

1. Purpose of this document

- a. These guidelines are designed to establish responsibilities for the Wakefield Homeowners Association Board of Directors, the contracted property management company and the Wakefield homeowners in abiding by the provisions of this document.

2. What do we want to accomplish with these guidelines.

- a. Wakefield HOA Board members should always strive to ensure this document is fairly and consistently followed in order to minimize misunderstanding and confusion on everyone's part.
- b. The HOA goal is to be fair, consistent and reasonable. Posting pictures and describing what is or is not acceptable in the appearance of your home will contribute to accomplishing this.
- c. The Rules and Regulations document which is referenced above, is by its nature a legal document. It is located at: <https://pmimer.cincwebaxis.com> use your HOA login link (typically your email address) then click on the document tab.
- d. The best outcome you can expect from using and complying with this document and by extension the rules and regulations document referenced at the top of the page, is being able to have your home appreciate in value when you choose to sell it.
- e. This document is also designed to better familiarize Wakefield residents who wish to make permanent changes to the exterior of their home. To do so, you must complete and submit an Architectural Change Request or ACR. This will be explained further in paragraph 3 below.



3. The ACR, how to fill it out and when it is required

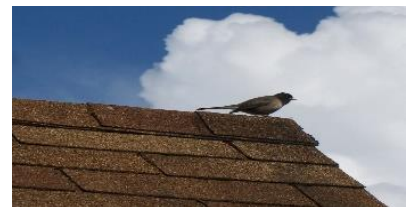
- a. Architectural Change Request or ACR.
 - i. If you want to make a change or improvement to your home and property, the ACR is a document that has to be submitted to the property management company – PMI/Meridian Management through their on line website login portal at: **website login link** <https://pmimer.cincwebaxis.com> or you can access the document at the Association website at: www.cgwakefield.com
 - ii. **The reasons for having ACRs and covenant regulations.** HOAs have become standard features of neighborhoods across the country. The primary reason for this is an interest on the part of all homeowners to retain and enhance the value of their largest investment – their home. Maintaining a neighborhood that is clean in appearance, safe for families, close to amenities and good schools are additional reasons why HOAs strive to enhance the real estate value of their respective neighborhoods.
 - iii. Residents wishing to modify the exterior of their home must complete an ACR and receive approval by the Architectural Change Committee prior to proceeding with any planned construction. Refer to: **Article IV, Section 4.2 page 14**. On page 4 and 5 of the Rules & Regulations (referenced above) you will see 8 home improvement projects that need to have an ACR submitted. You can also find the ACR is at the PMI/Meridian Management website. Go to the

website login link <https://pmimer.cincwebaxis.com> click on community information, drill down to documents and click on that word. Page down to the lower half of the page, to the library forms, click on WAK_ACR_FORM.docx

- iv. In the ACR you submit, include the following:
 1. A site plan – describe what it is you want to do. Blueprints or working drawings indicating all dimensions and elevations,
 2. Ideally, a photograph or drawing of a similar completed project,
 3. If you are going to paint outside, take a picture of the color swatch of the paint and/or stain to be used. This includes roofing samples.
- v. A sample ACR is attached to this guidebook at Appendix A. This is a word document so all you have to do is fill in the blanks and send it to PMI/Meridian Management via the website login link: <https://pmimer.cincwebaxis.com> The example entries are in red. This is the information you need to submit in an ACR.
- vi. If you go to www.cgwakefield.com under the architectural tab, you will find:
 1. The Wakefield tree resiliency plan
 2. The brick color palette, the siding and trim color palette, door and shutter and roofing color palette. These tabs are provided to assist you in your decision-making process when deciding on colors for your home. If there is a color you want to use that is outside those shown at the architectural tab, or need some help in regards to the ACR process, please contact the homeowner’s association property management company PMI/Meridian Management through their online portal: <https://pmimer.cincwebaxis.com>

4. Maintaining the exterior of your home. The rules and regulations for Wakefield spell out what the owner can do in regards to exterior colors of your home. If you want to remove the shutters on your house you can. But if there are holes, discoloration or the vinyl siding or other visible damage, then the expectation of the HOA is that those “unexpected consequences” will be repaired.

- a. Roofing. If you need to replace your roof because of storm damage and you will not be making any changes to the color or design, the procedures are fairly simple. Contact the roofing company of your choice and get it done! Or maybe you simply want a new roof with solar panels on it or you want to change the color of the roof.
- b. Spring, summer and fall are the seasons for taking care of the exterior of your home. This includes: shutter painting, cleaning mold or green mildew from the vinyl siding of your house, wood repair or replacement, garage door repair, vinyl siding repair or replacement, window screen repair or replacement. The HOA has a list of contractors that can provide some of these maintenance services. For more information go to www.cgwakefield.com Click on the resources tab, drill down to company reviews. If you don’t find a contractor you are looking for, post a request on the cg wakefield facebook page. If you do have a contractor you have had success with



that is not listed on the resource tab, contact PMI/Meridian Management and ask them to place the contractor on the resource tab.

- c. All lawns need regular mowing, grass and weed whacking and weed control using fertilizer or weed preventatives.
- d. Make sure trash is enclosed in trash containers provided by one of the three trash collectors in Wakefield – Best Way, Republic or Ray’s. Trash pick ups are Thursdays or Fridays. Once your trash has been picked up, please return your garbage can to your garage or on the backside of your house located behind a partition as you see below. However, you cannot leave your trash can outside on your driveway all week.



This is what a trash can partition can look like. It can be constructed of wood or vinyl and should closely match or complement the color pattern of your house.



- e. You can have a compost bin, if it’s in your backyard. You can also collect rain water in barrels located on the side or rear of your home. Examples of **compost bins or rain barrels** include those you see above. Other types are probably available at the hardware stores – Lowe’s, Menards or Home Depot.
- f. If you have a wood burning fireplace or an outdoor fire pit, please store your stacked wood in your back yard. If you want to use a tarp to cover the wood, buy a black, tan or other dark color and make sure it is securely fastened to the wood stack so it doesn’t blow away on a windy day.



g. Deck boxes



Dimensions for deck boxes are: 27" in depth X 60" in width X 27" in height.

h. Deck Awnings.

Retractable awnings on the back of the house are OK, but they must be attached to the house and can't be mounted on the roof.



i. Pergolas and gazebos are also allowed as you see to the right and below.



j. Fences. All fences must be approved by the Architectural Change Committee. If you want to install a fence, there are several options in Wakefield.

1. Black vinyl chain link that is 48" in height. If you drive around the neighborhood there are a lot of homes that have this type of fence. They are easy to install and very durable lasting for years. This is what they look like.



2. Wood picket or white vinyl picket fence. Examples of what these look like are shown below:



Wood or white vinyl need to have their finished side facing outward. The wood picket fence can be allowed to weather gray, or it can be painted white or with a wood-colored deck stain. But they need to be maintained – no broken posts or cross rails. Be sure to call in utility locates before you have the fence contractor install the fence. Call 8-1-1 to start with.

- k. Pool fences. You need to look at the Johnson County Zoning Ordinance, Section 6-101-6, Section A (1). Other items you need to have on your pool:

1. An American Society for Testing and Materials (ASTM) secured pool covering which looks like this blue covering to the left:



2. A 5 foot high self-locking, black wrought-iron style aluminum fence, or a white vinyl fence that encloses the pool, its deck or concrete pad.

3. Or if you'd rather enclose your back yard with a black vinyl coated chain link fence around the perimeter of your yard (shown to the right).



I. Recreation equipment and play sets for kids.

1. Swing sets like the one shown below can be plastic, vinyl or made of wood and up to 15 feet in height. Swing-sets need to be placed in your backyard.



2. Prefabricated play houses.



Can be installed in your back yard that are wood, plastic or vinyl. Make sure to purchase one that complies with the 4' X 4' dimensions. Wood playsets must be stained or painted and should look similar the color of your home. Playsets are just that – sets for kids to play in and around. They should not be used to store lawn mowers, garden tools or pool maintenance equipment. If you want to build your own swing set or play house for your kids, please fill out at ACR.

m. Basketball goals.

1. If you want to permanently install a basketball goal on your property fill out an ACR.. You just can't mount a goal on the roof you your house or use large flood lights to play at night. If you purchase a temporary or moveable goal, it can be located along the driveway of your home.
2. However, basketball goals cannot be installed or placed on or next to a sidewalk or the street in front of your house.
3. Whether it's a temporary or permanent goal, it must be maintained. A maintained basketball goal can be defined as: functional, free of rotting nets and includes an intact backboard.

n. Trampolines

1. These need to be placed in the back yard as well. Make sure the trampoline is anchored to the ground to keep them from getting blown away in a wind storm.

o. Swimming pools. Above ground pools are not permitted in Wakefield like to ones you see below.



Kiddie pools are OK, but they can't remain inflated with the same water in them for an indefinite period of time – overnight. Plan to drain them by sundown. Among other unpleasant side effects - algae, mold or mildew growths, they can become great vectors for mosquitoes. So empty the pool when your kids are finished playing at the end of the day.

p. Boats, campers and recreational vehicles.

1. These items cannot be parked on the street, in your side yard or in your driveway for more than one week.
2. However, if you are able to park them in your garage you are welcome to do so.

q. Mail boxes.

1. There are some mailboxes and posts in the neighborhood that need to be replaced because the post wood has rotted out, knots in the wood have fallen out or the post has split. If your mail box has any of these symptoms, chances are you will need to either do some maintenance on it this spring or purchase a new one. Otto's is the sole source provider of mailboxes for Wakefield. prices are the same, if not cheaper, than what you would pay online. Mailbox post paint color can be purchased from Home Depot.
2. This link will take you to the cg wakefield.com web site and to the page with mailbox information at: <http://cgwakefield.com/mailbox-post-provider/>

Product Description	Regular Pricing	Exclusive Pricing	Savings
Mailbox – Medium T2 Standard mailbox powder coated Beige, Cocoa vinyl graphics on both sides (numbers and street name) with medium Caxton font	Pick up \$96.30 Install \$136.30	Pick up \$86.67 Install \$116.67	Pick up \$9.63 Install \$19.63
Post – Blunt 4x4 cedar post, Standard support, painted Sagebrush	Pick up \$155.15 Install \$254.15	Pick up \$139.64 Install \$224.64	Pick up \$15.51 Install \$29.51
Entire Unit – Both Mailbox and Post (listed above)	Pick up \$251.45 Install \$350.45	Pick up \$226.31 Install \$311.31	Pick up \$25.14 Install \$39.14

3. If all you need to give your mailbox a fresh coat of paint, you can purchase it at Home Depot. All you will need is a quart. The paint matching information can be found at: at:
<http://cgwakefield.com/mailbox-post-provider/>