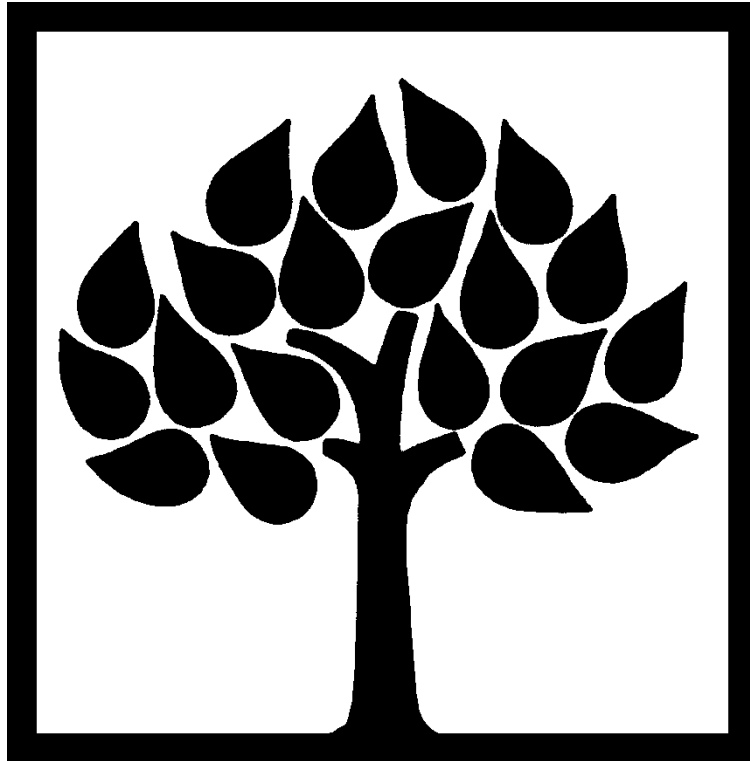


GREENWOOD VILLAGE



ARCHITECTURAL CONTROL COMMITTEE FOR EXISTING STRUCTURES

ARCHITECTURAL REVIEW

PROCEDURES AND RULES

ADOPTED 5/19/2016

(NOTE SECTIONS REVISED 11/20/2018)

GREENWOOD VILLAGE

ARCHITECTURAL CONTROL COMMITTEE FOR EXISTING STRUCTURES

ARCHITECTURAL REVIEW PROCEDURES AND RULES

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GREENWOOD VILLAGE
ARCHITECTURAL CONTROL COMMITTEE FOR EXISTING STRUCTURES
ARCHITECTURAL REVIEW PROCEDURES AND RULES

I. ACCES RULES SUMMARY (REVISED 11/20/2018)

A. The Following are Prohibited in Greenwood Village:

1. **Awnings - All Non-retractable & All Roof, Side, or Front Mounted Retractable**
(See Attachment 10 for Rules on Retractable Awnings)
2. **Basketball Hoop - Roof Mounted**
3. **Commercial Vehicles or Equipment, Trailers, or Motorhomes - Except in Garage**
4. **Dumping of Refuse and Debris on Any Property**
5. **Fences - Chain Link and/or Full Enclosures**
6. **"Off-roading" - with Any Vehicle, on Any Property**
7. **Pet Doors**
8. **Solar Heat or Power Systems, Wind Power Systems, Poles, and Suspended Wires**
9. **Removing Trees, Plants, Rocks, or Soil from GVCA Property without GVCA Approval**
10. **Signs - Except as Approved by ACCES, or Exempted Below or in "Signs" Section III.S.**
11. **Storage Sheds**
12. **Swimming Pools - Permanent, or Deeper than 24"**

B. The Following are Available from the GVCA Office:

1. Satellite Antenna Instant Approval - See Satellite Guidelines (Attachment 3)
2. Tree Removal Fast Approval - Dead or Dying Trees on Your Property
3. Open House Signs - Loaned for Free (Deposit Required) (Attachment 4)

C. The Following Do Not Need ACCES Approval:

1. Basketball Hoop - Portable
2. Building-Mounted Flag Holders
3. Drainage - Repair, as Long as No Design Changes are Made
4. Firewood Pile - Neatly Stacked on Your Own Property, Cover Must be Earth Tone in Color
5. Gutter - Repair
6. Intercoms - Low Volume Intercom Speaker/Microphones Located at Entrances
7. Landscaping - Planting in Existing Beds
8. Lighting - Temporary Holiday Lighting
9. Mailbox - If It Follows ACCES Guidelines (See Attachment 6)
10. Painting - Same Color
11. Patio - Repair (Patio Replacement needs Approval)
12. Portable BBQ Grill/Portable Enclosed Fire Pit
13. Renting Your Unit (May need Condominium Approval)
14. Roofing Repair (Roof Replacement needs Approval)
15. Siding Repair (Siding Replacement needs Approval)
16. Sign - Day of Event Sign Mounted in Your Yard Only
17. Sign - For Sale Sign Mounted in the Window of Your Home Only
18. Sign - Security Sign Less than 12" x 12", Mounted in Window or Landscaping, Not in Lawn
19. Temporary Wading Pool (Less than 8 Feet in Diameter & Less than 24" Deep)
20. Tree Removal - Only for Fallen Trees on Your Own Property (See Section I.B.2 Above)
21. Tree Trimming - Only for Trees and Shrubs on Your Own Property

All Other Projects Require ACCES Approval!

Refer to the Requirements Matrix on the next page to ensure you include all the information ACCES needs to approve your project. If your project is not listed in the Matrix, it still needs approval, refer to the ACCES Guidelines or contact the GVCA office to find out what to include.

D. REQUIREMENTS MATRIX (REVISED 11/20/2018)

Go down the list until you find your project, then across to find what information you need to submit with your request. Each item does not need its own page, so combine where appropriate.

All Single Family Homeowner Requests
require your neighbor's signatures.

All Condo Resident Requests
require condo board or mgmt. co. signature.

Temporary Access * - If you need access across
property not your own, please show location.

Project Schedule - If over 9 months, include a
schedule.

* - These items may be combined on a page.

Required Information

Project		Required Information											
		More Details Found in Section(s):	Plot Map Showing Location *	Drawing - Top or Plan View *	Drawing - View from Side	Dimensions *	Literature on Product(s)	Color (Chips or Samples)	Samples of Materials	Footer/Support	Storage Location of material and depth	Landscaping Plan *	Grading Plan *
Home													
Back-up Generator - Permanent	III.C		Y	Y	Y	Y	Y				Y		Y
Combining/Dividing Units or Lots	II.B, II.C		Y	Y	Y								
Deck - Addition/Removal/Repair/Replacement	III.C		Y	Y	Y	Y	Y	Y	Y				Y
Gutter - Addition/Removal/Replacement	III.E			Y	Y	Y	Y				Y	Y	Y
Home - New (ACC Approves) or Replacement, Room Additions or Removals, including Storage Rooms	II.B, II.C		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Hot Tub/Jacuzzi - Outdoor	III.C		Y	Y		Y		Y					Y
Painting, Different Color	III.B					Y	Y						Y
Patio - Addition/Replacement/Removal	III.C		Y	Y		Y	Y	Y	Y		Y	Y	Y
Porch - Addition/Replacement/Removal	III.C		Y	Y	Y	Y	Y	Y	Y		Y		Y
Porch - Upgrade - Roof or Enclosing	III.C			Y	Y	Y	Y						Y
Retractable Awnings	III.C, Attachment 10												
Roofing - Addition/Replacement/Removal	Attachment 2				Y	Y	Y	Y					
Siding - Addition/Replacement/Removal	Attachment 2					Y	Y	Y					
Home Business	III.V, Attachment 7												
Yard													
Basketball Hoop - Permanent	III.H		Y					Y					
Clothes Line	III.N		Y										
Compost Piles and Bins	III.R		Y		Y								
Drainage - Change/Addition/Replacement/Removal	III.F		Y	Y	Y		Y	Y			Y	Y	Y
Driveway - Addition/Replacement/Removal	II.B, II.C		Y	Y		Y	Y		Y		Y	Y	Y
Fence - Deer Netting	III.D		Y	Y	Y	Y	Y						
Fence - Invisible Dog Fence	III.L		Y	Y		Y							Y
Fire Pit or Fireplace - Permanent	III.C		Y			Y	Y			Y			
Flag Pole	III.G		Y			Y	Y	Y		Y		Y	Y
Grading Changes	III.E, III.F		Y	Y							Y	Y	Y
Landscaping - Adding/Removing Borders, Blocks or Rocks	III.E		Y	Y	Y	Y	Y		Y				
Landscaping - Ground Cover Changes	III.E		Y			Y				Y			
Landscaping - New Bed/Design (see Grading Changes)	III.E		Y	Y	Y	Y	Y			Y			
Landscaping - Sprinkler System	III.P		Y	Y							Y	Y	Y
Lighting and Cameras	III.M, Attachment 5		Y	Y	Y	Y	Y					Y	Y
Mailbox - Other than Pre-approved Design	III.T, Attachment 6			Y	Y	Y	Y	Y					
Play Equipment - Higher than 3 feet	III.H		Y	Y	Y	Y	Y	Y		Y			
Pond - Decorative	III.F		Y	Y	Y	Y	Y			Y	Y	Y	
Sidewalk / Steps - Addition/Replacement/Removal	III.C		Y	Y		Y	Y	Y	Y		Y	Y	Y
TV and Sound System - Exterior	III.M, III.Q		Y	Y	Y		Y	Y				Y	Y
Trees - Tree Removal	III.E		Y										
Walls - Privacy Screening	III.D, III.E		Y	Y	Y	Y	Y	Y					
Walls - Structural Retaining Walls	III.D		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	

Definition of Matrix Required Information

Temporary Access (if required) - If construction equipment or delivery trucks need access to the side or back of your lot, the location of their route of entry and exit needs to be provided to ensure neighboring properties are not damaged.

Construction Schedule - Required if your project may take longer than 9 months. If you do not include a construction schedule, you are required to start your project within 3 months, and finish it less than 6 months after you start. If you are a condominium association doing a multi-year project, a schedule is needed showing which units are going to be completed each year of the project.

Plot Map Showing Location - A map of your property showing your lot dimensions, home location, and the area affected by your project. All structures must be set in 30' from the back and 10' from the sides of the lot. (You can find maps of your lot at <http://summitmaps.summitoh.net/ParcelViewer/> Note: The aerial photos have distortions which can misalign the image by several feet from the shown property lines. You are responsible for knowing the true location of your property pins and lines.)

Drawing - Top or Plan View - Detailed top view of your project showing all important details. (Need not be an architectural drawing.)

Drawing - View from Side - Detailed side view of your project showing important details. (Need not be an architectural drawing.)

Dimensions - Height, width, length, depth and any other dimension important to your project.

Literature on Product(s) - Literature on materials or products that will be used in your project.

Color (Chips or Samples) - Typically a color sample from a paint store or product literature, which includes manufacturer/color name/code.

Samples of Materials - Actual sample of the material to be used in your project.

Footer/Support - material and depth - To protect against bugs, rot, and frost damage, footers need to be of durable material and extend below the frost depth.

Storage Location of Building Materials - Projects requiring a lot of material need to store construction material out of sight.

PLANS - The following four plans, when required, are typically overlaid on your plot map:

Landscaping Plan - This plan shows the layout of your landscaping, with the dimensions of new beds, and the location of perennials, trees, and bushes, all properly labeled, with the total numbers of each plant listed.

Grading Plan - This plan, usually in 2-foot topographic (contour) form, showing the elevations of your property before and after it will be graded, with direction of water flow indicated.

Drainage Plan showing Direction of Water Flow - This plan shows the routing of any drainage pipes or swales, with the direction of water flow and points where the flow exits off your lot clearly indicated.

Erosion Control Plan - This plan shows the temporary measures you will install to prevent erosion of topsoil or debris into nearby streams or storm sewers during your project, and the permanent measures to be left in place at the completion of your project to prevent erosion.

Details - For all Lights, Cameras, TVs, Speakers, and Microphones provide locations and directions aimed. For Lights and Cameras, provide switch type (On/Off, Timer, Motion or Light sensor, Digital App., etc.) For Lights, provide style (Non-Directional, Flood, Spot, Accent, etc.), type (Incandescent, Fluorescent, LED, Halogen, etc.), output in Lumens, and color in Kelvins. For Cameras, provide recording ability and field of view (in Degrees). Only intercom Microphones (i.e., indicates when in use) are allowed. For Sound Systems provide system and speaker wattages. (See [Section III.M](#) for more needed details.)

Wiring/Piping Location - In applications with wires, cables, or hoses being routed as part of your project, where they will be routed, and how they will be protected and hidden from view, needs to be indicated.

Hours of Operation - Items or projects that could affect your neighbor's privacy through noise or light, such as sound systems, flood lights or fountains (and construction work), should be done at reasonable times. Please state the expected times of use.

"Before" Photo - Photo of the area of your home or lot to be modified before any changes are made, to serve as a reference after the project is complete.

GREENWOOD VILLAGE
ARCHITECTURAL CONTROL COMMITTEE FOR EXISTING STRUCTURES
ARCHITECTURAL REVIEW PROCEDURES AND RULES

WHEREAS, Article VI, Section 2 of the Greenwood Village Inc. Greenwood of Sagamore Hills Subdivision Declaration of Covenants and Restrictions (hereinafter “DECLARATIONS”) requires ACC (Architectural Control Committee) approval for changes or additions to lots or buildings; and

WHEREAS, the ACC and the Board of Trustees of the Greenwood Village Community Association (GVCA) established the Architectural Control Committee for Existing Structures (ACCES) to act for the ACC in matters of existing structures; and

WHEREAS, the GVCA asked the ACCES, in accordance with the DECLARATIONS, to create procedures for obtaining approval and to promulgate rules as to what is acceptable or unacceptable; and

WHEREAS, the ACCES has become the ACC with the completion of Greenwood Village;

NOW THEREFORE, BE IT RESOLVED THAT the following procedures and rules proposed by the ACCES (ACC) be adopted to cover both new and existing structures within Greenwood Village:

II. APPLICATION PROCEDURES & REQUIREMENTS

A. ACCES PROCEDURES

1. **All requests must be in writing and received at least one week prior to a scheduled ACCES meeting to be reviewed at that meeting. ACCES will not accept oral requests.**
2. In hardship cases where events beyond the applicant’s control prevent the applicant from meeting this schedule, ACCES will attempt to accommodate the applicant’s schedule, if requested to do so in writing. (Note: ACCES members are volunteers.)
3. **A proposal is deemed to be “submitted” to ACCES as of the first scheduled ACCES meeting where ACCES has an opportunity to review the proposal, not upon delivery of the written proposal to the GVCA Office.**
4. If ACCES fails to inform the applicant by a written reply within fifteen (15) business days after a proposal is submitted to ACCES, the request is automatically approved and the applicant may proceed with the proposed addition, alteration, or improvement. **However, this automatic approval shall not apply to items expressly prohibited by this document or the DECLARATIONS, for example, sheds, chain link fences, etc.** “Business” days are defined to include any day except Saturday, Sunday, and all federally-recognized holidays. The applicant may call the GVCA office any time after the ACCES meeting to check if their proposal received ACCES approval.
5. If ACCES rejects the proposal, ACCES must list the reason(s) for rejecting the proposal as part of its final written decision. In any case where ACCES shall disapprove any plans and specifications submitted hereunder, or shall approve the same only as modified or upon specified conditions, such disapproval or qualified approval shall be accompanied by a statement of the grounds upon which such action was based. In any such case the ACCES shall, if requested, make reasonable efforts to assist and advise the applicant in order that an acceptable proposal can be prepared and submitted for approval.
6. Once a proposal is rejected, should the applicant obtain new or additional information that might clarify the request or demonstrate its acceptability, the applicant may request reconsideration of the proposal. Reconsideration does not require the applicant to fill out additional forms; ACCES will refer to the original terms of the proposal, along with the new or additional information provided (in writing or orally during the ACCES meeting), when making a reconsideration decision.
7. Copies of all requests and proposals submitted to ACCES for review will be filed according to address, along with the written decision and a statement of action taken, if any.
8. ACCES reserves the right, at any later date, to rescind its earlier approval of a project in the event that the project cannot be completed within the time frame specified in [Section III.Y.](#)

B. GENERAL REQUIREMENTS FOR ANY ADDITION(S) OR CHANGE(S)

1. Each owner must submit a proposal request for any exterior addition, alteration, change in use, or improvement to an existing property to ACCES for approval. The proposal must contain a description of the change, including the height, width, length, size, shape, color, materials to be used, and the location of the proposed addition, alteration, change in use, or improvement (See Section I.D., the Requirements Matrix, for precise information needed by project type.). The proposal may contain photographs or sketches of similar completed projects to aid ACCES in its consideration, but photographs or sketches of similar completed projects are not required to be included with the proposal. All plans and specifications must be submitted to the GVCA Office.
2. Proposal requests for a condominium property require the written approval of the condominium board or their management company. Such written approval must be submitted with the ACCES proposal.
3. Proposal requests for a single family homeowner property require the written acknowledgement of notification of the request by the adjacent neighbors, with the written approval of the neighbors strongly encouraged. Such written acknowledgement/approval must be submitted with the ACCES proposal.
4. Each proposed addition, alteration, or improvement must be specifically approved, even if a similar or substantially identical addition, alteration, or improvement has been previously approved by ACCES.
5. The GVCA Office will provide an ACCES approved "Request for Approval" form free of charge to any resident wishing to submit a proposal to ACCES. (See Attachment 1)

C. MAJOR MODIFICATIONS

For major changes of a structural nature, including but not limited to the addition or removal of garages, siding or roofs (see Attachment 2), rooms, stories or dormers, balconies, driveways, decks, patios or sidewalks, and other significant structural changes, or if an initial submittal is not sufficient to render a decision, ACCES may require a pre-design conference. At the pre-design conference ACCES will determine the submittal and oversight requirements:

1. Final submittal may require:
 - a. Final drawings;
 - b. Proposed contracts;
 - c. Location of storage site for building materials, etc.;
 - d. Identification of temporary access, if any;
 - e. Information about existing and final grades, drainage, etc.;
 - f. Color chips of painted or stained exteriors;
 - g. Samples of exterior material(s);
 - h. Disposal area for surplus soil;
 - i. Plan of proposed landscaping and re-vegetation (erosion control, screening, etc.);
 - j. Elevations;
 - k. Construction schedule;
 - l. Other information deemed necessary. (See Section I.D. - Required Information Matrix).
2. Administrative oversight may require:
 - a. Notice of construction start (Owner);
 - b. Request for approval of changes during construction (Owner);
 - c. Request for inspection during construction (Owner or ACCES);
 - d. Notice of completion (Owner);
 - e. Final inspection (ACCES).

D. GROUNDS FOR DISAPPROVAL

The ACCES shall have the right to disapprove any plans and specifications submitted hereunder because of any of the following:

1. Failure to comply with this document;
2. Failure to include information in such plans and specifications as may have been reasonably requested;
3. Objections to the design or appearance of any proposed landscaping;
4. Incompatibility of any proposed building or use with existing buildings or uses upon other lots in the vicinity;
5. Objection to the location of any proposed building upon any lot or with reference to other lots in the vicinity;
6. Objection to the grading plan for any lot;
7. Objection to the color scheme, finish, proportions, style of architecture, size or appropriateness of any proposed building;
8. Failure to comply with Sagamore Hills zoning requirements;
9. Any other matter, which, in the judgment of the ACCES, would render the proposed building, landscaping, or use inharmonious with the general plan of improvement of Greenwood Village, or with buildings or uses located upon other lots in the vicinity.

E. PROMULGATION OF RULES BY ACCES

The ACCES may promulgate rules governing the form and content of plans to be submitted for approval or requiring specific improvements on lots, including, without limitation, exterior lighting and landscaping, and may issue statements of policy with respect to approval or disapproval of the architectural styles or details, or other matters, which may be presented for approval. Such rules and such statements of policy may be amended or revoked by the ACCES at any time, and no inclusion in, omission from or amendment of any such rule or statement shall be deemed to bind the ACCES to approve or disapprove any feature or matter subject to approval, or to waive the exercise of the ACCES's discretion as to any such matter, but no change of policy shall effect the finality of any approval granted prior to such change.

III. ARCHITECTURAL RULES

A. GENERAL

Any exterior addition or alteration to an existing building shall be compatible with the design character of the original building. The details in this section are meant to assist property owners in following the rules set forth in the DECLARATIONS and in this document. Property owners must comply with both the DECLARATIONS and these ACCES rules. These ACCES rules do not limit the authority of ACCES to control any and all exterior elements of all areas of the community. The DECLARATIONS are the ultimate governing document and ACCES rules must conform to the principles set forth in the DECLARATIONS. However, this document is intended to provide a single point of reference for the residents of Greenwood Village and is intended to include and clarify the rules and restrictions provided in the DECLARATIONS.

ACCES approval applies strictly to the architectural compatibility of the appearance of the project with look and feel of Greenwood Village. ACCES does NOT in any way endorse the design of any of these items and ACCES accepts no liability for any problems or injuries that may arise from the use of these items. It is the owner's responsibility to ensure the design, construction, and installation meets all appropriate engineering, building, and safety codes, and to ensure all necessary building permits are obtained.

B. MATERIALS AND COLOR; PAINTING; REPAINTING; STAINING

1. Only the exterior materials on the existing parent structure or those that are compatible with the architectural design character of the other existing units in the surrounding area will be approved by ACCES. Attachment 2 lists sources for exterior material commonly used in Greenwood Village. If residents replace their exterior materials using materials (doors, windows, stains, etc.) pre-approved by their condominium association and by ACCES, they do not need to submit an individual request to ACCES. The individual condominium associations are responsible for getting ACCES approval for the materials and for providing a list of ACCES approved materials to their members.
2. ACCES will approve exterior color changes only if the proposed color is in harmony with the other existing units in the surrounding area and if the color is similar to colors already used elsewhere in the community.
3. Property owners may repaint only those areas that are already painted. Similarly, only areas that are already stained may be restained. Unpainted or unstained surfaces, such as brick, stone, and the like, shall remain unpainted and unstained.
4. Painting or repainting and staining or restaining requires ACCES approval only if the property owner intends to change the color of the paint or the stain. Per [Section III.Z.](#), each property owner is required to keep his or her lot, including all improvements thereon, in good order and repair, including painting of the buildings. Repainting and restaining to the SAME COLOR does not require ACCES approval as it would merely be in keeping with the requirement of [Section III.Z.](#) The owner is encouraged to submit the manufacturer and color code to ACCES for recording so any new owner can know the exact color to use when it is their turn to repaint or restain.
5. Property owners seeking to make exterior color changes must submit color samples to ACCES as part of their proposal.

C. DECKS, HOT TUBS, PATIOS, PORCHES, SIDEWALKS, STEPS, RETRACTABLE AWNINGS, BACK-UP GENERATORS, AND PERMANENT FIRE PITS/FIREPLACES

1. ACCES approval is required for the addition, removal, or replacement of these items.
2. Requests should include:
 - a. Drawings showing the location and design. Location must meet setback requirements.
 - b. Color samples or literature showing color.
 - c. Landscape design, if planned. It is recommended to provide privacy and a finished look.
 - d. Materials used for construction. For porches, add screening and roofing materials.
 - e. For decks, porches, and steps, also include footer design information.
 - f. For hot tubs, also include routing locations for wiring, water pipes, and drainage.
 - g. For back-up generators, outdoor fireplaces and fire pits also specify mounting - concrete or other solid fireproof base is strongly recommended.
 - h. Hot tubs and generators must be installed by licensed electrician.
 - i. For retractable awnings, also see Attachment 10.

D. FENCES, SCREENS, & RETAINING WALLS (Also see [Section III.L. Invisible Fences](#))

1. Fences, screens, and retaining walls must be approved by ACCES. Fences, screens, and retaining walls are permissible only in limited situations, as approved by ACCES. “Retaining walls” is defined to include any wall, whether free-standing or attached to an existing structure, used to prevent erosion.
2. Height and Length Restrictions; Additional Restrictions:
 - a. Fencing, screens, and retaining walls above grade that are approved by ACCES shall not exceed six (6) feet above grade.
 - b. Fences and free-standing screens that are approved by ACCES shall not exceed six (6) feet in height and sixteen (16) feet in length.
 - c. Fencing cannot be used to enclose an area, with the exception of a unit’s patio or deck, the GVCA pool, garden, and tennis courts, and the Williamsburg and Oak Knoll pools.
 - d. In any case, fences and screens approved by ACCES must be in scale and style with the surrounding property and structures and with their intended use.
 - e. ACCES will not approve retaining walls that divert ground water onto adjoining properties or which otherwise substantially change the existing draining patterns of the lot, except to correct an existing drainage problem (See [Section III.F.](#)).
3. Materials and Finish:
 - a. ACCES will approve wood fencing or screening only if the design generally conforms to the architectural design of the community.
 - b. ACCES will not approve the installation of chain link or other metal fencing.
 - c. All approved fencing or screening must have finished materials on both sides.
 - d. Retaining walls generally should be constructed of natural stone, masonry, pavers, or attractive timber.
4. Deer Fencing/Netting: Dark colored “invisible” netting can be used without ACCES approval to protect plants and shrubs from predation by deer and other herbivores, provided the netting is used only around the plants. Deer fencing or netting used to block passage or enclose an area constitutes a fence and is not allowed without ACCES approval. Each proposed design will be reviewed on an individual basis, and only temporary or seasonal fences that are removed during the summer (May 1 to September 30) will be approved. Preferred alternatives are deer repellants or landscaping with plants distasteful to deer.

E. LANDSCAPING AND TREES

1. With the exception of major landscaping modifications, minor landscaping work and planting in general do not require ACCES approval. When in doubt as to whether landscaping amounts to a major modification, contact ACCES.
 - a. **Major Landscaping Modifications Definition for Homeowners** - a major change is new overall design involving multiple plantings, new retaining walls, or other structures.
 - b. **Major Landscaping Modifications Definition for Condominium Associations** - a major change is a new overall design or new retaining walls or other structures, or any new landscape plantings that are on the peripheral boundary of the condo association.
 - c. **Minor Modifications Definition** - For both, a minor change would be replacing existing shrubs, bushes or small trees, or adding more of the same, to existing beds.

2. No living tree shall be removed without express written approval from ACCES.
 - a. Removal of fallen dead trees lying inside the property owner's lot may be done without ACCES approval. Property owners may not remove standing dead or dying trees without approval of ACCES or an authorized agent of ACCES. Approval is required to determine the tree actually is dead or dying, which cannot be determined after it is cut down and ground up. To allow faster approvals ACCES may appoint an agent, such as the GVCA manager, to come inspect the tree and give approval for removal.
 - b. No living, dying, dead or fallen trees, or any other plants, may be removed from the GVCA Common Open Spaces by anyone without the permission of the GVCA manager. Ignorance of your property line is not a defense.
 - c. Notify the GVCA office immediately of any dead trees on GVCA property in danger of falling on a building. GVCA will remove it if there is a risk.
 - d. Living trees, hedges, and shrubs which restrict sight lines for vehicular traffic shall be cut back or removed.
3. Common Open Spaces - Most lots in Greenwood back onto GVCA Common Open Spaces. Per the DECLARATIONS, every resident of Greenwood has a right to, and easement for, the enjoyment of these Common Open Spaces. GVCA maintains many of the Common Open Spaces in a natural state to preserve the park-like feel of Greenwood. Common Open Spaces are NOT extensions of your yard and encroachment is prohibited. Landscaping of any kind, including mowing, is prohibited on Common Open Spaces without the written approval of both GVCA and ACCES. It is forbidden for a resident to block, impede, or discourage any other resident's use of the Common Open Spaces, whether verbally, through landscaping, or by any other means. Residents shall not encroach on properties neighboring Greenwood.
4. Protective Screening Areas - Where protective screening areas, screen planting, fences or walls are shown on any plat of any part of Greenwood, or where they have become defacto screening even though not shown on any plat, the same shall be maintained by the owner for the protection of the adjacent lots. No building or structure, except such planting, fence, or wall, shall be placed or permitted to remain in such area. No vehicular access shall be permitted over such area except for the purpose of installation and maintenance of screening, utilities, and drainage facilities, if any.
5. Trimming, Pruning or Removing Plantings - The Developer and the GVCA shall have the right to enter upon any lot and trim, prune, or remove at the expense of owner, any hedge or other planting which in the opinion of the Developer or the GVCA, by reason of its location upon the lot or the height to which it is permitted to grow, is unreasonably detrimental to the adjoining property, obscures the view of street traffic, is unattractive in appearance, or if such action would be in the best interests of proper property management, provided, however, that the Owner shall be given thirty (30) days prior written notice of such action.
6. Slope Control - No structure, planting, or other materials shall be placed or permitted to remain, nor shall any activity be undertaken, which may damage or interfere with established slope ratios, create erosion or sliding problems, or change the direction of flow or drainage channels, or obstruct or retard the flow of water through drainage channels. The slope control areas of each lot or other parcel of Greenwood Village and all improvements in them shall be maintained continuously by the owner of the lot, except for those improvements for which a public authority or utility company is responsible.

F. DRAINAGE, GUTTERS, PONDS, STREAMS, RAIN BARRELS

Gutters and drainage systems are to be kept in good repair. Any changes to drainage systems or the natural drainage paths require ACCES approval. Requests for approval for changing drainage must contain a map or drawing accurately showing the current drainage flow and the new proposed drainage flow. Drainage plans can include extending drainage lines onto GVCA common open space if they will reduce erosion. Rain barrels, rain gardens, decorative or storm ponds, and changes to creeks or streams, including their banks, require ACCES approval.

G. POLES, WIRES, FLAGPOLES, ANTENNAE - Including Satellite (Also see Attachment 3)

1. Poles, Wires, etc. - Property owners are not permitted to place or maintain above the surface of the ground on any lot any facilities, including but not limited to poles and wires, for the transmission of electricity, telephone messages, and the like.
2. Flagpoles - Any flagpole not attached to an existing structure must be approved by ACCES. Only flagpoles without external ropes will be approved. (External ropes are too noisy.) Wall-mounted flag holders do not need approval. (See [Section III.M., Exterior Lighting.](#))
3. Antennae - With the exception of satellite and TV antennae, no visible antennae of any kind may be erected within Greenwood Village. Excellent reception is possible by mounting your TV Antenna inside your attic. The mounting of an outside TV antenna will be approved only if your antenna can not receive acceptable reception when mounted inside your attic. Instant Approvals are available for satellite antenna, see Attachment 3 for rules and guidelines.

H. PLAY EQUIPMENT

1. Permanent backyard swimming pools, basketball hoops mounted on buildings, and tree houses are not allowed.
2. Temporary children's play equipment such as wading pools not exceeding 24 inches in depth and 8 feet in diameter, sand boxes with attached bottoms, play houses, tents, etc., do not require ACCES approval provided that such equipment is located in the rear of the lot, does not exceed 3 feet in height, and is in good repair (including painting). Portable basketball hoops that are stored in the garage when not in use are permitted without ACCES approval, however permanent pole-in-the-ground basketball hoops require approval. Temporary means play equipment is outside only during the season it is used, not left outside year round, and it is moved regularly for mowing and is not left in one place long enough to kill the grass.
3. Play equipment higher than 3 feet, or permanently installed (i.e. not temporary), requires ACCES approval as to design, location, color, materials, and screening from public view.
4. Consideration should be given to the view from your neighbors. Avoid gaudy colors and a messy appearance.

I. SHEDS

ACCES will not approve any requests or proposals for permanent or temporary sheds. A "Shed" is defined to include any permanent or temporary structure or outbuilding that is not attached to an existing structure. This rule may not be circumvented by just attaching such a structure to an existing structure; such action would be a major modification or significant structural change requiring ACCES approval.

J. STORAGE AND USE OF VEHICLES, TRAILERS, AND MACHINERY

1. No automobile, trailer, nor vehicle of any kind, licensed or unlicensed, shall be stored on any public right-of-way, driveway, or anywhere in or upon any lot, except in the confine of the garages provided therefore. "Stored" is defined as not having moved off of the lot for more than seven days.
2. No machinery of any kind shall be placed or operated upon any lot except such machinery as is customarily required for the maintenance of private residences, and such machinery shall be stored out of sight of adjoining lots, provided that this provision shall not apply during the construction, reconstruction, or repair of any buildings on any lot.
3. No commercial vehicle, road machinery, nor excavating equipment shall remain on any lot nor on the public right-of-way adjoining said lots, nor any other part of Greenwood, except while making deliveries or performing services thereon.
4. No vehicle, trailer, tent, garage, temporary building, or any other similar structure shall be used, temporarily, or permanently, as a residence on any lot or any other part of Greenwood at any time.
5. No automobile, bicycle, motorcycle, all-terrain vehicle, motor-bicycle, truck, nor similar vehicle shall be used off-road on any lot or anywhere within Greenwood. Such action will be a violation and any damage to any property in Greenwood shall be a liability upon the owner of the vehicle if the owner is a resident, or if not a resident, then upon the resident of whom the owner or operator of the vehicle is a guest.
6. No motorhome, boat trailer, nor camper trailer shall remain on any lot nor on the public right-of-way adjoining said lot, except inside the confines of a garage. No motorhome, boat trailer, nor camper trailer shall remain on any GVCA property (such as the Clubhouse Parking lot) without written permission of the GVCA manager. No automobile may park on GVCA property except in designated areas. No automobile may park overnight on GVCA property without written permission of the GVCA manager.

K. PETS

Other than dogs, cats, and other household pets, no animals, livestock, or poultry of any kind shall be raised, bred, or kept on any lot. Dogs, cats, and other household pets are permitted, provided they are not raised, bred, or kept for any commercial purpose. For their own safety, no pets are allowed to be left outside overnight. Residents are required to clean up and properly dispose of their pet's waste throughout maintained areas of Greenwood Village. Do not let dogs spray delicate plants. Do not leave barking dogs outside where they will create a nuisance. Also, Summit County ordinances require you to license your dog, physically confine or restrain your dog when on your property, and always leash your dog when not on your property. If any resident has a problem with a dog, the number to call is 330-643-2845 for the Summit County Dog Warden.

L. INVISIBLE FENCES

Invisible fences, such as the invisible electronic fences used to keep pets within a contained area, do require ACCES approval. By their very nature, invisible fences are a change in use of the property that could affect the neighboring resident's enjoyment of the community. Invisible fences must be installed completely within the property owner's lot; no portion of the system may be installed on adjoining property of any kind. The request proposal must include an accurate plot map, indicating where on the property the invisible fence will be installed. If a dispute arises as to whether the property owner has exceeded his or her property boundaries, ACCES will make a decision based on the recorded property lines and, should the invisible fence require any adjustment to render the system in compliance with this rule, the party seeking to install the invisible fence will bear the costs of such adjustment.

1. ACCES approval covers the location of the invisible fence only, and makes no judgment as to its suitability or function. (See also [Section S.5.](#) regarding invisible fence signs.)
2. ACCES approval covers only the dog(s) named in the application and applies to no other dogs. If you have a new dog that you wish to contain with the invisible fence, a new application must be submitted for that dog.
3. To ensure easy verification, the application must contain the dog's name, breed, color, age, approximate weight, and Summit County dog license tag number. Only dogs wearing their current Summit County dog license tag are allowed to use the invisible fence.
4. ACCES does NOT in any way endorse the use of invisible fences, and ACCES accepts no liability for any problems or injuries that may arise from the use of an invisible fence.
5. Owners are to be in control of their pets at all times and should not leave their dog alone outside. To encourage this, and to prevent entry into homes by wild animals, "pet doors" are prohibited in Greenwood.
6. Since this is an approval of a change in use, the dog or dogs will no longer be allowed to use the invisible fence if the use becomes incompatible with the Greenwood Village community for the following reasons:
 - a. Repeated instances of leaving the dog outside while no resident is at home.
 - b. Repeated instances of the dog barking outside for periods exceeding 10 minutes at a time.
 - c. Repeated instances of the dog running through the fence and leaving the property unrestrained.
 - d. Any instance of the dog attacking another pet or person."Repeated" means three or more of the above instances in a twelve month period.

M. EXTERIOR LIGHTING, SURVEILLANCE CAMERAS, TV, AND SOUND SYSTEMS

1. Exterior Lighting:

One of the elements that makes Greenwood Village a special place to live is the dark night sky that allows one to see the stars at night from your own property. Greenwood Village and ACCES encourages the use of full cutoff lighting fixtures that do not light up the night sky. Permanent lighting requires ACCES Approval. (Also see [Attachment 5a](#).) Temporary lighting that will be in place less than 3 months does not require ACCES approval.

- a. Permanent or temporary exterior lighting, including holiday lighting, shall not be directed or placed in such a manner as to create an annoyance to neighbors.
- b. Bare bulbs must be shielded or shaded so they are not visible from off your property.
- c. Bright directed lights (flood and spot lights) must only shine on your own property and not light up your neighbor's property nor destroy their night-time privacy.
- d. Directed lights must shine down at a 45 degree angle or lower below the horizon.
- e. It is preferred that flags not be flown at night so lighting is not required. Only low-lumen lights will be approved for lighting a flagpole. Approval by all affected neighbors will be required for ACCES Approval.
- f. Lights brighter than 800 lumens or with color temperature higher than 3,000 Kelvins, and all directed lights that shine past the borders of the property, must be on a manual or motion switch. Timed or light sensing switches on these lights are not allowed. Timed or light sensing switches are only allowed on Accent Lighting that does not shine off your property.
- g. Lights shall not be directed or placed in such a manner as to "blind" drivers and make it difficult to see the road.

2. Exterior Surveillance Cameras, TVs, and Sound Systems:

These items require ACCES approval to provide assurance that they do not infringe on the privacy of adjacent residences.

- a. See [Attachment 5b](#) for "Surveillance Camera Rules and Submittal Requirements".
- b. See the [Requirements Matrix](#) on Page 4 and especially the "[Details](#)" definition on Page 5 for other details regarding Camera, TV, and Sound System submittal requirements.
- c. Audio-only entrance intercoms do not need ACCES approval. Camera-equipped intercoms or doorbells are considered Surveillance Cameras and require approval.

N. DRYING CLOTHES

No clothing, laundry, or wash shall be aired or dried upon any portion of a lot in an area exposed to view from any other lot. Drying areas will be permitted only in locations approved by the ACCES and only when protected from view by screening or fencing approved by the ACCES.

O. WILDLIFE

Firearms of any kind shall not be discharged, nor shall any hunting or poisoning of wildlife of any kind be permitted. Feeding of deer is strongly discouraged, it encourages them to forage near homes, where they will also prey upon landscaping.

P. PIPELINES, DRILLING, RADON MITIGATION, AND SPRINKLER SYSTEMS

No water pipe, gas pipe, sewer pipe or drainage pipe shall be installed or maintained on any lot above the surface of the ground, except hoses and movable pipes used for irrigation purposes. No lot shall be used for the purpose of boring, mining, quarrying, exploring for or removing oil or other hydrocarbons, minerals, gravel, or earth without the prior written consent of the GVCA Board. External piping, venting, etc., associated with Radon Mitigation Systems can be installed after receiving ACCES Approval.

The installation of sprinkler systems requires ACCES approval. See the [Requirements Matrix](#) on Page 4 for submittal requirements. To prevent your system from being damaged by utility work, it should be installed on your own property, not on the utility right-of-way, which is the lawn berm that extends from the road curb approximately 13 feet to where your property begins.

Q. NUISANCES

No noxious or offensive activity shall be carried on upon any portion of a lot, nor shall anything be done thereon that may be or become a nuisance or annoyance to the neighborhood. Exterior speakers or sound systems require ACCES approval and are generally discouraged. Temporary Day-of-Event TV or sound systems do not require approval, if limited to 1 day per month.

R. STORAGE AND DISPOSAL

1. Trash and Garbage - Trash and garbage containers shall not be permitted to remain conspicuous except on days of trash collection. Trash and garbage containers may be placed outside the evening before the day of trash collection, provided the containers are placed outside after nightfall, have secure lids that prevent access by wildlife, and do not impede traffic. Shared trash receptacles are required to be adequately screened on at least three sides. (Installing new screens requires ACCES approval.) The ACCES, at its discretion, may adopt and promulgate reasonable rules and regulations relating to the size, shape, color and type of containers permitted and the manner of storage of the same.
2. Dumping - GVCA Common Open Spaces and the CVNP (Cuyahoga Valley National Park) are not to be used by condominium associations, individuals, or their lawn care companies for dumping of yard waste or any other refuse. These areas are for the common enjoyment of all. Piles of leaves, grass, or dirt can kill trees and bushes, increasing erosion and damaging property. There are also legal penalties for illegal dumping. Both Sagamore Hills and the GVCA office promote conservation and recycling. Please contact them about where and how you may dispose of yard waste if you cannot recycle it on your own property or have it picked up by your trash collector.
3. Storage of Materials - No lumber, metals, bulk materials, refuse or trash shall be burned, whether in indoor incinerations or otherwise (excluding the burning of wood in a fireplace), kept, stored, or allowed to accumulate on any lot, except building materials during the course of construction of any approved building.
4. Storage of Firewood - Single family homeowners may store reasonable amounts of neatly stacked firewood on their property without ACCES Approval. Condominium association members may also store reasonable amounts of neatly stacked firewood in any area approved by their condominium association without ACCES Approval. Firewood is not allowed to be stored on GVCA or CVNP property. ACCES reserves the right to require changes where the firewood storage interferes with neighbors. If covered, cover must be earth tone in color.
5. Storage of Compost - Compost piles and compost bins require ACCES Approval. Compost piles must be at least 5 feet from any tree so it does not damage or kill the tree. Compost bins and compost piles are not allowed on either GVCA or CVNP property.

S. SIGNS

Signs or similar devices, including, but is not limited to, advertising signs, election or political signs, party signs, no trespassing signs, flags (see [Section III.G.](#)), arrows, balloons, or garage sale signs, are prohibited to be erected on, posted on, or displayed to public view upon any public right-of-way, Lot, GVCA or condominium Common Open Space, Properties, Living Unit, or residence except as outlined below. (This prohibition does not apply to signs or devices stored inside a Living Unit or residence if not visible to public view.)

The following are exceptions to the above rules and do not require ACCES Approval. Please note, condominium owners still must check with their condominium association for rules applying to signs and for permission if required by their condominium association:

1. Developer Signs - The designated Developer and ACC of Greenwood Village is allowed, as is their right under the Declaration of Covenants and Restrictions, to post whatever signs they deem necessary.
2. Day-of-Event Signs - For personal events such as a garage sale or a house party, only one sign is permitted. The sign may be placed only on the Lot, Living Unit or residence where the event is taking place, and only the day of the event. If the Living Unit or residence is on condominium property, the permission of the condominium association may be required. If the event is an open house, ACCES approved "Open House" signs must be used (See rule #6).
3. Seasonal Signs and Decorations - Decorative banners, signs, and decorations that are seasonal in nature are permitted, but only if located on the Living Unit or residence, or in the landscaped areas of the Lot, not the lawn, and only during the season to which it relates. Political signs and advertisements are not considered seasonal signs and are prohibited.
4. Security Signs - Security signs less than 12" by 12" are permitted to be placed in the window or on a post not to exceed 24" in height. If mounted on a post, the post must be located within the landscaped area adjacent to the Living Unit or residence, not in the lawn.
5. Invisible Fence Signs - Temporary small invisible fence marker signs along the perimeter of the fenced area are allowed only during the training period for ACCES approved dog(s) and invisible fences. All other temporary or permanent invisible fence signs are prohibited.
6. "Open House" Signs - ACCES approved "Open House" signs may be rented at the GVCA office during normal business hours. "Open House" signs are brown with yellow letters and are used to direct potential buyers through Greenwood Village to the Living Unit or residence for sale. The GVCA office will rent the signs at no cost, but a deposit will be required to ensure return of the signs. The deposit amount will be determined by the GVCA office. See Attachment 4 for a copy of the contract and procedures for renting and placing signs. "Open House" signs shall be posted only during the hours of the open house.
7. "For Sale" Signs - "For Sale" signs are permitted in the window of the Living Unit or residence that is for sale. All other "For Sale" signs are prohibited. It is the responsibility of the Owner to inform their real estate agent of this rule and rule #6 above.

Any signs and devices in violation of these restrictions may be removed by ACCES or their agent. Signs or devices removed by ACCES or their agent may be retrieved at the GVCA office during normal business hours. Signs not claimed within 120 days will be discarded. Other signs are permitted if individually submitted and approved by ACCES, for example, entrance signs to condominium associations.

T. MAILBOXES (Also see [Attachment 6](#))

Mailboxes must meet U.S. Postal requirements and must include a separate opening for newspapers. Commercial newspaper boxes (such as the plastic boxes with the newspaper's logo on the side, i.e., Plain Dealer, Akron Beacon Journal, etc.), whether attached or separately mounted, are prohibited. Please see Attachment 6 for list of approved mailbox designs that do not require individual ACCES approval. All other mailboxes require ACCES approval.

U. CHANGE OF USE

No building, structure, or lot shall be used for a purpose other than that for which the building, structure, or lot was originally designed, without the approval of the ACCES.

V. HOME INDUSTRY, PROFESSION, OR ENTERPRISE

No industry, business, trade, occupation or profession of any kind; commercial, religious, educational, or otherwise, shall be conducted, maintained or permitted within the confines of Greenwood, unless the applicant can demonstrate that such activity would not interfere with the comfort of any other property owner, unit owner, or occupant. Any persons contemplating such activities shall complete the "Application for Permit to Conduct a Home Industry, Profession or Religious or Educational Enterprise within the Properties" permit ([See Attachment 7](#)), which is available from the GVCA office, and submit the permit to ACCES for review and approval.

W. COPIES

Copies of individual specifications, such as roof, mailbox, etc., are provided as attachments to this document. See the Appendix for a complete list of all attachments. Go to the Greenwood Village website "greenwoodohio.org", or the GVCA office, for copies of the latest versions of this document, including the attachments.

X. LOCAL GOVERNMENT PERMITS AND ZONING

1. ACCES approval for a project does not waive the necessity of obtaining any required local government permits.
2. Obtaining a local government permit does not waive the need for ACCES approval of a project, provided it is of a type that requires such ACCES approval.
3. ACCES will not knowingly approve a project that violates building or zoning codes.
4. Sagamore Hills Zoning includes setback requirements that apply to any structure. Any structure, including structures such as a deck or hot tub, must be at least 30 feet from the rear lot line and 10 feet from the side lot lines. The only structures likely to be exempt from this limitation are those that are at grade or lower, such as a patio, so check with Sagamore Hills.

Y. COMMENCEMENT AND COMPLETION OF CONSTRUCTION

Once a proposal has been approved by ACCES, construction must proceed according to the approved schedule. If no schedule was submitted, construction must start within 3 months after the date of final approval and must be completed within 6 months of the date of commencement. If a project is not started or completed within these time frames, or per the approved schedule, ACCES may take enforcement action (Per [Section IV. C.](#)) to ensure construction is completed in a timely manner. Construction must be completed as approved by ACCES; any deviation without ACCES approval is considered an unapproved project and in violation of ACCES rules. When a project cannot be started or completed as approved, or requires deviations from the approved application, enforcement action can be avoided by:

1. Submitting a revised proposal/schedule to ACCES for approval, or
2. Cancelling the project by notifying ACCES in writing that you wish to withdraw your previously approved application. If you cancel your project, it will be removed from ACCES records and it will be as if your project was never submitted. If work had started on the project, it would have to be returned to its original state. Your application would need to be resubmitted and approved before the project could be restarted.

Z. MAINTENANCE OF EXISTING PROPERTY/STRUCTURES

1. Living Units - Each owner shall keep all lots owned by him, and all improvements therein or thereon, in good order and repair, including but not limited to, the seeding, watering and mowing of all lawns, the pruning and cutting of all trees and shrubbery and the painting (or other appropriate external care) of all buildings and other improvements located thereon, all in a manner and with such frequency as is consistent with good property management. If, in the opinion of the ACCES, any owner fails to perform the duties imposed by the preceding sentence, the GVCA, after approval by the two-thirds (2/3) decision of the Board of Trustees of the GVCA, and after thirty (30) days written notice to such owner to remedy the condition in question, shall have the right, through its agents and employees, to enter upon such owner's lot and to repair, maintain, repaint and restore such lot or such improvement located thereon, and the cost thereof shall be binding, personal obligations of such owner as well as a lien upon such lot.
2. Contracting for Maintenance - Each owner may satisfy these maintenance obligations by agreeing that all maintenance of the lot upon which such improvements are situated shall be performed by any company, or the GVCA, providing maintenance services for the Common Open Space, for which such owner will be assessed maintenance charges by the GVCA.

IV. PROCEDURES FOR MONITORING ARCHITECTURAL COMPLIANCE

A. INSPECTION

1. Right to Inspect for Compliance - Any agent of the Developer, the ACC, the GVCA, or the ACCES may at any reasonable time or times enter upon and inspect any lot and any improvements thereon for the purpose of ascertaining whether the maintenance of such lot and the maintenance, construction, or alteration of buildings thereon is in compliance with the provisions hereof, and neither the Developer, the GVCA nor the ACCES nor any such agent shall be deemed to have committed a trespass or other wrongful act by reason of such entry or inspection. The agent(s) shall identify themselves to the property owner upon request.
2. ACCES may periodically survey the properties for compliance with architectural standards. The cost of such surveys will be borne by ACCES.
3. ACCES is entitled to inspect any properties undergoing improvement at the date of completion. Should any violations be found, ACCES will notify the owner, in writing, of the violations.

B. ALLEGED VIOLATIONS

1. Residents are encouraged to help enforce these rules by reporting alleged violations. All reports of alleged violations must be submitted, in writing, to ACCES. The report must include the location of the violation, a description of the violation, along with your name, address, and phone number, so that the violation can be properly investigated. ACCES will not consider any oral or anonymous reports of alleged violations.
2. Any alleged violation shall be investigated within sixty (60) business days of the complaint. At the conclusion of the investigation a written reply shall be provided by ACCES to the resident who reported the alleged violation.

C. ENFORCEMENT

1. If any buildings shall be altered, erected, placed or maintained upon any lot, or any new use commenced on any lot, otherwise than in accordance with plans and specifications approved by the ACC or the ACCES, such alteration, erection, maintenance or use shall be deemed to have been undertaken in violation of these rules and without the approval required herein, and upon written notice from the ACC or the ACCES, any such building so altered, erected, placed or maintained upon any lot in violation hereof shall be removed or re-altered, and any such use shall be terminated, so as to extinguish such violation.
2. If thirty (30) days after the notice of such a violation the owner of the lot upon which such violation exists shall not have taken reasonable steps toward the removal or termination of the same, the Developer or the GVCA shall have the right, through its agents and employees, to enter upon such lot and to take steps as may be necessary to extinguish such violation and the cost thereof shall be a binding, personal obligation of such owner as well as a lien (enforceable in the same manner as a mortgage) upon the lot in question.
3. As an alternative procedure, enforcement of the ACCES rules and the Greenwood Village Declaration of Covenants and Restrictions shall be by any proceeding at law or equity against any person or persons violating or attempting to violate any rule, covenant or restriction, either to restrain violation or to recover damages, and against the land to enforce any lien created by the Greenwood Village Declaration of Covenants and Restrictions; and failure by the GVCA or any owner to enforce any covenant or restriction herein contained shall in no event be deemed a waiver of the right to do so thereafter.
4. Greenwood Village Community Association reserves the right to correct any violation or non-compliance with ACCES rules, or the DECLARATIONS, at the property owner's expense. Any and all of the remedies and procedures provided in these rules and the DECLARATIONS may be utilized.
5. In addition to, or as an alternate to, the above enforcement procedures, GVCA reserves the right to levy an enforcement assessment on the owner's account, as per the [GVCA Enforcement Assessment Procedure](#). (See Attachment 9)
6. Improvements, changes, and installations approved by ACCES prior to the approval of these rules are considered grandfathered in and prior ACCES approvals cannot be revoked for not conforming to these rules. Improvements, changes, or installations made without ACCES approval are subject to these new rules, regardless of when they occurred.

V. APPEALS

Anyone who wishes to appeal an ACCES decision has 30 days from the date they were mailed notification in writing of the decision. Please refer to the Appeals Procedure, which is included as [Attachment 8](#).

VI. CONCLUSION

Nothing in the foregoing resolution shall in any way limit the power of the Architectural Control Committee, or ACCES, from exercising the power, rights, and authorities granted to them in the DECLARATIONS. Invalidation of any one of these rules shall in no way affect any other provisions, which shall remain in full force and effect. With the completion of Greenwood Village the ACCES has become the Architectural Control Committee (ACC). The ACC will retain the name "ACCES" and in all documents using the term "ACCES", it shall be synonymous with ACC.

ATTACHMENTS

1	REQUEST FOR APPROVAL FORM
2	ROOFING SPECIFICATIONS AND SOURCE LIST FOR MATERIALS
3	SATELLITE RULES AND GUIDELINES
4	PROCEDURE FOR RENTING OPEN HOUSE SIGNS
5	OUTDOOR LIGHTING AND CAMERAS
6	APPROVED MAILBOX DESIGNS
7	APPLICATION FOR A PERMIT FOR A HOME BUSINESS
8	APPEALS PROCEDURE
9	GVCA ENFORCEMENT ASSESSMENT PROCEDURE
10	RETRACTABLE AWNINGS

1. REQUEST FOR APPROVAL FORM

Click the Link below

[REQUEST FOR ACCES APPROVAL FORM](#)

or download a copy from the Greenwood website at

<http://greenwoodohio.org>

It is listed under both the “ACCES” and “Forms” menus

Insert a copy of the **ACCES Approval Form**
after this page in printed versions of the
Architectural Review Procedures and Rules

GREENWOOD ARCHITECTURAL CONTROL COMMITTEE FOR EXISTING STRUCTURES
(Return form to GVCA Office, 830 Village Club Drive, Sagamore Hills, OH 44067)

REQUEST FOR ACCES APPROVAL
of changes to Lots or Buildings

Name: _____ Signature: _____ Date: ____/____/____

Address: _____

Telephone: (Day) _____ (Evening) _____

Brief description of project or change: _____

Note: If no schedule provided, work must commence within 3 months of approval and must be completed six months later.

For submittal requirements see General Requirements on reverse side and Requirements Matrix and Definitions, Para. D and E of ACCES Procedures and Rules.

Please indicate specific information attached:

☐ Enclosed please find attachments for projects not listed in the Requirements Matrix.

☐ Enclosed please find attachments for projects which are listed in the Requirements Matrix.

☐ For Retractable Awnings: Enclosed please find data and documentation required by Attachment 10 of ACCES Procedures and Rules including the Checklist and Awning Agreement.

Approvals:

Condominium Association: _____

Condo Approval: _____ (Signature) _____ (Title) (____)____-____ / ____/____ (Phone) (Date)

Or, if Single Family Home:

Do you approve?

Left Neighbor Reviewed: _____ / ____/____ Yes _____ No _____
Address: _____ (Signature) (Date) (Please initial)

Right Neighbor Reviewed: _____ / ____/____ Yes _____ No _____
Address: _____ (Signature) (Date) (Please initial)

Third* Neighbor Reviewed: _____ / ____/____ Yes _____ No _____
Address: _____ (Signature) (Date) (Please initial)

Your left and right neighbor's signatures are required on this form to indicate that they reviewed your request.

***Signature of third neighbor is required if change is visible from their lot (generally front or back neighbor).**

(Your neighbor's approvals are not required for ACCES approval, but are strongly encouraged.)

This section is for ACCES use only. Date Request for Approval Received: _____

Action taken: _____

Date: ____/____/____ Classification: _____

Signature: _____ Title: _____

Form Approved 11/20/2018

GREENWOOD ARCHITECTURAL CONTROL COMMITTEE FOR EXISTING STRUCTURES

General requirements for request of any addition or change to your property or lot:

1. All submissions made to the Greenwood Architectural Control Committee must be made on the form, "Request for ACCES Approval."
2. The following items, where applicable, are required as part of any submission to be considered by the Greenwood Architectural Control Committee for Existing Structures (ACCES):
 - a. Plan and elevation views of the proposed change. These drawings must be dimensional and the location of adjacent units should be indicated along with property lines on the plan view.
 - b. The materials of construction should be noted and if any painting or staining is to be done, a sample color chip should be included.
 - c. Any modifications to landscaping around the new addition should also be indicated on either a separate landscaping plan or on the plan view of the proposed change.
 - d. If the proposed addition modifies drainage around the property, a drainage plan should also be included with the complete set of drawings indicating how drainage will be accomplished.
 - e. Written Condo Board approval is required for condominium owners. For homeowners, adjacent neighbor signatures are required, and their approval is strongly recommended.
3. Please refer to the ACCES Guidelines for more details.

(see other side for form)

REQUIREMENTS MATRIX (REVISED 11/20/2018)

Go down the list until you find your project, then across to find what information you need to submit with your request. Each item does not need its own page, so combine where appropriate.

All Single Family Homeowner Requests
require your neighbor's signatures.

All Condo Resident Requests
require condo board or mgmt. co. signature.

Temporary Access * - If you need access across
property not your own, please show location.

Project Schedule - If over 9 months, include a
schedule.

* - These items may be combined on a page.

Required Information

All Condo Resident Requests require condo board or mgmt. co. signature.													
Temporary Access * - If you need access across property not your own, please show location.													
Project Schedule - If over 9 months, include a schedule.													
* - These items may be combined on a page.													
		More Details Found in Section(s):											
		Plot Map Showing Location *											
		Drawing - Top or Plan View *											
		Drawing - View from Side											
		Dimensions *											
		Literature on Product(s)											
		Color (Chips or Samples)											
		Samples of Materials											
		Footer/Support - material and depth											
		Storage Location of building materials *											
		Landscaping Plan *											
		Grading Plan *											
		Drainage Plan showing Direction of Water Flow *											
		Erosion Control Plan *											
		Details - See Definition Page											
		Wiring/Piping Location *											
		Hours of Operation											
		"Before" Photo											
Project		Y = Yes (Required)											
Home													
Back-up Generator - Permanent	III.C	Y	Y		Y	Y	Y			Y			Y
Combining/Dividing Units or Lots	II.B, II.C	Y	Y	Y									
Deck - Addition/Removal/Repair/Replacement	III.C	Y	Y	Y	Y	Y	Y	Y					Y
Gutter - Addition/Removal/Replacement	III.E		Y	Y	Y	Y	Y				Y	Y	Y
Home - New (ACC Approves) or Replacement, Room Additions or Removals, including Storage Rooms	II.B, II.C	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Hot Tub/Jacuzzi - Outdoor	III.C	Y	Y		Y		Y		Y				Y
Painting, Different Color	III.B					Y	Y						Y
Patio - Addition/Replacement/Removal	III.C	Y	Y		Y	Y	Y	Y		Y	Y		Y
Porch - Addition/Replacement/Removal	III.C	Y	Y	Y	Y	Y	Y	Y		Y			Y
Porch - Upgrade - Roof or Enclosing	III.C		Y	Y	Y	Y	Y						Y
Retractable Awnings	III.C, Attachment 10	(See Attachment 10 Checklist)											
Roofing - Addition/Replacement/Removal	Attachment 2				Y	Y	Y	Y					
Siding - Addition/Replacement/Removal	Attachment 2					Y	Y	Y					
Home Business	III.V, Attachment 7	Home Businesses use a special ACCES request form, available at the GVCA Office.											
Yard													
Basketball Hoop - Permanent	III.H	Y						Y					
Clothes Line	III.N	Y											
Compost Piles and Bins	III.R	Y			Y								
Drainage - Change/Addition/Replacement/Removal	III.F	Y	Y		Y			Y	Y		Y	Y	Y
Driveway - Addition/Replacement/Removal	II.B, II.C	Y	Y		Y	Y		Y			Y	Y	Y
Fence - Deer Netting	III.D	Y	Y	Y	Y	Y							
Fence - Invisible Dog Fence	III.L	Y	Y			Y							Y
Fire Pit or Fireplace - Permanent	III.C	Y			Y	Y				Y			
Flag Pole	III.G	Y			Y	Y	Y		Y			Y	Y
Grading Changes	III.E, III.F	Y	Y							Y	Y	Y	Y
Landscaping - Adding/Removing Borders, Blocks or Rocks	III.E	Y	Y	Y	Y	Y		Y		Y			
Landscaping - Ground Cover Changes	III.E	Y				Y				Y			
Landscaping - New Bed/Design (see Grading Changes)	III.E	Y	Y	Y	Y	Y				Y			
Landscaping - Sprinkler System	III.P	Y	Y								Y	Y	Y
Lighting and Cameras	III.M, Attachment 5	Y	Y	Y	Y	Y						Y	Y
Mailbox - Other than Pre-approved Design	III.T, Attachment 6		Y	Y	Y	Y	Y		Y				
Play Equipment - Higher than 3 feet	III.H	Y	Y	Y	Y	Y	Y			Y			
Pond - Decorative	III.F	Y	Y	Y	Y	Y				Y	Y	Y	
Sidewalk / Steps - Addition/Replacement/Removal	III.C	Y	Y		Y	Y	Y	Y			Y	Y	Y
TV and Sound System - Exterior	III.M, III.Q	Y	Y	Y		Y	Y					Y	Y
Trees - Tree Removal	III.E	Y											
Walls - Privacy Screening	III.D, III.E	Y	Y	Y	Y	Y	Y		Y				
Walls - Structural Retaining Walls	III.D	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	

Definition of Matrix Required Information

Temporary Access (if required) - If construction equipment or delivery trucks need access to the side or back of your lot, the location of their route of entry and exit needs to be provided to ensure neighboring properties are not damaged.

Construction Schedule - Required if your project may take longer than 9 months. If you do not include a construction schedule, you are required to start your project within 3 months, and finish it less than 6 months after you start. If you are a condominium association doing a multi-year project, a schedule is needed showing which units are going to be completed each year of the project.

Plot Map Showing Location - A map of your property showing your lot dimensions, home location, and the area affected by your project. All structures must be set in 30' from the back and 10' from the sides of the lot. (You can find maps of your lot at <http://summitmaps.summitoh.net/ParcelViewer/> Note: The aerial photos have distortions which can misalign the image by several feet from the shown property lines. You are responsible for knowing the true location of your property pins and lines.)

Drawing - Top or Plan View - Detailed top view of your project showing all important details. (Need not be an architectural drawing.)

Drawing - View from Side - Detailed side view of your project showing important details. (Need not be an architectural drawing.)

Dimensions - Height, width, length, depth and any other dimension important to your project.

Literature on Product(s) - Literature on materials or products that will be used in your project.

Color (Chips or Samples) - Typically a color sample from a paint store or product literature, which includes manufacturer/color name/code.

Samples of Materials - Actual sample of the material to be used in your project.

Footer/Support - material and depth - To protect against bugs, rot, and frost damage, footers need to be of durable material and extend below the frost depth.

Storage Location of Building Materials - Projects requiring a lot of material need to store construction material out of sight.

PLANS - The following four plans, when required, are typically overlaid on your plot map:

Landscaping Plan - This plan shows the layout of your landscaping, with the dimensions of new beds, and the location of perennials, trees, and bushes, all properly labeled, with the total numbers of each plant listed.

Grading Plan - This plan, usually in 2-foot topographic (contour) form, showing the elevations of your property before and after it will be graded, with direction of water flow indicated.

Drainage Plan showing Direction of Water Flow - This plan shows the routing of any drainage pipes or swales, with the direction of water flow and points where the flow exits off your lot clearly indicated.

Erosion Control Plan - This plan shows the temporary measures you will install to prevent erosion of topsoil or debris into nearby streams or storm sewers during your project, and the permanent measures to be left in place at the completion of your project to prevent erosion.

Details - For all Lights, Cameras, TVs, Speakers, and Microphones provide locations and directions aimed. For Lights and Cameras, provide switch type (On/Off, Timer, Motion or Light sensor, Digital App., etc.). For Lights, provide style (Non-Directional, Flood, Spot, Accent, etc.), type (Incandescent, Fluorescent, LED, Halogen, etc.), output in Lumens, and color in Kelvins. For Cameras, provide recording ability and field of view (in Degrees). Only intercom Microphones (i.e., indicates when in use) are allowed. For Sound Systems provide system and speaker wattages. (See [Section III.M](#) for more needed details.)

Wiring/Piping Location - In applications with wires, cables, or hoses being routed as part of your project, where they will be routed, and how they will be protected and hidden from view, needs to be indicated.

Hours of Operation - Items or projects that could affect your neighbor's privacy through noise or light, such as sound systems, flood lights or fountains (and construction work), should be done at reasonable times. Please state the expected times of use.

"Before" Photo - Photo of the area of your home or lot to be modified before any changes are made, to serve as a reference after the project is complete.

2. ROOFING SPECIFICATIONS AND SOURCE LIST FOR MATERIALS

Click the Link below

[Roof Spec and Source List of Materials](#)

Or download a copy from the Greenwood website at

<http://greenwoodohio.org>

It is listed under the “ACCES” menu

Insert a copy of the **Roof Specifications**
and the
Replacement Siding Specifications
after this page in printed versions of the
Architectural Review Procedures and Rules

ATTACHMENT 2a
ROOF SPECIFICATIONS

Title: Requirements for asphalt roof shingles.

DATE: June 7, 2016

Objective: This specification is to provide a list of parameters as criteria for the installation of asphalt roof shingles.

Parameters:

1. Premium quality, laminated fiberglass-reinforced asphalt shingle.
2. Self-sealing ceramic granule coated.
3. Product to carry U.L. 130 MPH wind resistance rating and class A fire resistance rating.
4. Product must incorporate protection against discoloration due to algae formation.
5. The product must be installed in accordance with the manufacturer's specifications and all applicable codes. Warranty for product and installation must be provided.

Procedure: Samples of the product selected by the Owners must be submitted to the Greenwood Architectural Control Committee for approval of color, specifications, and installation details.

ATTACHMENT 2b

SOURCE LIST OF MATERIALS USED IN GREENWOOD

TITLE: REPLACEMENT SIDING

DATE: APRIL 6, 2004

WOOD SIDING

The two main types of wood siding used in Greenwood Village older homes are reverse board and batten and T-111 (the one with narrower grooves). Both are available at Peninsula Lumber. Most homes use 4 x 8 foot panels, but some use 4 x 9 foot panels, which they can special order. Be sure to measure first.

VINYL SIDING

Vinyl siding vendors now have dark earth tone colors and vertical siding styles available. These new products enable residents to replace their wood siding with vinyl siding while maintaining the existing earth tone color and contemporary style of their home. Please be sure to ask your vinyl siding representative about these products.

3. SATELLITE RULES AND GUIDELINES

At the April 2001 GVCA Board of Trustees meeting the following motion was passed:

“The mounting of individual unit satellite antennas on commonly owned portions of condominium dwellings and landscape is prohibited, and is to be enforced by the ACCES. This prohibition is allowed by the FCC. This motion does not prohibit the mounting of individual unit satellite antennas in the “exclusive use” areas of that unit, nor prohibit the mounting of multi-unit central antennas in common areas, although both of these still require an application to the ACCES to insure reasonable harmony with the surroundings, consistent with acceptable signal reception.”

Click the Links below for the

[Individual Satellite Antenna Authorization Form](#)

including the

Satellite Rules and Guidelines for Condominium Owners

and

Satellite Rules and Guidelines for Single Family Home Owners

or download a copy from the Greenwood website at

<http://greenwoodohio.org>

The Satellite Antenna Authorization Form with the Guidelines is listed under

both the “ACCES” and “Forms” menus

Insert copies of the three documents above
after this page in printed versions of the
Architectural Review Procedures and Rules

GREENWOOD ARCHITECTURAL CONTROL COMMITTEE FOR EXISTING STRUCTURES
(Return form to GVCA Office, 830 Village Club Drive, Sagamore Hills, OH 44067)

ACCES INDIVIDUAL SATELLITE ANTENNA AUTHORIZATION FORM

Address: _____

Telephone: (Day) _____ (Evening) _____

Brief Description of Satellite Antenna Installation, Location, and Cable Routing:
(Review the ACCES Satellite Rules and Guidelines before Proceeding)

Satellite Service Provider: _____

Installer Name or Company: _____

Installer Phone Number: _____

By completing and submitting this Form to the Architectural Control Committee for Existing Structures, and by initialing and signing my name below, I certify that my Satellite Antenna Installation:

*Draw dish location and cable route here,
or attach drawing/photo of same.*

- _____ 1. Has a dish no larger than one meter (39.37 inches) across.
- _____ 2. Will use black wiring, hide any wiring as much as is practical, and the satellite dish will (check one):
- ☐ have no visible logos or advertising, or
- ☐ be painted to cover the logo/advertising and blend with its surroundings, or
- ☐ be hidden by bushes or other screening landscape so as to not be visible from the street or neighboring homes.
- _____ 3. Will be located within my own property, or my exclusive use area as defined by my Condominium Association.
- _____ 4. Will NOT be mounted on any Condominium or GVCA common walls, roofs, windows, structures, or property.
- _____ 5. Is for a single family home, or is in compliance with the rules of my Condominium Association and I have submitted a copy of this form to my Condominium Association prior to submitting this form to the ACCES.
- (All 5 items above must be initialed for instant approval)*

Name: _____ Signature: _____ Date: ____/____/____

If you have initialed all 5 items above, checked at least one option on # 2, and signed and dated this Form, your satellite antenna is instantly authorized to be installed as described above upon receipt of this Form by the GVCA office. (Retain a copy for your records.) Any installation that is not as described in 1 - 5 above is not authorized. Please note, GVCA "Satellite Guidelines" should be followed whenever possible to ensure the best installation. Please share them with your installer.

This section is for ACCES use only. Date Authorization Form Received: _____

Action taken: _____

Date: ____/____/____

Classification: Individual Satellite Installation

Signature: _____ Title: _____



GREENWOOD VILLAGE

RULES & GUIDELINES FOR THE INSTALLATION OF SATELLITE ANTENNAS IN CONDOMINIUM AREAS



Intent: To allow satellite reception while minimizing the negative visual impact of satellite antennas on the condominium owner's property and the other properties in Greenwood Village (Greenwood by-laws originally prohibited all external antennas).

RULES

1. All installations must conform with the current FCC (Federal Communications Commission) regulations.
2. Dishes must be no larger than one meter (39.37 inches).
3. There shall be no visible logos or advertising on any external structure or dish.
4. Dishes must be colored to blend with their surroundings, which may require painting of the antenna.
5. Depending on the location, the ACCES may require bushes or other screening landscape to camouflage the satellite antenna.
6. The GVCA Board has ruled that no individual unit antennas may be mounted on any Condo or GVCA common walls, windows, structures, or property.
7. Comply with the rules of your condominium association regarding antennas.
8. Submittal of the "ACCES Individual Satellite Antenna Authorization Form" to the ACCES is required. When correctly filled out and signed, your submittal is instantly approved upon submittal, provided your antenna installation follows all the rules to which you agreed.
9. Submit to your condominium association a copy of your completed and signed "ACCES Individual Satellite Antenna Authorization Form" prior to, or concurrent with, your submittal to the ACCES.
10. Condo Boards are responsible for assuring their owners' compliance with rule 6.
11. The "Guidelines" below should be followed whenever possible.

GUIDELINES

1. Installers usually suggest a location to save themselves work, not necessarily to preserve the look of your property or get the best reception. Snow can block satellite reception, so you want the antenna mounted where it is protected from snowfall or can be brushed clean. The satellite is 22,000 miles away, so putting the antenna higher does not improve reception. Letting an installer place your antenna on the roof or siding of your condominium could expose you to liability should the roof leak or the siding be damaged. Use your ACCES Satellite Rules and Guidelines as leverage to insure the installer places your satellite antenna where you are allowed to have it and where it will work best for you.
2. While Rule 6 above prohibits owners from mounting individual antennas on common property, condominium associations may submit plans to ACCES for shared antennas on common condo property. They can then require owners to utilize the shared antennas for future service. We encourage shared antennas to minimize the proliferation of individual antennas. Shared antennas must be capable of providing all of the satellite's service and should be in place before residents request satellite service.
3. Rule 6 above does not prevent a condo owner from installing an antenna confined to their "exclusive use area". In Greenwood this generally includes balconies and enclosed patios (but check with your condominium association). An antenna installed in an "exclusive use area" cannot extend beyond that area into common area air space, e.g., an antenna installed on a balcony cannot extend outside the balcony, above the gutter, or over the roof. If an owner's "exclusive use area" does not provide adequate reception, consider sharing an antenna with a neighbor who does have adequate reception.

NOTE: If your exclusive use area only faces north, or if trees/buildings are in the way, and if you cannot share an antenna, please realize your unit may not be able to have satellite service.



GREENWOOD VILLAGE RULES & GUIDELINES FOR THE INSTALLATION OF SATELLITE ANTENNAS ON SINGLE FAMILY HOMES



Intent: Allow satellite reception while minimizing the negative visual impact of satellite antennas on the homeowner's property and the other properties in Greenwood Village (Greenwood by-laws originally prohibited all external antennas).

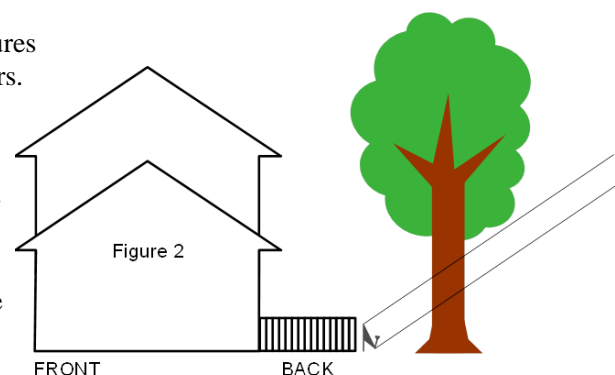
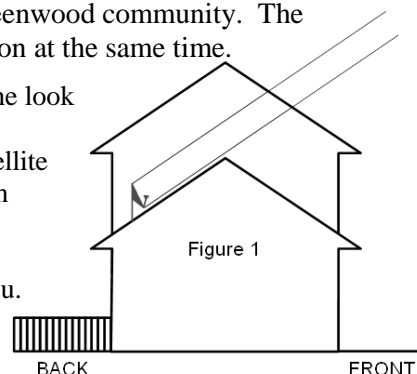
RULES

1. All installations must conform with the current FCC (Federal Communications Commission) regulations.
2. Dishes must be no larger than one meter (39.37 inches).
3. There shall be no visible logos or advertising on any external structure or dish.
4. Dishes must be colored to blend with their surroundings, which may require painting of the antenna.
5. Depending on the location, the ACCES may require bushes or other screening landscape to camouflage the satellite antenna.
6. The GVCA Board has ruled that no individual unit antennas may be mounted on any Condo or GVCA common walls, windows, structures or property.
7. Submittal of the "ACCES Individual Satellite Antenna Authorization Form" to the ACCES is required. When correctly filled out and signed, your submittal is instantly approved upon submittal, provided your antenna installation follows all the rules to which you agreed.
8. The "Guidelines" below should be followed whenever possible.

GUIDELINES

Satellite antennas need not detract from the appearance and value of your home or the Greenwood community. The following guidelines can help you have an attractive installation and improve your reception at the same time.

1. Installers usually suggest a location to save themselves work, not necessarily to preserve the look of your property or get the best reception. Snow can block satellite reception, so you want the antenna mounted where it is protected from snowfall or can be brushed clean. The satellite is 22,000 miles away, so putting the antenna higher does not improve reception. Letting an installer place your antenna on the roof or siding could cause the roof to leak or the siding to be damaged. Use your ACCES Satellite Rules and Guidelines as leverage to insure the installer places your satellite antenna where it will be least visible and work best for you.
2. Satellite antennas should be placed on the back of the house or in the back yard whenever possible. Antennas should not be visible from the street. If your house faces south, put it on the back of your roof and shoot over the peak (See Figure 1). The top of the antenna should never be higher than the peak of the roof.
3. When mounting on the roof, take advantage of the chimney and other structures to obstruct the view of the satellite antenna from the street and your neighbors.
4. When mounting low, like on a deck, take advantage of existing landscaping to obstruct the view of the satellite antenna.
5. If a tree obscures the line of sight of your antenna, move your location lower and closer to go under the tree, rather than higher and away from the tree. You may shoot over the tree today, but trees keep growing. Going low and between the tree trunks will assure your continued reception today and in the future, and is also a less visible location (See Figure 2).



4. PROCEDURE FOR RENTING OPEN HOUSE SIGNS

Click the Link below

[Procedure For Renting Open House Signs](#)

or download a copy from the Greenwood website at

<http://greenwoodohio.org>

It is listed under both the “ACCES and “Forms” menus

Insert a copy of the **Open House Rental Agreement**
after this page in printed versions of the
Architectural Review Procedures and Rules

Greenwood Village Community Association, Inc.
830 Village Club Drive
Sagamore Hills, Ohio 44067
Office Telephone: (330) 467-7036

SEE THE OTHER SIDE OF THIS FORM FOR THE DAYS AND TIMES THE GVCA OFFICE IS OPEN
(The Office is closed on the following Holidays: Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Day after, Christmas Eve and Day, and New Year's Day.)

OPEN HOUSE SIGN CONTRACT

Real Estate Agent or Owner (Print Name) _____ Date _____

Real Estate Company _____ Real Estate Phone Number _____

Address of Open House _____ Unit # _____ Resident Phone Number _____

Date of Open House _____ Time of Open House: From _____ to _____

GVCA Witness _____ Date _____

Check No. _____ Date of Check _____ Amount of Check _____

Number of signs ____ (Bought ☐) Sign Numbers _____, _____, _____, _____, _____

Date Signs Are To Be Returned _____ Date Signs Returned _____

- *****
1. The Open House **signs** may be borrowed for free at the GVCA office. **We require a deposit check of \$40.00 per sign, which will be cashed if the signs are kept for more than a week. Your check, or a refund check for the same amount will be issued to you when the signs are returned to the GVCA office. The signs may also be purchased for the same amount.**
 2. These are the **ONLY** signs permissible for an Open House in Greenwood Village.
 3. We recommend two directional signs be placed; one on the main thoroughfare, and one at the entrance of the condo association (if permitted by the condo association) or base of the street where the unit is being sold. Additional signs may be borrowed if needed.
 4. Be careful when collecting your signs after your open house. Be sure the numbers on the signs match the numbers recorded on your contract.
 5. **OPEN HOUSE SIGNS ARE PERMITTED TO BE UP ONLY DURING THE HOURS OF THE OPEN HOUSE, THEN THEY MUST BE TAKEN DOWN.**
 6. Signs are borrowed on a weekly basis, so others may use the signs if you are not holding an Open House. To encourage this, GVCA will not cash your check if the signs are returned within a week. However, if you keep the signs over a week, your check will be cashed. Your deposit will be refunded to you when the signs are returned. ***NO REFUNDS will be issued for signs that are not the ones listed on this contract.***
 7. **IMPORTANT: ALL OTHER UNAUTHORIZED SIGNS THAT ARE PUT UP WILL BE REMOVED.** Signs that have been removed will be kept for 30 days, then discarded. You may retrieve your sign from the GVCA office during normal business hours (see the other side of this form).
- *****

This agreement must be signed or Open House signs cannot be issued.

I have read the above rules and agree to abide by them.

Real Estate Agent or Owner (Signature) _____

5. OUTDOOR LIGHTING AND CAMERAS

Click the Links below for

5a [Exterior Lighting Guidelines](#)

5b [Surveillance Camera Rules and Requirements](#)

or download a copy of either from the Greenwood website at

<http://greenwoodohio.org>

It is listed under the “ACCES” menu

Be sure to also read the Lighting and Camera Rules in [Section III.M.](#)

Insert a copy of the **Exterior Lighting Guidelines** and

of the **Surveillance Camera Rules and Requirements**

after this page in printed versions of the

Architectural Review Procedures and Rules

Exterior Lighting Guidelines

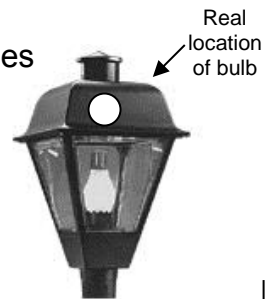
(Be Sure to Also Read the Lighting Rules in [Section III.M.](#))

Good lighting requires proper installation in addition to buying the right fixtures. Below are examples of what to look for when purchasing a lighting fixture, and how to properly install your lighting fixtures. No matter what type of lighting you are installing, you should never be able to see the actual bulb from off your property. The goal of these lighting guidelines is to ensure we do not intrude on our neighbor's right to enjoy Greenwood's night.

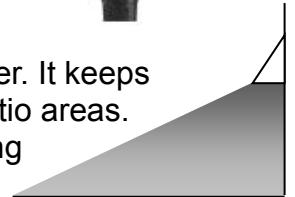
The best lighting fixture to purchase is what is called "Full Cutoff", which means no light shines above the horizontal. These are the best and most efficient, since all your light energy is actually used to light your property, not wasted on the night sky.

It also provides better visibility, because your eyes are not blinded by the glare of the light bulb.

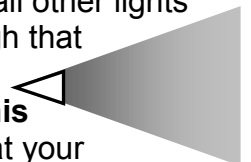
Post Lights – Post lights (yard lights) are not recommended, since the light goes everywhere and does not stop at the end of your property. However, many people like them for lighting their driveway and entrance when friends come over to visit. They should be on a manual switch, never left on all night, and never installed in the back yard. Purchase full cutoff versions of these lights, where the bulb is actually installed in the top of the housing and the lamp you see is just decorative.



Wall Mounts – Wall mounted lighting is fine as long as it is Full Cutoff or better. It keeps the lighting where it is needed, by your house. It is good around deck and patio areas. If mounted at or below eye level, you will appreciate not having the light glaring in your eyes while you enjoy your deck.



Spot/Flood Lights – ACCES receives more complaints about these lights than all other lights combined. Because the light is so intense and travels so far, the likelihood is high that the light will trespass on neighboring property, which violates not only ACCES guidelines but also Sagamore Hills Zoning. **We recommend you do not use this type of lighting.** If you feel you must use this type of lighting, mount it pointed at your own house, not shining out across your yard, and please turn it on only when you actually use it. (Try accent lighting instead)



Accent Lighting – Properly shielded accent lighting fixtures correctly installed along paths, in the yard, or under the eaves of the roof, can dramatically enhance the look and feel of your home. Aimed at your home and landscaping, you see the effect, not the lights. Low-power low-voltage lights are effective yet subtle, save you money on your electric bill, and have a minimum impact on the night sky. Accent lighting is the type of lighting encouraged and recommended by ACCES.



ACCES Approved 4/6/2004

2016 Update:

Ask your lighting vendor for their "full cutoff" lighting selection and look for this seal:

Per the IDA: "Exposure to blue light at night has also been shown to harm human health and endanger wildlife. IDA recommends using lighting that has a color temperature of no more than 3,000 Kelvins."



Attachment 5b

SURVEILLANCE CAMERA RULES AND SUBMITTAL REQUIREMENTS

A maximum of three Surveillance Cameras per residence are permitted in Greenwood Village. Cameras may only be pointed at the front door and back door of a residence and, if applicable, at a side door. The following information must be submitted with the ACCES application for approval:

1. Description of Cameras

- a. Name of manufacturer, model number, and literature showing pictures of the camera.
- b. Size and technical data such as width and depth of field of view, resolution, image size.

Note: Camera must be fixed and unable to move or rotate.

2. Location of Cameras on Residence

- a. Plot Map showing your lot and neighboring lots, your home location and neighboring home locations that could be in the field of view, and each camera's location and direction it will be pointed.
- b. Plot Maps are available at <http://summitmaps.summitoh.net/Parcel/Viewer>. The aerial photo must be included in the plot map to ensure the relative positions of the affected homes are shown accurately.
- c. If you are not able to use the website, the GVCA Office can provide you with a Plot Map.

3. Mounting of Cameras on Residence

- a. Description of how the camera will be mounted to the residence.
- b. Description of the routing of electrical cable to the cameras, if any is required.

Note: Cameras must be camouflaged and not visible from the street.

4. Approval of Neighbors and Condominium Association

- a. Condominium owners must receive the approval of the Board of their Association before their application is submitted to ACCES.
- b. Homeowners must receive the approval of their immediate neighbors, on all sides, and of any of their neighbors that might come in possible view of the camera's range.

5. Submittals after Cameras are Approved and Installed

- a. Within 15 days after installation, photos of the cameras must be submitted to ACCES.
- b. At the same time, screenshots, which show the images captured by the camera, must be submitted for each camera.
- c. ACCES reserves the right to require modifications to the installation of the cameras if the screenshots show infringements on the privacy of adjacent residences (lot or dwelling) or if the camera captures an image of a common element.

6. APPROVED MAILBOX DESIGNS

Click the Link below

[Specifications for Single Family Mailboxes](#)

or download a copy from the Greenwood website at

<http://greenwoodohio.org>

It is listed under the “ACCES” menu

Insert a copy of the **Specifications for Single Family Mailboxes**
after this page in printed versions of the

Architectural Review Procedures and Rules

ARCHITECTURAL CONTROL COMMITTEE FOR EXISTING STRUCTURES



GREENWOOD VILLAGE



SPECIFICATIONS FOR SINGLE FAMILY HOME MAILBOXES

GENERAL CRITERIA:

Mailboxes must meet U.S. Postal requirements and must include a separate opening for newspapers. Commercial newspaper boxes (such as the plastic boxes with the newspaper's logo on the side, i.e., Plain Dealer, Akron Beacon Journal, etc.), whether attached or separately mounted, are prohibited.

Basic unit shall consist of the standard metal Post Office approved rural mailbox enclosed in a wooden structure, which provides a separate space for newspapers or flyers. The overall size should be **NO MORE THAN TWICE THAT OF THE BASIC UNIT**, and maintain a plain rectangular shape – with the permissible addition of a gable roof. A wooden mailbox the same size and design as the Clubhouse mailbox is also permissible.

It is also acceptable to use a Rubbermaid Step 2 mailbox. Only the MailMaster Plus model is permissible, with one (1) space for newspapers & flyers. Color to coordinate with home. Tan, green, or black only.

Mailboxes which comply with the above requirements do not require ACCES Approval. All other mailboxes require ACCES approval.

COLORS:

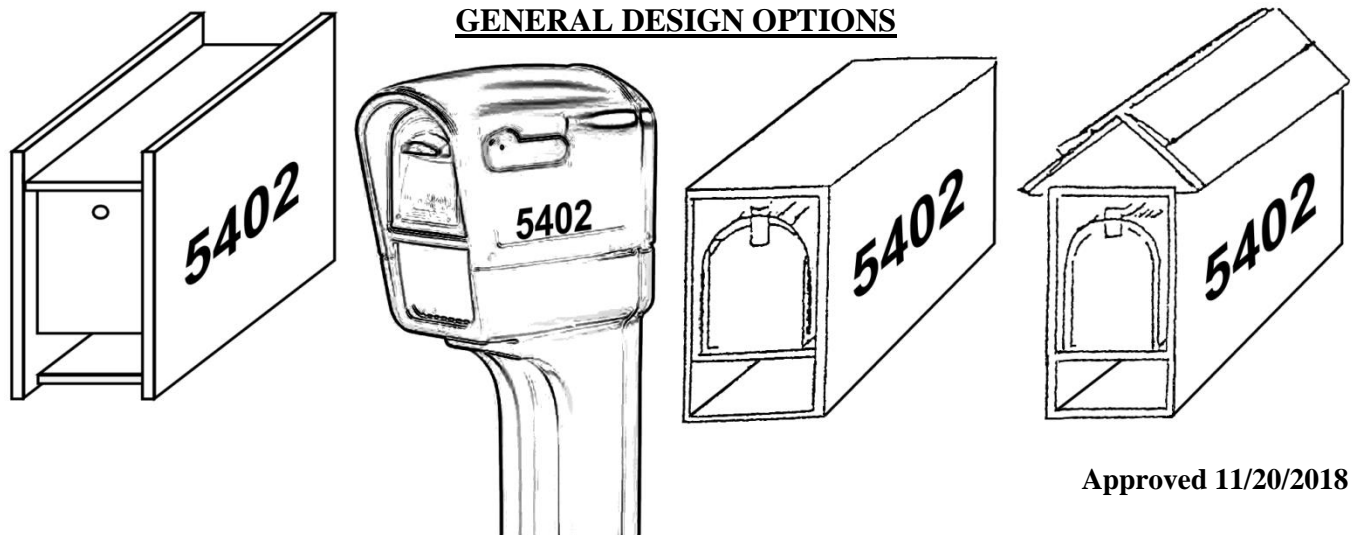
Conservative earth tone colors should be used, preferably matching the house, with one contrasting trim color allowed, if desired. Other than house or unit numbers, no other design or decoration is permitted.

HOUSE NUMBERS:

House numbers must be displayed on the right-hand side of the mailbox or enclosure (when you are facing the mailbox). Displaying the numbers on both sides of the mailbox is also highly recommended. They should also be displayed on the residence for safety considerations.

MOUNTING:

A single metal or wood post, protruding **NO MORE THAN 6"** (six inches) above the top of the mailbox, shall support the structure.



Approved 11/20/2018

7. APPLICATION FOR A PERMIT FOR A HOME BUSINESS

Click the Link below

[Application for a Permit For a Home Business](#)

or download a copy from the Greenwood website at

<http://greenwoodohio.org>

It is listed under both the “ACCES” and “Forms” menus

Insert a copy of the **Application for a Permit For a Home Business**
after this page in printed versions of the
Architectural Review Procedures and Rules

Greenwood Village Community Association, Inc.
ACCES

Application for *PERMIT TO CONDUCT A HOME INDUSTRY, PROFESSION, OR RELIGIOUS OR EDUCATIONAL ENTERPRISE WITHIN THE PROPERTIES.*

Approval is Required by Article VII Section 15 of the *Greenwood Village Declaration of Covenants and Restrictions.*

Application must be made by **OWNER(S)** as defined in Article 1.

If Business will be conducted from a condominium, Condo Assoc. Board Approval Signature is required prior to ACCES review.

Applicant Name (*please print*) _____

Address _____ Unit # _____

Phone (Day) _____ (Eves/Weekends) _____

Name of Business _____

Legal Form of Business ☐ Proprietorship ☐ Corporation ☐ Partnership ☐ Employee

☐ Independent Contractor ☐ Other: Describe _____

Business Phone (if different) _____

Business Owner (or Statutory Agent) (*please print*) _____

Nature of Business, Profession, or Enterprise (*describe in detail*)

Answer the following questions regarding the proposed Business, Profession, or Enterprise.

For any "Yes" answers, describe in detail.

1. Will any inventory, samples, or supplies be received or stored at this location? ☐ Yes ☐ No

2. Will any inventory, merchandise, samples, or supplies be shipped or distributed from this location?

☐ Yes ☐ No

3. Will any personally or business-owned vehicles other than standard unmarked passenger automobiles be housed or parked at this location? ☐ Yes ☐ No

4. Will any suppliers, vendors, service providers, etc. of the business, visit this location? ☐ Yes ☐ No

5. Will any potential or actual customers or clients visit this location? ☐ Yes ☐ No

6. Will any employees, agents, representatives, or independent contractors be used by this business and/or regularly or frequently work or visit at this location? ☐ Yes ☐ No

7. Will any equipment or machinery other than that normally used in a domestic household or used in an ordinary home office (eg: computer, computer printer, facsimile machine, copier, typewriter, adding machines, etc.) be used in this business at this location? ☐ Yes ☐ No

8. Will there be any indication noticeable from the exterior of the unit that the business or enterprise is being conducted? ☐ Yes ☐ No

9. Are there any other factors that should be considered in deciding whether to permit the conduct of this business or enterprise or profession within the properties? ☐ Yes ☐ No

I (we) certify that all of the information given in this application is true and correct. I (we) acknowledge that any approval given to this request will be effective for no more than two years from the date of approval, if granted. I (we) will submit a new Application at least thirty days prior to the date two years from any approval hereby given or, if applicable, within thirty days of any change to the conduct of the business which in any way alters the information provided in this Application.

I (we) further acknowledge and agree that any false, misleading, or omitted information in this application will immediately void any approval given, whether or not that false, misleading, or omitted information was material to the approval.

Signature of Owner/Applicant

DATE

Condo Assoc. Approval (Required)

DATE

Signature of Joint Owner (required if unit jointly owned) DATE

ACCES Approval

DATE

8. APPEALS PROCEDURE

Click the Link below

[Appeal Procedure](#)

or download a copy from the Greenwood website at

<http://greenwoodohio.org>

It is listed under the “GVCA” and “ACCES” menus

Insert a copy of the **Appeals Procedure**
after this page in printed versions of the
Architectural Review Procedures and Rules

Greenwood Village Community Association, Inc.
(GVCA)

APPEAL PROCEDURE
to actions of the
ARCHITECTURAL CONTROL COMMITTEE FOR EXISTING STRUCTURES
(ACCES/ACC)

WHEREAS the BOARD has established Architectural REVIEW PROCEDURES AND GUIDELINES under its authority from the DECLARATION; and

WHEREAS the BOARD wishes to establish a procedure to provide due process to any OWNER;

NOW, THEREFORE, BE IT RESOLVED that the following procedure is adopted.

I. RIGHT AND NOTICE OF APPEAL

A) RIGHT OF APPEAL

- 1) Any owner who has had a request for addition or change disapproved by ACCES, or who has received a notice of noncompliance with architectural standards (APPELLANT) shall have the right to appeal that disapproval or notice.

B) PROCEDURE BY APPELLANT

- 1) The APPELLANT shall, within 30 days of receipt of such disapproval or notice, notify the President of GVCA in writing of such appeal by the U.S. Postal Service, certified or hand delivery of the notice to GVCA at its office, 830 Village Club Drive, Sagamore Hills, OH 44067.

II. ARCHITECTURAL APPEAL PANEL

A) APPOINTMENT OF PANEL

- 1) The President of GVCA shall appoint an ARCHITECTURAL APPEAL PANEL (PANEL) consisting of no less than three persons, one of whom shall be designated Chairman. Members of the PANEL shall serve at the pleasure of the President.

A) QUALIFICATIONS OF THE PANEL

- 1) Each person serving on the PANEL shall:
 - a) Be an OWNER (or spouse of an OWNER) as defined in the DECLARATION;
 - b) Reside in GREENWOOD VILLAGE; and
 - c) Be a MEMBER in good standing of GVCA
- 2) No person shall serve on a PANEL who is:
 - a) A current TRUSTEE of GVCA;
 - b) A current member of ACCES;
 - c) The APPELLANT (or a person related to the APPELLANT or APPELLANTS family) in the appeal under consideration;
 - d) An OWNER or RESIDENT of a multi-family structure which is the APPELLANT in the appeal under consideration; or
 - e) An OWNER or RESIDENT of a single family house contiguous to a single family house whose owner is the APPELLANT in the appeal under consideration.

III. ACTION AND CONDUCT OF PANEL

A) SCHEDULING OF HEARING

- 1) The Chairman of the PANEL shall schedule a hearing as soon as practicable but within thirty days of receipt of notice of appeal by the President at a time and place agreeable to the APPELLANT and to the Chairman of ACCES.

B) PANEL QUORUM

- 1) A PANEL Quorum will consist of at least 3 qualified and duly appointed persons. In the absence of the Chairman appointed by the President, the PANEL shall elect a Chairman from its members.

C) CONDUCT OF HEARING

- 1) The APPELLANT may present arguments, evidence, supporting documents, and witnesses in support of APPELLANTS position and may, if desired, be represented by counsel or other designated person(s).
- 2) ACCES, through its Chairman and/or members, may present arguments, evidence, supporting documents, and witnesses in support of its position and may, if desired, be represented by counsel or other designated person(s).
- 3) The PANEL may conduct the hearing in any manner which best serves the parties involved and which assists the PANEL in reaching a decision.

D) DELIBERATION AND DECISION OF PANEL

- 1) The PANEL may consider any factors it feels relevant in making its decision, whether presented at the hearing or not.
- 2) Deliberations of the PANEL shall be held in closed session of PANEL members only.
- 3) The decision of the PANEL shall be by majority vote.
- 4) The finding of the PANEL shall be reduced to writing within 3 days of the conclusion of the hearing. Notification to the APPELLANT, the ACCES Chairman and the GVCA President shall be made by hand delivery or the U.S. Postal Service, certified mail.

E) PERMITTED RULINGS

- 1) The PANEL may deny the appeal and uphold ACCES.
- 2) The PANEL may overrule ACCES and approve the original request either as submitted to ACCES or with specific exceptions.
- 3) The PANEL may return the request to ACCES for further review and approval with specific instructions.

F) PROHIBITED ACTIONS

- 1) The PANEL shall not take any actions or issue any findings which are not in compliance with the DECLARATIONS or with any REGULATIONS, DOCUMENTS, or MOTIONS approved by the Trustees of GVCA.

G) EFFECTIVE DATE OF FINDING

- 1) The finding of the PANEL shall be final and binding upon all parties thirty days after issued, unless a FINAL APPEAL is filed by either the APPELLANT or ACCES within that thirty days. If a FINAL APPEAL is filed, the finding of the PANEL is not effective until acted upon by the Board of GVCA as herein described.

IV. FINAL APPEAL TO GVCA BOARD OF TRUSTEES

A) RIGHT TO FINAL APPEAL

- 1) Either the APPELLANT or ACCES through its Chairman may appeal the finding of the PANEL to GVCA.

B) PROCEDURE FOR FINAL APPEAL

- 1) Notification and scheduling of the FINAL APPEAL shall be as follows:
 - a) The party requesting FINAL APPEAL shall notify GVCA of their intent through U.S. Postal Service or hand delivery of written notice to the President of GVCA at its office, 830 Village Club Drive, Sagamore Hills, OH 44067.
 - b) Notice of intent to seek FINAL APPEAL shall be made within 30 days of issuance of the findings of the PANEL:
 - c) The President of GVCA shall schedule the FINAL APPEAL for the next meeting of the GVCA Board of Trustees scheduled at least seven days after receipt of the intent to seek FINAL APPEAL.
 - d) The President shall notify the APPELLANT and the ACCES Chairman of the scheduled FINAL APPEAL.
- 2) The President shall cause the FINAL APPEAL to be heard during that portion of the Trustees meeting open to all MEMBERS.
 - a) Both APPELLANT and ACCESS may present arguments, evidence, supporting documents, and witnesses in support of their positions. Counsel is permitted.
 - b) The President may, at his or her discretion, permit questions by Trustees to the APPELLANT, ACCES, or witnesses.
 - c) The President may, at his or her discretion, permit MEMBERS to address the Board regarding the appeal.
 - d) The Board may adjourn to Executive Session to deliberate, but shall make its decision in open session by roll call vote.
 - e) The decision of the Board shall be effective and binding on all parties immediately. Notice shall be through adoption of the minutes of the meeting in the normal course of business.

V. CONCLUSION

Nothing in this resolution shall in any way limit, abridge, or modify the powers, rights, or authorities granted to GVCA by the Declarations of Covenants and Restrictions.

9. GVCA ENFORCEMENT ASSESSMENT PROCEDURE

(Replaces “ACC/ACCES AGREEMENT” in Previous Version, as the ACCES is now the ACC)

Click the Link below

[Enforcement Assessment Procedure](#)

or download a copy from the Greenwood website at

<http://greenwoodohio.org>

It is listed under both the “GVCA” and “ACCES” menus

Insert a copy of the **Enforcement Assessment Procedure**
after this page in printed versions of the

Architectural Review Procedures and Rules

GREENWOOD VILLAGE COMMUNITY ASSOCIATION

ENFORCEMENT ASSESSMENT PROCEDURE

- A. The owner shall be responsible for any violation of the Declaration, Bylaws or Rules by the owner, guests, or the occupants, including tenants, if any, of his/her unit.
- B. Notwithstanding anything contained in this Procedure, the Board shall have the right to proceed, immediately or otherwise, with legal action for any violation of the Association's governing documents, as the Board, in its sole discretion may determine. The entire cost of effectuating a legal remedy to impose compliance, including court costs and attorney fees, shall be added to the account of the responsible owner.
- C. All costs for extra cleaning and/or repairs stemming from any violation also will be added to the responsible owner's account.
- D. In addition to any other action and in accordance with the procedure outlined in Section E below, actual damages and/or a fine of up to but not exceeding \$50.00 per occurrence, or if the violation is of an ongoing nature, per day, MAY be levied by the Board against an owner in violation.
- E. Prior to the imposition of a fine for a violation, the following procedure will be followed:
 - 1. Written notice(s) will be served upon the alleged responsible owner specifying:
 - a. A reasonable date by which the owner must cure the violation to avoid the proposed charge or fine; and
 - b. A description of the property damage or violation; and
 - c. The amount of the proposed charge and/or fine; and
 - d. A statement that the owner has a right to, and the procedures to request, a hearing before the Board to contest the proposed charge and/or fine.
 - 2. To request a hearing, the owner must mail or deliver a written "Request For a Hearing" notice which must be received by the Board not later than the tenth day after receiving the notice required by Item E-1 above.
 - a. If an owner timely requests a hearing, at least seven days prior to the hearing the Board shall provide the owner with a written notice that includes the date, time, and location of the hearing. If the owner fails to make a timely request for a hearing, the right to that hearing is waived, and the charge for damages and/or a fine will be immediately imposed; and
 - b. At the hearing, the Board and alleged responsible owner will have the right to present any evidence. This hearing will be held in Executive Session and proof of hearing, evidence or written notice to the owner to abate action, and intent to impose a fine shall become a part of the hearing minutes. The owner will then receive notice of the Board's decision and any fine imposed within thirty (30) days of the hearing.
 - 3. If it is determined that an enforcement assessment will be levied, the fine is added to the resident's GVCA account. Fines are not imposed (added to their account), until the 10 days has passed if the hearing is waived, or until the hearing is held and the fine affirmed, whichever comes later. Accounts are past due 30 days after that. Further legal action will be taken as deemed appropriate by GVCA's attorneys.

10. RETRACTABLE AWNINGS

Click the Link below

[Rules and Guidelines for Retractable Awnings](#)

or download a copy from the Greenwood website at

<http://greenwoodohio.org>

It is listed under the tab “ACCES”

Insert a copy of the **Rules and Guidelines for Retractable Awnings**
after this page in printed versions of the

Architectural Review Procedures and Rules

RULES AND GUIDELINES FOR RETRACTABLE AWNINGS

1. Retractable awnings are defined in the Ohio Building Code Section 3105.2 “RETRACTABLE AWNING. A retractable awning is a cover with a frame that retracts against a building or other structure to which it is entirely supported.”

In Greenwood Village awnings are restricted for use over decks or patios that have hard surfaces – such as stone, brick or wood, and only at the rear of the residence. (For corner residences, the rear will generally be the side opposite the front door.)

2. Awnings may only be in use or extended during the period of May 1 to October 31 and must be retracted when the residence is unoccupied for more than two hours.
3. Awnings must be equipped with an electric motor and manual override (hand crank) and equipped with a wind sensor, or rain and wind sensor, installed per awning manufacturer’s specification.

Awnings must be certified to withstand wind loads of at least 20 mph winds, and the wind sensor must retract the awning automatically before winds exceed wind load rating.

4. Awning materials: Acrylic fabrics or synthetic composite materials are required, in solid colors to match the roof, exterior siding, or trim of the residence. The fabric must be plain, that is, without any pattern, stripes, logos, or decoration. An awning may have a valance on the front edge of the same color fabric as the awning itself. Such a valance must be removed or covered from November 1 through April 30. The type of valance must be included with the written request for ACCES approval.
5. Color: Fabric colors of the canopy must be coordinated with the color of the residence as specified in Rule No. 4 above and be approved by the ACCES Committee in writing prior to installation. At least three fabric samples, a primary choice and two alternative colors, consistent with the roof, exterior siding or trim color of the residence must be submitted with the Request for ACCES Approval application form to the ACCES Committee and the Committee will select the color to be approved. Condominium associations are required to submit standards for the colors acceptable for their residents before the awning submittal will be considered.

The color of the frame of the retractable awning should be a neutral tone and/or coordinated with the color of the awning fabric.

6. The awning frame and fabric shall be warranted for a minimum of 10 years.
7. Required mounting locations are on the soffit, or on the vertical exterior wall of the residence. Roof mounted retractable awnings are prohibited.
8. It is the responsibility of the owner to insure that retractable awning and all accessories are installed in full compliance with the manufacturer’s guidelines and or instructions. The owner has the option of either retaining a contractor or the awning dealer to install the retractable awning or perform the installation themselves. If electrical work is required beyond the customary installation (e.g., hardwire to a new outlet as no exterior outlet is available), the owner must retain a licensed electrician to perform such work, who will obtain an electrical permit if one is required.

The installation shall be performed in such a manner that the full extent of the manufacturer’s written warranty is obtained and in the owner’s file for future reference.

Note: If lights are included with the awning, or are an accessory, ACCES rules on lighting apply. See [Section III.M](#) and [Attachment 5](#) of the ACCES Procedures and Rules document.

RULES AND GUIDELINES FOR RETRACTABLE AWNINGS

9. All requests for the installation of a retractable awning must be made to the ACCES Committee using the Request for ACCES Approval application form and include the information specified in the requirements matrix (Section – I.D. of the ACCES Procedures and Rules document.) In addition:
 - a. All applications must provide evidence of conforming to the rules as specified above, such as a copy of the manufacturer's specifications, a dealer's written proposal, etc.
 - b. Installation is prohibited until the ACCES Committee approves a request in writing.
10. As stated on the Request for ACCES Approval form, neighbors' signatures proving notification is required and approval is strongly encouraged.
11. Retractable awnings may be permitted on condominium units provided that the condominium association governing documents allow such installation in writing and has a set of written rules and requirements about awnings that conform to the ACCES rules herein, with additional requirements that clearly consider obstructed sight lines and require neighbor notification, neighbor approval is strongly encouraged. Condominium association written approval is required before ACCES will accept your submittal. The written approval of the condominium association must be provided with the application to ACCES. Please check with your condominium association for any additional requirements. The ACCES Committee and its process is the final authority of the application by a condominium owner and as such may approve or disapprove the request.
12. ACCES approval of an awning is considered a change in use, and may be withdrawn for violation of ACCES rules, including but not limited to:
 - a. Failure to maintain the awning in good working order
 - b. Installation of an awning that differs from the awning submitted for approval,
 - c. Creation of a nuisance, or
 - d. Failure of a subsequent owner to sign the Awning Agreement before purchasing the residence.

If approval is withdrawn, ACCES may use any and all enforcement procedures available to have the awning removed, and all costs incurred, legal or other, shall be the obligation of the current owner.
13. ACCES approval of the installation of a retractable awning requires that the owner agrees to comply with the awning agreement described below. The owner's agreement to comply is indicated by the owner's signature on the ACCES application and on the awning agreement.

RULES AND GUIDELINES FOR RETRACTABLE AWNINGS

AWNING AGREEMENT:

The owner of the retractable awning agrees to the following requirements:

- Awnings will be used or extended only during the period of May 1 to October 31 and will be retracted when the residence is unoccupied for more than two hours.
- The owner is responsible for the regular maintenance, cleaning, care, repair, and replacement of the awning to insure that the unit operates electrically, as well as with a hand crank, and the wind sensor is functioning, and the awning fabric is in good condition. Inspections to confirm satisfactory operation and condition are to be performed by the owner each year when the awning is first used.
- Damage to the residence caused by an awning is the responsibility of the owner.
- If the awning is damaged, it must be repaired within a 45-day period and restored to its original condition. If the repair time is estimated to be longer than 45 days, the owner must provide a written estimate (from the repair company/parts provider) with an explanation of what needs to be done to get the unit operating again. Owners must request relief from the ACCES Committee if the awning cannot be repaired during the 45 day period, and the owner may be granted up to an additional 45 day extension to make the necessary repairs. If the awning cannot be repaired in the time agreed upon by the ACCES Committee with the owner, the awning must be removed. If the damaged awning is removed because it cannot be repaired, installation of a replacement awning will require a new application to the ACCES Committee.
- When the residence is to be sold, the seller agrees to disclose to the buyer that the buyer is required to sign this awning agreement in order to retain ACCES approval of the awning on the residence. If the new owner refuses, the seller agrees to remove the awning before the sale is completed. If the seller fails to remove the awning before the sale, ACCES approval of the awning is revoked (see Rule #12.)

Acceptance Signatures:

Original Awning Owner: _____ Date: _____

Subsequent Awning Owner: _____ Date: _____

Subsequent Awning Owner: _____ Date: _____

Subsequent Awning Owner: _____ Date: _____

Subsequent Awning Owner: _____ Date: _____

RULES AND GUIDELINES FOR RETRACTABLE AWNINGS

Retractable Awning Application Check List

Name _____ Address: _____

Each item listed below must be checked off to indicate compliance. A written explanation is required for any item that cannot be checked off. Attachment 10 is found in the ACCES Architectural Review Procedures and Rules.

Compliance Check-List	Refer to Attachment 10	Requirement
A.	Rules 1 & 7	Dimension: _____ x _____ Mounting Height: _____ Mounting: <input type="checkbox"/> Soffit <input type="checkbox"/> Exterior Wall Location: <input type="checkbox"/> Over Patio <input type="checkbox"/> Over Deck <input type="checkbox"/> At Rear of Residence _____
B.	Rule 3	<input type="checkbox"/> Electrically operated and equipped with a hand crank.
C	Rule 3	<input type="checkbox"/> Wind Sensor <input type="checkbox"/> Wind/Rain Sensor
D	Rule 3	<input type="checkbox"/> Certified to withstand 20 MPH wind.
E	Rule 6	<input type="checkbox"/> Fabric and frame are warranted for a minimum of 10 years. <input type="checkbox"/> The manufacturer's warranty is attached.
F	Rule 9-a	Awning installation will be performed by: _____
G	Rule 8	<input type="checkbox"/> Electrical work or lighting will be in compliance with Item 8 of Attachment 10.
H	Rule 4	<input type="checkbox"/> Material is acrylic or synthetic composite.
I	Rule 5	<input type="checkbox"/> Fabric color approved by your Condominium Association, or <input type="checkbox"/> Three awning fabric samples are enclosed with the owner's order of choice labeled. They are a solid color consistent with the roof, exterior siding, or trim of the residence.
J	Rule 5	<input type="checkbox"/> The awning frame is neutral in color and/or coordinated with the color of the fabric.
K	Rule 4	The awning is equipped with a valance: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, <input type="checkbox"/> Valance is removable and the same color as the awning fabric.
L	Rules 10 & 11	<input type="checkbox"/> Neighbors' signatures are on the ACCES Application.
M	Rule 11	For Condominium installations: <input type="checkbox"/> Condo Association documents permit retractable awnings. <input type="checkbox"/> Condo Association has written rules conforming to ACCES rules. <input type="checkbox"/> Condo Association has approved the awning.
N	Rule 13	<input type="checkbox"/> Awning agreement has been signed and included in application.

Installation is Prohibited until ACCES Approves the Awning Request in Writing.