAL DECOR

Holiday seasonal décor is permitted in accordance with the specifications and limitations outlined here. Decorations may be put up twenty-one (21) days before the holiday and must be removed within ten (10) days following the same holiday. The materials used and content displayed should not be excessive or offensive and no puncture of any exterior surface should be made. No decorations that play music or create sounds are permitted.

IRRIGATION

All turf areas where the builder supplied irrigation and other vegetation shall be watered according to weather conditions to maintain consistent appearance and standards of care.

LANDSCAPING

All landscaping changes to an owner's Limited Common Element Yard requires the written prior approval from the Executive Board, with limited exceptions noted below.

Unit owners are reminded that any approved landscaping installed by the owner is the responsibility of such owner to maintain (replacement, trimming, mulch replacement, etc).

ARC Review Not Required

- Planting of annuals or perennials in existing beds. Maintenance is the responsibility of the Owner.
- Replacement/addition of flowers in existing beds. Maintenance is the responsibility of the Owner.

No trees plantings may exceed fifteen (15) feet in height at maturity. *Any installation of landscape timbers either in the front, side, or rear yards is prohibited.*

OUTDOOR FURNITURE

Lawn furniture shall be used in rear yards, patios, or decks only, and shall be maintained in a neat and attractive manner. If your home has a front porch, appropriate furniture of size and color may be used.

PAINTING

An application is not required to repaint or restrain an object to match the original color. All exterior painting projects that include a change from existing colors require approval from the Executive Board. On the application, explain (in detail) for each paint color: the manufacturer, the sheen, and the location where the color will be applied. Paint swatches (paint chips) must be included with the application. The Board reserves the right to further designate an official color palette and color scheme for the neighborhood. Primary and trim colors should be consistent with the community and homeowners may not repeat color schemes of adjacent homes.

PATIOS

Patios are an extension of the house and can impact its exterior appearance and may affect the privacy of adjoining homes. Drawings submitted with the application do not need to be professionally done (although professional drawings are advised), but they must be to scale and show dimensions.

Any adverse drainage requirements that might result from the construction of a patio should be considered and remedied prior to installation. Approval will be denied if the ARC determines that adjoining properties are adversely affected by changes in drainage. Any drainage problems that result from a modification are the responsibility of the homeowner who makes a modification, regardless of approval by the ARC. The following factors will be considered in the review of applications:

Location

Patios are restricted to rear yards.

Scale and Size

Patios should be of a scale that is compatible with the home to which it is attached, adjacent homes, and the environmental surroundings. Due to the proximity of villas to each other and the ponds, patios (including walls) attached to villas are limited to a width of 18 feet and depth of 15 feet. Patios must meet any minimum government setback requirements and should not be constructed across building restriction lines shown on individual site plans for lots. It is the homeowner's responsibility to familiarize themselves with relevant legal code, conditions, regulations, and constraints.

Material

Brick, flagstone, slate, or decorative pavers are acceptable materials; concrete slab is prohibited. Outdoor carpeting is not permitted to be used on top of the patio.

PLAY STRUCTURES

No play structures or similar equipment (temporary or permanent), including but not limited to portable basketball hoops, hockey or soccer nets or goals, playhouses, swings or climbing apparatus, shall be permitted within any lot or within the CBT COA property, except as provided by the Master Declarant.

PRIVACY SCREENS

Any separation or decorative screen, fence, wall or other proposed divider (abbreviated as "screen" elsewhere in this document) shall be constructed *of the following preferred materials*:

- Cedar or pressure treated wood which shall be stained and sealed. Wood screens shall be limited to maximum 6 feet high by 8 feet long.
- Decorative architectural metal which shall be limited to maximum 6 feet high by 8 feet long.
- Natural or engineered decorative stone which shall be limited to maximum 5 feet high by 6 feet long.
- Exceptions to the materials referenced above shall be considered on a case by case basis to ensure they are in keeping with the community's overall aesthetic standards. *Colors should be chosen to blend with the surrounding structure*

Screens shall not enclose or otherwise surround the yard/patio area *on three or more sides*. Sitting walls are excluded from this requirement. In the case where two neighbors agree to share a privacy screen, the applicant and neighbor should be aware of potential impacts associated with such agreements (e.g., property deed, maintenance, or repair costs, etc.)

RADON FANS

Radon fans are permitted and shall be mounted as low as possible to the foundation. Stack vent tubing is run vertically to the required elevation. Where the side of the house and the fan/stack exhaust tubing are openly exposed to the neighborhood (adjacent to Common Element property), decorative fluted rectangular exhaust tubing is to be used. Where the fan/stack tubing exits on the side of the house with 10' clearance with the adjacent house, round PVC piping can be used as the vent stack.

SECURITY BARS

Installation of security bars or grates on windows and doors are prohibited. Homeowners concerned about the security of their residence are advised to consider alternatives, including alarms and sophisticated lock systems.

SHEDS

Sheds and storage enclosures are not permitted.

SOLAR PANELS

Executive Board approval is required prior to installation of a solar panel or solar collector of any kind. Solar collectors must be installed to be as inconspicuous as possible. Collectors must be placed on the rear of the home or on the side which has the least public exposure and may not be visible from the front of the home (may not rise above the roof peak). Collectors must be attached only to the roof, not free standing, or ground mounted. Every effort must be taken to camouflage the plumbing and supports for the collectors. This camouflaging may require completely encasing the collectors. All metal parts must be painted to match roof coloring. There must be a minimum exposure of piping with no piping running down the side of the dwelling.

SPAS AND HOT TUBS

Spas and hot tubs are not permitted.

STORM DOORS

Only "Full View" models are permitted, defined as doors where clear unobstructed glass covers at least 70% of the door's surface. Door and mounting frame to be white, complimenting entry door trim while allowing entry door color to be visible. Handle finish matches home entry door handle. Insect screen panel is permitted.

Full View doors are available in both single and double glass panes. Single pane doors are available including interchangeable screen panels. Double pane doors are available with hide away screens. See Appendix I for illustrations of approved doors.

Storm doors matching the above specifications are BOD and ARC pre-approved, but application nonetheless must be submitted through normal channels for rapid approval, stating the manufacturer and model. For pre-approved doors, the two \$25 application fees are waived.

Application for approval to install a storm door which does not meet the above specifications must be submitted along with the two \$25 application fees. Full description of the door is required.

TRASH BIN CONTAINERS, ENCLOSURES

All garbage and trash shall be placed and kept in covered containers. Trash containers shall not be permitted to remain in public view except on the days of trash collection and the evening prior to such days. No permanent or semi-permanent enclosures for trash and recycling bins are permitted anywhere within the limited common area allocated to individually owned properties.

WOOD BURNING APPLIANCES

All forms of wood burning (fire pits, fire places, portable fire holders, etc.) are prohibited.

FORMS & APPENDICES

RESIDENCE IMPROVEMENT APPLICATION INSTRUCTIONS

All improvements, changes and/or modifications to the exterior of any house, including landscaping, requires homeowners to submit a completed application and supporting documentation as noted below to the property management company. To determine the types of improvements requiring Board approvals please refer to the CBT ARC Guidelines: Section 5.0– Alterations Requiring Review and Approval by the Board.

Complete the application and attach a marked plot plan (typically provided to the homeowner at settlement) showing changes to scale and any other documentation (e.g., pictures, diagrams, etc.) that may be pertinent to the specific project. For structural improvements, an engineering drawing (to scale) including materials of construction and manufacturer specifications must be provided with your application. Sign and date the application. Project start and projected completion dates must be provided in the application.

Return the completed application and any associated support documentation to:
CBT Condominium Architectural/Exterior Alteration Application
c/o Seascope Property Management
17563 Nassau Commons Blvd STE 3
Lewes, DE 19958
(302) 645-2222
seascopearcrequest@seascopepm.com

Note:

Homeowners are reminded that it is their responsibility to apply for and obtain all required Sussex County Building Permits prior to the start of construction. Contact the Sussex County Planning and Zoning Department for details. (302) 855-7720

Excavation in areas where utility lines may be placed can cause serious personal, life threatening injury, structural damage and/or environmental impacts to you and your neighbors. It may also cause interruptions to vital services and can involve significant repair costs to the homeowner. Prior to the start of any excavation or digging, homeowners (or their contractor) should contact:

Miss Utility of Delmarva at (800) 282 -8555 before you dig! Go to www.missutilitydelmarva.com for more information.

RESIDENCE IMPROVEMENT APPLICATION

To be considered by the Board of Directors (Board) or Architectural Review Committee (ARC), application for changes, modifications, and improvements must include detailed information describing the proposed change(s). An application submitted without all required documents will be considered incomplete and no further action will be taken by the Board or ARC. The ARC's review period will not commence until all required documents have been received and verified by the ARC. Other exhibits may be requested to permit adequate evaluation of the proposed change. Applicants will be notified of the Board's decision (approved/disapproved) within 60 days of submission of a complete application. In addition to reviewing the guidelines enclosed here, applicants are encouraged to review Article VI Architectural Control of the CCR's for Covered Bridge Trails.

For more details, instructions, and to obtain an application for modification, please visit <https://www.coveredbridgetrails.org/documents> .

APPENDIX I: STORM DOORS

Two (2) acceptable “full view” style storm doors are illustrated below. Door 1 has a single glass pane and is available with an interchangeable screen panel. Door 2 has a double glass pane and is available with an auto retracting screen.



Door 1



Door 2

APPENDIX II: HANDRAILS AND GUARDRAILS (rear yard decks only)



Guardrail



Handrail

(single family front step and deck stairs only)