



REVISED

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# ARCHITECTURAL GUIDELINES

GOLF VILLAGE PROPERTY OWNERS' ASSOCIATION

## Introduction

The purpose of this document is to provide a uniform set of guidelines for approval of architectural changes in the Golf Village residential community. Requiring approval for architectural changes has been demonstrated to be an effective way of maintaining value and appearance in a community.

It is not our intent to curb individual taste or the freedom to enjoy our own property. It is our goal to maintain our property value and to be consistent with the Covenants and By-Laws to which we all agreed and approved when we purchased our homes. By publishing these standards and making them available to all homeowners (and renters), we hope there will be less confusion as to what is acceptable. It is good to note that the majority of exterior changes to properties must be approved by the Architectural Review Committee (ARC).

Please note that all construction is subject to state/county/village rules and regulations. All homeowners and renters must obtain all necessary permits. It is also important to point out that failure to secure ARC approval (where required) or violation of the Covenants or By-Laws may result in further action by the Board of Directors. The Board of Directors has the authority to demand restoration of unapproved modifications. Owners making changes or alterations without ARC approval subject themselves to possible rejection of the improvement and subsequent restoration and legal costs and possible fines. Please plan all improvements in advance to assure time for review by the ARC prior to beginning work. Remember, these guidelines were established to benefit all homeowners by maintaining their property values in our community.

It is possible a submittal may meet all guidelines and criteria listed below and still not receive approval, if in the judgment of the ARC its overall aesthetic impact is not acceptable. The approval of an application for one proposed improvement shall not be construed as creating an obligation on the part of the ARC to approve applications involving similar designs for proposed improvements pertaining to different lots. The purpose of the ARC is to ensure that the overall quality level of the Golf Village Community is maintained at the highest level possible while allowing for each homeowner's individual taste in design, colors and materials.

## Process for Approval of Improvements

- Homeowners will submit home improvement requests to the ARC for review. All requests must be approved in writing by the ARC prior to any commitments made to contractors or commencement of any work.
- The request form for home improvement is posted on the Golf Village website: [www.golfvillagefoxcrossing.com](http://www.golfvillagefoxcrossing.com).
- All forms and documents will be submitted to the property manager as indicated on the form.
- The ARC has 30 days to either approve or deny the request after the ARC receives the paperwork. Please note that if additional or missing information is required, the request will be denied, and must be resubmitted with the required information. (Note: The approval time of 30 days will be reset with the resubmission).

## Time to Commence

After approval by the ARC, all work must commence within three months. If work does not start within that time, approval shall be deemed withdrawn and it will be necessary for the applicant to resubmit the plans to the ARC for reconsideration.

## Time to Complete

Once construction is commenced, it shall be diligently pursued to completion. Completion to all modifications shall take place within six months after commencement unless otherwise stated on the approved plans. The applicant may request an extension of the maximum time period, which the ARC may approve or disapprove at its sole discretion. If construction is not completed on a project within the specified time period, then approval shall be deemed withdrawn and the incomplete construction shall be deemed to be in violation of the Declaration of the Covenants and By-Laws.

## Change after Approval

All proposed changes to plans made after ARC approval of the original plans must be submitted to and approved in writing to the ARC prior to implementation. If the state/county/village or any other authority having jurisdiction requires that changes be made to the final construction plans previously approved by the ARC, the applicant must notify the ARC of such changes and receive approval by the ARC prior to implementing such changes. All changes are subject to inspection by the ARC.

## Guidelines

**Dog Houses/Pens/Runs:** ARC approval is required if visible from the street. Placement cannot cause a disturbance to the neighbors.

**Driveway Widening:** All driveway width expansion requires ARC approval. Only concrete is permitted and can take up no more than  $\frac{1}{4}$  of the width of the current driveway. No gravel, asphalt or other material for driveway expansion will be permitted.

**Energy Conservation:** Solar panels and other energy conservation devices need ARC approval and cannot be located on the front part of the home or lot unless owner can substantiate that this is the only location where the device(s) will work, and device is reasonably shielded from view.

**Fences:** New and replacement fencing must be approved by the ARC prior to obtaining permits from the local government and beginning of construction. All fencing is to be installed by a licensed and insured contractor that agrees to abide by all covenants, bylaws and guidelines as established by the Board of Directors of The Golf Village Property Owners Association.

- Maximum height permitted is six feet. Top of fence can be no more than six feet above grade.
- No fencing shall extend beyond the halfway point of the sidewall plane of the structure into the front yard.
- Residents with lots adjacent to a pond, the portion of fencing facing retention ponds is restricted to installing only wrought iron style fences. The rear portion of the fence (i.e., parallel to the edge of the pond) is to be constructed from decorative concrete block materials. Fencing is not allowed on a downslope towards the pond to ensure access for maintenance crews.

Fencing height decisions should include consideration of whether the fence will restrict adjoining lot homeowner's view of the pond. Fencing running perpendicular to the pond (left or right side of yard) should be no higher than 6 feet (72") and must begin to transition from 6 feet (72") to 4 feet (48") at a minimum of 40 feet from the pond water's edge. The height transition must take place within the maximum of one 8-foot (96") section of fencing. The rear portion of the structure (i.e., decorative concrete block) is not to exceed 4 feet (48") in height and should not be closer than 30 feet to the pond water's edge.

- Fencing sections with gates may be installed, where allowed on side yards.
- Wood fencing may not be painted; only wood stain or wood preservative will be allowed.
- If a fence is currently in place on an adjacent property, consideration should be given to aligning the front portion of the fences.
- Support posts must be installed on the inside of the fence being installed.
- All fences must adhere to county/village codes.

- New or replacement fencing must be pressure treated pine, vinyl or black vinyl coated chain link.

### **WROUGHT IRON**

- The color must be black.
- Posts should be set two or more feet below grade in least 8" in diameter or more of concrete.
- Keep line posts distance between the posts evenly spaced and under 10 feet.

### **PINE**

- Three designs are approved, Shadow Box, Privacy Shadow Box, and Board on Board.
- Use only high-quality pressure treated pine lumber.
- Posts set two or more feet below grade in 60 pounds or more of concrete.
- Use three horizontal pressure treated 2X4s.
- Use 5/8" thick pressure treated pickets.
- Treat all wood surfaces with commercial grade waterproofing 4-5 months after completion.

### **VINYL**

- Three designs are approved, Shadow Box, Privacy Shadow Box, and solid panel.
- Use only high-quality vinyl materials.
- Posts must be 5"x5" with aluminum inserts set 30" deep in concrete.

### **BLACK VINYL COATED CHAIN LINK**

- Chain link fences, while technically allowed, are most undesirable in Golf Village.
- Use only high-quality 9-gauge black vinyl coated chain link with matching posts and hardware.
- Posts should be set two or more feet below grade in least 8" in diameter or more of concrete.
- Keep line posts distance between the posts evenly spaced and under 10 feet.

**Flags or Flagpoles:** Display of the United States flag in a tasteful manner is encouraged. Brackets for a flagpole may be installed on any home without ARC approval. No more than two flags, on separate poles may be installed on any house. Owners may attach flags of reasonable size (3x5) with mountings not to exceed eight feet, attached to the house or garage. Flags shall be in good condition and not torn or faded.

- Flagpoles - If the homeowner insists on a freestanding pole, the pole must be no less than 2.5 inches in diameter and no more than 4 inches in diameter.
- A freestanding pole may be no taller that the highest point of the house.

- The Pole must be in a cement footing.
- Flagpole must be placed within 15 feet of the house.

**Garbage and Trash Containers:** Must be screened from public view by either using fencing or by planting shrubs. No garbage or trash containers can be stored in the front of the home. See Appendix A for examples of container screening.

**Gazebos and Greenhouses:** ARC approval is required prior to the construction of any gazebo, greenhouse or solarium. Any greenhouse, gazebo or solarium must be an integral part on the landscape plan; be located in the rear yard; and must not obstruct any adjacent owner's view.

**Landscaping Around Utility Boxes:** Any landscaping around utility boxes will conform to restrictions set by the utility company. Placement of landscape must provide access to the utility boxes.

**Mailboxes:** All homes in the Golf Village Community are required to have a U.S. Post Office approved mailbox. Homeowners are required to keep mailboxes well maintained and in good working order.

**Parking:**

- Visitor parking is only permitted on a temporary basis.
- Parking on the lawn and in the easements is also prohibited.
- No parking will be permitted where the subdivision's drainage flow may be affected.

**Pools:** All swimming pool construction and accompanying screen and deck construction require ARC Approval.

**Room Additions:** All room additions and screen enclosures require ARC approval.

**Satellite Dishes/Outside Antennas:** Satellite dishes must be mounted to the house and not placed on the front lawn area. Any other antenna mounting requests will be dealt with individually.

**Sheds:** Sheds are permitted in the Golf Village Community. All sheds require ARC approval. Shed guidelines are as follows:

Sheds are visible to the general public and can affect the relationships between neighbors. A failure to develop some guidelines can create problems within our development in the form of misunderstandings among neighbors, inconsistencies and unfairness in treatment, and an excessive number of violations.

- *Storage Shed:* A prefabricated or on site constructed enclosure that is less than 9 feet high, less than 150 square feet in area and is used for the storage of lawn tractors, garden implements, bicycles and other common household commodities.

- *Quantity:* Only one shed per lot will be approved.
- *Use:* Sheds shall not, under any circumstances, be used as a living or recreational space.
- *Location:* Sheds may be located only within the building setback lines and must be in the backyard. For homes on retention ponds, sheds will be placed directly against the rear of the home.
- *Size:* Maximum footprint shall be 150 square feet (i.e., 10' X 10' or 8' X 12'). Maximum allowable height shall be 9 feet.
- *Structure:* Sheds of wood, metal or plastic construction are permitted. Sheds must include a solid floor composed of either a 4 inch thick concrete slab or an integrated floor of suitable building material (e.g. pressure treated lumber). The area around the foundation must be backfilled; no exposed space under the shed will be permitted. A suitable barrier must be in place to prevent burrowing animals from making a habitat under the shed.
- No dirt or gravel floors will be permitted.
- Roof must be sloped to compliment the primary residence. Flat roofs will not be approved.
- All sheds must have a door that latches.
- *Utilities:* Any utilities servicing the shed must be underground. No above ground utilities of any type will be permitted.
- *Exterior lighting:* (if installed) shall not exceed one 75 watt light bulb enclosed in a permanent fixture attached to the shed. Efforts must be taken to shield neighbors from light overrun.
- *Maintenance:* Property owners are responsible for the maintenance of all structures on their property, including the shed and any landscaping included, and approved, in the initial request.
- No items may be stored outside of, or attached to the outside of, the shed.
- Shed doors should be kept closed and latched when not in use.

## Appendix A

### Trash Container Screening

All trash container screening must be applied for and will be approved on an individual basis. All screening must be two sided. Applied for screening structures should resemble the examples below:





**GOLF VILLAGE PROPERTY OWNERS ASSOCIATION  
ARCHITECTURAL REVIEW REQUEST FORM**

**Name of Homeowner(s):** \_\_\_\_\_

**Address of Property:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Description of Improvement  
Or Request:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Owners**

**Signature(s):** \_\_\_\_\_

All requests include the following (as necessary):

- (1) All plans, drawings, pictures, etc., along with color samples if appropriate.
- (2) Please include a site survey showing the location of the improvement or request.
- (3) Owner assumes all liability, damages, additional cost, etc. in reference to this request.
- (4) Owner is responsible for obtaining all county/state permits & approvals if required.
- (5) All requests must be approved by the ARC Committee before any work can be started.
- (6) All contractors must be licensed and insured and agree to comply with all covenants, by laws and guidelines as established by the Board of Directors of the Golf Village Property Owners Association.
- (7) Only the homeowner of record may request architectural approval and all assessments and interest must be paid on property.

Please forward all requests to:  
GOLF VILLAGE PROPERTY OWNERS ASSOCIATION  
ATTN: Architecture Review Committee  
716 Treyburn Court  
Neenah, WI 54956-1474  
Email: [golfvillagefoxcrossing@gmail.com](mailto:golfvillagefoxcrossing@gmail.com)

To be filled in by AR Committee:

**Date received:** \_\_\_\_\_ **Date action taken:** \_\_\_\_\_

**Action Taken:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AR Committee  
Representative:** \_\_\_\_\_