

CARLISLE ARCHITECTURAL GUIDELINES

I. Introduction

Carlisle is one of 23 communities in the Hills Highlands, which is managed by an elected Board of Trustees of the Hills Highlands Master Association (HHMA) who represent each of the communities. Each single-family community - including your community - has a volunteer Architectural Committee, the **Carlisle Architectural Committee (CAC)**.

The role of the CAC is to provide and oversee adherence to guidelines for homeowners with respect to any modifications and improvements to the exterior of Carlisle homes, and properties to ensure that improvements are aesthetically consistent and appealing to help protect property values of the community.

The responsibility of the CAC is to review and approve all architectural variance requests for any modifications or improvements to the exterior of any home and/or property within the Carlisle community.

Homeowners must have approval from the CAC **prior to** making or contracting for any modification or improvement to the exterior of a home or property within the Carlisle community.

The purpose of the Architectural Guidelines is to advise homeowners about:

1. Existing rules pertaining to making modifications to home and property
2. How to submit an Architectural Variance Request
3. A description of specific improvement areas

These guidelines are made in consideration of, and to be consistent with the HHMA Master Declaration of Covenants, Conditions and Restrictions to which all HHMA homeowners must comply. Please acquaint yourself with this document, which is available at www.hillshighlands.com. Violations to the Master Declaration with respect to homeowner property improvements and maintenance could result in costs to mitigate work not approved or result in fines or property liens.

CAC Members, as of this writing, are:

Robert Hansen
Donna Mascia
Robert Scansaroli

If you are interested in serving as a committee member, please contact the HHMA Management office. Your participation will gladly be considered.

II. Township Permits & HHMA Architectural Variance Request Form

Prior to contracting or beginning any exterior home or property modifications or improvements, homeowners should confirm if Bernards Township requires a permit for

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the proposed work. Visit www.bernards.org. or call 908-204-2506 for more information.

Architectural Variance Request Form

An Architectural Variance Request form must be completed and submitted by the homeowner to the HHMA Management office before proceeding with any exterior improvements to their home or property.

Obtain the Architectural Variance Request Form: The form may be obtained online at www.hillshighlands.com under "Forms", then "Frequently Used Forms." Select "Architectural Variance Request Form". The form can be completed online and then printed out. Instructions are on the form.

Submit the Architectural Variance Request Form: Architectural Variance Requests can be submitted to the Management office via hand delivery by placing them in the mailbox outside the clubhouse or can be mailed or emailed to:

**Hills Highlands Master Association
75 Hansom Road
Basking Ridge, NJ 07920
arch_hhma@hillshighlands.com**

If applicable, include a copy of your survey (preferred), or a sketch, to illustrate location of proposed work such as tree removal, decks, house additions, retaining walls, placement of swing sets, etc. to facilitate a more expedient review of your request. Also include the contractor's name that will be doing the work.

The HHMA Management office will review the request for completeness. They will then forward the request to the CAC for review. Provided the committee has no additional questions, the committee will respond to the Management office within a reasonable amount of time via email stating the approval or disapproval of the Architectural Variance Request.

The various steps just described take time, so please plan accordingly. There have been some situations in which the contractor has pressured the homeowner to proceed with a project before all approvals have been obtained. Clearly this is not a recommended course of action.

III. Modifications & Improvements

House Exterior

Siding: Homeowners may consider using wood, vinyl or synthetic/composite material. Synthetic material should have a wood-grain appearance. Board width and texture must

match that of the existing siding. No patching permitted. The entire house, or an entire side must be done, in which case, it must match the rest of the siding. Siding color should be consistent in tone with others in the neighborhood; no gloss finishes.

Roofing: Replacement roof shingles should match, or be close to existing color. New shingles must be multi-dimensional asphalt.

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Windows: Replacement windows should match the existing style. If all windows are to be replaced, the style must be consistent with the original windows.

Garage Doors: Garage doors may be solid or have windows in the top row only. Material may be wood, steel or vinyl. Color should be white.

House Additions: A house addition requires a permit from Bernards Township and must meet all township code requirements. Any addition must stay within the side lines of the house; no portion may extend beyond the original side lines. Roof shingles and window style must match existing house. A full set of architectural drawings identical to those to be submitted to the township must also be submitted to the CAC for review and approval.

Decks and Paver Patios: The deck may be constructed of wood or synthetic wood (such as Trex) in an earth tone color or white. Railings may be natural wood or white synthetic material. No solid panels above or below the railings of the deck permitted. If applicable, a copy of a Bernard Township permit **application** should be included with the Architectural Variance Request along with a survey clearly marking the location of the proposed deck or paver patio. No portion of the deck or patio can exceed the sidelines of the home. If applicable, the township will do a lot coverage and impervious coverage calculation. If the proposed deck or patio exceeds those limits, the township will not issue a permit.

Solar Panels: Many homes are not appropriately situated to take advantage of solar panels. Preferred solar array location is the rear roof of the home. The Hills Highlands Master Association has Small Solar Energy System Standards in place for installation requirements which are posted on the website, www.hillshighlands.com under Architectural Guidelines. If you are considering installation, please include all system specifications when submitting your Architectural Variance Request. A township permit may also be required.

Landscaping

Major landscaping changes such as retaining walls, the addition of new planting beds, drainage modifications, etc.) are considered a property improvement and must be approved by the CAC. Minor additions and/or deletions such as installing flowers, ground cover, or shrubs, do not require approval. Plastic edging around flowerbeds is prohibited. Vegetable gardens are prohibited.

Trees: The addition or removal of any trees requires CAC approval - before taking action. The Architectural Variance Request Form must be submitted, including a survey or sketch of location of trees to be removed (even if dead) or for new trees to be planted. Bernards Township does not require a permit for tree removals on any property of less than three acres.

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Backyard Swing Sets/Playgrounds

Backyard swing sets/playgrounds must have approval of the CAC prior to construction or installation. Swing sets/playgrounds must be constructed of wood. Weather resistant is recommended for low maintenance. Play apparatus should not be visible from the street. Natural plantings (e.g., tall shrubs) are acceptable concealment.

Trampolines and other temporary structures will be taken into consideration on a case by case basis. The approval of the CAC is required prior to installation.

Other Exterior Modifications

Fencing: Allowable, given compliance with below, and prior approval from CAC.

Height of fence not to exceed 4 feet
Black aluminum or wood split rail (only 2 rails)
Wire mesh or screen cannot be attached to the fence
Fence should not be visible from the street
Fences may not be used as a dog run
Invisible fencing will be considered on a case-by-case basis

Mailboxes: Mailboxes should be mounted on white posts and **properly maintained**. Shared posts should have boxes mounted side-by-side. All mailboxes and posts should meet U.S. Postal requirements (e.g., correct height, size, etc.) Mailbox color should be white, black, or consistent with house and trim colors. **House numbers should be clearly noted.**

Natural Gas Generators: Bernards Township has guidelines and permit requirements for homeowners interested in installing an exterior natural gas generator. A copy of a township permit **application**, along with the generator specifications should be included with the Architectural Variance Request, as well as a copy of your survey clearly marking the location of the proposed gas generator. The generator should be operated in such a manner as to minimize disturbance to your neighbors.

Satellite Dishes: Please refer to the Hills Highlands Master Association Resolution regarding Satellite Dish/Antenna Installation which can be found on the Association website www.hillshighlands.com under Architectural Guidelines, then "Satellite/Antenna Installation. If you are considering installation, please include all specifications along with your Architectural Variance Request.

Walkways, Driveways and Sidewalks: Original front walkways are concrete. Original driveways are asphalt. Sidewalks are concrete and if they require replacing, it is the townships responsibility; however, **snow removal from sidewalks around your home is the responsibility of the owner.** Paving stone or natural stone driveways will be considered on a case-by-case basis. No pebbles, stones or concrete for driveways will be permitted. Driveway seal-coating does not require approval.

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Sheds: No free-standing sheds will be permitted.

Fire Pits/Outdoor Fireplaces: Fire pits (portable or permanent) and outdoor fireplaces will be considered on a case-by-case basis. Owners must obtain prior approval and must ensure that there is no potential risk of fire when selecting location. A township permit may be applicable.

Hot Tubs: Hot tubs will be considered on case-by-case basis. They should not be visible from the street. If visible, natural shrubbery (*pine trees, etc.*) must be planted to conceal the Hot tub. No in-ground construction will be permitted.

Drainage: Pursuant to the HHMA Master Declaration of Covenants, Conditions and Restrictions, Section 3.07, **“There shall be no interference with the established drainage patterns over any property within the Hills Highlands.”**

Landscape Accent Lighting: The installation of permanent landscape accent lighting requires approval before installation. Be sure to include a copy of your survey with indications of all proposed lights, along with pictures and information regarding the manufacturer and model. All lighting must be maintained in good condition. In planning your lighting, please ensure that it will not cause a problem shining into your neighbor’s windows.

Retaining Walls: Maintenance and/or replacement of retaining walls located on owner’s properties is the owner’s responsibility. Replacement of existing retaining walls, or installation of new retaining walls, requires an Architectural Variance Request Form be submitted, which must include a copy of the property survey reflecting the location of the wall, a copy of scaled drawings, and sample pictures of the material to be used. A township permit may be applicable.