

# Architectural Control Guidelines

Tartan's Glen Homeowner's Association  
General Information – revised April 2022

The restrictive covenants of the Tartan's Glen Association include the following requirements, under Section 5, Architectural Control:

5.1 No building, fence, wall, in-ground swimming pool, or other structure shall be commenced, erected, or maintained upon a Lot, nor shall any exterior addition, change or alteration be made to a structure on a Lot until the plans and specifications showing the structure's nature, kind, shape, height, materials, and location...are submitted to and approved by the Architectural Control Committee in writing.

This requirement is **legally binding** for all Lot owners and should be considered any time you plan to undertake projects on your Lot. Any exterior changes to your Lot are subjected to review and approval. Any projects done without pre-approval are subject to removal if they do not comply with the guidelines. The best attitude to take in response to the requirements is to *"ask before you start"*. This will avoid unnecessary confusion or hard feelings. In your planning, please allow 30-days for the review and approval process.

These guidelines were prepared by your Board of Directors to help you comply with this requirement. The intent is to provide you the guidelines that are used by the Architecture Committee when evaluating your plans. These guidelines are used to maintain consistency. Residents are encouraged to review the governing documents for restrictions/limitations, as well as City or County ordinances, restrictions, and requirements.

**All requests must be in writing on the proper request form, along with any supporting documents (Plat Map, design diagrams, etc.). No verbal requests are allowed.**

## Approval process

Submit a completed Architecture Request form with the following information:

1. A Plat Map or Lot Survey – a site plan showing the placement of the outbuilding, deck, or fence in relation to your property lines and home that was built
2. A picture or detailed drawing of the outbuilding/shed, fences layouts, with measurements
3. A description of the materials to be used or pictures (i.e. Color samples, product choice)
4. The color of the finished outbuilding, fence, or deck
5. The method of screening or landscaping to be used

The request form and all applicable documents should be submitted by mail or email to Stacey, our Community Manager at Above & Beyond. You may also hand your request to a member of the Architecture Committee. The Architecture Committee is allowed up to 30-days to review, request additional information, and approve. Approval will come via mail or email. It is the owner's responsibility to follow-up on their requests.

## **Fences, Decks, and Outbuildings**

### **Fences and Decks:**

Only wood, wood composite, or vinyl fences or decks are allowed. The maximum height is six (6) feet. The wood finish is to be paint or stain of natural earth tone color. Split rail fences with vinyl coated mesh on the inside are permitted. Privacy fences and decks cannot extend beyond the front line of the house. All posts are to be facing the owner's house, meaning the rails are on the inside. No chain link fences are permitted. All fence/deck construction, style, materials, etc. must be submitted with the necessary sketches and approved in advance by the Architectural Control Committee. Lots on along the ponds must have a four (4) foot picket or iron fence to not interfere with the pond view.

### **Outbuildings/Sheds:**

Location: Backyard only. For Lots on the pond, they are to be placed as close to the home as possible.  
Maximum height: 10' feet (ten feet)  
Maximum area: 10' x 12' (ten by twelve)  
All measurements must be approved by the Architectural Control Committee

### **Materials:**

The finished materials for a fence, deck, or outbuilding must be compatible with that used for the home. Plastic, metal, tin, fiberglass, or other corrugated materials are prohibited. No permanent foundations (cement or concrete) are allowed for sheds.

### **Roof:**

Must match that of the home.

### **Colors:**

The color scheme must be the same as the home. Outbuildings built with wood shall not be left in natural condition. Structures must be stained with neutral or wood colored stain or sealer. Siding must be wood plank, textured plywood, or vinyl siding that matches fence or home.

### **General Restrictions:**

- One (1) outbuilding or unattached structure per Lot.
- No Metal, Fiberglass, Plastic, or other corrugated materials.
- No storage can occur outside or around the outbuilding/shed structure.
- No elevated structures - these are prohibited.
- No open storage facilities or carports - these are prohibited.
- If the home is restyled, changing the siding or paint color, the existing storage structure must be changed to match.
- Projects approved by the Architecture Committee must be completed withing 180-days of approval. Once a project begins, the owner has 30-days to complete it.

## Association Covenants Include:

**HOUSE EXTERIOR:** No exterior changes or alterations to the house can be made until plans, specs, and materials have been submitted to the Architectural Control Committee in writing for approval/disapproval. No solar panels, attached or detached, are permitted. Fireplace wood must be stacked neatly, placed on the rear or side of the home. Garbage containers must be stored in the garage, at the rear of the house, or at least 10 feet back on the side of the house (City ordinance).

**MAINTENANCE:** It is the responsibility of every homeowner to maintain their property, including the yard and home exterior. This benefits our community aesthetics and maintains property values. Maintenance items that require approval include, but not limited to, new roofs, new siding, or complete landscape overhauls.

**EXTERIOR LIGHTS:** No high intensity lighting (quartz, mercury, vapor, etc.) can be added. Holiday lights and decorations may not be displayed longer than sixty (60) continuous days, thirty (30) days prior to the holiday and thirty (30) days after the holiday.

**SWIMMING POOLS / HOT TUBS:** In-ground pools, above-ground pools, and hot tubs are allowed and must be approved by the Architecture Committee. These structures must be fully enclosed by a fence, six (6) feet in height or a locking, retractable cover. Hot tubs must be placed on a back porch or deck of approved construction. Homeowners are required to abide by City ordinances for pools and pool construction.

**CHILDREN'S PLAYGROUND SETS:** Playground sets are permitted in the backyard only and have a height restriction of twelve (12) feet. Playground sets must be of wood earth tone in color and must be kept in a high state of repair. Plans for such equipment must be received prior written approval from the Architectural Control Committee.

**TRAMPOLINES:** Trampolines must be kept inside a six (6) foot fenced yard. Trampolines that are not inside a fenced yard must be securely anchored to the ground and must be removed and stored from October through April. If a trampoline involuntarily leaves an owner's property, landing on another property or Association Common Area, the trampoline owner is subject to a fine of \$20 per day, until the trampoline is removed. In addition, the owner may be responsible for any damages caused to other property.

**YARD DEBRIS:** No grass clippings shall be left on the street at any time after mowing the grass. Trash, garbage, or other waste shall not be kept in the yard except in enclosed, sanitary containers, or closed plastic bags for no more than twenty-four (24) hours. No composting on the lot is permitted. Storage of any non-outdoor furniture or adornment items is prohibited in the front yard, outside the house, or in the driveway per the association and City ordinances.

**FREE-STANDING POLES:** Section 6.10 of the covenants prohibit free-standing poles, with the exception of a flagpole, flying only a United States or State of Indiana flag. Allowable items also include small poles for bird feeders, bug-zappers, and wind chimes, or shepherd hooks for flower baskets.

**BASKETBALL POLES:** Temporary or portable basketball goals are prohibited. Basketball backboards attached to the home are prohibited. Permanent, in-ground basketball goals are allowed (effective September 30, 2019). A permanent basketball post should be no less than 15 feet from the street. The basketball goal must be well-kept and maintained in good condition. Basketball goals in poor condition are subject to removal. The City noise ordinances apply to basketball playing time, no earlier than 8:00am and no later than 11:00pm.

**ANTENNAS / COMMUNICATION EQUIPMENT:** Per Section 6.12 of the covenants, NO radio or television antenna with more than 30 square feet of grid area or attains a height in excess of 6 feet above the highest point of the roof, shall be attached to a residence on a Lot. No satellite disk or dish over 20 inches in diameter. Satellite dishes must be attached to the home and cannot be installed on or near the front of the home.

**SOLAR PANELS:** No solar panels, attached, detached, or free standing.

**TEMPORARY STRUCTURES and OUTDOOR STORAGE:** See sections 6.8 and 6.9 of the covenants. No unattached structure or item of temporary character may be constructed upon a Lot, including but not limited to tents, treehouses, doghouses, campers, and recreational vehicles. Outdoor storage upon a Lot is also prohibited. This includes any trailers, campers, recreational vehicles, or any wheeled vehicle, as well as storing of equipment items or household items outside your garage. Such items may only be parked for up to 48-hours or 8-days per calendar year. Burn barrels are not allowed within the Fort Wayne City limits.

## City of Fort Wayne Ordinances:

**Vacant Houses or Lots:** When a house is vacant for an extended time, the owner is still responsible for the lawn upkeep and keeping sidewalks clear of snow until the house is sold. Bald spots in lawns are to be seeded to control erosion and weeds.

**Household Laundry:** Laundry is not permitted to be air dried outside the house, including on decks or patios. No clotheslines of either temporary or permanent nature shall be erected or maintained upon any Lot.

**Cats and Dogs:** There is a leash law. Your pet must be attended to and on a leash when outside the home. Pet waste must be picked up and disposed of properly by owner.

**Traffic:** State law does not allow mini-bikes, go-carts, motorized three and four wheelers, mopeds, or scooters on the sidewalks or streets. Snowmobiles are not permitted on any street, lawn, or open common areas in Tartan's Glen. Bicycles should not be parked on common sidewalks or left in the street.

**Garbage & Recycling Bins:** Bins must be stored in the garage or at least 10-feet back from the front on the home. Containers may be placed at the curb the evening before pick-up day and must be removed by noon the day after pick-up. Bulk items, such as furniture or appliance, require the owner scheduling a special pick-up.

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*This handout was prepared by your Association's Board of Directors to help you comply with the legal binding covenant restrictions and City ordinances. It was also designed to provide you the duly adopted guidelines the Architectural Control Committee will use to evaluate your project plans. Residents are also encouraged to review the entire restrictive covenant document for Tartan's Glen Community Association, Inc, which is available at [www.abcmanagement.org](http://www.abcmanagement.org).*

*Please note: if you have any questions or concerns regarding architectural control subjects or any submitted project requests, please contact Stacey at Above & Beyond or the Architectural Control Committee. Please submit your written proposal to a committee member or the property manager well in advance of your project. Please plan accordingly. You will receive written approval by the Architectural Control Committee within thirty (30) days from the submittal date.*

*Revised April 2022*