



The Pinehills

Residential Guide to The Pinehills Design Review

This information package is provided to all homeowners to describe your responsibilities and assist your compliance with The Pinehills Design Review Guidelines. These guidelines are administered by the Pinehills Design Review Committee (DRC). Article V of the Declaration of Covenants, Conditions and Restrictions for The Pinehills (the "CCRs") sets forth framework for the design review process and the requirements for design review and for the establishment of a Design Review Committee. As explained in the CCRs, Pinehills LLC acts as the Declarant until such time as 95% of all of the land within The Pinehills has been sold to an owner (not a builder or developer). During the "Declarant Control Period" employees of Pinehills LLC serve as the Design Review Committee. After the Declarant control period, a Board of Directors, made up of homeowners, will be elected to oversee the community. The Board of Directors will then appoint a Design Review Committee.

All submissions, including the Design Review application, are to be delivered to the Pinehills Landowners Association offices at The Stonebridge Club on 8.5"x11" paper only (excluding plans). Your request will be processed and forwarded along to the Design Review Committee for review. Where applicable, applications must contain, but are not limited to, items such as plot plans identifying location of work to be performed, landscape plans with materials identified, brochures, description of work, photos, etc. Homeowners are required to receive written approval from their Residential District Association before submitting a design review to the Pinehills DRC. Homeowners in the Pinehills General District do not need to receive district approval before submitting a design review to the Pinehills DRC.

Included in this package are the following:

- The Pinehills Design Review Guidelines
- Design Review Application (Appendix A)
- An Overview of the Building Permit Process for The Pinehills and the Town of Plymouth (Appendix B)

Applications must be submitted by the homeowner and not by a contractor or other third party.

Submissions that do not include all of the requested information will not be reviewed and will be returned to the homeowner for completion.

Upon receipt of a homeowners design review application, the Pinehills DRC has 30 days to review the application. Typically, applications are reviewed in the order in which they are received. ***No modifications or improvements to the property can be undertaken without prior review and written approval from The Pinehills Design Review Committee, as well as, when required, a Building Permit issued by the Town of Plymouth.***

If for any reason you have questions about the information included, or are unsure if Design Review is required, please call The Pinehills Landowners Association at (508) 209-9055.



The Pinehills

Design Review Guidelines

Introduction

These Design Review Guidelines (“Guidelines”) are made available to all property owners within The Pinehills community. This Guideline includes information to assist property owners in complying with the Pinehills Declaration of Covenants, Conditions and Restrictions, the Pinehills Master Plan and the Town of Plymouth Open Space Mixed Used Development By-Law (OSMUD). These Guidelines are intended to assist you in preparing and submitting for review an application for Design Review to the Pinehills Landowners Association. These Guidelines include information concerning the process for Design Review, the information required for review and guidance with respect to certain common design elements or issues and any specific rules or requirements which the Design Review Committee has established. These Guidelines may be reviewed and amended from time to time as determined by the Pinehills Design Review Committee.

1. General

In accordance with Article V of the Pinehills Declaration of Covenants, Conditions and Restrictions (the “CCRs”), any construction or alteration (interior and exterior) of any building or structure, and all landscaping and any other site work on property located within The Pinehills is subject to review in accordance with Pinehills Design Review requirements as set forth in the CCRs and these Guidelines which have been issued by the Pinehills Design Review Committee (DRC). During the Declarant Control Period (as defined in the CCRs) the members of the Pinehills Design Review Committee are appointed by Pinehills LLC. After the expiration of the Declarant Control Period, the members of the committee will be appointed by the elected Board of Director for the Pinehills Landowners Association. The Pinehills DRC is responsible for reviewing and approving or denying each application for Design Review.

The purpose of Design Review is to ensure that all design features and structures within The Pinehills are consistent with the community design criteria set forth in The Pinehills Master Plan and are in compliance with the CCRs, the OSMUD Zoning By-Law and these Guidelines. Issues addressed through Design Review include, but are not limited to, tree pruning or removal, maintenance of and within open space buffers and setbacks, new structures, additions, landscaping (including hardscape such as patios or walkways) and lighting. As necessary and appropriate, Design Review will examine any proposed work in relationship to impacts on neighboring properties, including, without limitation, impacts to abutting structures, drainage, and existing landscape.

These Guidelines are intended to provide a general framework for the various items it addresses while still allowing for creativity in design. These guidelines are *not* all inclusive; not every element of building and site design is addressed herein. If the Guidelines do not address a particular issue, each property owner is still responsible for contacting The Pinehills DRC to determine if a Design Review application needs to be submitted. From time to time, The Pinehills DRC may issue amendments or supplements to these guidelines.

Design Review Process

All property owners within The Pinehills are required to complete and file an application for Design Review to the Pinehills Landowners Association. Applications may be dropped off at The Stonebridge Club. A copy of the application form is attached hereto as Appendix A.

Generally, Design Review is a two step process. If you are a property owner who is a member of a special residential district (such as Forest Edge, Winslowe's View, Great Island, Seton Highlands or another) you must obtain design review approval from your neighborhood association prior to submitting an application for Design Review to the Pinehills Landowners Association. A neighborhood association may take up to thirty (30) days to complete design review. **Additionally, each district association may have district design guidelines or requirements that are more restrictive than these Guidelines.** For questions concerning your district design review requirements, please contact your district representative directly.

During the Declarant Control Period (set forth in the CCRs), property owners within the Pinehills General District and within the Village Green District need only submit Design Review applications to Pinehills Landowners Association for review under both the Declaration and their respective District Supplemental Declarations.

The Pinehills DRC has up to 30 days to review applications. Therefore, when planning your work, please keep in mind that it may take up to 60 days for the Design Review process to be completed.

In order for your Design Review application to be reviewed by The Pinehills DRC, you must be current with respect to any obligations to the Pinehills Landowners Association, including payment of all assessments due, and Pinehills utility charges.

From time to time The Pinehills DRC will conduct site inspections throughout the community to verify Design Review compliance.

Prior to review and approval of any application The Pinehills DRC may require a homeowner to have property lines, open space buffers, or easements on or within their property staked by a registered land surveyor, at the homeowner's expense. The Pinehills DRC does not currently charge a review fee. However, the CCRs provide that The Pinehills DRC may charge and collect a reasonable fee to cover its expenses.

2. Site Characteristics

The following site characteristics may be found within or on your property. The existence of any of these site characteristics and any potential impacts of proposed construction, alteration, or landscape will be taken into consideration during Design Review.

a) Open Space

The preservation of existing native vegetation is an important goal of the Master Plan that governs The Pinehills, and all plans for improvements must respect existing vegetation, especially mature species. Within each lot, Open Space areas have been created. These areas are intended to remain landscaped or in a natural state. There are to be no structures within Open Space. A plan showing this area was provided to you by your builder and should be part of your closing documents. Residents in Winslowe's View and Seton Highlands do not receive a plan showing Open Space as these are condominium neighborhoods and all common land is designated as Open Space.

Open Space has been split into two categories: Disturbed and Undisturbed Open Space. Disturbed Open Space is any area outside of a buildable area that may be cleared for construction of homes, utility installation, or landscaping. Undisturbed Open Space is any area intended to remain in its original natural forested condition, as Mother Nature intended.

b) Utility Easements

Some homes within The Pinehills have utility easements within the property. These easements may include sewer, drainage, gas, electric, or water lines (including irrigation). After construction of the utility, Pinehills LLC or the builder will seed the disturbed area with a grass mixture; the easement will not be re-vegetated with shrubs or trees. The homeowner may, with Design Review approval, choose to landscape the easement area but does so at his or her risk. If any utility maintenance needs to be undertaken, for any reason, the utility company or The Pinehills Landowners Association is only responsible for reseeded the disturbed area with a grass mixture. All other landscaping or site features (i.e. walls, fencing) will not be replaced.

Trees may not be planted within utility easements as roots may adversely affect the installed utility line.

If applicable, a plan showing the easement was provided to you by your builder and should be part of your closing and/or contract documents.

c) Building Setbacks

Homes within The Pinehills must conform to setbacks established along property lines and roadways. Side yard setbacks to property lines differ by neighborhood and builder and may range from zero to 10 feet. Generally, a 100 ft setback has been established along Stonebridge Road, Old Tavern Trail, Long Ridge Road, and Great Island, although some variations to this setback have been approved based on local conditions, topography, etc. Per the Master Plan for The Pinehills,

additional setbacks have been established. These setbacks include a 300 ft setback along Old Sandwich Road (excluding Wright's Tavern), a 500 ft setback to Route 3 (excluding the Village Green district), and a 200 ft setback along Clark Road and Beaver Dam Road.

Property line setbacks and roadway setbacks may be waived with approval by The Pinehills DRC.

d) Golf Buffer

Homes abutting the golf course have on their property a 25 ft wide Golf Buffer offset from the common property line. This area is intended to remain as a naturally wooded buffer. Homeowners wishing to remove trees or limb up trees to improve golf views or undertake any alternation within the Golf Buffer must receive Design Review approval from The Pinehills DRC as well as the Pinehills Golf Club. The Pinehills DRC will coordinate any necessary reviews with the Pinehills Golf Club.

e) Other Easements and Restrictions

When necessary, homes may contain additional easements or restrictions separate from the above mentioned. Examples of these easements or restrictions may be an access easement (shared driveways), specific drainage easements for shared drainage structures between adjacent lots, cart path easements, walking trail easements, and restrictions concerning the extent of manicured turf/lawn areas and impervious surfaces. Any such additional easements or restrictions should be identified in your closing documents and/or sales contract.

Some homes within the Pinehills abut wetlands. The Town of Plymouth Zoning regulates a 100 ft buffer surrounding the wetland. Abutting properties may contain a portion of this buffer within their property. Within this 100 ft buffer area, any proposed work must first be approved by The Pinehills DRC and the Town of Plymouth Conservation Commission.

At no time does a homeowner have rights to a view easement or view corridor over an adjacent property.

3. **Landscape**

Landscape elements should reinforce the relationship between building and site and reinforce the boundaries between private and public outdoor spaces. Existing vegetation and grades should be preserved whenever possible. Design Review Approval is required for items such as tree removal, brush cutting, substantial change or modification to existing plantings, patios and walkways. Design Review Applications are to include a plan showing proposed alterations, along with the existing landscape layout.

a) Tree Spacing:

Generally, at the fronts and rears of homes, trees with a minimum height of 16 ft and a minimum caliper of 4" (measured at one foot above root ball) shall be planted. The intent is to break the roof line (eve) and place as much tree canopy "in" the roof as possible. The front elevation shall have these trees spaced at a minimum of 30 feet

on center. The rear elevation may depend on the existing conditions, but typically trees shall be spaced at 30 feet on center.

b) Tree Removal / Brush Cutting:

Removal of trees or limbing of trees may not be done at any time without approval from The Pinehills DRC, regardless of the location of the trees in question. This includes dead trees, trees in buildable area, trees in open space, and trees in the 25 ft golf buffer. *At no time is a homeowner allowed to cut trees on property they do not own.*

When requesting approval for tree removal, homeowner must clearly mark the trees for review (using temporary marking materials). A representative from The Pinehills DRC will conduct a site walk prior to Design Review approval. Any approved tree removal is at the expense of the homeowner. Homeowners may not use the golf course as a means to access or remove approved trees for removal.

Homeowners may not clear any underbrush without first receiving approval from The Pinehills DRC. Any approved underbrush removal is at the expense of the homeowner.

If requesting to remove underbrush within your property or within Open Space owned by The Pinehills or a Residential District for fire safety purposes, homeowners must first receive Design Review Approval.

Homeowners may not clear any trees or underbrush, or perform work of any kind, within the 100 ft wetland buffers without prior approval from The Pinehills DRC and the Town of Plymouth Conservation Commission.

As required by the Town of Plymouth Zoning By-Law Section 205-5.A.1, No building or other structure shall be erected, structurally altered, added to, or moved, nor shall any cutting of trees, clearing of land, or excavation of soil be carried out, whether or not for the purposes of construction, nor shall any change of land use be made unless a zoning permit has been issued, and no building permit, as required by the Building Code, shall be issued without an approved zoning permit.

For any cutting of trees, clearing of land, or excavation of soil, homeowners must provide proof of Zoning approval at the time of Design Review submittal. Homeowners may not perform any work without Design Review approval, regardless of Zoning approval. For all other work, homeowners must show proof of Zoning approval prior to Pinehills signing a Building Permit application (see Sections 5 and 6 and Appendix B)

c) Yard Waste:
Any debris, clippings, etc must be properly disposed of off site and can not be placed on property owned by others or within common open space areas within The Pinehills. Homeowners may dispose of yard waste at Manomet Transfer Station on Beaver Dam Road. Please contact the Town for additional information.

d) New Planting / Flower Beds:
From time to time homeowners may wish to alter or add to their initial landscape design. Any additional landscaping, new planting beds or any significant expansion of an existing planting bed must first be approved by The Pinehills DRC. Homeowners must submit a plan showing trees, shrubs, walkways, and any other landscape features.

Routine landscape maintenance does not require homeowners to receive Design Review approval (i.e. spring clean up, replacing dead flowers and/or shrubs, changing flowers for seasonal color, planting bulbs).

e) Patios:
Patios may be constructed of stone, brick, stamped concrete, patio pavers or wood (cedar, mahogany or another species of wood suitable for this use). Concrete slab patios are not permitted.

Patios may not be built within Open Space or the 25 ft Golf Buffer.

f) Garden and Landscape Elements:
Subject to any Residential District guidelines or restrictions, garden and landscape elements, such as statues, birdbaths and sundials are permitted throughout The Pinehills depending on their style, size and shape. The siting of such elements shall consider visual impact on adjacent land. Large garden ornaments that are highly visible from other parts of the community are generally prohibited. These elements will be reviewed by The Pinehills DRC and discussed with homeowner as necessary.

g) Yard Furniture
All furniture to be placed in the yard, including benches, chairs, and tables shall be of high quality and shall not adversely impact the adjacent house lots. No dining tables are to be placed in the front yard.

Deck and patio furniture does not require Design Review approval.

4. Building and Site Improvements

The careful siting and design of additions and improvements, including, but not limited to, decks, pools, hot tubs, fences, lighting and other residential improvements is important to preserving the integrity of the neighborhood environment. It is imperative that the placement of these elements be done in such a manner as to not adversely impact adjacent homes. General design criteria for these elements are provided below, although The Pinehills DRC has the ability to make final design recommendations.

a) Satellite Dishes and Antennas:

Installation of satellite dishes and antennas must be carefully considered to mitigate the impacts to neighboring properties. As such, all satellite dishes and antennas mounted on buildings should be adequately screened from public view by landscaping and can not exceed 36" in diameter.

In general these elements shall not be mounted on the front façade, of a building or home, or adjacent to a public way. If a front façade mount is necessary to receive reception, the homeowner will be required to provide landscaping to screen the satellite dish from the street at the homeowners expense.

The Pinehills DRC application must include the approximate location of the dish.

b) Driveways:

Driveway surfaces may be asphalt, pavers, stone, chip-seal, or an approved alternative suitable for this use. If a homeowner wishes to change the driveway surface, a Design Review application must be submitted for approval.

Homeowners within the General District wishing to seal coat their driveway do not require Design Review approval. Homeowners within the Residential District should check with their District for seal coating guidelines.

c) Exterior Painting:

Homeowners wishing to change the paint color of their home, front door, or shutters must submit a Design Review application for approval. The application must include a sample paint chip.

Routine maintenance of exterior painting, which does not involve changing the existing exterior color, does not require Design Review approval.

d) Lighting:

Exterior lighting should be designed to subtly highlight key features of the landscape design, such as walkways or paths and augment architectural features of the residence. Flood lights and motion sensor lights may be acceptable with Design Review approval. Lights must be hooded to shield from abutting property.

All lighting throughout the community shall be a soft white light; 75 watt incandescent or metal halide or approved equal.

All homes within The Pinehills have some type of front yard lighting that helps to light the roadways. These lights are required to have photocell controls and be illuminated between dusk and dawn, adjusted seasonally. Homes in Forest Edge, Pine Cobble and Winslowe's View have a light mounted on their garage. All other neighborhood are to have a post light at the driveway.

e) Holiday Lighting:

Holiday lighting may be displayed between December 1 and January 30. After January 30, holiday lights must be removed. Homeowners within the Residential District should check with their District for additional restrictions.

- *Only white or clear mini-lights can be used in the bushes and/or trees near home. No flashing or colored lights.*
- *Window lights in interior windows may be white or clear*
- *Ground spotlights are permissible provided they are designed for exterior use and do not impact your neighbor.*
- *All power cables and outside lights must be UL listed for outdoor use.*
- *No power cables are to be laid over walkways or driveways.*
- *No use of lights will be made for outlining of houses.*
- *No decorations of any kind shall be placed on roofs or lawns. Decorations may be placed on stoops or front porches.*
- *Wreaths and swags may be placed on the exterior of the house.*

f) Fencing:

Fence styles that allow for views through, such as post and rail, are encouraged over solid fences. Materials for fences shall be wood, metal or PVC. Only wood fences are allowed where they are visible from the street or front of the house. Alternative materials, such as metal and PVC are permitted only in the rear of homes where the fence is less visible.

- *Fences with caps that run parallel to sloping grade shall step with each panel and not slope. Fences without caps, such as a picket fence, may slope.*
- *Side and rear yard fences shall be a maximum of six (6) feet in height. A solid fence with a 2 ft high lattice detail is allowed but must comply with the maximum height allowance.*
- *Fences in the fronts of homes may not exceed four (4) feet in height and may not be solid.*

It is recommended that landscaping be installed along fences to soften the appearance of the fence material and provide a layering of vegetation in front of the fence.

Fencing material such as sheet metal, chicken wire or mesh, metal or plastic chain link fence, rope or other fibrous strand material are not permitted.

g) Pools and Hot Tubs:

In-ground swimming pools (vinyl or gunite) and hot tubs are permitted with approval from The Pinehills DRC. Above-ground pools and pool slides are not permitted. Homeowners shall take great care in planning the pool, hot tub, and equipment location to minimize noise and visual impact on abutting homes and golf course as applicable.

Pool cabanas and equipment enclosures must be architecturally compatible with the house and other structures in placement, mass and detail.

Pools must be enclosed with a fence. Fences shall meet Town of Plymouth ordinance criteria, as well as conform to the restrictions noted in these guidelines.

Hot tubs must be enclosed with a fence or screened with landscaping.

Pools and hot tubs are not permitted in dedicated undisturbed open space or the 25 ft Golf Buffer.

h) Signage:

Part of what brings enjoyment and value to living at The Pinehills is the beautiful setting. To that end, the CCRs generally prohibit placing signs, including and without limitation, "Homes for Sale" signs, brokerage signs, and "Private Residence" signs anywhere at The Pinehills without the approval of The Pinehills DRC.

The Pinehills DRC has established a uniform signage policy for the sale of property within The Pinehills. Please refer to the "*Guide to Selling or Transferring Your Residential Property at The Pinehills.*"

Homeowners wishing to put up signs displaying their family name or home address number may do so with the approval from The Pinehills DRC. Homeowners must submit a description of the sign, the size, the type of material (i.e. wood, stone, granite), and proposed location. It is the homeowners' responsibility to first file for approval with their District Association as they may have a more restrictive sign policy.

Signage within The Pinehills has been placed by Pinehills LLC for the purpose of identifying sites, controlling and directing traffic, and, in general, aiding residents and visitors alike.

i) Flag Poles:

Homeowners may attach one (1) flag mount to their home. The location must be approved by The Pinehills DRC.

Stand-alone flag poles are allowed with Design Review approval in District Association common areas only.

- j) Storm Doors:
Storm door must be a one piece glass/screen vinyl or wood door and white in color (if vinyl). Storm doors must receive Design Review approval prior to installation.
- k) Awnings
Awnings shall be constructed of high quality, durable, fade resistant, and fire resistant materials. Awnings are allowed only on the rear of the home. The awning color must be submitted with the Design Review application for approval.

Effective January 1, 2008 all awnings require zoning approval and a building permit from the Town of Plymouth (per *Massachusetts State Building Code, 7th Edition*).

Non-retractable awnings must be removed seasonally.

5. Exterior Improvements (Structural)

Homeowners wishing to extend their existing decks, add stairs, add a three season porch, or add an addition to their home must receive approval from The Pinehills DRC. Homeowners must submit a plot plan locating work to be done, construction drawings (must match drawings submitted to the building Department), and contractor information (including license number and evidence of insurance) as part of the Design Review Application. The Pinehills DRC strongly encourages homeowners to engage an architect or licensed contractor to assist in plan preparation and construction.

Town of Plymouth Zoning approval and Building Permit are required for all exterior structural improvements (see Appendix B for process).

- a) Decks and Deck Stairs:
Decking material on both porches and decks may be cedar, mahogany or another species of wood suitable for this use. These materials should be stained a color complementary to the building and well maintained. Pressure treated materials and synthetic materials may be acceptable. A plot plan identifying the deck and/or stair location must be submitted with the Design Review Application.

Homeowners wishing to extend their original deck must match all existing material, style, and structural construction.

Decks and stairs may not be built within Restricted Buffers, Open Space, Easements, or the 25 ft Golf Buffer.

Generally, stairs leading from decks to grade shall face the front or side of the house lot only. Stairs that can not accommodate this due to home protrusion or bulkheads are to be reviewed with The Pinehills DRC during the submittal process. Stairs built into the grade or slope may lead to the rear of the lot.

b) Three-Season Porch

Three-season porch additions must match the home in architectural style as well as roof lines. Windows do not have to be by the same manufacturer as the existing home, but must match in style and color. Architectural plans and a plot plan identifying the three-season porch location must be submitted with the Design Review Application.

Three-season porches may not be built within Restricted Buffers, Open Space, Easements, or the 25 ft Golf Buffer.

c) Additions and Four-Season Porches

Home additions and four-season porches are to match the home in architectural style as well as roof lines. Windows do not have to be by the same manufacturer as the existing home, but must match in style and color. Architectural plans and a plot plan identifying the addition or four-season porch must be submitted with the Design Review Application.

Additions and four-season porches may not be built within Restricted Buffers, Open Space, Easements, or the 25 ft Golf Buffer.

6. Interior Improvements

Homeowners finishing their lower level, space above the garage, any other unfinished space, or proposing to add any interior space to their home must receive approval from The Pinehills DRC. Plans must be submitted clearly outlining the proposed construction improvements. Additionally, homeowners must submit construction drawings (must match drawings submitted to the Building Department) and contractor information (including license number and evidence of insurance) as part of the Design Review application. The Pinehills DRC strongly encourages homeowners to engage an architect or licensed contractor to assist in plan preparation and construction.

A Town of Plymouth Building Permit is required for all interior structural improvements (see Appendix B for process).

Any proposed interior construction or addition must be consistent with the Town of Plymouth OSMUD Zoning. OSMUD Zoning designates some homes within The Pinehills as Limited Occupancy Community (LOC) Units and require that no such homes shall contain more than three (3) bedrooms, the master bedroom shall be on the first floor, and no more than one additional bedroom may be on the first floor. The Pinehills defines a bedroom as a room with any combination of the following: a door, a closet, and close proximity to a three-quarter or full bathroom. Room additions will be evaluated based on construction of the room and not the labeled use or décor of the room.

Homeowners will be required to sign a certification stating the buildout complies with The Pinehills Master Plan, The Pinehills CCRs, and the Town of Plymouth OSMUD Zoning. This certification is part of the Design Review Application.

At Town Meeting in April 2005, Pinehills LLC obtained permission under its approved Master Plan for The Pinehills to build a limited number of homes with more than three (3) bedrooms (defined as "Expanded LOC Unit Sub-Type"). Homeowners wishing to apply for an Expanded LOC Unit Sub-Type Permit should contact Pinehills LLC for further information.

Homes within the active adult neighborhoods (Great Island and Seton Highlands) are defined as planned retirement units under the OSMUD Zoning and Pinehills Master Plan and do not have the same LOC Unit bedroom restriction. However, homeowners must still submit an application for Design Review for any alterations.

In addition to complying with OSMUD Zoning requirements, The Pinehills must maintain a running total of the number of bedrooms in the community for the Pinehills Sewer Treatment Facility in accordance with Department of Environmental Protection regulations.

In addition to the above, the following is a non-exclusive list of additional items requiring Design Review approval:

- Retaining walls
- Trellis work, lattice work, or other decorative building elements
- Privacy fencing on or next to a deck or patio
- Gazebos and other accessory buildings
- Placement of HVAC compressor units and emergency generators
- Porch/deck railings
- Shutters
- Adding windows
- Swing sets and jungle gyms
- Weathervanes
- Bulkheads
- Exterior landscape stairs
- Drainage structures
- Weather stations
- Placement and duration of temporary storage units (i.e. PODS, dumpsters)

7. Homeowners Responsibility

Each homeowner is responsible for understanding and complying with the Design Guidelines, The Pinehills CCRs and, if applicable, their District Association Guidelines. **No modification or improvement to the property can be undertaken during initial construction or at a future date without prior review and written approval of The Pinehills DRC, as described in this document.**

As-built information is required to be submitted to The Pinehills DRC for any work including, but not limited to, work requiring a Building Permit Application submittal to the Town of Plymouth, added drainage, or driveway modification. The Pinehills DRC will note required as-built information in the approval letter. As-built information must

be provided to The Pinehills DRC by a licensed land surveyor, architect, or contractor at the homeowner's expense.

The homeowner, and not The Pinehills DRC, is responsible for compliance with federal, state, and local ordinances and standards.

8. Compliance and Enforcement

The Pinehills DRC, at its sole discretion, reserves the right to require any homeowner to provide a Design Compliance Escrow deposit as a condition of Design Review approval for their proposed alteration, construction, or other work on their property. If the work is completed in full compliance with the Design Review approval and the Design Review guidelines, then the deposit will be returned in full to the homeowner. Without limiting any other remedies which The Pinehills DRC may have under the CCRs or otherwise, if the work is not completed and is detrimental to the neighborhood, The Pinehills DRC may use the deposit to address any non-compliance which may be impacting others.

If homeowners choose not to comply with the requirements set forth above, homeowners may be subject to enforcement in accordance with Section 7.4 of the CCRs and Section 3.21 of the By-laws of Pinehills Landowners Association, Inc.

Appendix A



**The Pinehills
Pinehills Landowners Association
Design Review Application**

For office use only

Date Received _____

NAME OF PROPERTY OWNER _____

ADDRESS _____ LOT NUMBER _____

RESIDENTIAL _____ EXISTING NUMBER OF BEDROOMS _____ COMMERCIAL _____

CONTRACTOR CONTACT INFORMATION (if applicable)

NAME _____ PHONE NUMBER _____

MAILING ADDRESS _____

CONTRACTOR LICENSE NUMBER _____

DESCRIPTION OF WORK (i.e. new construction, addition to building, clearing, landscaping, lighting, erecting a fence, parking, etc.)

IF A REAR DECK/PORCH IS BEING CONSTRUCTED, ARE THERE STAIRS? YES (must be shown on attached plan) NO

LIST OF PLANS, DRAWINGS, PHOTOGRAPHS, SPECIFICATIONS INCLUDED WITH APPLICATION¹

The undersigned Owner hereby certifies that the proposed work described under this Design Review Application is in compliance with the applicable provisions of i) the Town of Plymouth Open Space Mixed Use Development (OSMUD) By-law, Section 205-63; ii) the Pinehills Master Plan; iii) the Declaration of Covenants, Conditions and Restrictions for The Pinehills; iv) the applicable District Supplemental Covenants, Conditions and Restriction, including the Pinehills Design Guidelines and any supplemental district design guidelines or other rules and restrictions, and that all work undertaken pursuant to any approved application will be completed in compliance with the terms and conditions of the such approval and all of the aforementioned by-laws, master plan, covenants, guidelines, rules and regulations.

SIGNATURE _____ DATE: _____

DO NOT WRITE BELOW THIS LINE – DISTRICT ASSOCIATION USE ONLY

DATE RECEIVED BY DISTRICT ASSOCIATION _____

- APPROVED AS SUBMITTED APPROVED WITH COMMENTS NOT APPROVED/RETURNED WITH COMMENTS

DISTRICT COMMENTS:

SIGNATURE OF DISTRICT APPROVAL (if applicable) _____ DATE: _____
(a copy of the approval letter from the District Association must be attached)

¹ Submit one (1) copy of all required plans.



**The Pinehills
Pinehills Landowners Association
Design Review Approval Form**

Submittal Checklist

Builders

- Plot Plan / Site Plan (with grading)
- Architectural Plan
 - Exterior Elevations
 - Floor Plans
- Landscape Plan
 - Hardscape
 - Plant Material
 - Driveway Layout
 - Fencing
- Lighting
- Windows
- Doors
- Garage Doors
- Gutters/Down Spouts
- Roof Material
- Exterior Paint Color
- Other Submittals

Homeowners

- Plot Plan / Site Plan
- Landscape Plan
- Floor Plans
- Satellite Dish Location
- Exterior Lighting Design
- Awning Material and Location
- Cut Sheets / Photos
- Other Submittals

Bedroom Count

Existing number of bedrooms _____

Proposed number of bedrooms _____

Total bedroom count _____

PINEHILLS LANDOWNERS ASSOCIATION – DESIGN REVIEW SIGNOFF

- APPROVED AS SUBMITTED APPROVED WITH COMMENTS NOT APPROVED/RETURNED WITH COMMENTS

COMMENTS _____

PINEHILLS D.R.C. SIGNATURE² _____ DATE³ _____

² An application for Design Review is subject to the requirements of the Declaration and will be approved if it is found by the Design Review Committee to be consistent with the Master Plan for The Pinehills and with the Design Guidelines in effect at the time of submission of the application. The applicant must also comply with all federal, state and local laws, rules, regulations and permit requirements.

³ If construction does not begin within 12 months of date approved, approval is withdrawn.

Appendix B



The Pinehills

An Overview of the Building Permit Process for The Pinehills and the Town of Plymouth

1. Homeowners at The Pinehills must first submit a design review application to the Pinehills Landowners Association with all required plans for review and approval.
2. Concurrently, the homeowner is to apply for zoning approval with the Town of Plymouth. The Pinehills does not need to sign the Town zoning application. Zoning approval is required for any exterior work involving structural construction (i.e. decks, additions to home, etc) and may be required for any tree removal. If you have any questions regarding the zoning approval process, please contact the Building Department directly at 508-747-1620.
3. Once zoning is approved by the Town of Plymouth, the building department will mail the approved zoning application and a building permit application to the homeowner.
4. Before submitting the final building permit application to the Town of Plymouth, the homeowner must obtain The Pinehills Design Review approval and the signature of a Pinehills LLC representative on the permit application. When zoning approval is required, Pinehills LLC requires proof of approval before building permit applications will be signed. The building permit application must be completed before being submitted to Pinehills LLC. The building department will not accept a building permit application without a Pinehills signature, regardless of the work being proposed. Typically, building permit applications are signed by Pinehills LLC within 24 hours of receipt of completed permit application. Homeowners will be notified by Pinehills LLC when the building permit application is ready to be picked up. If zoning is not required or has been approved, homeowners have the option of submitting the completed building permit application with their Design Review application.

Please note that at the request of the Town of Plymouth Building Department, Pinehills LLC will not sign a building permit application without proof of zoning approval (where applicable).

All Zoning and Building Permit Applications require a 13 digit Parcel ID Number. This number can be found on your tax bill or can be obtained through the Town Assessors office.

