



# **The Highlands at Queens Creek HOA**

## **Rules and Regulations**

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## **ENFORCEMENT OF COVENANTS, RULES AND REGULATIONS**

In order to enforce the Covenants, By-Laws, and Rules and Regulations, the Association may levy, assess, and collect reasonable fines and costs as established by the Board of Directors. The fines will be assessed against the Homeowner for violations by the Homeowner, members of his or her family, invitees, licensee, tenants, or lessees of such Owners. (Whenever the word "Owner" is used in this document, the word "tenant" shall also apply.)

THE STANDARD FINES TO BE LEVIED IN THE CASE OF VIOLATIONS ARE AS FOLLOWS:

1. SCHEDULE OF NOTICES
  - a. First Notice: Warning Letter (or E-Mail) to Owner
  - b. Second Notice: Hearing Letter (or E-Mail) to Owner
  - c. Third Notice: Enforcement action in accordance with the recommendation of the Compliance Committee if engaged and/or the determination of the Board of Directors following the hearing.
2. SCHEDULE OF FINES
  - a. Homeowner or proxy failure to appear at scheduled hearing, an assessment fine of \$20.00 up to \$100.00 per day may be levied beginning on the following day of the hearing and remain in effect until the violation has been remediated.
  - b. If the homeowner or proxy is present at the hearing and the violation is not excused or otherwise remediated within 5 days, an assessment fine of \$20.00 up to \$100.00 per day beginning on the 5th day following the hearing may be levied and remain in effect until the violation has been remediated.

The list above is not intended to be all-inclusive. Additions may be made as required. Fines etc. may vary and may increase depending upon the circumstances. Fines etc. may be at the discretion of the Board of Directors; the amounts shall be predicated upon the severity of the violation and may include legal action. A clerical fee may also be assessed in addition to the fine for processing the violation notice.

All reasonable legal fees or costs incurred by the Association to enforce violations or collect fines will be the responsibility of the Homeowner as per our Covenants unless otherwise adjudicated by a court of law.

It is each Homeowners sole responsibility to inform their tenants of all Rules and Regulations. The Homeowner is also responsible for any and all damage caused by their tenants.

Anyone wishing to report an alleged violation of the Rules and Regulations, Covenants, or By-Laws may do so by contacting the Association. Violations should be reported in writing (or E-mail). The identity of the person reporting the violation will not be disclosed to the Homeowner involved.

Failure to pay the fines in the time set forth herein may result in the filing of appropriate legal action. In addition, voting rights and the right to use the amenities may be suspended at the discretion of the Association Board.

**ASSOCIATION RULES AND REGULATIONS**  
**GENERAL COMMUNITY**

**I. AREA DEFINITIONS**

- Common Area

Common areas are those lots outside homeowner property lines and not private property of any other lot owner. Common area includes the roads, front entrance, rear entrance, septic lots, recreation area, walkways, lawns and landscaping therein.

- Owner Area

Owner or home areas are all landscaping, structures, exterior and interior surfaces within property lines.

**II. COMMON AREA RESPECT**

Any common sidewalks, driveways, roadways, parking lots or passageways shall not be obstructed. Children eight (8) years and under must be accompanied by an adult when in the common areas. After dark, no unsupervised children under the age of 16 are permitted in the common areas. Any damage to buildings, equipment, structures such as fences in the general common areas or common property caused by a Homeowner or a child of a Homeowner or their guests or the guests of a Homeowner, or tenants shall be repaired at the expense of the Homeowner. Loitering is strictly prohibited at all times.

**III. PROTECTION OF COMMON AREA**

Baseball, football, and other ball games shall be restricted to open lawn areas. No type of ball playing against walls is allowed. Damage caused by said activities shall be the responsibility of the Homeowner. Tree climbing is prohibited. The responsible homeowner will be billed for the cost to replace any tree broken, damaged, or destroyed under such occurrence. Children under eight (8) years of age must not be left unattended in any common area. Homeowners are responsible for any common area damage caused by them, or a member of their household, their tenants, their guests, or pets. Climbing on walls and fences is strictly prohibited. All Homeowners must promptly repair and maintain their property to the extent it affects any other home. All external installations such as doors, windows, water, power, sewage, and gas are to be maintained at the owner's expense and with the approval of the Homeowners Association Board of Directors. It is prohibited to discard any item onto the common area. This regulation shall include all discards out the front gate, over the back or front fences or discarded out any window.

**IV. MAINTENANCE OF PRIVATE PROPERTY  
LOT MAINTENANCE**

Pursuant to the Covenants and By-Laws the Homeowners are responsible for their respective lots and buildings. Each owner of a Lot shall be responsible for maintenance of his Lot and improvements thereto including the equipment and fixtures. Exterior walls, windows, roof, and doors must remain in workable and attractive conditions. Windows on the property may be covered by shades, drapes, or shutters only and may not be painted or covered by foil, cardboard, or other similar materials. Each owner shall also be responsible for the repair, replacement, and cleaning of the windows and glass of his Lot both exterior and interior. Each owner shall be responsible for cleaning and maintaining any exclusive easements to his Lot over the common area. No owner may modify or add to the exterior of their home without prior approval of the Architectural Control Committee (herein referred to as ACC) and the Association and shall be in compliance with city code. No owner is permitted to paint, repair, maintain, alter, or modify any railing or any installation of the common areas without prior written consent from the Association. The association is held entirely harmless for all past and future Lot and improvement maintenance responsibilities.

**V. FENCES ETC.**

No fences, awnings, ornamental screens, sunshades, or walls of any nature shall be erected or maintained on or around any portion of any structure or elsewhere within the development except such as are installed in accordance with the original construction of the development, and any replacement thereof, or as are authorized and approved by the ACC and the Association.

**VI. TERMITES-INVASIVE PESTS**

Homeowners are responsible for the treatment, protection and repair of damage caused by termites or other invasive pests to their properties.

**VII. REFUSE REMOVAL AND TRASH**

Proper disposal of trash is essential to the health of our residents. Trash and litter in the common areas will have a negative effect on property values. Trash shall be deposited inside trash containers. Boxes should be cut and flattened when disposed of. Furniture and other large household items must not be disposed of by placing at curbside. Residents must make other arrangements for disposing of these items. Trash cans should remain at the curb no longer than 24 hours, except in the instance that trash pickup is running late. Garbage cans must be kept behind the front face of the house and excess garbage must be contained. Homeowners are encouraged to pick up papers and debris from common areas when observed and to keep the front of their respective homes clean at all times. Residents are requested to pick up any blowing or leftover trash not removed by trash pick-up. Do not place trash containers extending into the street.

## **VIII. RENTALS**

Any homeowner choosing to rent their home must notify the Association within 10 days of the lease assignment, with the property management's contact information (if engaged) as well as the name(s) of the tenants. Owners shall provide the new occupants with a copy of association Covenants and Rules & Regulations documents.

## **IX. PETS**

All animals and pets should be on a leash when off of homeowners personal property. Pet waste on homeowner property should be cleaned up daily in order to not spread disease. All pets should have a collar with a name tag and owner contact information. Invisible Fences are encouraged to keep dogs and community members safe. It is requested that all pet owners, out of respect for their neighbors (and to follow municipal laws), be responsible to pick up their pet's waste and walk their pet on a leash when off of their property. Damage to shrubbery, etc. by animals will be at the expense of the pet owner. Control should be exercised over the noise made by pets. No domesticated or non-domesticated animals of any kind shall be raised, bred, or kept in any home, or in the common areas of the association property, except that of dogs, cats or other household pets which may be kept in homes provided that no animal or animals shall be kept for breeding or maintained for any commercial purpose (per Covenants).

## **X. NOISE**

Owners and occupants shall exercise reasonable care to avoid making or permitting to be made loud, disturbing or objectionable noises and in using, playing or permitting to be used or played musical instruments, radios, phonographs, televisions, amplifiers and any other instruments or devices in such manners as may unreasonably disturb owners, tenants, or occupants of other homes. Homeowners are urged to exercise restraint in using noise – making tools and appliances during late night hours or before 8AM on weekdays and 9AM on weekends. The animal's owner shall control barking dogs. Complaints received by the Association regarding a barking dog will be handled as a compliance matter and treated as such.

## **XI. DISPOSAL OF TOXIC WASTE**

No owner or occupant shall dispose of any toxic material within the community grounds in a manner that is inconsistent with local and federal laws. The Association shall be empowered to levy a severe fine against the owner of the home whose occupants have been observed illegally disposing of any toxic material. Toxic materials include, but are not limited to, oil, antifreeze, solvents, gasoline, paint, etc.

## **XII. OCCUPANTS – NON-OWNERS**

The Homeowner shall be responsible for keeping the Association informed of any change in occupancy. Owners shall provide the Association with the property management and occupant's contact information.

### **XIII. WINDOW COVERING**

All windows, sliding doors, etc. shall be covered with appropriate window dressings. Sheets, blankets, boards, foil, paint, cardboard or other such items shall be specifically prohibited.

### **XIV. PARKING AREA RULES MOTOR VEHICLES AND PARKING**

Residents and guests are to park their cars in garages or driveways. All vehicles on property must hold proper and current insurance and registration. The common area parking locations are for the use of the specific areas. Parking in these areas after dark is prohibited. Parking signs are to be strictly adhered to at all times. Parking in common areas other than in parking areas is prohibited. Parking along the roadway and in the yard is prohibited unless for a short period of time, not to exceed 24 hours. Vehicles parked longer than 24 hours or parked consistently on the side of the road will be subject to fine and/or tow at owner's expense. The speed limit is 20MPH. There shall be no vehicle repairs allowed in any common areas. Storage of any motor vehicle, mobile home, R.V., camper, commercial vehicle, boat, trucks larger than ¾ ton, or trailer in common area parking is strictly prohibited. All recreational vehicles, boats, trailers etc. are permitted on personal property as long as they are behind the front face of the home and not within 10ft to any side or rear lot line. All unauthorized and/or illegally parked vehicles are subject to automatic (no warning given) towing or immobilization by a private parking/security patrol company when contacted by the Association at the owner's expense and/or subject to penalty assessments of \$50.00 for each occurrence. Bad mufflers lead to noisy autos and will not be allowed. Loud music from automobile radios are not permitted at any time. Oil must not be permitted to remain or accumulate in driveways or parking areas. In case of a leak, asphalt and/or concrete must be cleaned immediately. The Homeowners Association (nor the Board of Directors) shall not be responsible for the maintenance, insurance, liability, theft, vandalism, tampering, or any damage, which may come to any vehicle. **THE VEHICLE(S) OWNER SHALL BE TOTALLY RESPONSIBLE FOR ANY VEHICLE PARKED UPON THE HOMEOWNERS ASSOCIATION PROPERTY AND SHALL INCLUDE PERSONAL AND/OR PRIVATE PROPERTY.**

THE AFOREMENTIONED AUTOMOBILE AND PARKING REGULATIONS WILL BE STRICTLY ENFORCED.

### **XV. RECREATIONAL VEHICLES(ATV, UTV etc)**

In general, the use of ATV's, UTV's, scooters, dirt bikes, trail bikes, three-wheel powered devices, and two or four wheel drive recreational sport vehicles on any common area (including but not limited to main roadways) is strictly prohibited. Golf carts are admissible, permitting that they comply with posted speed limits.

### **XVI. COMMUNITY AMENITIES**

Community amenities include access to the pool and pool house, to include reservations for parties or events, as well as access to the back gate (Kinroff/Sanders). Access to amenities is given to Homeowners who have active membership rights within the Association. Please refer to the Covenants and/or By-Laws for further details regarding membership status.

**COMMUNITY POOL RULES:**

No running. No boisterous or rough play. No diving. Children under 16 may not use the pool without the supervision of an adult resident of the neighborhood directly accepting responsibility for their care. A legal adult is an adult over 18 years of age. This is for liability and emergency care purposes. No person under the influence of alcohol or drugs should use the pool. No person with skin, eye, ear or nasal infections is allowed in the pool. No person with communicable disease is allowed in the pool. No animals or pets allowed in the pool or in the fenced confines of the pool area. No glass allowed in the pool or pool area. All persons using the pool do so at their own risk, owners and management are not responsible for accidents or injuries. Pool is for private use of Members and guests only. Management reserves the right to deny use of the pool to anyone at any time. Pool hours are 8am-8pm or dusk, whichever occurs first. Inclement weather or a reservation may alter these hours. Hours may vary during seasonal use.

**XVII. HOLIDAY DECORATIONS**

The consideration of neighbors should be exercised when decorating for any occasion. All holiday decorations should be considered temporary and may not be installed more than (30) thirty days before the holiday and must be removed within 14 days after the holiday. Decorations with sound must be turned off at a reasonable time (9:00 PM) and must not be so loud as to disturb your neighbors. Any decorations that are viewed as an annoyance to neighbors will be addressed on a case-by-case basis.

**XVIII. SIGNS**

No billboards or advertising signs of any character shall be erected, placed, permitted, or maintained on any lot or improvement except "For Sale" or "For Rent" signs not exceeding 48" by 48" in size. "Open House" signs are permitted 1 week prior to the open house and during the hours that the premises are open for this event. After the open house is completed, the signs must be removed immediately. This includes all such signs anywhere within the borders of Highlands at Queens Creek, its entrances and streets, but not located on the property of another homeowner without his or her permission. [Per Covenants]

**XIX. SOLICITATION**

The Highlands at Queens Creek is a no solicitation community.

## **XX. ARCHITECTURAL GUIDELINES**

These guidelines give residents a consistent standard to follow as the foundation to use in planning any exterior changes to your property. This section will allow freedom for individual tastes, while maintaining the overall aesthetic tone of a vibrant, engaged, supportive and welcoming neighborhood. Written approval from the Architectural Control Committee (ACC) is required prior to the start of any exterior changes and may also be required by Onslow County before any permits will be issued. Do not commit to labor or materials until you have received this written approval and permits. The ACC has the right to approve or deny plans, at its sole discretion. ACC decisions may be appealed to the HOA Board if a homeowner disagrees with an Architectural Committee decision.

- 1. Purpose and Policy:** In a planned community such as The Highlands at Queens Creek, the question naturally arises as to how to maintain a harmonious feel as the community matures. The following guidelines attempt to provide a meeting ground between private interests and the broader interest of the community as a whole. As such, the Highlands at Queens Creek Architectural Guidelines are intended to serve as a consistent set of guidelines and the foundation for planning exterior changes to the properties. These guidelines are developed to better understand the covenants and adopted bylaws of The Highlands at Queens Creek. This document does not replace or supersede the covenants and adopted bylaws. The Highlands at Queens Creek covenants and adopted bylaws are the legal and binding authority and take precedence over any of the following stated guidelines. For items not specifically mentioned in this document, please refer to the covenants and adopted bylaws. Owners are responsible for repairs to existing structures, landscape, paint, turf grass, additions, etc. No application is needed to effect repairs and restoration to the original condition. If you are unsure or have questions, please contact the ACC or HOA Board of Directors regarding whether or not an application is required. The Declaration in the covenants and adopted bylaws established an Architectural Committee to be composed of 3 or more volunteer Highlands at Queens Creek homeowners appointed by the HOA Board of Directors. Article XX of The Highlands at Queens Creek Covenants requires the Committee's prior written approval of any exterior change, addition or alteration to any property. Such changes include (but are not limited to) any building, fence, wall, structure, color change, landscape design, or lawn type change that may be added or altered. It further requires that the plans, specifications and location showing the nature, kind, shape, height, finish(es), colors, and/or materials be approved in writing as to the harmony in external design and location in relation to surrounding structures. The ACC is charged with conducting the review of all applications for exterior changes, making site inspections of requested modifications (before and after if required), offering recommendations or changes to the Board of Directors about the Architectural Guidelines, and with rendering a decision to the applicant in writing in a timely manner. Per the covenants and adopted bylaws, the

Committee is allowed up to 30 business days to act on an application; however, most applications should be processed within 15 days of receipt. As fellow residents, the Committee understands the need to review and process applications in a time efficient and professional manner. Homeowners are encouraged to plan for a 30-day review process and should not commit to labor or materials until they have received written approval, however according to Article XX, "if no response is made within the 30 days, the plans and specifications shall be deemed approved as submitted" (Highlands at Queens Creek Covenants). Your cooperation and adherence to these guidelines is appreciated. It is imperative that each homeowner plan in advance to allow for the ACC to evaluate each application based on this timeline. The ACC will hold meetings as needed to review requests. The ACC will communicate its decision and explanation via email or letter. Each request will be reviewed and approved on its individual merits. Previous approval of a similar request does not guarantee future approvals on current or additional properties. The ACC will notify the homeowner of the approval or rejection of the request. The ACC will also provide completed and approved or rejected requests to the HOA Board for filing to ensure the approval is recorded for future reference.

2. **Review Criteria:** The intent of the ACC and these standards and guidelines is to continue to build a community that will allow freedom for individual tastes, while maintaining the overall aesthetic and cultural tone of a vibrant, engaged, supportive, welcoming neighborhood. Each application will be evaluated on its individual merits. In general, the Committee's decisions are based on the following standards as guidelines:
  - a) **Aesthetic Considerations:** The color, form, shape, style, scale, size, material, will be included in consideration.
  - b) **Validity of Concept:** The basic idea of the exterior change must be sound and appropriate to its surroundings.
  - c) **Landscaping and Environment:** The exterior change must not adversely impact the natural landscape or the manmade environment.
  - d) **Relationship of Structures and Adjoining Property:** The proposed change must relate harmoniously to its surroundings and to existing buildings and terrain that are visually related to the change.
  - e) **Protection of Neighbors:** The interests of neighboring owners must be protected by making reasonable provisions for such matters as water drainage, sound and sight buffers, privacy, preservation of views, light and air, and other aspects of design which may have substantial effects on neighboring property.
  - f) **Design Compatibility** The proposed change must be compatible with the design characteristics of the applicant's home and the general neighborhood setting. Compatibility is defined as harmony in design, style, scale, materials, finish(es), color and construction details. 1. Scale: The three dimensional size of the proposed change must relate

satisfactorily to adjacent structures and its surroundings. 2. Materials: Continuity is established by use of the same or compatible materials as used in the home. 3. Color: Must be consistent with the neighborhood's color scheme. Workmanship The quality of work must be equal to or better than that of existing structures.

g) **Project Completion / Timing:** An approved property change may be installed either by the owners or by a contractor. In the unlikely event that a project significantly exceeds the stated design, scope, or time period, the homeowner should communicate in writing to the ACC regarding these changes and provide additional information. Projects that remain uncompleted for a long period of time, are visually objectionable or can be a nuisance and safety hazard for neighbors and the community, maybe subject to HOA Board action. All applications must contain a proposed maximum time period from start to completion of construction. If the proposed time period is considered unreasonable, the Committee may not approve the application or recommend the project be broken up into phases or reject the application. When the work is complete, the homeowner should notify the ACC or HOA Board. A follow up inspection may be performed

3. **Application, Review, Appeal, and Correction Procedures:** Objectives The Architectural Control Committee, in examining each application for design approval, considers whether or not the exterior change is in compliance with the covenants and adopted bylaws for the Highland at Queens Creek and the Architectural Control Committee Guidelines outlined in this document.

(repetitive)

APPLICATION PROCEDURES: though not stated specifically in the covenants and adopted bylaws, application requests should follow these procedures:

- i. Complete the Application form and attach all required exhibits.
- a) Obtain Application form from the community website (located at <https://www.highlandsatqueenscreek.com/documents.html>) maintained by the HOA.
- b) Include full details of the proposed change. If the change is structural, fencing, or grading; submit a sketch or plan and outline specifications. Be sure to include such information as type of material, size, height, color, location, etc. The inclusion of color samples (e.g., paint chips) and relevant photographs/pictures are encouraged whenever possible.
- c) Provide a sketch of the location of the improvement as it relates to your house and lot. Please provide a surveyed plot plan with exterior change clearly sketched onto it and indicate the distance(s) of the exterior change(s) to the lot line of adjacent properties.
- d) Notification of your adjacent neighbors is highly encouraged. For complex or large projects, it is highly encouraged to gain concurrence to the project plan with all neighbors that are immediately adjacent to the property. Definition of Adjacent Neighbors – Any Highlands at

Queens Creek property owner with whom you share a boundary, as well as any Highlands at Queens Creek property owner directly in front or behind your lot. The “facing neighbor” is the one most directly across the street in the front of your property; the “Rear neighbor” is the one most directly behind your property.

- e) No application will be accepted for consideration if not submitted via the application form and accompanied by appropriate exhibits.
- f) Email or hand-deliver the application to the HOA Board or ACC. Incomplete applications will require that you submit additional information before they are accepted and reviewed.
- g) The first day of the 30 business day review period will begin three business days after the date the completed application is received, accepted, and confirmed by the ACC or the HOA Board.
- h) Applications accepted by the HOA Board will be forwarded to the Highlands at Queens Creek Architectural Control Committee for review.
- i) It is the responsibility of the applicant to ensure the application is received by the ACC. If you do not receive a confirmation via email, please do not assume your application has been received. If the ACC has any questions, or needs clarification, the questions will be sent to you via email. When the final result has been determined, you will receive your official letter via e-mail.

4. **Review Procedures:** During the Committee's consideration of an application, Committee member(s) may wish to view the site and talk to the applicant or neighbors regarding the proposed change. Neighbors do not have “veto” authority but may provide any concerns or objections in writing to the HOA Board or ACC for consideration. The Committee may inspect work in progress and request (either orally or in writing) that the applicant correct any noncompliance. The ACC will vote on applications, rendering one of three possible decisions: Approved, Approved with Conditions, or Declined. If the application is "Approved with conditions" or “Declined”, the Committee will provide, in writing, the reason(s) why the project was not approved as submitted. Applications that are “Approved with Conditions" may proceed only if the noted conditions are completed and addressed. All submitted applications and decisions are to be retained and archived by the HOA Board.

5. **Appeal Procedure:** If the applicant disagrees with the decision of the Committee, the following appeal process is to be followed:
- a) A written appeal to the HOA Board within fifteen days after receipt of a notice of disapproval
  - b) Date and time of the appeal is established by the HOA Board, this is normally the next scheduled Board meeting. A majority decision of the Board is required to reverse a Committee decision.

## 6. Correction Procedure:

- a) **Remedies:** An exterior change made without the required approval of the Committee, or the Board on an appeal, constitutes a violation of the Restrictive Covenants.
- b) **Reports:** The Committee may inspect projects in progress and/or the community in general to identify violations although they are not required to do so. All Highlands at Queens Creek residents have the right and responsibility to bring to the attention of the ACC or HOA Board any apparent violation of any provision of these guidelines or the covenants and amendments. When the ACC or HOA Board receives a violation report, a notification of a violation is made to the homeowner/resident in order to identify the problem and work towards a resolution.
- c) **Failure to Comply:** Should a homeowner fail to follow through on the agreed resolution, the homeowner may be requested to attend a Due Process Hearing with the HOA Board in order to determine the final resolution. Due process hearings may result in fines and/or the HOA Board may take action on the homeowner's behalf, for which the homeowner would be financially responsible. In the unlikely event a homeowner chooses, after sufficient warning, to ignore the Guidelines or covenants and amendments and refuses to pay any associated fines, legal action may be undertaken to enforce that homeowner's compliance. These are very serious steps, not to be taken lightly or ignored, and will be entered into only in the most extreme cases.

7. **Design and Construction:** This section of the guidelines provides specific guidance regarding particular design situations that have been or may be encountered in Highlands at Queens Creek. These guidelines are not meant to be exhaustive or all inclusive. They represent generally acceptable methods for achieving the required objectives and standards necessary for project approval. For items not specifically referenced, please refer to the covenants and amendments. Homeowners are encouraged to use and develop their properties for their own personal enjoyment.

- a) **Personal Swimming Pools, Spas, and Hot Tubs:**  
Above ground swimming pools are permitted but must be located in the rear of the home. In ground swimming pools shall be considered on a case-by-case basis according to the guidelines established by the ACC. Pools shall comply with all local and state safety codes and requirements. Pumps and motors for pools and related equipment shall be screened and located inside the fence. Hot Tubs should be located in the rear of the home out of view.
- b) **Rain Barrels:**  
Rain barrels require Committee approval. Rain barrels must be black, brown, gray, or dark green in color, and made of plastic or wood (no metal containers permitted). It is preferred to locate rain barrels at the rear of a dwelling or along the side of a dwelling with minimal visibility from the street.

- c) **Flagpoles:**  
Flags, not to exceed approximately 3' x 5', are allowed only when flown from holders attached to the front of the house. Free standing flagpoles either alone or part of a monument are allowed but must be approved by the ACC prior to installation. Lawn flags are allowed but may not be excessive in number and must be appropriate to their surroundings. Under no circumstances are flags with obscene or inappropriate wording or images allowed. Flags displayed must be maintained and worn flags should be disposed of properly. When submitting your application please include details regarding the materials of construction, height, and approximate location on lot.
- d) **Antennas and Satellite Dishes:**  
Dishes are encouraged to be placed at the rear of the home so as not to be seen from the street. If reception is not available when the dish is placed out of view from the street, the homeowner must contact the ACC and propose an acceptable location and screening to soften the visual impact. Locations for satellite dishes and other electronic devices and wires need to be approved by the Committee.
- e) **Play Equipment:**  
All stationary play equipment (i.e. swing sets, play structures, play houses, sandboxes, trampolines, etc.) must be submitted for approval by the Committee to include appearance, size, height, and location. Such items shall be located in the rear yard behind the house and at least 15 feet from any neighbor's property line. Metal play structures or structures of bright or fluorescent colors are prohibited. All play equipment must be kept in good condition or must be removed. Slides and tube slides shall be dark green in color whenever practical. All wooden play structures shall be stained with a tinted sealant in order to preserve the appearance/finish and to minimize the visual prominence of the structure. Permanent skateboard, bike, and other types of recreational ramps are not allowed.
- f) **Mailboxes:**  
One uniform mailbox was provided to each homeowner within the Highlands at Queens Creek community when the home was first constructed. It is the responsibility of the homeowner to maintain the integrity of the mailbox and structure. No alteration in the exterior appearance of any mailbox shall be made without written approval of the ACC.
- g) **Fences/Retaining Walls/Hardscape Borders:**  
Both metal fences and wood privacy fences are allowed within the given guidelines. If fencing is to be placed on the property lines, it must be contiguous to your neighbors if a fence already exists, no double fencing between homes is allowed. Application must include a plot plan showing fence location, attachment to your home and your neighbor's fence if one exists. Shrubbery planted in a row which creates a natural fencing or barrier between properties

requires ACC approval. The applicant is responsible for the maintenance and encroachment of live shrubbery. Fences must be maintained regularly and replaced as necessary.

**h) Exterior Painting:**

All exterior painting projects that include a change from existing colors require approval from the ACC. On the application, explain (in detail) for each paint color: the manufacturer, the sheen and the location where the color will be applied. Paint swatches (paint chips) must be included with the application. Primary and trim colors should be consistent with the community and homeowners may not repeat color schemes of adjacent homes.

**i) Decks & Patios:**

Deck and Patio plans require the prior approval of the Committee. Decks may not exceed the width of the house. The structure should be consistent with the size of your home and yard and must not be unduly out of proportion with the rest of your home. A survey must be submitted with the application.

**j) Basketball Goals:**

Basketball goals shall not be mounted on the house. Permanent basketball goals must be installed on the rear third of the driveway or parking pad. The goal shall be placed so that the street is not the intended playing surface. All goals must be mounted on a single pole painted black and backboards must be clear. Only one goal per house is permitted. Locations for basketball goals need to be approved by the Committee.

**k) Grading:**

Major changes to the topography of your lot, including but not limited to: lot clearing, tree removal, addition or removal of fill, etc. require approval prior to being started. Neither the Board nor the Committee accepts any liability for any damage caused by such grading action, whether approved by the Committee or not.

**l) Landscaping:**

Committee approval is not required for most plantings or biodegradable landscaping treatments (ie., mulch) as long as the existing landscape scheme is maintained. In the case of mulch, only natural colors are permitted. If in doubt, please submit an application for review by the Committee. Lawns must remain well kept. Weeds/grass taller than 5in are considered un-kept.