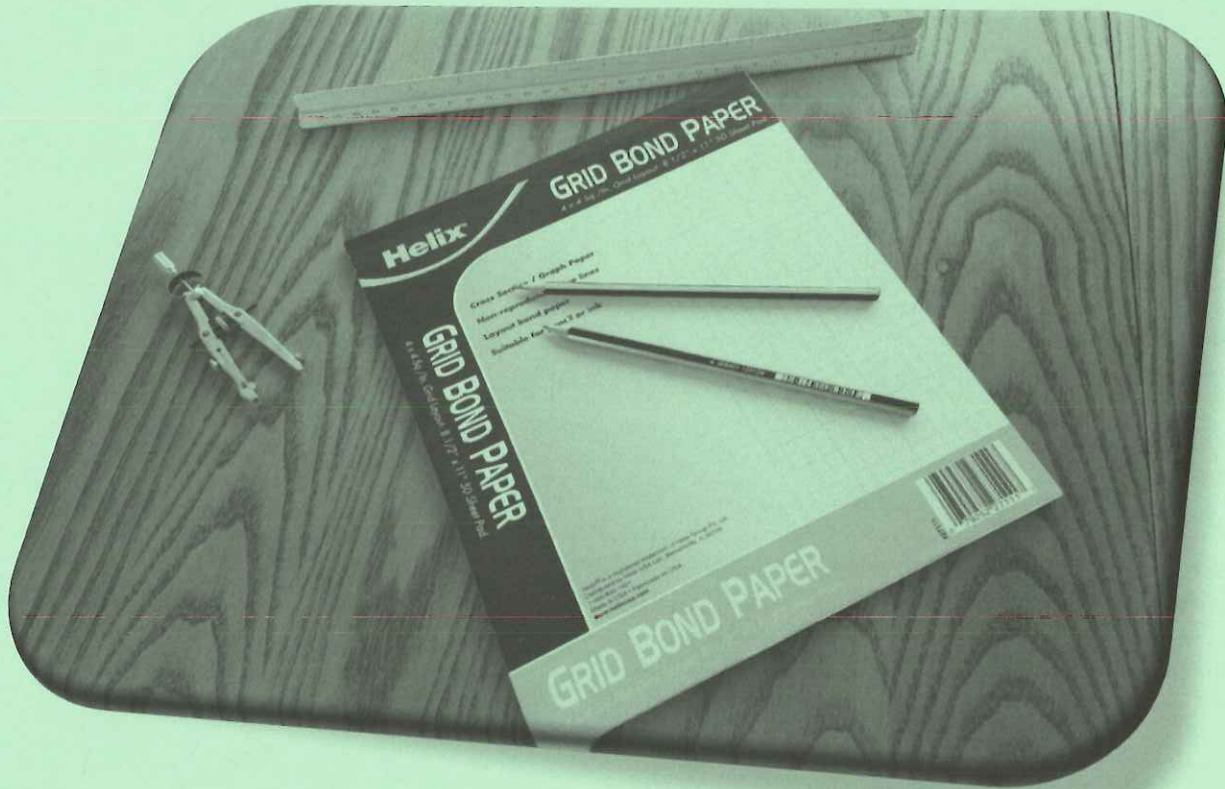


**The MacIntosh Farms  
Design Review Manual**  
MacIntosh Farms Community Association, Inc.

**The MacIntosh Farms  
Design Review Manual**





**The MacIntosh Farms  
Design Review Manual**  
MacIntosh Farms Community Association, Inc.

The Board of Directors of the MacIntosh Farms Community Association Inc. is pleased and proud to present to the Owners in MacIntosh Farms the attached document titled “The MacIntosh Farms Design Review Manual.” Our objective is to reasonably maintain MacIntosh Farms as a very nice place to live. In order to accomplish this, we created this Design Review Manual to highlight certain rules and regulations that specifically pertain *to modifying your Dwelling Unit and/or Parcel*. Please note that this manual has been issued in conjunction with “The MacIntosh Farms Handbook.” The handbook should be referred to as it highlights certain rules and regulations that specifically pertain to living within MacIntosh Farms.

The Board is authorized to adopt this manual and enforce these rules and regulations pursuant to our Declaration in Article VIII. We may periodically revise this Design Review Manual to reflect current conditions within the community. We hope you will find them reasonable and will cooperate by upholding them.

We ask you to keep this Design Review Manual handy and to refer to it when you are considering making changes to the exterior of your Dwelling Unit or your Parcel. If something arises that may not be covered in the Design Review Manual, please do not hesitate to contact the Association Manager. We ask you look at the website, [www.MacIntoshFarms.com](http://www.MacIntoshFarms.com) for their current information.

This Design Review Manual is intended to supplement, not replace, the Declaration and Bylaws; therefore, if there should be an inadvertent discrepancy between what is expressed in this Design Review Manual and the recorded documents, the Declaration and/or Bylaws will govern.

Respectfully,

The Board of Directors  
MacIntosh Farms Community Association, Inc.

**The MacIntosh Farms  
Design Review Manual**  
MacIntosh Farms Community Association, Inc.

<b>Table of Contents</b>		
	Table of Contents	3
<b>1.0</b>	<b>ARCHITECTURAL CONTROL AND REVIEW</b>	<b>Pages 4 - 7</b>
1.1	The Design Review Committee (DRC)	4
1.2	The Design Review Process	4
1.3	DRC Criteria	6
1.3.1	Design Compatibility	6
1.3.2	Location	6
1.3.3	Scale	6
1.3.4	Workmanship	6
1.3.5	Timing	6
1.4	DRC Criteria for Shed/Auxiliary Building	6
1.4.1	Placement	6
1.4.2	Size Limitations	6
1.4.3	Design Requirements	7
1.4.4	Prohibitions	7
1.5	DRC Standards	7
1.5.1	Clotheslines	7
1.5.2	Compost Bins	7
1.5.3	Doghouses and Dog Runs	7
1.5.4	Security Bars	7
1.5.5	Solar Panels	7
1.5.6	Window HVAC Units	7
<b>2.0</b>	<b>APPENDIX</b>	<b>8</b>
	Design Review Application Form	9

**The MacIntosh Farms  
Design Review Manual**  
MacIntosh Farms Community Association, Inc.

**1.0 ARCHITECTURAL CONTROL AND REVIEW**

**1.1 The Design Review Committee**

In Article VIII of the Declaration, a Design Review Committee (DRC) was created for the purpose of architectural and engineering control to reasonably secure and maintain MacIntosh Farms as an attractive, harmonious residential community. The DRC is currently made up of people who are giving their time and expertise to perform an objective review of proposed Owner projects and determine whether they are suitable for our community. The DRC is typically composed of 3 individuals who serve at the pleasure of the Board. An affirmative vote of 2 members of the DRC is required to constitute the decision of the committee. If you would like to serve on the DRC, please contact the Association Manager and notify him/her of your interest.

Any of the sub-associations within MacIntosh Farms may have similar committees to review and process prospective projects within their community. An Owner within MacIntosh Farms should also consult their respective sub-association DRC program documents. If a conflict arises between the documents, the stricter condition will apply.

**1.2. The Design Review Process**

These architectural guidelines are not intended to arbitrarily control property in MacIntosh Farms, but rather are an additional means of fulfilling our Association's duty to the Owners to maintain standards which provide for a beautiful community and reasonably protect property values.

In other words, architectural guidelines are intended to keep our neighborhood looking attractive not only for ourselves, but for family members, friends, visitors and potential buyers. It's likely that your Dwelling Unit is one of your largest assets and we all would like to see our Dwelling Units reasonably appreciate in value. Maintaining the standards under which this community was formed and developed is in the interest of all of us to ensure we achieve that common goal. Let's keep MacIntosh Farms one of the premier communities in Cuyahoga County.

As such, an Owner who is contemplating an alteration should consider whether the proposed project is within the "spirit of our community," and then must complete and submit the **Design Review Application Form** which is in the Appendix of this document. Generally, it will take 10 business days for this review process; however, a longer period may be necessary depending upon the complexity of the project.

If you are unsure about whether your contemplated project requires approval, you should submit the application. It is better to err on the conservative side rather than having to "remedy" an improper installation.

**The MacIntosh Farms  
Design Review Manual**  
MacIntosh Farms Community Association, Inc.

**1.0 ARCHITECTURAL CONTROL AND REVIEW**

The DRC , through the Association Manager, must receive an application from an Owner for items including, but not limited to:

- Any change to the Dwelling Unit such as the addition, deletion or modification of Dwelling Unit accessibility ramp, garage, porch, deck, room, awnings, shutters, gutters and downspouts, fireplace, chimney, sky light, attic ventilator, outdoor lights, door, window and roof replacements and/or other such changes to the Dwelling Unit; and
- Any change to the Parcel such as the addition, deletion or modification of a patio, shed, auxiliary building, deck, railing, driveway addition, permanent grill, fireplace or fire pit, trellis, arbor, gazebo, pergola, flagpole, sidewalk, pathway, garden, wall, tree, garden or other landscaping, “invisible dog security fence,” and/or a lawn sprinkler system.

If an improvement project is approved by the DRC, the Owner must construct the project in accordance with the approval and in a timely fashion to minimize disruption to our neighborhood. If not approved, the Owner may discuss the project with the DRC and make modifications that may allow approval or discontinue the effort. Grounds for disapproval could include;

- a) Failure of plans to comply with any Declaration covenants or restrictions,
- b) Failure to include sufficient information requested,
- c) Incompatibility of design or appearance,
- d) Objection to the location of the proposed project,
- e) Objection to the grading plan,
- f) Objection to the color scheme, finish, proportions, architectural style, or appropriateness of the proposed project,
- g) Objection based solely on aesthetic reasons, or
- h) Any other matter, in the reasonable judgement of the DRC that will render the proposed project inharmonious within the Property.

If the Owner cannot come to agreement with the DRC and still wants to pursue the project, within 30 days of receiving the notice of decision of the DRC, the Owner should contact the Association Manager and request a Right of Appeal to the Board. Within 30 days of receiving the appeal, the Board will review the project and vote. A 2/3rds affirmative vote is required to reverse or modify a decision of the DRC.

Completing an application for the DRC **does not eliminate** your obligation to obtain applicable building or other permit(s) required by the City of Broadview Heights including, but not limited to, any and all applicable building, fire, plumbing, heating, electrical, zoning, and health code provisions.

**The MacIntosh Farms  
Design Review Manual**  
MacIntosh Farms Community Association, Inc.

**1.0 ARCHITECTURAL CONTROL AND REVIEW**

**1.3 DRC Criteria**

**1.3.1 Design Compatibility:** Design compatibility requires that the proposed modification must be compatible with the architectural characteristics of the MacIntosh Farms design and neighborhood setting. For example, the architectural style, quality of workmanship, scale, use of color, materials, and design construction details must be similar to what has been used throughout our community.

**1.3.2 Location:** The proposed location must not adversely affect our neighborhood. Such problems may arise with disruptions of the natural topography or the grade of the land that causes changes in the direction of storm water run-off.

**1.3.3 Scale:** The size of the proposed modification must be proportionate to the adjacent structures and surroundings.

**1.3.4 Workmanship:** Proposed modifications must be completed as specified and must be aesthetically acceptable. Should there be a question of workmanship; the applicant is responsible for any necessary corrections.

**1.3.5 Timing:** The proposed modification must be completed in a timely manner in order to minimize both safety hazards and the possibility that continued construction may become a nuisance to your neighbors.

Based upon the Owner's application, the DRC will impose a completion date. If, during the course of the project, the applicant determines that they cannot complete the project by the completion date, they must notify the Association Manager and request additional time.

**1.4 DRC Criteria for Shed/Auxiliary Building**

What follows are criteria to assist an Owner in the Single Family Homes Community (See Section 1.2.1 of The MacIntosh Farms Handbook) in getting a Shed/Auxiliary Building project through the DRC approval process. Owners who are considering a shed installation must ensure that;

**1.4.1 Placement**

Any proposed shed or auxiliary building must be;

- Placed in the rear half of any Owners' back yard, and
- Positioned no closer than 25 feet to any neighboring Dwelling Unit/structure.

**1.4.2 Size Limitations**

Any proposed shed or auxiliary building must not;

- Exceed 144 square feet in total floor area,
- Exceed 14 feet in height (including the roof of such structure), and
- There may only be 1 shed or auxiliary building per Parcel.

**The MacIntosh Farms  
Design Review Manual**  
MacIntosh Farms Community Association, Inc.

**1.0 ARCHITECTURAL CONTROL AND REVIEW**

**1.4.3 Design Requirements**

Any proposed shed or auxiliary building must;

- Be built upon a permanent foundation constructed of a slab of concrete no less than 4 inches in depth,
- Match the primary structure on the Parcel with respect to overall design and building materials,
- Have a pitched roof with no less than an 8:12 ratio,
- Have gutters and downspouts,
- Have at least 1 window, and
- Not have any type of driveway or paved approach beyond the slab foundation.

**1.4.4 Prohibitions**

Any proposed shed or auxiliary building must not be used for the storage of live animals, explosives or hazardous materials.

**1.5 DRC Standards**

The Board has developed “Standards” that designate criteria items as inappropriate throughout the community. As such, the installation/usage of any of the following are prohibited:

**1.5.1 Clotheslines:** Installing clotheslines or any similar apparatus for the exterior drying of clothing and/or bedding.

**1.5.2 Compost Bins:** Installing and/or using compost bins.

**1.5.3 Doghouses and Dog Runs:** Installing or using exterior doghouses, kennels and/or dog runs/pens.

**1.5.4 Security Bars:** Installing any type of security bars or gratings on windows and/or doors.

**1.5.5 Solar Panels:** Installing any type of solar panels on roofs and/or in yards.

**1.5.6 Window HVAC Units:** Installing a window HVAC unit.



**The MacIntosh Farms  
Design Review Manual**  
MacIntosh Farms Community Association, Inc.

**2.0 APPENDIX**

The Form found in this Appendix  
can be individually downloaded  
from the "Documents" Tab  
at the Association Website  
[www.MacIntoshFarms.com](http://www.MacIntoshFarms.com)

**The MacIntosh Farms  
Design Review Manual**  
MacIntosh Farms Community Association, Inc.

<b>DESIGN REVIEW APPLICATION FORM</b>		
<b>Owner's Name(s):</b>		
<b>Property Address:</b>		
<b>Phone Number(s):</b> <small>(Where reachable during the day)</small>		<b>Alternate:</b>
<b>Estimated Time Period:</b>	<b>Start Date:</b>	<b>Completion Date:</b>
<b>Description of Proposed Alteration/Modification:</b>		
<p>Where applicable, applications should reference and/or include;</p> <ul style="list-style-type: none"> <li>➤ Site plans drawn to scale, showing location, dimensions and orientation with respect to property lines,</li> <li>➤ Architectural drawings,</li> <li>➤ Landscape plans, and</li> <li>➤ Material(s) description, including samples, product brochures, colors, etc.</li> </ul> <p>Please send this form and any supporting documentation and materials to the Association Manager listed at the Association Website. An email application is acceptable if all pertinent and necessary information can be transmitted.</p>		
<p>I understand and agree that no construction or exterior alteration may commence until I have received written approval from the Design Review Committee. If alterations are made prior to notification of a decision, I may be required to return my Parcel or Dwelling Unit or both to its former condition at my own expense and I may also be responsible for any legal expenses incurred by the MacIntosh Farms Community Association, Inc.</p>		
<b>Owner's Signature:</b>		
<b>Date:</b>		