



OAK HILL

Master Association

River Falls, WI

Architectural and Landscape Guidelines for Single Family Homesites

March 2024

PLEASE NOTE: All homeowner changes or additions to any home's exterior, including landscaping, requires an application submittal, review, and approval by the Oak Hill Master Architectural Review Committee.

Please see Exhibit A for the Architectural Change Application and submit via your neighborhood manager.

Contact Bordertown Realty at 715.386.6000 to speak with the
Oak Hill Association Manager

*NOTE: Declarant reserves the right to make amendments
at any time to these Architectural and Landscape Guidelines*

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EXHIBIT A – HOMEOWNER ARCHITECTURAL CHANGE APPLICATION

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STATEMENTS OF PURPOSE AND USE

These Guidelines have been created to assist property owners, architects, and contractors in their design of homes or other improvements in the community. By encouraging quality and attention to detail, the community will be preserved for the benefit of all present and future homeowners. For the purposes of this document, the term “Builder” or “Builders” shall be defined as any of the approved Builders in Oak Hill Master and “Owner”, or “Homeowner” shall be defined as the resident or owner of a home or future home in Oak Hill Master.

All homeowners within the community should refer to these Guidelines and any subsequent updates prior to commencing any modification, change, addition, or alteration to any of the Improvements on their property.

I. GENERAL PLANNING GUIDELINES AND REVIEW PROCESS:

All Improvements are required to be submitted for Formal ARC Review. In the case of any Improvement (not a new home) to be completed by the Homeowner, the Homeowner Architectural Change Application (Exhibit A) should be submitted to the ARC. The ARC may, in its discretion, require additional information to confirm that the completed improvements will conform to these Guidelines.

Upon review of an application, the ARC will provide Owner or Builder one of three notices:

- A. Not Approved** – this designation states that the submittal was not approved.
- B. Approved with Conditions** - this designation indicates that the ARC reviewed and approved the Improvement subject to certain conditions provided all other government and municipal requirements/approvals have been met/obtained to begin construction of the Improvement.
- C. Approved for Commencement of Construction** - this designation indicates that the ARC reviewed and approved the Improvement provided all other government and municipal requirements/approvals have been met/obtained to begin construction of the Improvement.

NOTE: All applicants (Builder and Owners) shall hold harmless, indemnify and defend the Association and its officers, directors, and agents from and against any expenses, claims, damages, losses or other liabilities, including without limitation attorneys’ fees and costs of litigation incurred by the Association, arising out of (i) any part of the alterations/improvements which violates any governmental law, code, ordinance, or regulation; (ii) the adequacy of the plans or specifications submitted by the owner in connection with this application; and (iii) the construction of the alterations/improvements.

III. HOME DESIGN GUIDELINES

A. Roof Materials

To create visual interest within the neighborhood, the ARC desires to see color variation among shingle colors. The identical color shingle on adjacent homes should be avoided if possible. The roofing material and color shall be compatible with other approved roofing in the neighborhood.

B. Solar Energy

The Oak Hill Master Homeowners Association supports sustainability initiatives and may approve roof-mounted solar energy projects if consistent with the following guidelines:

- a. Plans for any solar energy project must be pre-approved by the ARC prior to installation or use. The written application for such a project must include:
 - i. Certification that applicant meets all conditions required by the ARC;
 - ii. A plan showing the location of the solar panels and associated wiring/piping, and the catalogue information for the equipment being proposed; and
- b. The ARC will approve or deny the application for a solar energy project within thirty (30) days of the date the application was received. During the 30-day period, the ARC may request additional information from the applicant.

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- c. Solar project installations are limited to roof mounted projects that do not extend above the peak of a pitched roof or beyond the edge of the roof.
- d. The ARC may impose reasonable restrictions on installing, maintaining, or using solar energy systems, so long as the restrictions do not decrease the system's projected energy generation by more than ten percent or increase the cost by more than \$1,000. The ARC reserves the right to obtain an alternative bid and design from a solar energy system designer or installer for the purposes of imposing such restrictions. Restrictions may include, but are not limited to:
 - i. Restricting the location and placement of solar energy panels;
 - ii. Requiring all components of the solar energy system to be integrated into the design of the home;
 - iii. Requiring the system component colors to conform to the color of the roof shingles to the maximum extent practical;
 - iv. Requiring piping and electrical connections to be located directly under or within the perimeter of the panels, when possible, and placed as inconspicuously as possible when viewed from all angles;
 - v. Requiring all painted surfaces match the color of the home surface they abut; and
 - vi. Requiring paint to be maintained in good condition throughout the life of the project.
- e. Solar systems must be installed by a certified or licensed installer or contractor in compliance with applicable state and city (local) standards, requirements, and building codes. Contractors must obtain required building and electrical permits prior to installation.
- f. A solar energy system must meet: (1) all applicable safety and performance standards established by the National Electrical Code, the Institute of Electrical and Electronics Engineers, and accredited testing laboratories, including but not limited to Underwriters Laboratories; and (2) where applicable, rules of the Public Utilities Commission regarding safety and reliability.
- g. Roof mounted solar panel systems must continue to be kept in good appearance. The owner of a solar panel system is responsible for removing the system if necessary to repair, perform maintenance, or replace common elements or limited common elements. If individual panels fail, replacement panels should match existing. Solar panel systems that are damaged beyond repair, fail to operate, or become unsightly must be removed.
- h. The owner of a solar panel system will indemnify or reimburse the ARC for any loss or damage caused by the installation, maintenance, use, repair, or removal of the system.
- i. Ground or wall mounted solar systems are not permitted. Homeowners contemplating any other type of exterior renewable energy projects must submit an application to the ARC for consideration.

C. Satellites/Exterior Antennas

Satellite dishes may not exceed 40 inches in diameter. Satellite dishes and exterior antennas must be installed on the rear of the home at least four (4) feet down from the roof peak so the dish/antenna is screened from the front streetscape. Satellite dishes do not need prior ARC approval.

D. Gutters and Downspouts

Gutters and downspouts may be installed by lot owners without prior written approval provided the following conditions are met:

1. Only metal seamless gutters are allowed.
2. The color of the gutters and downspouts must match the adjacent trim or siding.
3. Downspouts cannot be installed to direct runoff onto adjacent property.

E. Decks

Decks are permitted with prior approval of the ARC. Decks and patios should be an extension of the home. Cedar, redwood and wood composite construction is encouraged, painted or stained depending on the home style. The design and color palate of all deck features (posts, railing, skirting, newels, etc.) should complement the home. No deck ledger boards are permitted to be constructed without the deck being constructed simultaneously.

F. Siding

The same color siding on adjacent homes is prohibited (adjacent considers either side of the subject home on the same side of the street and the house directly across the street).

All siding products must follow the final grading of the area around the sides and rear of the home. Exposed exterior insulation, or siding 'step downs' which follow the foundation and not the grade will not be acceptable.

G. Landscaping

All yard areas except natural areas, planting beds, decks, gardens (allowed in rear yards only), play areas and pavements, must be sodded. Seeding is not permitted.

- i.) **Retaining Walls:** Check city requirements for permit, design, certification, and construction requirements. Do not locate any portion of a retaining wall below the 100-year high water elevation of any wetland or stormwater pond. No retaining walls shall be placed within a city or HOA based drainage and utility easement.

H. Fences

Underground invisible fences are allowed for dog enclosure purposes. Invisible fencing does not need prior ARC approval, but homeowner is responsible for having property lines staked to ensure system is installed entirely within their property.

Fences are permitted with prior approval by the ARC. All fences must be constructed of either black steel/metal, black coated chain link, vinyl or cedar and will be approved at the sole discretion of the ARC. Fencing shall not exceed 6' feet in height, shall not impede any drainage easement, and shall not be placed beyond the nearest front corner of the front elevation. All fences must meet any requirements of the applicable government authority and the Declaration of Covenants. If a fence is located within a drainage and utility easement and access is required within said easement, the city and association are not responsible for any damage or removal of the fence caused by accessing the drainage and utility easement. Approved fencing shall be maintained by the Owner on a continual basis; allowing the fencing to fall into any form of disrepair whether by physical maintenance or aesthetic appearance will not be tolerated. The ARC and/or the Association will diligently enforce all policies relative to fencing.

I. Dog Houses and Runs

Dog houses are not permitted; all pets must be housed inside the home overnight. Dog runs may be permitted only with written ARC approval. Owner may be required to install perimeter landscaping to screen the enclosure. Dog runs must be placed in locations that minimize impact on neighboring structures.

J. Pools, Spas and Hot Tubs

Pools, spas and hot tubs may be permitted with prior ARC approval. Design, materials, and layout of any proposed pool, spa or hot tub must be submitted for ARC review prior to installation.

A site plan showing the exact location, complete construction details and a detailed landscaping plan that provides for ample landscaped screening of the pool/hot tub from all side and rear-view corridors and adjacent properties is required with all submissions. Approval of the proposed screening will be subject to the discretion of the ARC and must be planted/installed at the time of

pool or hot tub installation. A fence meeting the requirements of the Fence section in the Guidelines is required to be installed around the perimeter of the pool.

Pool and equipment enclosures must be architecturally related to the house and other structures in their placement, mass and detail. All pool equipment enclosures must meet the city's setback requirements and may not exceed five (5) feet in height. Pool decks may not encroach into setback areas to any property line. Pool equipment, tools, hoses, chemicals, etc., are to be located completely out of site. Pool drain hoses must be located to ensure drainage remains on home site property and not on adjoining home site properties or easement areas. Pump motor location is to provide minimal noise disturbance to adjoining properties. Notwithstanding these guidelines, Builder or Owner must meet all local and state agency requirements.

Temporary wading pools (kiddie pools) of the type which are inflated and are easily removed are allowed if they are not left standing on a Lot for more than 10 consecutive days at a time and do not exceed 12 feet in diameter. Wading pools must be located in the rear yard, away from the street.

K. Outdoor Sports Courts

All outdoor sport courts must be approved by the ARC prior to their installation and will be considered on a case-by-case basis. Placement should be considered to reduce the impact on neighboring lots, must be located in the rear yard, and must meet the city's setback requirements. A detailed landscape plan that provides for ample screening of the sports court from all side and rear-view corridors and adjacent properties is required with all submissions.

L. Basketball Hoops

Permanent basketball backboards affixed directly to a home structure are not allowed.

Basketball systems attached to a post are allowed with prior ARC approval.

Mobile basketball hoops are allowed and do not need prior ARC approval. Mobile basketball hoops must be stored indoors and out of sight during the winter months.

M. Trampolines

Trampolines are allowed and may be installed by lot owners without prior written approval.

Placement of trampolines should be considered to reduce the impact on neighboring lots and must be located in the rear yard.

N. Gazebos

Gazebos must be approved by the ARC prior to installation and will be approved on a case-by-case basis. A site plan showing location, complete construction/elevation details and a landscape plan are required with all submissions.

Care must be taken to locate gazebos so as not to infringe upon view corridors, adjacent structures and the natural amenities of the area. The minimum setback from side property lines is fifteen (15) feet and from the rear property line is twenty (20) feet and shall not be located within a drainage easement. The structure should be constructed of pressure treated wood, designed to complement the house and stained/painted to match the house. Notwithstanding these guidelines, Builder or Owner must meet all local agency requirements.

O. Play Structures

All play structures must be approved by ARC prior to installation and must be located in the rear yard. The colors of the play structures should be neutral in color and blend with and complement the home. A site plan showing the exact location of a proposed play structure and a landscaping plan are required with all submissions. General maintenance and appearance of the play structure

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is the responsibility of the Owner. If the play structure is not maintained, the ARC may remove or maintain it at the Owner's expense.

P. Accessory Buildings

Accessory Buildings are permitted with prior ARC approval. Accessory buildings should be located within the rear yard, and exterior finishes and colors should complement the materials used on the exterior of the home. ARC approval does not consider city building permit requirements, so applicants must verify whether city and any other jurisdictions that might have authority pertaining to code and permit requirements.

Q. Fines

If any work is commenced prior to receiving written Approval, the Board may levy fines up to \$2,500 against the party responsible for the application or against the subject lot.

Prior to the imposition of a fine, the Board shall give reasonable notice to the owner regarding the violation and provide to the owner an opportunity for a hearing before the Board, in accordance with the Master Declaration. If a fine is imposed and is not paid within 30 days of imposition, or the violation is not cured with 30 days of any order to cure, an additional fine up to \$250.00 may be imposed on the owner and assessed against the owner's lot for each 30-day period thereafter during which the initial fine remains unpaid or the violation remains uncured. The Board may levy fines in addition to requiring compliance. The payment of a fine shall not constitute authorization for the applicant or any other party to proceed with the proposed construction or continue any violation or a waiver of any requirements contained in these Guidelines or the Master Declaration.

The fines imposed under this section are separate from and in addition to any order to cure violations and any other penalties, fines, damages, attorneys' fees or other costs which the Association or the ARC may impose and other remedies the Association or the ARC may obtain in connection with the enforcement of these Guidelines or the Master Declaration. The imposition of a fine for a violation shall not serve as precedent for a subsequent fine for the same violation. The imposition of a fine in an amount for a violation shall not serve as precedent for imposing the same fine for a subsequent similar violation. Each fine shall be imposed on a case-by-case basis.



MASTER HOMEOWNER ARCHITECTURAL CHANGE APPLICATION

Step 1. Review the Architectural guidelines defined in the Declaration of Covenants (*Section 8*) and detailed in the Oak Hill Master Architectural and Landscape Guidelines.

Step 2. Fill out this application:

Name: _____ Phone #: _____

Address: _____ City, Zip: _____

Development Name: _____ Owner Closing Date: _____

Lot: _____ Block: _____ Addition: _____

Est. Start Date : _____ Est. Completion Date : _____

Contractor's Name: _____ Phone #: _____

Type of Alteration/Improvement: _____

Include the following attachments with the application:

- Attach all the required items as listed in the attached Architectural Change Checklist. If the requested change is not one of the identified changes in the Architectural Change Application Supplement, please contact the Community Association Manager for further instructions on what is needed to fully complete the application.
- Attach a copy of your original lot survey **with placement of improvement/alteration noted (i.e. if building a deck, draw placement of deck on the survey).**
- Attach a drawing of the alteration/improvement, preferably a professional drawing from your contractor. If that is not available a hand drawing is acceptable
- Attach a written description or picture (if same as your proposed improvement) of the alteration/improvement. Include a list of materials that will be used (for a deck you would include the following: types of wood, paint colors, stain colors etc.)

The homeowner agrees to the following:

- A. No alterations/improvements may be commenced until written approval is received from the Architectural Review Committee. Alterations/improvements must be completed as represented in this Application, or as modified by any changes required as a condition of approval.
- B. The owner is responsible for obtaining any required building permits.
- C. Homeowner will notify the HOA if heavy equipment is to be used. Homeowner also agrees to notify the HOA at minimum 3 days in advance of the project start date if there is anticipation of any road closures, road access obstruction, or excessive noise. Road closures must be approved through the city.

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- D. Homeowners are prohibited from utilizing HOA common property for access. Any damage caused to the common area property, or adjacent property, will be the sole responsibility of the homeowner to repair back to the original state. Homeowners/contractors found to be accessing their lot through common area property will immediately be shut down and expenses or fines will be assessed directly to the homeowner.
- E. The owner, not the Association, Board of Directors, or Review Committee, is responsible for (i) the construction standards and specifications relating to the alterations/improvements and construction work; and (ii) determining whether the alterations/improvements violate any restrictions or requirements imposed by any governmental authority having jurisdiction over the Unit.
- F. **The owner shall hold harmless, indemnify and defend the Association and its officers, directors, and agents from and against any expenses, claims, damages, losses or other liabilities, including without limitation attorneys' fees and costs of litigation incurred by the Association, arising out of (i) any part of the alterations/improvements which violates any governmental law, code, ordinance, or regulation; (ii) the adequacy of the plans or specifications submitted by the owner in connection with this application; and (iii) the construction of the alterations/improvements.**

Signature: _____ Date: _____

Step 3. Submit the application via email (preferred method) to the Association Manager, Jean Connors jean@bordertownrealty.com, or mail your application to:

Oak Hill Master ARC
 Bordertown Realty
 744 Ryan Drive, Suite #103
 Hudson, WI 54016

***Remember to include all the required attachments with your submittal.**

Step 4. Wait for a response from the Architectural Review Committee. The response will be e-mailed to you.

The ARC shall approve, conditionally approve or disapprove the application and notify the applicant in writing within 30 days following the receipt of the application and all other required information.

Note: In accordance with the Declaration of Covenants your contractors are not allowed to put advertising signs on your property.

If you have any questions or concerns about this process, please contact Bordertown Realty at 715.386.6000 or the email addresses provided above.

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Architectural Change Checklist

The purpose of this form is to provide a reference tool for common landscaping and architectural changes. This form does not replace the Architectural Guidelines. If you are considering making a landscaping or architectural change, review the Architectural Guidelines prior to submitting the application. For any changes not referenced below, please call the Association's Community Manager for more information. All applications are subject to the review and approval of the Architectural Review Committee.

Change Requested	Required Documents
Landscaping	<ul style="list-style-type: none"> A. Completed Application B. Site Survey – The proposed AND existing landscaping must be drawn on the survey. C. Landscaping Plan D. Plant/Tree Inventory – A description of the type, quantity, and size of all plant/tree material. E. Hardscape Inventory – A description of the type, quantity, and size of all hardscape material (patios, retaining walls, etc) F. Drainage Plan – If changes to your elevations and drainage are going to be made then a revised drainage plan must be submitted.
Playset/Sport Court	<ul style="list-style-type: none"> A. Completed Application B. Site Survey – The proposed playset must be drawn on the survey. Include evidence that the playset is following the city's required side and rear yard setbacks. C. Picture – A color picture of the proposed playset. D. Landscape Plan – Showing how the playset will be screened from side and rear-view corridors. E. Plant/Tree Inventory – A description of the type, quantity, and size of all plant/tree material.
Hot Tub/Pool	<ul style="list-style-type: none"> A. Completed Application B. Site Survey – The proposed hot tub or pool must be drawn on the survey. C. Picture – A color picture of the hot tub/pool. D. Landscape Plan – Showing how the hot tub/pool will be screened from all side and rear-view corridors. E. Plant/Tree Inventory – A description of the type, quantity, and size of all plant/tree material. F. Pool applications must include the details of the required fence surrounding the pool. G. Copy of the approved permit from the City to confirm setbacks are met.
Fence	<ul style="list-style-type: none"> A. Completed Application B. Site Survey – The proposed fence must be drawn on the survey. C. Picture – A color picture of the fence material. D. Maintenance – A description of the type of maintenance, if any, the fence will need.
Solar Panels	<ul style="list-style-type: none"> A. Completed Application B. Plan showing the location of the solar panels and associated wiring/piping, and the catalogue information for the equipment being proposed.
Deck /Patio	<ul style="list-style-type: none"> A. Completed Application B. Site Survey – The proposed improvement must be drawn on the survey, showing relation to the existing structure. C. Material Description (Picture) – a complete description of the proposed deck material (include a color picture). Include paint colors for deck material. D. Plans and Elevations – A scaled plan drawing showing proposed deck dimensions and the side elevations of the deck.
Addition	<ul style="list-style-type: none"> A. Completed Application B. Blue Prints – Professionally drawn. C. Site Survey – The proposed addition must be drawn on the survey. D. Material Inventory – Color pictures of the siding, trim and shingles, paint colors, samples of rock, brick, or stone if applicable. E. Elevations – A drawing showing the elevations of the addition.

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