



COMMUNITY GUIDELINES FOR **WOODFIELD**

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COMMUNITY GUIDELINES FOR WOODFIELD

Welcome to Woodfield.

Careful thought and planning have gone into the creation of Woodfield as a community designed to integrate architecture, landscape and lifestyle amenities with the beautiful natural environment of the White Mountains. Combining a desire to continue the good work accomplished at Woodfield with our attention to detail has led to the development and distribution of a set of design guidelines for use by our community's Owners. Respect for and adherence to these guidelines will help promote the continued value, aesthetic and functional integrity of this dynamic community.

The Woodfield Community Guidelines have been developed for all Owners and are made available to all Owners. These Community Guidelines are binding upon all persons who at any time construct, reconstruct, refinish, alter or maintain any improvement, or make any change in the natural or existing surface, drainage or plant life at Woodfield.

Please note that the most recently published Community Guidelines supersede all previous versions and should be consulted prior to contemplating any work as described above.

These Community Guidelines are administered and enforced by the Woodfield Review Committee. The purpose is to evaluate each proposed design, alteration, addition, etc., for appropriateness to its own space, to the existing improvements, and to the community as a whole. The goal is for the appearance and character of all homes and improvements to harmonize and enhance the natural and manmade surroundings rather than dominate or contrast sharply with them. For this reason, all new construction or any changes to the exterior of an existing residence must be in conformance with these Community Guidelines and approved by the Woodfield Review Committee.

Along with you, we at Woodfield are committed to ensuring that the quality standards of development for this community are maintained both now and in the future. Should you have any questions about the material found within these Guidelines, please feel free to contact our team.

Woodfield

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Section 1

INTRODUCTION

1.1 Purpose

The Community Guidelines for Woodfield have been created to promote neighborly consideration, deal with issues of privacy, and ensure consistent architecture which, in turn, will preserve property values, enhance community image and nurture a positive quality of life. While virtually all improvements found within the confines of any lot are installed at the time of Original Construction by Woodfield, additions or modifications - such as installing a shed or fencing, adding or installing new landscaping, or modifying the external appearance or configuration of the Park Model - are common and are frequently requested. These Guidelines provide minimum standards and regulations that govern these additions or modifications and shall apply to all new construction and the construction, installation, addition, alteration, repair, change or replacement of any improvement which would alter the exterior appearance of any structure or leased space or the improvements located thereon. These Guidelines must be used by all Owners when contemplating the design and construction of any proposed addition, modification or other Improvement on a Lot. These Guidelines are not all-inclusive and any addition, modification, or improvement not expressly mentioned in these Guidelines requires approval of the Woodfield Review Committee.

The Community Guidelines for Woodfield have been formatted to focus on issues that Owners will most likely encounter as a member of the Woodfield community. These Guidelines do not supersede the City of Show Low, Navajo County, State of Arizona and/or Federal building codes, zoning ordinances, development guidelines or other applicable health, life, safety and civil rights requirements as they now exist or may later be modified. Compliance with those codes, ordinances, guidelines or standards is required as a condition of Woodfield Review Committee approval.

1.2 Design Review

In general, any modification, change, addition or improvement to the exterior of the property must be reviewed and approved by the Woodfield Review Committee prior to construction or installation. The Woodfield Review Committee will ensure that all Modifications, Changes, Additions, or other Improvements thereto proposed by Owners comply with the established design criteria.

The Community Guidelines for Woodfield may be amended from time to time, and it is the responsibility of each Owner to obtain and review a copy of the most recently revised version of the Guidelines. In addition to conforming to these Guidelines, all construction must conform to all applicable design standards and ordinance requirements of the City of Show Low or any other applicable governing agency.

All Improvements at Woodfield must be submitted to and approved by the Woodfield Review Committee in writing prior to the start of construction.

The Woodfield Review Committee is the ultimate arbiter of everything to be constructed at Woodfield. The Woodfield Review Committee's decisions will include discretionary judgments. It is possible that an Applicant may feel that they have complied with the "letter of the law" and still fall short of being approved. Similarly, where justified by special circumstances, applications may be given considerations beyond the requirements set forth. In such cases, the Woodfield Review Committee, in its sole discretion, may grant variances from prescribed requirements. The Woodfield Review Committee regards the diversity of ideas that fit within the overall Community Vision from each Owner to be a major contribution to the community's quality of life.

1.3 Repairs, Maintenance and Replacement

Repairs, maintenance and replacement of existing, approved Improvements with the same colors, materials, details, style and appearance does not require approval of the Woodfield Review Committee.

1.4 Interior Improvements

In general, work done on the interior of a Park Model does not require approval of the Woodfield Review Committee. However, modifications, changes or improvements to a porch, covered patio, shed, yard, or other portions of the exterior of the property or Lot may require approval. If an outside contractor is hired to perform work on the interior of a Park Model, Section 6 will apply.

1.5 Governmental Codes and Ordinances and Permits

Approval of a Design Review Application by the Woodfield Review Committee shall not be deemed to be a representation or warranty that the drawings or specifications submitted as part of such application comply with applicable governmental codes, ordinances or regulations. It shall be the sole responsibility of the property owner or other persons acting on behalf of the Park Model owner to comply with all applicable governmental codes, ordinances and regulations. It shall be the sole responsibility of the property owner or other persons acting on behalf of the property owner to obtain building permits for any such work that requires a building permit prior to commencement of construction or installation.

In the event of conflict between any City of Show Low ordinance standards and these Guidelines, the most restrictive provisions shall be deemed controlling. This is true of all elements of the community, including but not limited to, building heights, grading limits, drainage requirements, lot coverage, street standards, lighting standards, etc. In addition to the City of Show Low, the same provision relates to any other entities having jurisdiction over the land, including but not limited to Navajo County, the Army Corps of Engineers

and the Arizona Department of Environmental Quality. In the event of any potential conflict, the Applicant should notify the Woodfield Review Committee of the conflict and submit a revised plan to the Woodfield Review Committee for approval prior to submitting the revisions to any other agency. The Applicant shall take whatever action is necessary to accomplish the design objectives set forth in the Guidelines, while avoiding conflict with the laws and regulations of the City or other governing entities.

1.6 Interpretation of the Community Guidelines

The Woodfield Review Committee is the interpreter and administrator of the Community Guidelines. The application of the criteria in the Community Guidelines is based on the Woodfield Review Committee's interpretation and sole discretion. For example, if the Community Guidelines make a statement such as "no bold or bright colors"; then the interpretation of what is "bold and bright" is in the sole discretion of the Woodfield Review Committee. Or if the Community Guidelines make a statement such as "match the authentic architectural character"; then the interpretation of what matches the authentic architectural character and what doesn't is in the sole discretion of the Woodfield Review Committee.

1.7 Design Criteria for Unanticipated Improvements

It is impossible to write guidelines and design criteria for every possible or potential Improvement, addition, modification or change that might be considered for a community such as Woodfield. Furthermore, new materials, methods, products and technologies will naturally occur over time. Therefore, the Woodfield Review Committee reserves all rights, and at their sole discretion, to create additional rules, regulations, guidelines, design criteria, limitations, stipulations, and policies, either overall or on a case-by-case basis, to address the unanticipated improvements and requests that may occur. Just because the Community Guidelines are silent on a particular topic or specific Improvement does mean these Improvements are allowed or acceptable. If the Applicant is in doubt regarding design criteria for a potential Improvement that is not specifically covered in the Community Guidelines, the Applicant shall seek the opinion, direction and/or ruling of the Woodfield Review Committee before proceeding.

1.8 Existing Non-Conforming Improvements

There may be, at times, existing improvements that do not conform or comply with the Community Guidelines. These conditions may include specific variances that were granted by the Woodfield Review Committee; temporary approval of improvements for a limited time; and compliance issues that have not yet been resolved. In addition, as the Woodfield Review Committee establishes new regulations and as the Community Guidelines are updated, there may be cases where improvements that preceded the new guidelines may exist.

Therefore, at times, Existing Non-Conforming Improvements may exist. In general,

Existing Non-Conforming Improvements are few and far between.

In any case, just because a particular improvement which may not comply with the Community Guidelines exists or is allowed to exist in the Community does not establish a precedent. Just because your neighbor has an Existing Non-Conforming Improvement does not mean that the Woodfield Review Committee has any obligation of any type to approve or allow a similar improvement even if similar conditions exist.

1.9 Applications and Submittals

Any modification, change, addition or improvement to the exterior of the property must be reviewed and approved by the Woodfield Review Committee prior to construction or installation. Park Model owners must submit a complete and accurate application to the Woodfield Office.

All Design Review Applications must include:

- The Application Form completed with all applicable information.
- Drawings, sketches, photographs, cut sheets, specifications, samples, color chips, dimensions, or other information as necessary to provide a clear, complete and accurate explanation of the proposed Improvements. By submitting information to the Woodfield Review Committee for review, the Applicant certifies that the information included in the submittal is accurate to the plans for the proposed improvements.
- Design Review Fee, if applicable.

The Woodfield Review Committee reserves the right to deny or not accept any application that the Woodfield Review Committee or its staff deems to be incomplete or inaccurate.

The Service Request Form will be used as the Application Form. Service Request Forms are on-line at www.woodfieldrv.com/residents.

1.10 Marking of Underground Utilities

Woodfield has utility lines that are buried at various depths depending on several variables. There is not a plan or diagram that outlines the exact location of the utility lines because efforts were made to save as much natural landscape as possible, therefore a straight line cannot be assumed. As such, any modifications, changes, or improvements to a Lot that requires excavation must be approved by the Woodfield Review Committee prior to any excavation being performed. Underground utility locations shall be marked in advance by Woodfield. Owners shall submit a service request for such services. The charge for this service will be \$100.00. Allow up to five working days for the marking of underground utilities (that excludes weekends so plan accordingly). Digging should be done around the markings, not directly on them. If damage occurs to utilities, work shall be suspended immediately, and Owner shall notify the Woodfield Office of such damage. Woodfield will repair and/or restore the damage as time permits and at the expense of

the Owner.

1.11 Cease & Desist Notice

Should a modification, change, addition, or improvement be performed in a manner not in conformance with the current Community Guidelines, or without the Woodfield Review Committee's approval, the Woodfield Review Committee or its agent shall issue a cease-and-desist notice to the Owner. From that time on, no further work shall be performed until the matter is resolved and the Woodfield Review Committee has advised the Owner in writing that work may resume. The disregard of a cease-and-desist notice is subject to fines, penalties, revoked privileges, revocation of lease and/or legal action.

1.11 Vertical Improvements

All vertical construction additions and improvements must be performed by Woodfield's construction team.

1.12 Contractor Requirements

Under no circumstance should Owners disturb Woodfield's construction team. Owners may contact the Woodfield Office for questions and/or assistance regarding a project. Woodfield reserves the right to levy a monetary penalty for Woodfield's construction teams' loss of work time due to disturbances by Owners.

All contractors hired by Park Model owner must be pre-approved to work in the Community by the Woodfield Review Committee and must provide proof of appropriate licensing and evidence of insurance prior to commencement of any work. Owner is responsible for the Contractor following the Community Guidelines and approved plan. Failure to meet the Community Guidelines and/or approved plan will be the responsibility of the Owner. Owner may be fined for Contractor violations. Additional guidelines regarding Contractors can be found in Section 6 of the Community Guidelines.

1.13 Terms and Expiration of Woodfield Review Committee Approval

An approval granted by the Woodfield Review Committee is valid for a period of 30 calendar days from the date of approval, unless otherwise approved by the Woodfield Review Committee in writing. If construction or installation of the improvements have not commenced within 30 calendar days, the approval shall automatically expire, unless the Applicant requests and obtains an extension in writing from the Woodfield Review Committee.

1.14 Terms and Schedule for Completion of Work

Any work that is approved by the Woodfield Review Committee must be completed within 90 calendar days of commencement, unless otherwise approved by the Woodfield

Review Committee in writing. An Applicant may request an extension of time via a written request to the Woodfield Review Committee for good cause. The Woodfield Review Committee reserves all rights to grant or deny an extension of time.

1.15 Right to Refuse Service

Woodfield reserves the right to refuse any service request from any Owner if, in Woodfield's professional judgment, the request presents a safety hazard to personnel or property, is beyond the scope of our established services, would require staff to operate in a hostile, abusive, or non-compliant environment, or if the request is made in an abusive or threatening manner.

Woodfield also reserves the right to refuse, limit, or modify future service requests from any Owner whose pattern of communication or frequency of service requests constitutes an unreasonable burden on management or staff, or who demonstrates a sustained and unproductive escalation of minor or previously resolved issues. This right applies particularly when complaints are determined to be vexatious, repetitive, harassing, or when they substantially interfere with the efficient operation and management of the Community.

1.16 Compliance

By proceeding with construction or installation of any modification, addition or improvement that has been approved by the Woodfield Review Committee, the Owner, and all persons acting on behalf of the Owner, agree to comply with the approval granted by the Woodfield Review Committee, including any stipulations of approval. Furthermore, the owner acknowledges and agrees to be liable for all work and costs necessary to bring any non-conforming work into compliance.

1.17 Right to Inspect

The Woodfield Review Committee reserves all rights to inspect the property to verify that the proposed improvements were completed in compliance with the Community Guidelines and in accordance with the approval that was granted by the Woodfield Review Committee, including any stipulations of approval. The Woodfield Review Committee is not obligated to inspect a property; therefore, the absence of an inspection by the Woodfield Review Committee shall not be deemed to be an "approval-by-default" of the work constructed or installed by the Owner.

1.18 Enforcement

The Woodfield Review Committee and their assignees shall enforce the Community Guidelines for Woodfield.

1.19 Fines

Failure to comply with any rule, regulation, or standard outlined in these Community Guidelines will result in a progressive three-strike enforcement process. Upon discovery of a violation, the Woodfield Review Committee will issue a First Offense email warning, granting the Owner forty-eight (48) hours to correct the issue. If the violation is not resolved, a Second Offense written notice will be delivered to the Owner, allowing an additional forty-eight (48) hours for compliance. Continued non-compliance after the written notice will result in a Third Offense formal fine of \$100 billed directly to the Owner's account, with additional daily fines accruing until the violation is fully corrected.

1.20 Acts of God

Woodfield is not responsible for any damage to park models, personal property, or landscaping caused by Acts of God or natural events. This includes, but is not limited to, damage from severe storms, high winds, lightning strikes, floods, heavy snow, hail, tree sap, or falling trees and branches resulting from weather conditions. Property owners are advised to maintain appropriate insurance coverage to protect their investments against these uncontrollable natural occurrences, as all cleanup, repair, and replacement costs will be the sole responsibility of the Owner.

Section 2

SITE STANDARDS

The setback criteria for lots vary throughout Woodfield depending on the Lot size and location in the community. The setback criteria for each lot is determined by Woodfield in conjunction with the City of Show Low. Any Additions or other Improvements shall comply with all applicable setback criteria. The setbacks on a Lot must be marked by Woodfield prior to the commencement of any additions or improvements on the Lot. A Service Request for the marking of setbacks is required and will take up to 15 business days to complete from receipt of the Service Request.

Woodfield reserves the right to create additional setback criteria for certain Improvements in order to maintain the character and value of Woodfield.

Section 3

ARCHITECTURAL STANDARDS

The construction, installation, erection, or placement of anything, permanently or temporarily, on the exterior portions of a Park Model or upon or within a front, side or rear yard, shall include, without limitation, obtaining the prior written approval of the Woodfield Review Committee in accordance with the procedures of the Community Guidelines for Woodfield.

Great care and thought have been given to the creation of the designs, styles, colors and materials of all the homes at Woodfield. Therefore, the same attention to detail must be given to any addition, modifications or other Improvements. Any Addition, modification or other Improvements to a Park Model must continue the authentic detailing of each architectural style. The Woodfield Review Committee will also look for consistency in detailing, colors, materials, forms and architectural style with the Original Construction. The intent is that any Addition, modification or other Improvement fits seamlessly with the Original Construction.

The following Architectural Standards apply to all residences (attached and detached) and Lots covered by these Guidelines:

Additions. Additions or expansions of habitable spaces that are part of the main Residence must be submitted to the Woodfield Review Committee for review and approval. Additions and/or expansions must be performed by Woodfield.

Address Identification. A uniform address identification of numerals located on the front of the building structure for each residence has been established. Each Residence is required to maintain address identification numerals located on the building structure, which are legible and visible from the street and comply with the criteria of the City of Show Low and local Fire Department. Address identification numerals are not allowed to be painted on any curbs.

Air Conditioning and HVAC Equipment. No rooftop or window mounted air conditioning or HVAC equipment is allowed. Covering HVAC equipment at any time is prohibited.

Antenna and Satellite Dishes. To control the visual clutter of non-architectural elements attached to the exterior of the building, the placement and location of antennas, satellite dishes, transmission dishes, or other apparatus for the transmission, reception, or communication of television, radio, satellite, data or other signals must be approved by the Woodfield Review Committee. In general, such devices must be permanently affixed to the home and should be discreetly located on the side or rear of the home. Devices may not be free-standing, or pole supported on a Lot, are not permitted in the front of the Residence, and may not be mounted directly on the roof. Devices are limited to one (1)

per Lot.

Clotheslines. Clotheslines or other outside facilities for drying clothes are prohibited.

Color Schemes. All exterior paint, stain, trim, fabric, tile and other colors must be appropriate to the authentic style of Woodfield. The Woodfield Review Committee reserves all rights in its sole discretion to not approve colors or color combinations that it believes are not compatible with the overall Woodfield community character.

Decks and Porches. All deck and/or porch additions or modifications must be submitted to the Woodfield Review Committee for approval. Deck and/or porch additions or modifications must be performed by Woodfield's construction team.

Decks and/or porches may not be used as a storage area. Only furniture intended for outdoor use may be located on decks and/or porches.

To maintain a uniform community appearance, ensure adequate sightlines, and preserve open airflow throughout the park, individual privacy partitions are strictly prohibited. Privacy partitions include, but are not limited to, freestanding walls, attached panels, lattice structures, and privacy screens. No permanent or temporary vertical walls may be attached to any deck, porch, or railing system. Plastic tarps, canvas sheets, and corrugated panels are prohibited.

Doors (Exterior), Security Doors, Screen Doors. Modifications, repainting or replacement of any exterior door, including security doors and screen doors, on a home require approval from the Woodfield Review Committee prior to installation or modification.

Doors, security doors, and/or screen doors shall match the style and colors of the Park Model. Such doors shall be an appropriate complementing color to the current door color of the Park Model. Security doors and/or screen doors are not allowed on pairs of French doors or on outswing doors. Designs for security doors must be simple with minimal ornamentation. No animal, plant or character depictions are allowed on a security or screen door. Designs for security doors that are deemed to be contemporary, bold, or dramatic by the Woodfield Review Committee will not be approved. Screen fabric material shall be an appropriate complementing color to the current door color. No colorful colored screening material is allowed.

Drainage. All Lots shall drain per the engineering plans on file with the City. Obstruction, alteration or re-channeling of drainage flows from the initial location of drainage patterns, drainage swales, storm sewers, or storm drains constructed as part of the Original Construction is not permitted. Woodfield expressly assumes no responsibility or liability for drainage issues, any obstruction, alteration or re-channeling of drainage flows from the initial location of drainage patterns, drainage swales, storm sewers, or storm drains, whether such issues are caused by the current Owner's actions, modifications, or

improvements, or by the actions or modifications made by previous owners. This includes, but is not limited to, changes in grade, landscaping, driveways, pavers, patios, or utility installations that impede, divert, or concentrate the natural flow of water, leading to erosion, standing water, or damage. The Owner retains full and sole responsibility for mitigating any such drainage problems and for ensuring that all past and future site improvements comply with all relevant community guidelines and local ordinances regarding water runoff.

Driveways and Walkways. Any modifications, changes or replacement to a driveway or walkway requires approval of the Woodfield Review Committee prior to construction. Driveway and walkway materials shall be limited to concrete pavers; brick pavers; stone pavers; gravel; or other appropriate materials as specifically approved by the Woodfield Review Committee. In general, driveways and walkways shall be simple rectangular shapes.

Fences and Walls. All proposed fences and/or walls must be submitted to the Woodfield Review Committee for approval prior to construction. Front Yard fencing, temporary fencing, and solid walls are prohibited. Side and back yard fencing must be black or bronze in color. Retaining walls must be backfilled. Fence installations must be performed by Woodfield.

Fencing Materials. Wood, cedar, split rail, vinyl, PVC, plastic, pre-cast concrete, wire, unfinished gray concrete block, and chain link fences are prohibited on any Lot, unless otherwise specifically approved by the Woodfield Review Committee. Temporary fencing of any kind is prohibited.

Finished Grade / Finished Graded Pad. The Lots in Woodfield were developed with specific engineered Finished Graded Pads at the time of the Original Construction. In general, the grade and elevation of the Finished Graded Pad should not be modified.

Fires and Fireplaces. No open fires are permitted on any Lot for any reason. This includes fire pits, outdoor wood burning fireplaces and the open burning of debris or trash. Gas fireplaces, gas/propane BBQs, gas heaters and gas fire pits are permitted outside a home only if they are located on a porch or patio.

Flags and Flagpoles. Due to the residential scale and character of Woodfield, free-standing flagpoles are prohibited; with building-mounted flags required.

- Flags may be flown or displayed in any manner permitted by and consistent with the Federal Flag Code. Only the American flag, the Arizona flag, or the flag of a sovereign American Indian Nation may be displayed daily.
- Sports flags may only be flown on the day the team is playing a game.
- No more than two (2) flags may be displayed at the same time.
- The size of the flag shall not exceed 4 feet by 6 feet.
- Any lighting of a flag shall comply with the requirements for exterior lighting, as outlined elsewhere in these Guidelines.

- All flags and flag mounts shall be maintained in good condition. Faded, frayed or tattered flags are generally not allowed.
- Applications for building-mounted flags must detail the location, size, material, color, finish, lighting (if any), and content of the flag and any other improvements for the intended use.

Furniture (exterior). Exterior furniture must be manufactured for exterior use and must be kept in a neat and well-maintained appearance. In general, the color of outdoor furniture on a Front Porch, Deck, or Patio should complement the color palette of the home. Furniture covers may be used to protect exterior furniture. Furniture covers must be brown, black, or gray in color and may not be made of shiny materials.

Garages. Garages are prohibited.

Gates (Porch Gates). Gates used as part of a porch entry must be approved by the Woodfield Review Committee. The porch gate shall be constructed of metal, installed with hinges to allow swinging operation, and colored to match the existing porch railing. The use of temporary gates, expandable gates, baby gates, or retractable gates of any kind is prohibited.

Gates (Yard Gates). Gates and gate structures that access a side yard or a rear yard must be approved by the Woodfield Review Committee. The material of a yard gate must be metal. The width of a Yard Gate shall not exceed an opening of 48". Double gates, vehicular gates, or any gate opening wider than 48" are prohibited. In general, Yard Gates are limited to one (1), although the Woodfield Review Committee may permit a second Yard Gate at their discretion. No gates or other access openings are permitted to open to common areas or to adjacent spaces. The color of the gate shall match existing fencing. Unless otherwise approved by the Woodfield Review Committee, wood gates are not allowed.

Generators. The use of portable generators and/or gasoline generators is prohibited. Permanently installed whole-house standby generators require approval from the Woodfield Review Committee. If approved, the generator must be placed discreetly in a shed.

Gutters and Downspouts. Gutters, down spouts and exposed drain outlets must be consistent with the style of the Residence. Downspouts should be placed in locations with the least amount of visual impact. Gutters must complement the roof color, and down spouts must complement the main exterior color of the Park Model. Unfinished, silvery or shiny gutters are not allowed. Gutter and downspout outlets may not extend more than 12" from the face of the Residence. Downspout extensions or extension pipes are not allowed. Splash guards, if necessary, shall be integrated into the landscape to minimize their visibility.

Holiday Lights and Decorations. The intent of this section is not to discourage exterior

decorating for holidays, but only to maintain a standard of quality. Holiday decorative items such as displays and holiday flags do not require approval; however, holiday decorations should be subtle, soft, and tasteful. Decoration displays, including lighting, should not have a commercial appearance and should not be “overdone”. The Woodfield Review Committee reserves the right to prohibit any holiday lights and decorations deemed inappropriate in their opinion for the image of Woodfield. Decorations, other than lights, shall not be allowed to be mounted on roofs.

Exterior holiday music is not allowed, except for exterior music for personal and social enjoyment at the outdoor living spaces, (i.e., patios, porches, etc.), provided it does not disturb other Owners or as otherwise allowed as an event approved by Woodfield.

Halloween lights and decorations will be allowed between October 1st and November 5th. Holiday lights and decorations will be allowed between Thanksgiving and January 5th. Lights and decorations for other holidays may be installed no more than two (2) weeks prior to the holiday and must be removed within one (1) week after the holiday.

Mailboxes. Currently, the mailbox standard for Woodfield is a cluster box unit (CBU). Individual mailboxes within Woodfield are prohibited by the United States Postal Service (USPS). Keys to the CBU are issued by Woodfield. If a key is lost or damaged, replacement keys are available in the Woodfield Office at a cost of \$25.00 per key.

Modifications to the cluster box units are prohibited. Repair or maintenance to the cluster box unit shall be brought to the attention of the Woodfield Review Committee.

Misting Systems. Misting systems are prohibited.

Ornamentation, Artwork or Sculpture (Exterior). Decorative art affixed to houses shall be neutral in color and may be limited in number, so the art does not dominate the appearance of the home. Dimensions of decorative art shall be no greater than three (3) feet in length, width, and height without the Woodfield Review Committee’s approval. The Woodfield Review Committee reserves the right to limit the size, quantity, and appropriateness for any such item. Exterior ornamentation, artwork, sculpture or other components in the Front Yard or porch or are otherwise visible from the street, Common Area, or visible from neighboring property require approval of the Woodfield Review Committee. The Woodfield Review Committee reserves the right to allow ornamentation, artwork and sculpture on a Front Porch on a case-by-case basis. The Woodfield Review Committee reserves the right to prohibit exterior artwork, sculpture and ornamentation that it deems inappropriate for reasons of subject matter, height, color, size, reflectivity or location. If approved by the Woodfield Review Committee, exterior art or sculpture shall generally not exceed a height of 4'-0" and artwork or sculpture shall be constructed of materials that do not cause a nuisance to adjacent property owners or users of adjacent public spaces. Any lighting of exterior artwork or sculpture, regardless of location, requires approval of the Woodfield Review Committee.

Outdoor Televisions. One (1) flat-screen television no bigger than 48" may be mounted directly onto the exterior siding of the Park Model. Televisions may not be mounted or attached to any deck or porch support structure. All wiring and cables must be hidden or contained within a paintable conduit secured flat against the wall. To minimize community disturbance, volume levels must not disturb neighbors and must comply with park quiet hours. The use of wireless outdoor headphones, localized Bluetooth neck speakers, or activating closed captioning rather than increasing the television volume is strongly recommended for those who are hard of hearing.

Painting and Repainting. The Woodfield Review Committee's approval is required for all paint requests.

Parking. Owner may park only one (1) passenger vehicle may be parked in the Owner's driveway such as a car, truck, motorcycle, golf cart, or UTV unless an exception is granted in writing by Woodfield. Additional vehicles are subject to fees of \$20.00 per vehicle, per month. The entire length of any given vehicle must be fully parked in the driveway and no part of any vehicle shall extend past the curb while parked in a driveway. Parking is not permitted on another home space or RV space, occupied or unoccupied, without the express consent of the Owner or Woodfield, whichever is applicable. Parking in an empty RV space is subject to daily fees of \$75.00 per vehicle, per day. Owner may not park in parking areas designated as guest parking areas. Guests may park in the Owner's driveway of which they are a guest or in designated guest parking areas. Parking on the street for any amount of time is prohibited. Overflow parking throughout the Community is exclusively for guests and visitors and may not be used by Owners for parking vehicles, storage, overnight parking, or any similar use. Woodfield shall have the authority to operate, manage and use such parking spaces for and on behalf of all occupants. Trailers of any kind, including but not limited to, boat trailers, utility trailers, and enclosed trailers, shall be parked off-site and are not allowed to be parked within the Community. Owner RV's and/or trailers may not be parked anywhere in the Community at any time. Woodfield reserves the right to tow vehicles that are in violation. If a vehicle must be towed, all associated costs will be the responsibility of the vehicle owner. Woodfield is not responsible for any damage caused by towing a vehicle.

Patios. Patios must be approved by the Woodfield Review Committee. Setback requirements must be met. Preferred patio surface material is concrete pavers. Patios shall be maintained in an attractive and clean manner.

Pet Enclosures/Structures. No structure/enclosure for the care, housing, or confinement of any animal shall be maintained anywhere on a Lot or on the porch of a home, including but not limited to, temporary fencing, kennels, crates, cat habitats, etc.

Pools and Hot Tubs. Pools and hot tubs of any kind are prohibited.

Pots and Planters. Portable pots, planters, and other elements that contain landscape or flowers are allowed within front yards without the Woodfield Review Committee's

approval provided that such Pots are not larger than three (3) feet tall, three (3) feet wide and do not number greater than six (6) per Lot. Pots and planters should be selected to complement the character and style of the Residence and the landscape design. Hand watering of potted plants is the preferred and highly encouraged method. While automated drip systems are permitted, they must be installed with strict adherence to aesthetic standards: all irrigation lines must be completely buried beneath the soil or ground cover and may not be visible. Specifically, drip lines are strictly prohibited from running vertically along the exterior of any porch, residence, structure, or planter. Only plant material from the Approved Plant List (Appendix "E") and from the applicable Landscape Theme may be used in pots and planters that are visible from the street or Common Area. Seasonal and perennial flowers that have a mature height of less than 3'-0" are allowed in pots and planters and do not have to be on the Approved Plant List. Artificial greenery, flowers, etc., are prohibited.

Rooftop Equipment. Unless otherwise allowed by other sections of these Guidelines, no equipment of any type is allowed on the roof surface of any Residence or Accessory Building.

Security Cameras. Only one security camera can be used on the exterior of a Park Model. The camera color should blend with the color scheme of the house (solid colors only) and should be installed preferably beneath or near eave overhangs or as a doorbell (i.e. Ring doorbell camera). The use of a security camera must be submitted to the Woodfield Review Committee for approval. The submittal should include camera location, size and color. No outside video or other surveillance cameras should be placed or utilized upon any Lot or any structure erected thereon.

Signs and Signage. Unless specifically noted below, posting of signs of any kind, permanent or temporary, is strictly prohibited unless such sign is protected by law. Because of the wide variety of potential signage, the Woodfield Review Committee reserves all rights to create additional or modified signage criteria and signage design criteria in the future. No signs shall be placed on any Woodfield property or common areas except for signs placed by the Woodfield Review Committee.

- **Park Model For Sale Signs.** "For Sale" signs are permitted if erected in accordance with the following guidelines.
 - One (1) For Sale sign may be placed only on the front porch or in the window of Park Model Owner's home.
 - No balloons, flags or other promotional material may be attached to the sign or any structure located on the property.
 - Only one flyer box may be attached to the front porch.
 - For Sale sign must be removed from the property immediately when the property is taken off the market or within three (3) days after closing of escrow. "Sold", "Pending", "In Escrow", etc., riders are not permitted.
 - One (1) Open House sign may be placed only on the front porch or in the window of Park Model Owner's home. The Open House sign may be placed

the day of the open house and must be removed the same day immediately upon the expiration of the Open House.

- Directional signs are not permitted.

For Sale signs other than those for Park Models are prohibited.

- **Security/Surveillance signs.** Only one (1) commercially produced security/surveillance sign (limited to 9" x 12") may be displayed at the home foundation or one (1) small sign (limited to 6" x 6") may be placed in the window close to the front door.
- **Election signs.** Election signs are discouraged but are permitted if erected in accordance with the following guidelines.
 - One (1) election sign may be placed only on the front porch or in the window of owner's park model.
 - Election sign may not be posted more than 71 days prior to an election.
 - Election sign must be removed within three (3) days after an election.
 - Election sign, including size, must conform with all state and local laws.
 - Election signs are not permitted on any lot or common space within the Community.
- **Non-compliant signs.** Signs that do not comply with the criteria outlined in these design guidelines may be removed by Woodfield staff. The Woodfield Review Committee may also elect to:
 - Have the sign removed by a third party at the owner's expense
 - Levy a monetary penalty for the infraction

Solar Panels. The installation of solar panels must be submitted for review and approval by the Woodfield Review Committee prior to any installation. Solar panels are permitted only on the roof of the Park Model. Ground-mounted solar arrays, freestanding solar panels, and solar panels placed on lawns, decks, driveways, or common areas are strictly prohibited. To receive installation approval, Owners must submit a professional contractor's plan ensuring that the roof-mounted system complies with all local building codes, structural weight limits, and electrical safety standards. All associated wiring and conduit must be neatly routed and painted to match the exterior of the home to preserve community aesthetics.

Storage (Outdoor). Outdoor storage of personal property is restricted to storage containers made of resin or plastic specifically made for outdoor storage with a maximum height of 36 inches. Containers must be located conspicuously in the side or rear yard and may not be placed on a porch. Containers taller than 36 inches are prohibited. A maximum of one (1) storage container is permitted on a Lot. Outdoor storage of personal property is not allowed on porches, driveways, or in front, side, or rear yard areas.

Storage Sheds. Storage sheds must be submitted for review and approval by the

Woodfield Review Committee. Storage sheds shall be built by Woodfield's construction team. Storage sheds are limited to size and locations as determined by the Woodfield Review Committee. All types of storage sheds other than those built by Woodfield's construction team are prohibited.

Sunshades. Exterior sunshades, roller shades, retractable shades, shade sails and/or fabric shade canopies of any type must be approved by the Woodfield Review Committee prior to installation. All exterior sunshades installed on a porch must be retractable and must be installed behind a beam. The design, color and style must blend with the design and color of the Park Model and all sunshades must match each other if more than one sunshade is installed. Pop up canopies and other similar fabric or plastic shade elements are prohibited. Pergolas, gazebos, ramadas, shade trellis, and similar structures and shading devices are prohibited.

Tarps. The use of tarps for any reason is prohibited. Only covers specifically made for furniture and/or barbecue grills may be used. Approved cover colors are brown, black, or gray and may not be made of shiny materials.

Tree Removal. The removal of any trees from a Lot must be approved by the Woodfield Review Committee.

Umbrellas. Patio umbrellas that are less than 10' tall and less than 10' wide are allowed within an enclosed side or rear yard without the need for approval from the Woodfield Review Committee. A maximum of one (1) patio umbrella is allowed on a Lot. All exterior umbrellas must be maintained in an attractive manner. Umbrellas that are broken, ripped, torn or unsightly must be removed immediately.

Water Features. Fountains, bird baths, water features and other water elements may be allowed subject to the following criteria.

- Water features may be allowed if approved by the Woodfield Review Committee prior to installation.
- Water features shall be limited to a maximum height of five (5) feet.
- The appearance of a water feature must be compatible with the architectural character, colors and materials of the Park Model.

Weeds, Trees, Plants and Rubbish. Owners are required to maintain their Lot. No weeds, dead trees or plants, rubbish or debris of any kind can be placed or allowed to accumulate upon any Lot, and no planted trees, plants, or shrubs are allowed to overhang streets, sidewalks and other areas adjacent to any Lot.

Window Awnings, Canopies, Sunscreens and Shades. Exterior window awnings, canopies, sunscreens, roller shades, and retractable shades of any type must be approved by the Woodfield Review Committee prior to installation. The design, color and style must blend with the design and color of the Park Model.

Section 4

LANDSCAPE STANDARDS

4.1 Introduction

This section of the Community Guidelines for Woodfield pertains to the landscape design for all Lots, including private rear yards. These standards include appropriate plants, prohibited plants, landscaping standards, site grading and other landscape elements. Hardscape elements are generally covered in Section 3 – Architectural Standards.

Owner shall not plant or install vegetation, concrete, masonry, or grounds cover on the Lot without the pre-approval of the Woodfield Review Committee in accordance with the Community Guidelines. Landscaping to the Lot by Owner is required and shall be in compliance with the Community Guidelines. Owner shall request the marking of utility line locations from Woodfield prior to commencement of any landscaping in accordance with these Guidelines.

All improvements made to the Lot, including landscaping and concrete, shall at once become part of the Lot, will be surrendered with the Lot, and belong to Woodfield.

4.2 Landscape Design Philosophy

Preservation of the undisturbed natural landscape is highly encouraged. However, if a more “traditional” landscape appearance is desired, Owners may submit a landscape plan for review and approval of the Woodfield Review Committee.

4.3 Front Yard Requirements

Front yard landscaping elements shall include a minimum of 150 square feet of landscaping. The front yard area is defined as the total area amount of the front yard from the back of curb to the face of the house less the area allotted for hardscape (i.e.: driveways, walks, etc.).

Landscape elements shall include a combination of the following:

1. Trees

- a. The Owner shall provide and install a minimum of one large tree (36” box, 2.5” caliper minimum) per yard or, alternatively, two 24” (1.5” caliper minimum) box trees per yard from **Appendix B: Recommended Plant List**.

- b. No substitutions for new trees, such as shrubs, are permitted, except that an existing, living, healthy tree greater than the required size may be substituted for a new tree at the discretion of the Woodfield Review Committee.

2. Site Grading

Landscape grading for aesthetic purposes will be encouraged and shall complement the contours found in the surrounding landscape. Slopes must be gently rounded with varying side slopes, with a maximum allowable slope of 3:1. Grading shall be accomplished without creating sharp transitions or unnatural shapes. All proposed grading shall blend subtly with the adjacent terrain. Landscape grading must also be accomplished without interrupting established drainage elements such as natural wash corridors or drainage easements.

Cut and fill slopes created as a result of site grading for infrastructure, homes, spaces, driveways or other site design elements will be required to be mitigated and enhanced with landscape materials and grading techniques consistent with the techniques described above.

Retaining walls, when necessary, shall be as low as is practical and only as wide or long as practical. The surface of the retaining wall shall be surfaced in a manner approved in advance by the Woodfield Review Committee. Stones or natural materials from the site are the preferred surface material. All retaining walls must be backfilled.

3. Surface Ground Cover/Shrubs/Accent Plants

Use of local, on-site topsoil/surface rock is preferred for non-turf grass areas. If use of on-site native rock is not feasible, imported rock/gravel may be used. Samples of approved rock/gravel options are available in the Woodfield office. White, green and/or other “unnatural” colors of rock/gravel will not be permitted. To ensure similar density and coverage of plant material for all lots, the requirements for shrubs, ground covers and accent plants are based on the actual area in square feet (s.f.) of landscaped area excluding any sidewalks, driveways, patios or other hardscape elements.

4. Boulders

Other materials may be used to create a naturalistic environment including boulders. Use of boulders in the landscape is subject to the following requirements:

- a. Boulders must be representative of the existing boulders and surface rock found in the immediate area.

- b. Use of surface select boulders (2' minimum diameter, 4' maximum diameter), placed approximately 1/3 below ground to create a natural appearance.
 - c. Boulders should be integrated in mounding and grading.
5. Natural and Native Wood and Rock

Natural and native wood and rock may be placed in front yards, with the Woodfield Review Committee's approval, if it is used to enhance flowering vegetation or as part of a landscaping theme in accordance with these guidelines. Such native wood and rock materials may not be taken from any portion of the Woodfield Community.

4.4 Rear and Side Yard Requirements

Rear and Side yards may be improved in any manner that suits the lifestyle of the Owner, subject to the satisfaction of these Architectural Guidelines and the approval of the Woodfield Review Committee but at a minimum must consist of rock/gravel and such material must be approved by the Woodfield Review Committee prior to installation.

4.5 General Requirements for Residential Landscape Areas

The following landscape requirements apply to all landscaping on a Lot, including front yards, side yards, and rear yards:

Artificial Grass. Quality and natural-looking Artificial Grass is an acceptable landscape option to provide the appearance of a well-kept lawn without the cost of irrigation and routine maintenance. Any application or request to use Artificial Grass must be approved by the Woodfield Review Committee in writing prior to installation.

Artificial Vegetation. Artificial vegetation of any type (except for Artificial Grass) is prohibited.

Decomposed Granite. Decomposed granite, in an approved color, must be used in all non-turf landscape areas. Decomposed granite shall be applied to a minimum thickness of two (2) inches over the landscaped area. A pre-emergent herbicide is required beneath all decomposed granite. Plastic sheeting or plastic weed barrier under the decomposed granite is not allowed. Organic mulches are not allowed in the Front Yard Zone.

Drainage. All pre-graded Lots within Woodfield have been constructed based on a comprehensive grading and drainage plan. Landscaping, filling or rerouting of existing natural washes or manmade drainage facilities may result in flooding, erosion or other undesirable situations. In addition, a number of natural washes throughout the community have been designated for preservation and protection by the U.S. Army Corp of Engineers. **Therefore, disturbance to any natural wash corridor or**

designated drainage facility is prohibited.

Drip Systems. Hand watering of potted plants is the preferred and highly encouraged method. While automated drip systems are permitted, they must be installed with strict adherence to aesthetic standards: all irrigation lines must be completely buried beneath the soil or ground cover and may not be visible. Specifically, drip lines are strictly prohibited from running vertically along the exterior of any porch, residence, structure, or planter.

Grass (Natural). Natural grass is prohibited.

Hardscape Elements. Refer to Section 3 - Architectural Standards for all hardscape elements, including but not limited to: driveways, walkways, fences, walls, gates, patios, shade structures, water features, and other hardscape elements.

Irrigation. All newly installed plant material shall be watered with an automatic underground irrigation system. Irrigation systems should be designed to accommodate a temporary watering schedule for any plants installed within the landscape. Specific watering schedules should be dictated by plant needs, seasonal conditions and weather. Low water use plants are encouraged to minimize irrigation water use. All irrigation pipes and tubes on the ground must be covered by rock or permitted ground cover so they are minimally visible.

Landscape Lighting. See Section 5 – Lighting Standards

Mulch. Organic mulches, such as wood chips, tree bark, pine needles and other similar organic landscape mulches are allowed. Wood chips and mulches must be a natural wood color – red and black wood chips are prohibited.

Ornamentation, Artwork or Sculpture. See Section 3 – Architectural Standards.

Plant Varieties and Diversity. While the Approved Plant List contains a large number of acceptable plant species, the best landscapes are those that use a limited number of species in appropriate mass planting applications.

Planter Boxes, Planter Beds, Raised Planting Areas. All raised landscape elements including boxes, beds, and planting areas, require prior approval from the Woodfield Review Committee. Planters must be water-proofed on all four sides to prevent leakage, wood rot and paint peeling. All planter boxes must be placed directly on the ground. The use of bricks, blocks, or other materials to prop up or elevate planters is strictly prohibited. Painted planters must complement the main exterior color of the Residence. Damaged or rotting boxes must be disposed of promptly and replacement is subject to the same approval process. Raised planter elements in the Front Yard may not exceed thirty inches (30") in height. Front yards are limited to 2 planter boxes. Raised planter elements within a rear yard may not exceed forty-two (42") in height.

Drawings or photos of the proposed planters must be submitted for approval.

Plant Material. Approved Plant Lists and Prohibited Plant and Landscape Material Lists have been created for Woodfield to establish continuity within the community. Those materials are referenced within Appendix “B” and Appendix “C” of these Guidelines. Because it is difficult to list every acceptable plant material, the Woodfield Review Committee will consider other plant materials upon written request and submittal of detailed information on the proposed plant material. The Woodfield Review Committee reserves the right to refuse any plant material that, in their sole discretion, will not be compatible with the Woodfield community image or is not beneficial to the environment. When requesting approval of a plant species or landscape material not on the Approved Plant List, the Applicant must provide information regarding such plant including photograph, growth characteristics, mature size, water use and other pertinent information as required by the Woodfield Review Committee.

Pots and Planters. See Section 3 – Architectural Standards

Rip-rap. The use of rip-rap in the front yard is prohibited. Swales, ditches, “dry streams” or drainage ways filled with river rock or any other rocks are prohibited. If erosion protection is needed, the proposed solution will be reviewed by the Woodfield Review Committee on a case-by-case basis.

Utility Access. No plants shall be planted near or around areas that will hinder utility maintenance personnel or meter readers such as electrical pedestals or boxes, water meters, etc. Plants placed in these areas will be removed at the expense of the Owner.

Weed Barriers. Plastic sheet weed barriers are prohibited. In general, these materials deteriorate and become exposed resulting in an undesirable and unattractive appearance.

4.6 Timing of Landscape Improvements

Landscaping of all front yards is required of the Owner of each space as an element of the initial construction. Within 60 days after the recording of ownership and generally within 60 days of first occupancy, complete front yard landscaping and irrigation systems are required to be installed.

Landscaping of all side and rear yards is required of the Owner of each home as an element of the initial construction. Within 90 days after the recording of ownership and generally within 90 days of first occupancy, complete rear and side yard landscaping and irrigation systems are required to be installed.

4.7 Approved Plant List

See Appendix “B” for the Approved Plant List.

Because it is difficult to list every acceptable plant material, the Woodfield Review Committee will consider other plant materials upon written request and submittal of detailed information on the proposed plant material. When requesting approval of a plant species or landscape material not on the Approved Plant List, the Applicant must provide information regarding such plant including photograph, growth characteristics, mature size, water use and other pertinent information as required by the Woodfield Review Committee. The Woodfield Review Committee reserves the right to refuse any plant material that, in their sole discretion, will not be compatible with the Woodfield community image or is not beneficial to the environment.

4.8 Prohibited Plant and Landscape Material List

See Appendix “C” for the Prohibited Plant and Landscape Materials List. Plants identified on the Prohibited Plant List may not be used in any portion of any lot.

4.9 Landscape Maintenance

Maintenance of the landscape and other incidental landscape items on Lots is the sole responsibility of the Owner. Owners shall maintain all visible landscape areas in a clean, neat and weed-free condition. All dead and dying plants must be replaced with same species or other compatible plants from the Approved Plant List unless otherwise approved by the Woodfield Review Committee. The Woodfield Review Committee may create additional landscape maintenance standards.

No tree, shrub, or planting of any kind shall overhang or encroach upon any street from ground level to a height of eight (8) feet. Each Owner shall be responsible for trimming and pruning of all trees and shrubs that have been planted on the Lot. Native growth on Lots shall not be trimmed, pruned, destroyed, or removed without the consent of the Woodfield Review Committee.

4.10 Damage to Native Vegetation

If landscaping performed by anyone other than Woodfield results in the death of native trees or plants, the Owner will be responsible for the cost of their removal.

4.11 Excavation.

Woodfield has utility lines that are buried at various depths depending on several variables. There is not a plan or diagram that outlines the exact location of the utility lines because efforts were made to save as much natural landscape as possible, therefore a straight line cannot be assumed. As such, any modifications, changes, or improvements to a Lot that requires excavation must be approved by the Woodfield Review Committee

prior to any excavation being performed.

Excavation for planting must be done by hand. Underground utility locations shall be marked in advance by Woodfield. Owners shall submit a service request for such services. The charge for this service will be \$100.00. Allow up to five working days for the marking of underground utilities (that excludes weekends so plan accordingly). Excavation should be done around the markings, not directly on them. Markings must remain visible and valid for 15 working days. If any paint marks or flags are moved, damaged or destroyed at any time, or if your project exceeds 15 working days, a new service request must be submitted to refresh the markings.

If damage occurs to utilities, work shall be suspended immediately, and Owner shall notify the Woodfield Office of such damage. Woodfield will repair and/or restore the damage as time permits and at the expense of the Owner.

Section 5

LIGHTING STANDARDS

Philosophy. Preserving the dark sky of this region is of utmost importance to Woodfield. Lighting is to be aesthetically pleasing and non-obtrusive. Lighting principles of the Dark Sky Association will be considered by the Woodfield Review Committee when evaluating lighting proposals. The Woodfield Review Committee approval is required for all exterior lighting.

Exterior Lighting. Generally, exterior lighting fixtures shall be kept to a minimum and are not intended to be used for full-time general area lighting. All exterior lighting must be indirect, low intensity, non-colored, down directed, without motion detectors, and shielded in such a manner as to completely conceal the lamp from view to minimize glare and light spill to adjacent properties and streets. The use of colored lenses or bulbs is prohibited (except for allowed Holiday Lights, as described previously in these Guidelines). Exterior lighting shall not utilize a lamp with wattage larger than 75 watts.

Low voltage lights may be used to accent plants and structures as well as for safely seeing walkways and obstacles at night. Please refer to section 5 below for more information on the use of low voltage lights. If LED bulbs are used, the lumen output must be similar to traditional low voltage lighting.

All lighting shall be maintained in good condition at all times and not be displayed with non-functioning bulbs. If a light is damaged it must be removed immediately. If a light has fallen over, it must be immediately

Light Sources. All lighting must be incandescent or halogen lamps less than 50 watts. If an LED bulb is used it must not exceed 9 watts which is the equivalent of the lumens in a 50-watt incandescent bulb. Use of warm tone lighting is preferred over bright cool tones. Colored lenses and bulbs are not allowed. Excessive lighting is discouraged. However, where accent or access lighting is desired, low voltage lighting is preferred because of its ability to produce dramatic lighting effects using extremely low wattage lamps. Use lighting in moderation as needed to produce reasonable and safe visibility for access or accent. Landscape lighting is to be low voltage. Low voltage up lighting may be used to accent plants and structures. Lights may not flicker, flash, blink, or animate.

Driveway Lighting. In general, the lighting of driveways, or along the edges of driveways, is highly discouraged due to the negative visual impact from the overall community and the likelihood of such lights to be damaged by vehicles.

Landscape Lighting. Landscape lighting is subject to the following criteria:

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All Additions, modifications or other Improvements must be approved by the Woodfield Review Committee prior to installation. Compliance with these Guidelines does not eliminate the need to submit to the Woodfield Review Committee prior to installation or commencement of work. Approval may be withheld as deemed necessary by the Woodfield Review Committee.

- All landscape lighting, including solar powered lighting, shall be approved by the Woodfield Review Committee prior to installation.
- All landscape lights located in a front yard (or in a side yard facing a street) shall be subject to the wattage limitations noted above under "Exterior Lighting".
- Fixtures shall be constructed of durable material such as aluminum.
- Landscape lighting shall be low voltage only, unless approved by the Woodfield Review Committee.
- Landscape lighting must be controlled with an electric clock or photo-cell device.
- All light sources must be shielded from view.
- All wiring for light fixtures must be buried below grade per the manufacturer's requirements.
- Controller equipment must be in a discrete location or screened from view from the street or adjacent property.
- Colored light bulbs, lens, or reflectors are not permitted.

Security Lighting. Security lights, including flood lights, spotlights, and motion activated lights, are prohibited.

Solar Lighting. A total of six (6) stake-mounted, fully shielded solar lights may be installed in the front yard. Downward pointing solar stair lights may be installed on stairs only and may not be used as lighting for any other purpose. A total of six (6) low-profile and fully shielded solar lights may be used on porch posts.

String Lights. String lights, strand lights, "festival lights", "party lights" or other lights that are attached to continuous strands must be approved by the Woodfield Review Committee prior to installation and shall be subject to the following design criteria:

- The Woodfield Review Committee reserves all rights to approve, approve with stipulations or not approve the use of String Lights at its sole discretion on a case-by-case basis. The use of String Lights must be considered "reasonable" in the opinion of the Woodfield Review Committee. The Woodfield Review Committee reserves the right to create special stipulations or to allow minor exceptions as deemed appropriate by the Woodfield Review Committee.
- String Lights are only allowed in the rear yard area and may not be used on any part of a front porch or front yard.
- No more than 25 total bulbs are allowed.
- No more than 50 lineal feet total of string lights are allowed.
- Each light bulb may not exceed 66 lumens (the equivalent of an 11-watt incandescent bulb).
- Bulbs may be white or clear. Colored lights are not allowed.
- Lights may not flicker, flash, blink, or animate.
- String lights should not be on past 10:00pm. String lights are not allowed to be used as security lighting.
- String Lights shall be maintained in an attractive manner. If the appearance of the string light becomes unsightly, the Owner shall immediately remove the String

Lights.

- Bulbs may be white or clear. Antique filament lights (i.e. "Antique Lights", "Vintage Lights" or "Edison Lights" are allowed.) Colored lights are not allowed. LED lights that have the ability to change colors are not allowed.

Holiday and Seasonal Temporary Lighting. Refer to Holiday Lights and Decorations, Section 3 - Architectural Standards.

Wall Mounted Lighting. Wall-Mounted Lights shall comply with the following criteria:

- The appearance of wall-mounted light fixtures shall match the authentic architectural style and character of the Residence.
- The color of all exterior wall-mounted light fixtures shall be black, dark bronze, dark brown or similar. Chrome, silvery, shiny, white, light or colorful exterior light fixtures are not allowed.
- All exterior light fixtures shall either have fully shielded lamps or a frosted, heavy-seeded or heavy-textured glass to minimize the glare of the bulb. Clear glass lenses, seeded glass lenses, and lightly frosted glass lenses are not allowed for wall-mounted light fixtures.
- The size of wall-mounted light fixtures must be proportionate to the area in which they will be mounted. The Woodfield Review Committee reserves all rights to not approve exterior light fixtures that it deems to be too large or too small.
- Colored lenses or bulbs are not allowed.

Prohibited Exterior Lighting.

- Security lighting, including flood lights, spotlights, and/or motion activated lights.
- Exterior lighting that is mounted higher than the eave line of the Park Model.
- Pole or post-mounted lights of any kind.
- Colored lights (except as allowed for Holiday and Seasonal Temporary Lighting).
- Lights that flash, flicker, blink, twinkle, strobe, move, animate or similar (except as allowed for Holiday and Seasonal Temporary Lighting).
- "Rope Lights".
- "Mini Light Strings" like those commonly used for holiday decorations (except as allowed for Holiday and Seasonal Temporary Lighting).
- Metal halide, high-pressure sodium, and mercury vapor lights.
- Wrap around lighting or any other lighting attached to plants.

New Lighting Technology. New lighting technology will be reviewed by the Woodfield Review Committee on a case-by-case basis

Section 6

CONSTRUCTION STANDARDS

As part of any approval to construct or install any Improvement on any Lot within Woodfield, the following Construction Guidelines shall apply during the construction or installation period. These Construction Guidelines shall apply to each Owner, contractor, subcontractor, vendor, consultant, agent and employees related to such Improvement work. It is recommended that Owners make these regulations a part of the construction contract documents for any Improvements on a Lot. All Owners shall be bound by these Construction Guidelines and any violation by a contractor (et al) shall be deemed to be a violation by the Owner. All vertical construction additions and improvements must be made by Woodfield's construction team. The Construction Guidelines may be supplemented from time to time by the Woodfield Review Committee.

Approval and Insurance. All contractors hired by Owner must be pre-approved to work in the Community by the Woodfield Review Committee and must provide proof of appropriate licensing and evidence of insurance prior to commencement of any work. Owner is responsible for the Contractor following the Community Guidelines and approved plan. Failure to meet the Community Guidelines and/or approved plan will be the responsibility of the Owner. Owner may be fined for Contractor violations.

Codes, Ordinances, Permits and Governmental Approvals. The Owner is responsible for complying with all codes, ordinances, regulations and guidelines which apply to any proposed Improvement on a Lot.

Construction Access. In general, construction access shall occur across the existing driveway and shall be contained within the property boundaries of the Lot. Construction access is not allowed over Common Areas.

Construction Vehicles and Parking Areas. Vehicles related to construction activities shall not be parked on the street or obstructing traffic at any time. Owner and/or Contractor vehicles may not be parked in vacant sites at any time. Each Owner or their Contractor shall be responsible for protecting the landscaping along the streets. Parking of construction vehicles, trailers and equipment in the Community overnight is prohibited.

Daily Operation. Woodfield reserves the right to restrict the hours of construction for certain types of Improvements. In general, working hours for a construction site shall be 7:00 a.m. to 6:00 p.m., Monday through Friday, and 8:00 a.m. to 3:00 p.m. on Saturdays. Construction is not permitted on Sundays. Additional restrictions and regulations on hours of construction may be determined by Woodfield. Local and State guidelines may apply.

Damage to Property. Damage to property of others, including, but not limited to, open space, landscape, irrigation, utilities, other Lots, roads, driveways, sidewalks, concrete curb and gutter, and/or other improvements, will not be permitted. If any such damage

occurs, it must be repaired and/or restored promptly at the expense of the Owner in a manner that restores the damaged property to its original condition.

Debris and Trash Removal. The Owners and their contractors shall clean up all trash and debris on the construction site at the end of each day. Trash and debris shall be removed from each construction site frequently and not be permitted to accumulate. Contractors shall provide their own means of debris and trash disposal and may not use Woodfield's dumpsters. Owners and contractors are prohibited from dumping, burying or burning trash anywhere within Woodfield. During the construction period, each construction site shall be kept neat and clean and shall be properly maintained to prevent it from becoming a public eyesore or affecting other Lots or any open space. Unightly dirt, mud or debris resulting from activity on each construction site shall be promptly removed and the general area cleaned up, including streets that have been affected by the Improvements.

Design Approval Prior to Construction. As per these Guidelines, all Improvements require approval of the Woodfield Review Committee prior to construction or installation. No work shall commence until such Service Request is granted in writing by the Woodfield Review Committee.

Dust and Noise. The Owner and their contractor shall be responsible for controlling dust and noise, including without limitation, music on the construction site. The Woodfield Review Committee may create additional rules and regulations regarding dust and noise.

Excavation. Woodfield has utility lines that are buried at various depths depending on several variables. There is not a plan or diagram that outlines the exact location of the utility lines because efforts were made to save as much natural landscape as possible, therefore a straight line cannot be assumed. As such, any modifications, changes, or improvements to a Lot that requires excavation must be approved by the Woodfield Review Committee prior to any excavation being performed.

Excavation for planting must be done by hand. Underground utility locations shall be marked in advance by Woodfield. Owners shall submit a service request for such services. The charge for this service will be \$100.00. Allow up to five working days for the marking of underground utilities (that excludes weekends so plan accordingly). Excavation should be done around the markings, not directly on them. Markings must remain visible and valid for 15 working days. If any paint marks or flags are moved, damaged or destroyed at any time, or if your project exceeds 15 working days, a new service request must be submitted to refresh the markings.

If damage occurs to utilities, work shall be suspended immediately, and Owner shall notify the Woodfield Office of such damage. Woodfield will repair and/or restore the damage as time permits and at the expense of the Owner.

Excavation Materials. Excess excavation materials must be hauled away from Woodfield and disposed of properly. Dumping of excess Excavation materials anywhere

within Woodfield is prohibited.

Fire Protection. Each construction site should have at least one (1) full and operable 7-pound ABC-rated dry chemical fire extinguisher present and available in a conspicuous place at all times. The use of any equipment, which may produce a spark, flame or significant heat, must be done within reach of a fully charged and working fire extinguisher.

Miscellaneous and General Practices. All Owners will be responsible for the conduct and behavior of their agents, representatives, contractors, and subcontractors while at Woodfield. The following practices are prohibited:

- Removing any plant material, topsoil, rocks or similar items from any property within Woodfield.
- Careless disposition of cigarettes and other flammable material.
- Use of, or transit over, any common areas
- Use of, or transit over, or access to, any undeveloped portions of Woodfield.
- Use of, or transit over, or access to, any portion of drainage ways.
- No pets may be brought into Woodfield by construction personnel.
- Exceeding the posted speed on any street within Woodfield.
- Any open fire.
- Any activity that is detrimental to the health and well-being of the wildlife within Woodfield.
- Use of alcohol or any controlled substance in the course of performing any work relating to an Improvement on the Lot.

Safety. It is the responsibility of all Owners and their contractors to comply with all applicable local, State and Federal safety regulations and standards at all times, including applicable regulations and guidelines of the Occupational Safety and Health Act (OSHA).

Storage of Materials. All materials related to an Improvement shall be stored within the Lot. Such materials may only be stored for the period of time needed to install or place such material. Once an Improvement, or phase of an Improvement, is complete, any remaining materials must be removed. Materials may not be stored on streets or common areas of Woodfield.

Temporary Construction Signage. Temporary signage is not permitted.

Washout and Cleaning. Washout of concrete trucks or the washout and cleaning of any equipment by masons, plasterers, painters, drywallers, etc. is prohibited.

Failure to comply with the Construction Standards may result in fines, liens or other actions by Woodfield as allowed by law.

These Construction Guidelines may be updated and amended from time to time.

Section 7

DESIGN REVIEW PROCEDURES

7.0 Design Review Procedures

These Community Guidelines prohibit any structure from being placed, erected, or installed upon any Lot, and prohibit any improvements (including staking, clearing, excavation, grading and other site work, exterior alteration of existing improvements, and planting of landscape materials) from taking place without the prior written approval of the Woodfield Review Committee. The Woodfield Review Committee has the responsibility to administer these and other design-related guidelines for the community. The Woodfield Review Committee also has the authority to review, approve or not approve all applications for modifications to existing improvements. These Guidelines are not the exclusive basis for decisions of the Woodfield Review Committee and compliance with the Guidelines does not guarantee approval of any application.

All buildings, structures and other Improvements within Woodfield must also comply with all applicable Town, State or Federal codes.

Plans and specifications for any proposed addition, modification or other improvement must be submitted to the Woodfield Review Committee prior to construction or installation.

7.1 Submittals

Any modification to an existing Park Model within Woodfield, including the installation of a patio cover, landscaping, or any other physical alteration to the appearance of a Park Model or Lot, must be approved in advance by the Woodfield Review Committee (unless otherwise allowed by these Guidelines).

Due to a wide variety of possible modifications and additions, a specific submittal outline is not available. However, the Applicant shall provide the Woodfield Review Committee with as much information as possible, including locations, color, size, setbacks and/or materials description when seeking approval. The submittal must also include photographs, product samples, or other materials that will help the Woodfield Review Committee understand the requested modification.

Review and Approvals. Incomplete information will cause delays in processing the application. Applicants will be notified in writing of the Woodfield Review Committee's findings within fifteen (15) business days (Monday-Friday) after receipt of all requested information. Unless otherwise provided as part of any approval, construction must commence within ninety (90) days from the date approval is given or the approval shall expire. Any changes made by the Applicant during the review process must be documented and provided to the Woodfield Review Committee. Applicants shall be

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All Additions, modifications or other Improvements must be approved by the Woodfield Review Committee prior to installation. Compliance with these Guidelines does not eliminate the need to submit to the Woodfield Review Committee prior to installation or commencement of work. Approval may be withheld as deemed necessary by the Woodfield Review Committee.

required to obtain written final approval on all plans submitted prior to commencement of the modification activities. Construction that is not per the approved plan or construction commencing before approval is subject to monetary penalties levied by the Woodfield Review Committee.

Service Request Form. The Service Request form is available on woodfieldrv.com.

7.2 Work in Progress

The Woodfield Review Committee reserves all rights to review, observe or inspect (or to designate a person to review, observe or inspect) all work in progress for the purposes of verifying compliance with the approved plans and specifications. The Woodfield Review Committee will give notice to the Owner for any items of non-compliance that are identified. Absence of such an inspection and notification during the construction period constitutes neither approval of the work in progress nor compliance with these Guidelines or the approved plans and specifications by the Woodfield Review Committee.

The Owner shall notify the Woodfield Review Committee at the time of completion of work, at which time the Woodfield Review Committee or its designee may review the completed work to validate compliance with the approved plans and specifications.

APPENDICES

Appendix “A”

Definitions

Unless the context otherwise specifies or requires, the following words or phrases when used in these Guidelines shall have the following specific meanings.

“Addition” means any changes, alterations, modifications or additions to a Park Model or Lot after its Original Construction, including any excavation, cut, fill, Residence, buildings, outbuildings, roads, driveways, parking areas, walls, retaining walls, stairs, gates, patios, landscaping, exterior lighting, poles, signs, exterior art or sculpture, repainting, and any structure or other improvement of any type or kind.

“Applicant” means the specific individual person identified as the applicant on the application form submitted to the Woodfield Review Committee as the applicant to whom all design review correspondence shall be addressed.

“City” means the City of Show Low, Arizona, a municipal corporation of the State of Arizona.

“Common Area” means shared spaces or amenities with Woodfield that are available for use by all Owners.

“Community” means Woodfield.

“Community Guidelines for Woodfield” means the restrictions, procedures, standards, intent and regulations relating to the design and construction of a Residence and other Improvements on the Lots in Woodfield, and set forth herein, and as amended from time to time by it.

“Contractor” means a person or entity engaged by an Owner, including the Owner acting as contractor, for the purposes of constructing any Improvement on the Owner’s Lot. This term also applies to any subcontractors, vendors, agents or employees of a Contractor.

“Cut” means removal of soil, rock or other earth materials to create a finished grade that is lower than the existing natural grade.

“Community Guidelines” means the “Community Guidelines for Woodfield”.

“Excavation” means any operation in which earth, rock, or other material in the ground is moved, removed or otherwise displaced by means or use of any tools, equipment or explosives and includes, without limitation, grading, trenching, digging, ditching, drilling, auguring, boring, tunneling, scraping, cable or pipe plowing and driving.

“Existing Non-Conforming Improvement” means an Improvement that does not fully comply with the Design Guidelines due to a variety of reasons. The existence of an Existing Non-Conforming Improvement does not establish precedence, nor does it obligate the Woodfield Review Committee to approve a similar Improvement in the future even if similar conditions exist.

“Fill” means any addition of soil, rock or other earth materials to the surface of the land which increases the elevation of such surface from its existing state.

“Finished Graded Pad” means the engineered finished graded earthen pad that was approved by Woodfield and the City and created as part of the original development and Original Construction of the property upon which the home was constructed.

“Front Yard” means the area between the sidewalk and the face of the Residence, including the area on the side of the home up to the fence return wall. The Front Yard may include property outside of the established Lot.

“Guidelines” means the “Community Guidelines for Woodfield”.

“Hardscape” means all constructed elements in the landscape, excluding buildings. This may include, but is not limited to driveways, sidewalks, fences, walls, paving, etc.

“Height” means, unless otherwise specified in these Guidelines, the height of an Improvement measured vertically from the primary finished floor elevation of the Residence. The primary finished floor elevation of the Residence shall be the elevation of the primary floor level that is closest to the finished grade of the Lot.

“Improvement” means any changes, alterations, modifications or additions to a Lot, including any Excavation, Cut, Fill, Residence, buildings, outbuildings, roads, driveways, parking areas, walls, retaining walls, stairs, patios, courtyards, landscape, poles, signs, exterior art, repainting, and any structure or other modification of any type or kind.

“Lot” means a Lot owned by Woodfield and leased to Owner.

“Original Construction” means the materials, colors, methods, details, styles, applications, techniques, and appearance of the construction of a Park Model and other Improvements at the time of initial completion of the Park Model by the initial Builder and as conveyed to the first initial Owner.

“Owner” or “Homeowner” means the Owner of a Park Model home.

“Public View” means the view of the Lot and/or House from adjacent streets and Common Areas. “Public” refers to anyone using or in the streets or Common Areas of Woodfield

“Residence” means any building or buildings, including any accessory building, constructed on a Lot, and any Improvements constructed in connection therewith. Unless otherwise defined, “Residence” shall mean a Park Model home.

“Reviewer” means “The Woodfield Review Committee”.

“Structure” means anything constructed or erected on a Lot, the use of which requires location on the ground or attachment to something having location on the ground.

“The Woodfield Review Committee” means the “Reviewer”.

“View Fence” means fencing and associated gates that are generally constructed of relatively thin rails and open pickets which allow a person to view through the fence. A wrought iron fence is an example of a View Fence.

“Visible from Neighboring Property” means that an object or activity on a Lot which is or would be visible without the use of artificial site enhancements in any line of sight originating from any point six feet (6'-0") above any other property at ground level, including other Lots.

Appendix “B”

Approved Plant List

The following are approved for use within Woodfield. The items in this list are known to be stocked and/or readily available by nurseries in the area. See Section 5 Landscape for more details.

Trees:

- | | | |
|-------------------------|----------------------|----------------------|
| - Ash | - Gambel Oak | - Staghorn Sumac |
| - Aspen | - Hackberry | - Sycamore |
| - Austrian Black Pine | - Honeylocust | - Theves Poplar |
| - Bigtooth Maple | - Junipers | - Twisty Baby Locust |
| - Birch | - Leylandii Cypress | |
| - Bolleana Poplar | - Lombardy Poplar | |
| - Box Elder | - Maple Amur | |
| - Catalpa, Western | - Maple Autumn Blaze | |
| - Cedars | - Maple Japanese | |
| - Chokecherry | - Maple Silver | |
| - Cottonless Cottonwood | - Pinon Pine | |
| - Douglas Fir | - Purple Robe Locust | |
| - Dwarf Alberta Spruce | - Red Oak | |
| - Eastern Redbud | - Red Sunset Maple | |
| - Flamingo Maple | - Silver Leaf Poplar | |
| - Flowering Pear | - Smoke Tree | |

Shrubs and Groundcover:

- | | | |
|--------------------------|------------------------|---------------------------|
| - Apache Plum | - Flowering Almond | - Three Leaf Squawbush |
| - Arborvitae | - Forsythia | - Variegated Dogwood |
| - Azalea | - Golden Vicary Privet | - Viburnum (Korean Spice) |
| - Bamboo | - Holly | - Weigelia |
| - Barberry | - Hydrangea | - Winter Fat |
| - Boxwood | - Lilac | - Yew |
| - Butterfly Bush | - Mahonia | |
| - Camellias | - Ninebark | |
| - Certain Grasses | - Pieris | |
| - Chokeberry | - Potentilla | |
| - Cotoneaster | - Red Twig Dogwood | |
| - Dwarf Burning Bush | - Roses | |
| - Dwarf Globe Spruce | - Russian Sage | |
| - Dwarf Mugo Pine | - Snowball Bush | |
| - Dwarf Purple Leaf Plum | - Spirea | |
| - Euyonomus | - Summersweet | |

Flowers:

- | | |
|--------------------|---------------|
| - Astilbe | - Lavender |
| - Black-Eyed Susan | - Liatris |
| - Bluebells | - Peonies |
| - Brunnera | - Phlox |
| - Butterfly Weed | - Pulmonaria |
| - Yarrow | - Salvia/Sage |
| - Catmint | - Veronica |
| - Coneflower | |
| - Coral Bells | |
| - Coreopsis | |
| - Gaura | |
| - Lilies | |
| - Hosta | |
| - Hellebore | |
| - Hollyhock | |
| - Iris | |

The Woodfield Review Committee may approve plants that are not on this list or delete plants that are on this list from time to time, at its sole discretion. Such approval of additional plant materials may be limited to a specific location or may be limited to specified portions of the community or may be allowed throughout the community, at the discretion of the Woodfield Review Committee.

Any request to the Woodfield Review Committee for approval to use plant material not on the Approved Plant List must be accompanied by a photograph of the proposed plant and information including growth characteristics, mature height, water use, pollen characteristics and applicability to this climate. The Woodfield Review Committee reserves the right to not allow any plant material that it deems inappropriate for Woodfield or for a particular application.

Appendix “C”

Prohibited Plant and Landscape Materials List

The following materials are prohibited from use within Woodfield.

Trees:

- Fruit (any type)
- Noble Fir (any type)
- Spruce (any type)
- Weeping (any type)
- Willows (any type)

Shrubs and Groundcover:

- Evergreen (any type)
- Ivy (any type)
- Juniper (any type)

Prohibited Landscape Materials

- Polyethylene film under landscape areas.
- Steel, plastic, scalloped concrete or wooden headers or borders.
- Colored rock, gravels, decomposed granite or mineral ground cover other than those samples that can be found in the Woodfield office.

Appendix “D”

Exterior Residential Repainting Guide

Overview. The Woodfield Community prides itself on a beautiful community with authentic architectural styles. To preserve the quality of the community, all Owners are required to maintain the exterior of their homes in an attractive manner in compliance with the Woodfield Community Guidelines.

Periodically, the exterior of a home needs to be repainted to maintain the appearance of the home and the quality of the community.

When an Owner wishes to repaint the exterior of their home, or if they have been asked by the Woodfield Review Committee to repaint the exterior of their home, they must comply with the rules, procedures and design criteria of the Design Review Committee.

Exterior Repainting With the Same Colors. If an Owner wishes to repaint the exterior of their home with the exact same original colors in the exact same original locations, they must submit a Service Request to the Woodfield Review Committee for review and approval prior to painting. The following criteria must apply:

- The colors must match the “original” colors painted at the time of original completion. Keep in mind that colors fade drastically in the Arizona sun; therefore, when repainting using the same colors, you may not match the existing color on the house at the time but instead must match the original colors painted at the time of Original Construction.
 - Owners can often find information on the original colors of their home in their original purchase documents.
 - In some cases, the original home builder may have left some touch-up paint with the original colors.
 - In some cases, Woodfield has records on some (but not all) of the color schemes that were used at the time of original completion.
- When using the same color scheme, the locations of the colors must be in the exact same locations as the colors painted at the time of original completion. For example, if the original trim color of the house is dark brown, you may not use the dark brown trim color to paint the main body of the house; even though it was one of the original colors. The color locations must be the exact same locations as the original design.
- If an Owner wishes to change **any** exterior colors and/or locations of colors, including the color of the body, trim, or front door, they must submit to the Woodfield Review Committee for review and approval **prior** to painting.

Exterior Repainting with New Colors. If an Owner wishes to repaint the exterior of their home with new colors, they must submit a complete application to the Woodfield Review Committee for review and approval prior to painting.

Exterior Color Requirements. Each individual color scheme will be reviewed based on its own merit, but some general rules and requirements for exterior colors include:

- A home may not be repainted with the same color scheme as the home on either side of the subject property; or with the same color scheme as the home directly across the street from the subject property.
- The Woodfield Review Committee reserves the right to deny any exterior color application that it deems in its sole discretion to be not appropriate to the regionally relevant architectural styles.
- The Woodfield Review Committee reserves the right to deny any exterior color that it deems in its sole discretion to be too bold or too dramatic, or otherwise not in keeping with the color scheme of the home or the character of the community.

Notes.

- Applications to repaint the exterior of a home shall be submitted via the Service Request system.
- Actual paint chips from the paint manufacturer are required to be submitted to the Woodfield Office. On-line or digital paint chips submittals, colored copies or scanned copies of paint chips are not acceptable because they do not accurately represent the proposed paint colors.
- Incomplete applications will not be reviewed. Submitting an incomplete application can significantly lengthen the amount of time necessary to obtain approval from the Woodfield Review Committee.
- Exterior painting that involves new colors or changes in color may not occur until the application has been approved in writing by the Woodfield Review Committee. If an outside painting contractor is hired, they must provide proof of appropriate licensing and evidence of insurance to the Woodfield Review Committee in accordance with Section 6 prior to commencement of any work.
- When hiring a painting contractor, each property owner must inform the painting contractor of the requirement to obtain approval from the Woodfield Review Committee prior to painting. Please schedule sufficient time to allow for your application to be processed.

Property owners who cause the exterior of their home, or portions of the exterior of their home, to be painted without approval by the Woodfield Review Committee will be required to repaint the home to match the original colors that were on the home at the time of original completion. In addition, fines, penalties, revoked privileges, revocation of lease and/or legal action may be accessed for failing to obtain approval by the Woodfield Review Committee prior to painting.

Appendix “E”

Submittal Checklist

The following Submittal Checklist is provided in these Guidelines for reference. All submittals must be submitted using Woodfield’s Service Request System via the Woodfield website. Paper submittals will not be accepted. One Service Request shall be submitted for each project.

Submittal Checklists

1. Exterior Structure Checklist - storage sheds, living additions, porches, fencing (Section 3 - Architectural Standards)

Requirements:

- These types of improvements must be completed by the Woodfield team. Your Service Request submittal should indicate what type of improvement(s) you would like. Requests for fencing must include the proposed material

2. Landscape Checklist (Section 4 - Landscape Standards)

Plan Requirements:

- Plans must be drawn to scale (minimum scale 1” = 20’-0”) and include a north arrow, appropriate dimensions, or other pertinent information to clearly convey the applicant’s proposal.
- Plans must indicate all proposed and existing elements such as the home, driveway, walls, plants, boulders, hardscape and/or ground cover.
- Submittals must be accompanied by a photograph(s) of the property and proposed work area.
- All submittals for front yard modifications shall demonstrate that the design meets or exceeds the minimum plant requirements for each lot where applicable.
- All plants must be from the approved plant list for your neighborhood landscape theme (see Appendix “B”).
- Plans shall include a legend that identifies proposed materials by symbol, name, size(s) and quantities.
- Hardscape materials such as granite, boulders, pavement or other inert materials must be specified by color and size. The Woodfield Review Committee may require product samples to be submitted prior to approval.
- Any existing and/or proposed lighting must be indicated including locations and fixture identification (type, brand name, wattage, etc.).
- All landscaped areas must be provided with a permanent and automated underground irrigation system. No turf or spray-type irrigation is allowed within three (3) feet of a wall or fence which is located on a property line, including rear and side yards.

General requirements and common stipulations:

- Confirm the minimum landscape requirements as stipulated in Sections 4.3 and 4.4.
- Raised landscape planter boxes may not be attached directly to common party walls and may not exceed 24 inches in height. The inside of all raised planters must be waterproofed to prevent water damage to walls. Fencing around planter boxes is prohibited.
- Decorative pots within the front yard must be located near the front of home. Pots must contain seasonal flowers or other live plant material from the approved plant list.
- Artificial vegetation is not permitted.
- Landscape lighting shall comply with the standards described in Section 6 of these guidelines (Lighting Standards).

3. Other Applications – security doors, driveways, lighting, sunshades, wall/exterior ornamentation, security cameras, flag poles, antenna and satellite dishes, etc. (Section 3 - Architectural Standards)

General requirements and common stipulations:

- Plans shall accurately indicate placement location, dimensions (height, width, length).
- Submittals must be accompanied by a photograph(s) of the property and proposed work area.
- Identification of all materials, colors, finishes of the proposed improvement possibly including a materials board, color samples, cut sheets, photographs, brochures, etc.
- Unless otherwise permitted by law, antennas/satellite dishes, etc., shall be discretely located in the side or rear yard, installed immediately adjacent to the Residence, and integrated with the residential structure and landscaping.
- Screen doors shall be painted an appropriate complementing color to the main body color of the Residence.

Note: The submittal checklist items shown above are provided as a basis for guidance and are not all-inclusive. At its discretion, the Woodfield Review Committee may request further information to make an informed decision.

Woodfield
Service Request for Review
www.woodfieldrv.com/service

Any modification to an existing Park Model or Lot within Woodfield must be approved in advance by the Woodfield Review Committee.

Service Requests should be submitted with attachments (if appropriate) detailing the intended modification or improvement. Remember – the Asset number is your site number.

Allow 15 business days (Monday-Friday) for review. The Woodfield Review Committee reserves all rights to review, observe or inspect all work in progress for the purposes of verifying compliance with the approved plans and specifications.

Include the following information in your Service Request:

- ☐ Proposed modification/improvement (MUST include picture of home, drawings with property plat, material and color samples, brochures, etc. Without necessary information, application will not be reviewed.)
- ☐ Specifics of Review:
 - Indicate Dimensions (height, width, length)
 - Type of Material/Color to be used (if applicable)
 - Attachments (Should include property plat; drawings of project; plant list for landscape; location on property; example or picture; product brochure; contractor drawings; signed/dated statements in favor of project by neighbors)
 - Person or Contractor performing the work (if not Woodfield)
 - Indicate whether they are a Licensed Contractor
 - Provide proof of contractor insurance
 - Estimated Completion Date

By submitting a Service Request for review and approval, Owner certifies that all the information provided is accurate to the plans. Owner understands and acknowledges that no work may commence prior to approval by the Woodfield Review Committee and that Owner will be liable for all costs necessary to bring any nonconforming work into compliance.