

BEACON CREST ARCHITECTURAL GUIDELINES

I. Introduction

Beacon Crest 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.

The role of the **Beacon Crest Architectural Committee (BCAC)** is to provide and oversee adherence to guidelines for homeowners with respect to any modifications and improvements to the exterior of Beacon Crest homes, and properties, to ensure that improvements help protect property values of the community.

The responsibility of the BCAC 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 Beacon Crest community.

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

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

1. How to submit an Architectural Variance Request
2. 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 these documents, which are 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.

BCAC Members, as of this writing, are:

1. Anne Maxwell (Chairperson)
2. Nimish Amin
3. Mark Davis

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

General home improvements that require permits: House additions, decks, solar panels, pavers, driveways, pools, keeping of animals, fencing, gas generators, satellite dish placement.

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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 BCAC 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: The homes in the Beacon Crest community were designed and built using cedar siding. Homeowners may consider replacing their original cedar siding with the same consistent look as the original using composite siding. Board width, thickness, and simulated grain should match that of the existing siding. No patching is permitted. Siding color should be consistent in tone with others in the neighborhood, no gloss finishes. No vinyl or aluminum siding is permitted.

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Roofing: Replacement roof shingles should match, or be close to the existing color of the original roof. Other colors will be considered on a case-by-case basis but should be a shade of gray, brown, or black to keep with the aesthetic of the neighborhood. New shingles must be multi-dimensional or high-definition asphalt. Metal roofs are not permitted.

Windows: New windows must be approved by the BCAC in advance of the work, and should have the same style, window grill, and color as the original.

Doors, Shutters, Trim: All new doors, shutters, or trim must be approved by the BCAC in advance of the work. New colors should be consistent in tone with other homes in the neighborhood.

Garage Doors: Garage doors may be solid or have windows in the top row only. Material may be wood, steel, or fiberglass. Garage door color should be white. Other colors will be considered by the BCAC on a case-by-case basis.

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. Siding, roof shingles, and window style should match the existing home. A full set of architectural drawings identical to those to be submitted to the township must also be submitted to the BCAC for review.

Decks, Paver Patios: New decks can be constructed of natural pressure treated wood or synthetic composite material (such as Trek), preferably in an earth tone color, gray, or white. Other colors will be considered on a case-by-case basis. Deck railings may be natural pressure treated wood, composite material, or metal. No solid panels above or below the railings of the deck are permitted. Deck screens are permissible on corner lots to ensure privacy but must not exceed height limits set by Bernard Township. A description of the materials and dimensions of the proposed patio is needed. A copy of the property survey should be included and depict where the deck will be installed. Reference: Bernards Township website, Guide to Frequently Asked Zoning Questions, Section 21-18A Open Decks in Residential Areas.

Paver Patios can be constructed using paver stones, concrete pavers, or stamped concrete. Other materials will be considered on a case-by-case basis. A description of the materials and dimensions of the proposed patio is needed. A copy of the property survey should be included and depict where the paver patio will be installed.

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 should exceed the limits set by Bernard Township. If applicable, the township will do a lot coverage and impervious coverage calculation. If the proposed deck or patio exceeds those limits, the township may not issue a permit.

Solar Panels: Preferred solar array location is the rear roof of the home. HHMA has Small Solar Energy System Standards in place for installation requirements which are available on

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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 Bernards Township permit application is required.

Landscaping: Major landscaping changes such as the addition or removal of trees, or the addition of new planting beds are considered a property improvement and must be approved in advance by the BCAC. Minor additions and/or deletions such as installing flowers, ground cover, or shrubs, do not require approval. Plastic edging around flowerbeds is prohibited.

Free standing sheds and other detached structures are prohibited per the HHMA Governing Documents and the Recorded Resolution Adopting Architectural Controls and Rules of Procedure.

Trees: Unless there is a safety issue or emergency, the addition or removal of any trees requires BCAC approval. A survey or sketch of location of trees to be removed (even if dying or dead) or for new trees to be planted must be included in the Architectural Variance Request. Bernards Township does not require a permit for tree installations or removals on any property of less than three acres.

Backyard Swing Sets/Playgrounds

Backyard swing sets/playgrounds must have approval of the BCAC prior to construction or installation. Swing sets/playgrounds should be constructed of wood or composite materials. Weather resistance is recommended for low maintenance. Play apparatus should not be visible from the street. Natural plantings (e.g., tall shrubs) are acceptable concealment. Please include the proposed location of the apparatus on a copy of a property survey, as well as a picture and description of the equipment.

Other Exterior Modifications

Fencing: Allowable, given compliance with below, and prior approval from BCAC. Bernards Township has permit requirements for new fencing.

Black aluminum, general height of fence should not exceed approximately four (4) feet. No front yard fences permitted. Fences may not be used as a dog run. Invisible fencing will be considered on a case-by-case basis.

Mailboxes: Mailboxes and posts should be white or taupe in color, and must be properly maintained. All mailboxes and posts should meet U.S. Postal requirements (e.g., correct height, size, etc.), which can be found on the HHMA website, www.hillshighlands.com under Architectural Guidelines. Post materials should be pressure treated wood or composite material. House numbers should be clearly noted. If you are replacing both the post and mailbox, please submit an Architectural Variance Request and provide a picture of the proposed items.

Natural Gas Generators: Bernard Township has guidelines and permit requirements for homeowners interested in installing an exterior natural gas generator. A copy of a township

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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.

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.

Walkways, Driveways and Sidewalks: Walkways and driveways can be asphalt, paver stones, or stamped concrete. Approval by the BCAC is required prior to replacement. Driveway curbing will be considered. Driveway sealcoating does not require approval.

Common area sidewalks are concrete and if they require replacing, it is the townships responsibility; however, **snow removal from sidewalks around your property is the responsibility of the owner.**

Fire Pits/Outdoor Fireplaces: Bernards Township has guidelines and permit requirements for homeowners interested in installing permanent fire pits and outdoor fireplaces. Owners must obtain prior BCAC approval and must ensure that there is no potential risk of fire when considering location.

Swimming/Lap Pools: In-ground pools are permitted in the backyard. A survey and design must be submitted and approved by the BCAC. Township regulations apply. Fencing will be required, and township permits are applicable for both the pool and fencing. The location should be minimally intrusive, and the pool should not be visible from the street. **Above ground pools are not permitted.**

Hot Tubs: Hot tub installation must comply with Bernards Township regulations. Installation requires an Architectural Variance Request Form be submitted which must include a description of the hot tub and where you plan to install it.

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."**

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 Bernards Township permit is applicable.