

BUILDING AND ARCHITECTURAL COMMITTEE GUIDELINES
DANFORTH FARMS WEST COMMUNITY HOMEOWNERS' ASSOCIATION
(A NOT-FOR-PROFIT CORPORATION) Amendment 4 – Dated January 1, 2025

1.0 INTRODUCTION: These Building and Architectural Committee (Architectural Committee) Guidelines supersede and hereby revoke all previously published architectural guidelines.

1.1. BACKGROUND: The Danforth Farms West Community Homeowners Association (DFWCHOA) is incorporated within the State of Oklahoma with recorded corporate bylaws and restrictive covenants. These bylaws and covenants provide the basis for the authority of the DFWCHOA Board of Directors (HOA Board) and the associated DFWCHOA Architectural Committee (Committee) to issue guidelines for DFWCHOA. These Guidelines represent the current Committee's interpretation of the intent and meaning of the bylaws and covenants in the areas addressed. The purpose of publishing these Guidelines is to provide the DFWCHOA membership with rules regarding the appearance, decor and maintenance of their property in addition to guidance when planning architectural modifications, improvements and for general maintenance of property. The intent of these Guidelines and the rules contained herein is to maintain consistency within the Danforth Farms West Community and thereby preserve or improve the property values for all DFWCHOA property owners. Each resident has previously acknowledged receipt of The Danforth Farms West Community Homeowners Association Owner's Restrictions and Protective Covenants and Bylaws in closing documents.

1.2. APPLICATION: These Guidelines apply to DFWCHOA property owners in any new architecture/landscaping modification and improvements.

1.3. ENFORCEMENT: The DFWCHOA Articles of Incorporation, Owner's Restrictions and Protective Covenants and associated Bylaws provide the HOA Board with the authority to enforce these Guidelines. It is the DFWCHOA's intention to provide written notice of violation by any means available. While the HOA will make every effort to contact the homeowner in violation directly, *it remains the responsibility of each resident to know and abide by these Bylaws, Covenants and Guidelines without reminders from the association.* Inaction may result in the board choosing to contract out the necessary corrections and assess the cost to the violating homeowner. In addition, it is within the DFWCHOA's scope to file suit in District Court seeking a court order to compel a homeowner to comply with these guidelines by applying a HOA lien on the property in violation. Should this be the method of collection, the Board will also ask for the award of attorney's fees and court costs from the homeowner.

1.4. REVISIONS: These Guidelines may be revised only upon recommendation of the DFWCHOA Architecture Committee and approval of the HOA Board.

2.0 HOME MODIFICATION, IMPROVEMENT, AND MAINTENANCE RULES

2.1. RESTRICTIONS AND MODIFICATIONS

- **MODIFICATIONS:** Any new structural modifications to a DFWC property must be constructed of brick and/or wood siding that matches the home's color and style.
- Home additions such as additional bedrooms, studies, attic completions and driveway widening/expansion, or other home modifications that are visible from the street require specific Committee review and approval by the DFWCHOA board.
- Home modifications visible from the street, which represent a change or reduction in the original home quality or decor, are prohibited. Specific examples are window air conditioners, supplemental heaters, and finished garage rooms.
- **Exterior Colors and Decor:** Significant changes in house exterior colors or décor that are visible from the street require specific Committee review and approval by the DFWCHOA board.

2.1.2 SHEDS: Maximum exterior measurements for storage sheds are 12 feet wide x 16 feet long x 10 feet tall. Sheds shall not be visible from the street.

- If the structure will be obviously visible to property neighbors, the homeowner is required to inform the potentially affected neighboring homeowners. This information will be required when submitting the modification request.
- All modification requests will be denied without this submission.
- Metal sheds are prohibited.

2.1.3 ROOFS: All new and replacement roofs must be similar in color and design equal to or superior to the materials used on the original roof. In the case of new construction, the new roof must be equal to or superior to the roofs of existing houses in the DFWCHOA. Any changes to roofing material shall be approved by the architectural committee.

2.1.4 SOLAR PANELS: Solar system installations must follow all Oklahoma City solar permitting and inspection requirements.

- Solar installation plans must be pre-approved by the Architectural Committee or DFWCHOA Board prior to installation. Requests submitted to the committee shall include the following:
 - Valid Oklahoma City solar installation permit.
 - A diagram "drawn to scale" by the licensed contractor installing the system showing where the system will be installed.
 - Photos of the roof area where the array will be mounted.
 - Material to be used and/or manufacturer's description of the system, photos and/or pictures of the system and color of the system.
 - Provide photos of similar existing systems installed by the contractor as examples.
- Preferred location of solar panels is a rear-facing, roof-mounted array. Flush-mounted solar panels (i.e., the plane of the array is parallel to the roof, non-tilting) on a roof facing a street will be allowed if documentation is provided from the solar contractor indicating this is the only feasible location for a solar array.

- All components of the solar system shall be integrated into the design of the home. The color of the solar system components should generally conform to the color of the roof shingles to the extent practical. Solar "shingles" that mimic the look of a composite shingle are acceptable but should match the color of the current roof shingles as much as practical.
- Piping and electrical connections shall be located directly under and/or within the perimeter of the panels, when possible, and placed as inconspicuously as possible when viewed from all angles.
- Electrical power panels and other connections necessary for the system shall be located on the rear of the home or behind fence lines to restrict visibility from the street.
- The highest point of a solar panel array will be lower than the ridge of the roof where it is attached.
- All painted surfaces shall be kept in good repair.
- Changes to adjacent property should not impede an existing or soon-to-be-installed solar system.

2.1.5 MAILBOXES: Mailboxes must be built of brick that matches the house (exception: Stubblefield HOA). If a mailbox is damaged/broken, repair or replacement shall be completed within 30 days.

3.0 FENCING: Approved fences are limited to wood or vinyl stockade, picket or ornamental iron, with or without brick columns.

- Stockade, picket or other fence posts may not extend above the fence; however, decorative post caps may extend beyond the top of the fence. No fence may completely block the view of a neighbor of any DFWCHOA-owned greenbelt area without the permission of both the neighbor and the Committee. When the fence directly faces a street, the smooth side of picket, stockade or other fencing must face the street.
- **PRIVACY FENCES:** Privacy fences that face any street may not exceed 6 feet in height, nor may they extend toward the street beyond the front line of the house.
- **DECORATIVE FENCES:** Decorative fences that extend up to a height of 4 feet, including picket fences (defined as wood pickets up to 3 1/2 inches wide with a minimum opening space of 2 1/2 inches between each picket), or ornamental iron fences that do not block visibility, may extend beyond the front of the house up to 25 feet from the center of the street.
- **CHAIN LINK FENCES:** Chain link is only permitted at the rear lot lines of properties that backup to greenbelt or wooded areas. It should never be visible from the front of the any house or from any other street including Danforth Road.

3.1 NEIGHBORHOOD FENCE LINES: Fences with a direct exposure to Danforth Road must all be identical or specifically approved by the Committee. Fence height must not exceed 6 feet. The smooth side of the fence must face Danforth Road.

3.2 CORNER LOTS: Privacy fences on corner lots may not extend toward any street beyond the frontline of the neighboring house.

3.3 DAMAGED FENCING: Fences that are falling down or with missing/broken pickets should be repaired or replaced as soon as possible (within a 30-day period).

4.0 DECKS, GAZEBOS, ARBORS, TREE HOUSES OR OTHER DECORATIVE WOODEN STRUCTURES: Structures must be either painted and roofed to match the house or constructed of cedar or redwood or are stained a cedar or redwood color.

- Tree houses and playhouses shall not be visible from any street.

5.0 PARKING & RECREATIONAL VEHICLES

5.1 VEHICLES

- Recreational Vehicles: Boats, sleeper campers, any/all recreational vehicles may be parked on a lot for short periods (2 days) for cleanup and prepping before or after a trip.
 - Recreational vehicles may be permanently stored on a lot provided:
 - They are parked behind the front building line and are behind a solid fence on a concrete pad.
 - They are hidden behind a fence with a maximum height of 8' but may be visible up to 2' above a 6' fence measured from ground level.
 - In all cases, recreational vehicles of any kind shall not be visible in any other way (i.e., through the slats of stockade fences, through ornamental fencing, or from the greenbelt common areas, etc.).
 - All newly constructed fences require pre-approval from the DFWCHOA.
- Visibility: Inoperable vehicles, including "For Sale" vehicles, equipment or those requiring maintenance, may not be parked in a driveway for more than 15 days.
 - Car storage of a wrecked or damaged vehicle on the driveway or anywhere visible from the street is prohibited.
 - Flat tires on cars or cars on blocks parked on the driveway or anywhere visible from the street should be repaired within a week.

5.1.1 RESIDENTIAL PARKING: Vehicles parked in driveways overnight are limited to the number of spaces available.

- Overnight street parking is prohibited.
- Parking on grass anywhere in the neighborhood is prohibited.
- Trailers are prohibited from being parked in the driveway.

5.1.2 POOL PARKING:

- **HOMEOWNER'S:** Homeowner's vehicles may not be parked in pool parking lot beyond posted hours (10am-10pm).
- **VISITORS:** Visitors/out-of-town guests should park in the property's garage or driveway overnight. If parking is not available the pool parking lot may be utilized after hours 10pm-10am but must be moved during the day.
- DFWCHOA should be notified of any extended need for overnight parking by visitors or homeowners.

6.0 PROPERTY MAINTENANCE & APPEARANCE

6.1 LAWNS/YARDS

- Lawns must be mowed, edged and line-trimmed on a regular basis.
- Lawns must be kept reasonably free from unsightly weed growth.
- Grass clippings must be removed from the street and sidewalk after mowing, edging and trimming is done; it is not acceptable to blow clippings onto the street or into a neighbor's yard.
- Regular maintenance of flower/shrub beds and trees is required to ensure that yards are kept in healthy condition.
- Shrubs, trees, flowerbeds should be kept in a healthy condition with adequate water, fertilizer and maintenance.
 - Flowerbeds should be consistent with the standards established by DFWCHOA.
 - Any added lawn accessories such as fountains, trellises, planter boxes, baskets must be maintained in order to contribute to consistent appearance as determined by the DFWCHOA board.

6.2 GARBAGE & RECYCLING

- Garbage & recycling bins should be placed on the street away from mailboxes
- Garbage & recycling bins should be placed on the street (no earlier than) the evening before and removed (no later than) 24 hours after pickup.
- Big trash should be left out no earlier than 48 hours before scheduled pickup.

6.3 ACCESSORIES

- Metal chains/ropes or gates across any driveway are prohibited.
- Hot houses/greenhouses shall not be visible from any street.
- Basketball goals must be standing upright, with the exception of hazardous weather.
- Seasonal/holiday lights and decorations are encouraged, but must be removed within 30 days of the event.
- Building materials, gardening/landscaping materials, and supplies may not be left where visible from the street more than two weeks.

7.0 COMMON AREAS: The following rules exist and are enforced by the DFWCHOA board to protect any common areas in the community. Homeowners are prohibited from:

- Converting any part of any common area land to private or personal use.
- Changing the common area land in any way to damage, degrade, or destroy the greenbelt,
- Using the common area land in any way that might interfere with the peaceful and quiet enjoyment of any other homeowner.
- Fencing or replacing the fence on any part of the common areas.
- Placing or building any structure in any common area such as storage buildings, tree/play houses, jungle gyms,
- It is acceptable for any homeowner living in front of any common area to improve or help maintain areas behind their own homes as long as it with the intent to maintain not change. Homeowner's may plant or mow but are prohibited from removing or pruning trees without permission from the architecture committee and approval from the DFWCHOA board.

8.0 TEMPORARY SIGNAGE: Signs are not permitted at the neighborhood entrances or any other common areas without express permission from the architectural committee or the DFWCHOA President, with the following exceptions:

- "Home for Sale" or "Open House" signs may be posted at the neighborhood entrances on Friday evenings.
 - Home for sale and open house signs should be removed from entrance by Sunday evening.
- "Garage Sale" signs may be posted at entrances or other common areas 48 hours before and during the event.
 - Signs must be removed at the conclusion of the garage sale.
- "Lost Pet" signs may be posted at entrances or other common areas.
 - Lost pet signs should be removed no later than 60 days and/or when pet is found.

9.0 LIVESTOCK AND PETS

9.1 LIVESTOCK: Per DFWC Covenants and Oklahoma City ordinance, no animals, livestock or poultry of any kind shall be raised, bred or kept on any lot.

9.2 PETS: Dogs, cats and household pets are permitted provided they are not kept, bred or maintained for any commercial purpose.

- No homeowner/property lot may keep more than 3 dogs as stated in the Oklahoma City ordinances.
- Dogs must be safely securely behind a fence, on a leash or inside at all times.
- All dogs and cats must have their required immunizations kept up-to-date.
 - Pets must wear their tags at all times.
 - Residents should report any violations to the Oklahoma City Action Desk.

10.0 VIOLATIONS: Homeowner's will be notified in writing by any means available to the DFWCHOA. It is the homeowner's responsibility to correct the violation within 14 days of notice or to file a plan of corrective action with a specific timeline to avoid any further assessment of fines. Plans must be approved by the committee following prior documented notification of affected neighboring homeowners. Violations of any the guidelines will be addressed as follows:

- 1st notice given to homeowner, no fine assessed;
 - The homeowner is required to fix the issue or contact the board with corrective action within 14 days of 1st notice.
- 2nd notice given, no fine assessed;
 - The homeowner is required to fix the issue or contact the board with corrective action within 14 days of 2nd notice.
- 3rd notice given, \$75 fine assessed;
 - The homeowner is required to remedy within 14 days
 - The homeowner takes corrective action = no further fines assessed.
 - The homeowner files a plan of action with a reasonable and agreed upon timeline for corrective action = no further fines assessed.
 - The homeowner files a plan of action with a timeline but does not complete corrective action in time frame stated = fines assessed (retroactively if appropriate) for each month following initial 14 days after 3rd notice.
 - The homeowner does nothing = \$75 fine assessed each month after 14-day period following 3rd notice.
- Fines are due within 14 days to the DFWCHOA Treasurer.
- Failure to pay fines will result in actions described in the enforcement section of these Guidelines.
- Any repeat of the original violation within a 12-month period will result in the continuation of fines assessed from last notice given.

11.0 EXCEPTIONS:

- Homeowners and residents should not look to other properties for guidance or approval to build on their own property.
 - Homeowners cannot assume that a structure built on another person's property is permission to build on their own.
 - Structures that have been built without permission are subject to fines and liens on their property if fines are unpaid.
 - Properties that have structures in violation are subject to ongoing fines for the duration of ownership.
 - Properties sold with structures in violation will continue to accrue fines in violation unless the violation is remedied.
- Changes to these Architectural Guidelines may be made only by the recommendation of the committee and subsequent approval by the DFWCHOA board. Otherwise, no exceptions or waivers of any kind are allowed.