

**SEWICKLEY HEIGHTS MANOR HOMES
ASSOCIATION – Architectural Control Committee:**

Policies and Guidelines

Reports to:	Board of Directors
Composition:	Chairperson is a board member plus at least 2 additional members living in the community.
Meeting Frequency:	Meetings as needed to comply with By-laws regarding approval timelines

The Architectural Control Committee must consist of a chairperson and at least two Members. The Chairperson must be an active board member.

Although no formal meetings are scheduled, all homeowners' requests are reviewed according to the timeline in the by-laws. The requests are studied and reviewed using emails to all committee members. A vote is taken by email of the committee and the decision is communicated to the homeowner and the board via the monthly request tracking sheet

The Architectural Control Committee is responsible for the outside control of all units in the Manor and Ridge as governed by the Covenants and General Rules & Regulations.

A study of each request is made and a decision on whether to grant the change is based on the following guiding principles:

- * Will it change the Architectural composition of the Manor and Buildings?
- * Does it replace in-kind or if not does it beautify the neighborhood and does it blend with existing architecture?
- * Can it be maintained within the maintenance schedule and without additional costs?

The issues that the Committee will review and require prior approval are:

- * All exterior doors and windows
- * Awnings and decks
- * Screen Doors, Storm Doors, Garage doors
- * Window flower boxes/planters
- * All exterior lights
- * Any exterior remodeling of any type
- * Roofs, siding, driveways and other outside items for homes in the Ridge
- * Projects of a specific nature like generators or satellite dishes

Awnings:

Prior Approval is required before new awnings are added to a deck or the fabric is replaced. There are two kinds. One is the standard awning with vertical supports, the other being the retractable type. The standard awning must have supports mounted to the floor of the deck or patio-- rather than to the railing. The retractable type is bolted to the area above rear glass door. All awning designs must be approved prior to installation according to the General Regulations Governing Buildings and Grounds of the Association. Also, the specific color and design or new or replacement awnings must be chosen from the approved list of awnings posted on the Manor Website.

Doors/Storm Doors:

Prior approval must be granted following the policy as stated in the General Regulations Governing Buildings and Grounds. Replacement doors or storm doors must harmonize with the color, style, design, and appearance of the existing door and with the doors of surrounding or adjoining units.

Decks:

Replacement of Decks on the Ridge must be pre-approved. Any enlargement of a deck must also be approved by the Architectural Control Committee. All extensions must be built using current Manor specifications and conform to color and design and follow the guiding principles.