



The Highlands at Yankee Trace (HYT) Design Review Application

The Design Review Application Process has been established for the benefit of all homeowners and residents. Any EXTERIOR changes to a property must have approval of The Highlands at Yankee Trace HOA Board and Yankee Trace HOA Design Review Committee. Please complete this form and submit it, along with plans or specifications to the Highlands Design Review Committee, 915 Yankee Trace Drive, Centerville, Ohio 45458. You may personally drop applications package off placing paperwork in cabinet drawer labeled: DESIGN REVIEW inside the Community Room.

Submission Date: ____/____/____ Owners Name: _____

Address where changes are to be made: _____

Owner's Phone: _____ Owner's Email: _____

Contractor: _____ Contractor's Phone/Contact: _____

SUBMITTED FOR:

____ Addition ____ Alteration ____ Landscaping ____ Repainting ____ Other

General Description of Change: _____

ENCLOSURES:

____ Two Sets of Plans Enclosed (One set will be returned)

____ Two Plot Plans Enclosed (One set will be returned)

____ Two Landscaping Plans Enclosed (One set will be returned)

____ Samples of Material/Colors/Style to be used enclosed, for paint changes, samples must be on a paint stirring stick)

____ Other Documents enclosed, supporting the change

____ Dumpsters will be used on site no longer than ____ days

Projected Start Date: ____/____/____ Projected Completion: ____/____/____

The Highlands at Yankee Trace (HYT)

HYT Comments: _____

HYT Approved: ____ Form and enclosures will be forwarded to Yankee Trace Community Association

HYT Not Approved: ____ Homeowner may be contacted for additional information before forwarding to Yankee Trace

By: _____ Date: _____

Yankee Trace Community Assn. Inc.

Yankee Trace Design Review Committee Comments: _____

Yankee Trace Design Review Committee: Approved: ____ Not Approved: ____

By: _____ Date: _____



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Highland residents are members of two separate associations (Yankee Trace and The Highlands at Yankee Trace). To comply with the separate covenants and by-laws of each association, residents of The Highlands at Yankee Trace (HYT) are required to complete the Highland Design Review Application for landscape and other exterior changes. This form can be requested from the HOA Board Secretary, Jean Sims at simsjj@woh.com.

Please submit the completed Highland's application to Highlands Design Review Committee, 915 Yankee Trace Drive, Centerville, Ohio 45458, or you may drop the application package off in the Yankee Trace Community Room in the cabinet drawer labeled: DESIGN REVIEW. This form should be completed and approved before work begins. Following this procedure will ensure your application is processed as required by both associations in the timeliest manner. **You must obtain approval from both associations to avoid potential legal action.**

Members of either association may visit your residence to make sure they understand your intentions. A Highlands Board Member will notify you when approved by both associations.

Examples of when needed:

- Any exterior changes to property (including additions to your home, such as adding an enclosed sunroom)
- Replacing/painting exterior doors or windows (including garage doors)
- Creating new flower bed or extending existing flower bed
- Planting new trees or shrubs
- Adding patio or extending existing patio
- Adding awning/pergola or replacing existing awning/pergola
- Adding permanent fence (above ground or electronic underground)
- Installing satellite dish
- Installing an irrigation system
- Adding or modifying exterior lights
- Dumpsters (only temporary dumpsters are permitted)

Examples of when not needed:

- Planting annuals or perennials in existing beds
- Removing existing trees or shrubs
- Replacing shrubs and trees with like shrubs and trees (e.g., same growth height)
- Replacing doorknobs, doorbells (e.g., "ring" doorbells)

In accordance with The Highlands at Yankee Trace's covenants, all exterior changes must conform to the uniformity of units, harmony of external design and location in relation to surrounding structures. HYT HOA is not responsible for maintenance of changes made by homeowner or previous homeowners.

Specification Guidance

Specifications are for guidance (these specifications are subject to change)

Satellite Specs

1. The Highlands at Yankee Trace Design Review Application must be submitted for approval prior to any installation, with an in- scale drawing of location.
2. If applicable, the appropriate building permits must be obtained in accordance with the City of Centerville prior to any work being done.
3. Dish must not be visible from the street or golf course when going by your house.
4. Dish to be located within 3 feet of the house.
5. Maximum dish size 24 inches.
6. Landscaping to hide dish must hide it from view immediately, not after growth of planting.
7. Exceptions may be made if there is interference in obtaining a clear line of site to the satellite. Example: Trees, Buildings

Exterior Lighting Specs

1. The Highlands at Yankee Trace Design Review Application must be submitted for approval for all exterior lighting installations prior to installation.
2. Exterior landscape lighting must not infringe upon adjacent neighbors. Therefore, glare shields must be used.
3. Exterior lighting should utilize low-voltage or similar non-glare type fixtures (Flat black, copper or pewter in color) and they should be as close to grade as possible.
4. No bare bulbs are permitted to be shown.
5. All lighting conduit and fixtures must be as inconspicuous as possible, especially by day if lights are above grade level.
6. Exterior lighting must meet National and Local codes.

Awning Specs

1. The Highlands at Yankee Trace Design Review Application must be submitted for approval for all awnings prior to installation.
2. If applicable, the appropriate building permits must be obtained in accordance with the City of Centerville prior to any work being initiated.
3. All awnings/canopies must be of a single, neutral color (Gray, Green, Beige). Stripes are not acceptable.
4. The homeowner is responsible to maintain, repair and/or replace their awnings. All must be kept in good condition.

Fence Specs

1. The Highlands at Yankee Trace Design Review Application must be submitted for approval prior for all Screening/Fences prior to installation.
2. A Zoning permit must be obtained in accordance with the City of Centerville prior to any work being initiated.
3. Application must be accompanied by a plot plan indicating in scale the location of the house and the proposed screen/fence. In addition, literature showing the exact screen/fencing to be used must be submitted.
4. Acceptable fencing style is wrought iron. No solid wall wood, split rail or PVC fencing is acceptable. Above ground fences in the Highlands must not interfere with mowing services and must have a minimum of 6 inches of mulching on each side of above ground fences.
5. Screening may be natural wood or PVC but cannot be a solid wall. Length will be approved based upon a site inspection. Maximum height six feet.
6. Depending on the site, landscaping may be required to hide the screen or fence.
7. Fencing may not encroach into side yards of the home without special approval and never on the perimeter of the lot.
8. There will be a minimum of a 5-foot setback from the lot line or easement and a 40-foot rear lot line setback on golf course lots.