

Amesbury West Homes Association Architectural/Landscaping Guidelines and Procedures

The following are the guidelines, procedures and request form for approval of changes/modifications by the Architectural/Landscaping Committee (ALC) and Board of Directors (BOD) of Amesbury West Homes Association (AWHA).

Article VII of AWHA Covenants provides as follows:

“No building, fence, wall or other structure shall be commenced, erected, or maintained upon the Properties, nor shall any exterior addition to or change or alteration there in be made unless the plans and specifications showing the nature, kind, shape, height, materials, and location of the same shall have been submitted to and approved in writing as to harmony of external design and location in relation to surrounding structures and topography by the Board of Directors of the Association, and by an architecture committee composed of three (3) or more representatives appointed by the board. In the event the board, or its designated committee, fails to approve or disapprove such design and location within thirty (30) days after the plans and specifications have been submitted to it, approval will not be required, and this Article will be deemed to have been fully complied with.”

Architectural Guidelines

The guidelines below summarize key requirements established by the Amended Declaration of Covenants, Conditions, and Restrictions (CC&R) of the Association. For comprehensive information regarding all guidelines, rules, and regulations that require ALC and BOD approval, please consult the following documents available on the AWHA website: Amesbury West’s Rules and Regulations, Amesbury West Painting Guidelines, and Amesbury West Roofing Guidelines. In addition to AWHA guidelines and regulations all changes or modifications must comply with City and State building Codes and Regulations.

Any homeowner desiring to make any modification to the exterior of the unit and/or the land adjacent to the unit, must complete the Architectural/Landscaping Modification Request. Any request which essentially replaces an existing structure with the same materials, quality of construction and color will generally be approved. For example, if an existing patio fence were replaced with the same materials, colors and design, the request would normally be approved.

Any modification or addition which substantially changes the exterior appearance of a unit will only be approved if it is in harmony with the external design of not only that unit but of surrounding units and will not interfere to any significant degree with the use, sight lines or view of any other unit.

No improvement may be made which extends (in whole or in part) beyond the lot of the owner making the request, unless it is permitted (and then only to the extent permitted) under the Covenants of the Association with respect to certain easements. Please note that the lot of each unit ends at the outside of the unit’s foundation. There is an easement for the roof/eave overhang into the common area.

Homeowners are responsible for maintaining or replacing the following items (all require ALC approval):

- **Siding:** Material must be wood of the same quality and type as the original construction of the main unit. Exceptions may be made on a case-by-case basis based upon the location, quality and appearance of the substitute material (i.e. James Hardy Board, LP Smart Siding). Refer to AW Painting Guidelines for details.
- **Replacement windows, sliding and hinged hung doors** must have the same style and appearance of most units in the Association. The color shall match the window or door being replaced.
- **Garage Doors:** The door must be flat paneled and painted to match the home.
- **Fences:** Only privacy fences in front of homes around courtyards are allowed. Approval by the ALC is required for any repair or replacement. City of Shorewood also requires permits for changes in fences.

- **Driveways:** Replacement or resurfacing of driveways will be consistent with existing materials.
- **Landscaping:** Owners may change landscaping of the common area directly adjacent to their unit with ALC and BOD approval. If approved, any upkeep (i.e. trimming, weeding, watering, etc.) or modification or removal of the landscaping will be the sole responsibility of the owner of the unit and his/her successors.
- **Front Doors:** Replacement or color change require ALC approval.
- **Screen Doors:** If a screen door is added to a side garage door or entry door, it must be painted the same color as the siding.
- **Roofs:** Roofs, gutters and downspouts are the sole responsibility of the homeowners. Refer to Roofing Guidelines for details.

Architectural/Landscape Modification Procedure

All requests for architectural or landscape modifications will be reviewed by the ALC, and final approval will be issued by the BOD. Failure to obtain approval for changes (or other types of violations) can result in penalties including fines. (See: [Penalties-Article III, Section 3.c. of the AWAHA Covenants](#)). The history of the Association demonstrates a high level of goodwill and a desire to do the right thing and the Board of AWAHA anticipates that this will continue in the future.

- **Request Form:** An Architectural/Landscaping Modification Request Form must be completed and submitted to the ALC. The form is available on the Members' portal of the AWAHA website in two versions. The online version is preferred. You may download a written version if needed. The online version automatically sends the request and attached documents to ALC members. If using the written format, copies should be sent to each ALC member.
- **Required Information:** Requests must include an outline of the proposed change(s), diagrams, photos, a plot plan, materials to be used, etc. to clarify or improve the committee's understanding of the proposed modification's description.
- **Timeline:** Completed requests should be submitted to the ALC at least one month prior to any work being scheduled to start. If the request is not complete or lacks a clear description, the committee will return the unapproved request and ask for clarification or additional information. The ALC is required to respond no more than 30 days after receipt of a complete request and all required information. If all information is not available, the request will be treated as a new submission with a new 30-day period for consideration.
- **Architectural Committee/BOD Response:** The ALC meets on an as needed basis. All requests will be reviewed and the ALC will make a recommendation to the BOD for approval or disapproval. The BOD will notify the homeowner of their decision via email. For major items, as determined by the ALC, the ALC will notify and discuss the proposal with the homeowners that share a common wall(s), or others whom the ALC considers might be affected in a substantial way. The ALC will consider all comments and/or concerns of those homeowners. ALC members who might be affected by a specific request will recuse themselves.
- **Compliance Inspection:** All modifications are subject to a compliance inspection upon completion of the project. If the project as completed is not in accordance with the submission and approval by the BOD, this will be considered a violation of the rules and subject to fines until corrected.
- **All changes or modifications shall comply with City and State building Codes and Regulations.**
- **Record keeping:** It is the responsibility of the homeowners to maintain a copy of the architectural approval letter, application and relevant correspondence. Additionally, any City and State permits that were required are to be held by the homeowner.

Format and layout of this document approved by the AWAHA Board on January 3, 2023, for posting on the AWAHA website and distribution by e-mail to all AWAHA members for use on and after January 3, 2023.

Revised and Approved by the Amesbury Board on September 16, 2025

Revised and Approved by the Amesbury Board on January 13, 2026

/s/ Juliana Kottke, AWAHA Secretary