



ARCHITECTURAL  
STANDARDS  
AND GUIDELINES

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# SECTION 1.0

## INTRODUCTION

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### 1.1 OVERVIEW

In order to preserve the natural beauty, to protect sensitive areas, and to ensure that the construction of improvements in Oak Tree complements existing structures and enhances the overall quality and value of the site, the Declarations, Covenants, Conditions and Restrictions (CC&Rs) for Oak Tree requires that all properties comply with Architectural Standards. This Manual presents the developer's standards for all lot improvements. The developer retains sole and exclusive right to modify, or amend these standards, in whole or in part.

### 1.2 BASIS AND PURPOSE OF DOCUMENT

Article X of the CC&Rs lists the improvements that are subject to approval and sets general design review procedures. This document describes the Architectural Standards and Guidelines ("AS&G") and the approval procedures in more detail. These standards will be modified from time to time, without, however, being inconsistent with the CC&Rs and public ordinances.

### 1.3 ROLE OF ARCHITECTURAL STANDARDS

The developer reviews the plans submitted by lot owners to determine:

- Whether plans are consistent with the Architectural Standards and Guidelines, and should be approved as submitted; or
- Whether plans are inconsistent with the AS&G but a variance should be granted, and the plans should be approved; or
- Whether the plans are inconsistent with the Architectural Standards and Guidelines but a variance should not be recommended, and the plans should not be approved as submitted

The plans must be submitted in a manner consistent with this manual and must comply with the criteria spelled out in the Architectural Standards and Guidelines. Requests for variances should be presented in a document separate from the plans.

It should be noted that compliance with this review and approval process does not eliminate the necessity of compliance with local government building and zoning codes. It does not supersede any existing applicable codes or ordinance. Accordingly, the Architectural Standards and Guidelines will be enforced to the extent that they do not violate any existing laws or regulations. If local government regulations are more restrictive than the Architectural Standards and Guidelines, the government regulations shall control; if the Architectural Standards and Guidelines is more restrictive than the government regulations, the Architectural Standards and Guidelines shall control.

The developer does not assume any responsibility for determining conformity with local government codes or ordinances. The developer role is strictly limited to ensuring compliance with this manual.

**The lot owner is solely responsible for determining compliance with government regulations.**

# SECTION 2.0

## REVIEW PROCEDURES

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### 2.1 OVERVIEW

The review process anticipates full cooperation among the lot owner, developer, and the owner’s design team. It is the intent to create a positive working relationship and to assist the owner in achieving individual design objectives while enhancing the quality of the overall living environment within the community.

### 2.2 IMPROVEMENTS REQUIRING REVIEW

All lot improvements must be approved in writing by the developer before any construction, modification, alteration, or other improvement of any nature, whatsoever, except interior alterations not affecting the external structure or appearance, shall be undertaken on any lot. The term “Lot Improvements” includes, but is not limited to, construction, modification, expansion, or destruction of the exterior of any residence, pool, landscaping, guest house, garage, wall, fence, awning, shutter, etc.

The Architectural Standards committee (“ASC”) deals with any applications for modifications to existing lot improvements.

### 2.3 VARIANCES

The developer shall be involved in the variance process with respect to variances from the Architectural Standards and Guidelines set forth in this manual, and with respect to variances from governmental regulations. Lot owners requesting variances from the Architectural Standards and Guidelines shall set forth those requests upon submittal of the initial plans. The developer shall have sole discretion of granting or denying variances based on a determination of whether the variance will be consistent with the development standards of the developer. With respect to situations requiring variances from governmental regulations, Oak Tree Design Review approval for such variance shall state, as a condition precedent to construction, that the lot owner procure the variance from the governmental regulation.

It shall be the lot owner’s responsibility to procure such releases of easements and waivers of setbacks necessary to eliminate any title problems which result from construction within such areas reserved, designated, or set aside by the Declarations, Covenants, Conditions, and Restrictions, the plat, or the governmental regulations for such purpose.

### 2.4 SCOPE DESIGN REVIEW

Any issue, policy, criteria, standard, or guideline not contained in this document must be presented to and ruled upon by the developer:

The developer does not assume responsibility for the following:

- The structural adequacy, capacity, or safety of the proposed improvement or structure;
- Soil Erosion, con compactable or unstable soil conditions;
- Compliance with any governmental building codes, zoning codes, or ordinances;
- Performance or quality of work of any contractor;
- Site conditions before, during, or after construction, including elevations thereon; and
- Disturbance to, or removal of existing trees.

### 2.5 ENFORCEMENT

It is the owner’s responsibility to ensure that all contractors, subcontractors, employees, agents, or assigns adhere to all provisions of this document. It will be the owner’s responsibility to police and correct any violations. If any violation or infraction of these standards has taken place, the responsible owner will be notified and given adequate time to correct. In the event that the violation is not corrected, the developer will initiate whatever action is require, as outlined in articles X and XIII of the Declarations, Covenants, Conditions, and Restrictions, and the owner will be responsible for all expenses incurred.

### 2.6 APPEAL

Any party aggrieved by a decision of the developer has the right to make a written request to the Board of Directors of the Association within thirty (30) days of such decision, for a review thereof. Determination of the Board of Directors upon reviewing any such decision will be final and binding.

#### 2.7 INSURANCE

The builder/ general contractor of the lot owner are to secure policies of insurance, insuring against liability in the amount of not less than \$500,000.00. The policy of the general contractor is to name the lot owner and Oak Tree Partners, LLC, as additional named insureds. Certificates of Insurance are to be delivered to the Oak Tree Development office before any work is commenced.

#### 2.8 SUBMITTAL REQUIREMENTS

Table A outlines required information submittals. Two copies of all documents are required. One submittal must be on paper not to exceed 30"X42". The 2<sup>nd</sup> submittal must be on CD. Each submittal must be accompanied by the prescribed design review application form (See Appendix A) and contain the following information:

- Lot number and subdivision/ project name
- Site area and gross floor area.
- Name, Address, Phone/Fax of owner/ applicant
- Name, Address, Phone/Fax of contractor
- Name, Address, Phone/Fax, registration number of architect (if applicable)
- Name, Address, Phone/Fax registration number of landscape architect (if applicable)
- Anticipated start and completion dates
- Estimated sales price.

Submissions are to be addressed to:

*Oak Tree Design Review  
C/O Oak Tree Development Office  
700 W Country Club Drive  
Edmond, Oklahoma, 73025  
Tel. (405) 348-1804 Fax (405) 471-6227*

#### 2.9 PRE-DESIGN MEETING

Prior to beginning any design work, the owner, architect, or builder may schedule a pre- design meeting with the designated representative of the developer (see contact address above)to review the requirements of these design review criteria, to obtain any additional information on specific site amenities, or opportunities to confirm the feasibility of the building program, and to identify any unique conditions or issues to be included in the design review submission

#### 2.10 SCHEMATIC DESIGN REVIEW

Following the pre-design meeting, the design of both the building(s) and the site can begin. The schematic design review is optional and allows an owner to review ideas before committing to detailed design work. It will be based on submission of those documents outlined in table A, typically preliminary design concepts, showing floor plans, elevation studies, plot plan, and exterior color/ material options under consideration.

#### 2.11 FINAL DESIGN REVIEW

The final design review will be based on the submission of those documents outlined in Table A, typically complete design development documents for building and site.

#### 2.12 RESUBMITTALS AND APPROVALS

All submittals will be reviewed by the developer and review comments issued. Submissions may be approved, approved with conditions, or rejected.

Upon receipt of the review comments, the owner/contractor may schedule a meeting to review the comments in more detail.

#### 2.13 CERTIFICATE OF OCCUPANCY

An Oak Tree Certificate of Occupancy will be issued when the finished building has been constructed and the site landscaped in compliance with the approved final plans, the Architectural Standards and Guidelines contained herein, and the requirements established by the CC&R's.

No building or structure shall be occupied until it has been approved for occupancy by such governmental agencies responsible for the regulation of building construction and until it complies with the terms and provisions of the CC&R's and these AS&G. Failure to comply shall be grounds for sanctions described in Article XIII of the CC&R's.

# TABLE A

## SUBMITTAL REQUIREMENTS

PHASE/SUBMITTAL	SCALE	CONTENTS
1. Pre-Design Meeting		<ul style="list-style-type: none"> <li>No required Submittals</li> <li>Sketches, photos, and magazine 'cuts' (to establish a design direction and to identify <i>any</i> potential problems)</li> </ul>
2. Schematic Design Review	1"-20'	<ul style="list-style-type: none"> <li>Lot Lines</li> <li>Contours</li> <li>Significant Views</li> </ul>
Plot Plans	1"-20'	<ul style="list-style-type: none"> <li>Lot Lines</li> <li>Building Footprint(s)</li> <li>Walkways and Patios</li> <li>Driveways and Parking</li> <li>Privacy Wall/View Fence Locations</li> </ul>
Grading Concept	1"-20'	<ul style="list-style-type: none"> <li>Finished Floor Elevations</li> <li>Proposed Contour Lines</li> <li>Spot elevations at Significant Wall Corners</li> <li>Retaining Walls</li> <li>Limits of Disturbance</li> <li>Typical Cross Section(s)</li> </ul>
Architecture	1/8" - 0 - 1/4" - 1/4" - 0"	<ul style="list-style-type: none"> <li>Foundation Plan</li> <li>Floor Plan(s)</li> <li>Elevations, all sides</li> <li>Roof Plan</li> </ul>
Exterior Material		<ul style="list-style-type: none"> <li>Proposed Colors</li> <li>Proposed Material Palette</li> </ul>
<b>3. Final Design Review</b>		
Plot Plan	1'-20'	<ul style="list-style-type: none"> <li>Boundary Description</li> <li>Topographic Contours</li> <li>Crown Elevation of the Road</li> <li>Established Benchmark</li> </ul>
Site Plan	1"-20'	<ul style="list-style-type: none"> <li>Lot Lines</li> <li>Building Footprint</li> <li>Walkways and Patios</li> <li>Driveways and Parking</li> <li>Privacy Wall Locations</li> <li>Location of existing Trees</li> </ul>

		<ul style="list-style-type: none"> <li>• Existing Utility Locations</li> <li>• Proposed Water, Telephone, Electric, Gas and sewer Locations</li> <li>• Location of Pool and Screen Enclosure (if applicable)</li> <li>• Location and Screening of HVAC Units, Transformers, Pool Equipment, etc.</li> <li>• Location of Special Features such as Golf Course or Conservation Area Line</li> <li>• Construction Access</li> <li>• Construction Fence Location</li> <li>• Silt/Erosion Control Fence Location</li> </ul>
Plot/Drainage Plan	1'-20'	<ul style="list-style-type: none"> <li>• Finished floor Elevation(s)</li> <li>• Finished Elevations for Terraces, Patios, etc.</li> <li>• Proposed Contour Lines</li> <li>• Proposed Retaining Walls</li> <li>• Spot Elevations at all Wall Corners</li> <li>• Drainage Concept</li> <li>• Limits of Site Disturbance</li> </ul>
Architecture	¼"-1'-0"	<ul style="list-style-type: none"> <li>• Prepared by a Registered Architect or an Approved Builder (as Applicable):</li> <li>• Location and type of all existing trees and pines 3" or greater</li> <li>• New Landscape</li> <li>• Plant Schedule with quantities, sizes and notes</li> <li>• Location of all decks, pools, pool equipment, spas, sidewalks, driveways, etc.</li> <li>• Special Landscape Features</li> <li>• Exterior lighting</li> <li>• Privacy Wall elevation and cross section</li> <li>• Plant installation details</li> <li>• Irrigation Concept</li> <li>• In case of enter subdivisions:</li> </ul> <p>Lot Landscape for typical lot Lot Landscape for corner lot</p>

		<p>Model home landscape plan Additions to parcel entry</p> <ul style="list-style-type: none"><li>• Color Chips Manufacturer Cut Sheets, Photographs, or Samples of Roof Tiles, Entry Door, Garage Doors, and Exterior Architectural Material Samples</li></ul>
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# Section 3.0

## Site Planning

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### 3.1 SITE ANALYSIS

When trying to decide which lot(s) to purchase, a buyer should start by review each lot's unique characteristics, opportunities and limitations to ensure that the site can accommodate the type of residence desired.

The buyers Architect or Landscape Architect should prepare a Site Analysis of the selected lot(s) to document key factors, such as:

- Dominant views
- Natural drainage patters
- Steep slopes
- Significant vegetation
- Prevailing winds
- Sun exposure

The Site Analysis will assist in identifying means to minimized site disturbance, maximize the lots opportunities, and reduce construction costs while achieving the desired layout.

### 3.1 DEVELOPMENT ENVELOPE

Based on the Site Analysis, the Schematic Design Review Phase should focus on the delineation of the appropriate Development Envelop within each building, the driveways, the pool, terraces, walls, grading and utilities can be accommodated. This Development Envelope should be configured in such a way as to preserve natural features, maximize view opportunities, respect natural topography, and minimize the obstruction of views to and from other residences.

### 3.2 BUILDING SETBACKS

Except where site-specific conditions require exceptional adjustments, minimum Residential Building Setbacks are as follows:

3.2.1 Front setbacks will be determined on an individual basis, as displayed on plans, but in no case shall be less than twenty (20) feet from the property line or as reflected on the final recorded plat of the neighborhood or subdivision. In *The Reserve* and in *Heritage Park* the minimum front setback shall be twenty-five (25) feet.

3.3.2 Minimum side yard setbacks shall be seven (7) feet. In *The Pointe* the minimum side yard setback shall be five (5) feet. In *Heritage Park* the minimum side yard setback shall be seven and one half (7.5) feet. In *The Reserve* the minimum side yard setback shall be ten (10) feet. *The Summit Phase-1* the minimum side yard setback is seven and on half (7.5) feet.

3.3.3 Minimum rear yard setback shall be twenty-five (25) feet, or as reflected on the final recorded plat of the neighborhood or subdivision, except for lots fronting on the golf course where the minimal building setback shall be thirty(30) from the rear lot line. In *The Pointe*, the minimum rear setback shall be twenty (20) feet. With the exception of swimming pools.

3.3.4 On corner lots, one street may be designated for front setback. The setback from the side street shall be a minimum of twenty (20) feet or as reflected on the final recorded plat of the neighborhood or subdivision.

### 3.3 TRANSITIONAL AREA

The Transitional Area is that portion of the site immediately inside the Development Envelope and most in view from the street, the common area, the golf course, or adjacent properties. The purpose of a Transitional Area is to provide a gradual landscape transition between the constructed improvements in the Development Envelope and the surrounding landscaping, without establishing a strong contrast in design, vegetation or grading. A well-designed and constructed Transitional Area will ensure that the Development Envelope line is not evident in any way on the lot and that individual developments blend together.

### 3.4 PRIVATE AREA

The Private Area is that portion of the Development Envelope which is not visible from adjacent properties, streets, or public spaces because it is screened behind walls or structures. The Private area is the least restrictive in terms of plant materials.

### 3.5 EXISTING VEGETATION

Utmost care is to be exercised to protect native hardwood trees and pines of 3" caliper or more. If at all possible, improvements should be sited so as to avoid them. The protection of existing vegetation will be an important evaluation criteria in the design review process.

### 3.6 LOT GRADING

In keeping with the objective of minimizing site disturbance, grading and drainage requirements are designed to ensure that mass grading of lots and extensive retaining walls are minimized or eliminated.

Careful review of existing grades and natural drainage patterns are suggested prior to building design. Innovative ways to adapt to site grades with level changes reduce construction costs, preserve the natural beauty of the environment, and ensure quick design approval.

Building Pads may be constructed with the cut-and-fill method only in accordance with the following standards:

- 3.6.1 Grading should not occur outside the development Envelope.
- 3.6.2 Fill slopes cannot exceed 3:1, or 4 feet in height. All slopes are to be graded to a 5:1 slope whenever possible.
- 3.6.3 Cut slopes may be 3:1 if the cut soil's natural angle of repose permits. Cut slopes cannot exceed 5 feet in height.
- 3.6.4 The combined total of the cut-and-fill slope to create a pad cannot exceed 9 feet in height.
- 3.6.5 If additional grade is required, retaining walls may be used.
- 3.6.6 Each retaining wall cannot exceed 4 feet in height and a 5-foot planted area is required between stacked walls from back of lower wall to face of upper wall.
- 3.6.7 The maximum height of stacked walls cannot exceed 8 feet (including any privacy wall.)
- 3.6.8 Landscape revegetation of cut-and-fill areas and retaining wall offsets will be required.
- 3.6.9 Submittals must show all cut, fill, and retaining wall conditions both the Grading Plans and Building Elevation/Section submissions.

### 3.7 DRAINAGE IMPROVEMENTS

3.7.1 Natural drainageways must not be obstructed. Structures and other improvements must be sited to avoid major natural storm flows. Bridging of drainage channels by buildings and other improvements, designed not to obstruct 50-year storm flows, are permitted only if the design adds considerable architectural interest.

3.7.2 Surface water shall drain onto adjoining lots or open spaces only as established by natural patterns. Site development shall not alter historic drainage patterns and flows or create a condition which could lead to off-site erosion.

3.7.3 Open concrete drainage channels or rip-rapped slopes made of inappropriate colored stone, pre-cast concrete, or other materials will be prohibited.

3.7.4 Lot run-off shall be directed toward the rear of the lot into available canals, catch basins, etc. All units with curb and gutter streets may drain the front and a portion of the sides of the lot into the street per existing conditions. The remaining side and rear run-off should drain toward the rear of the lot or as the natural terrain dictates.

3.7.5 All sites must be graded to maintain positive drainage without adding much fill to the sites. Fill shall not be added within the drip line of trees as this causes great stress to trees which may not become evident until several years after soil is added.

3.7.6 The use of gutters is recommended whenever possible, especially in the front yard to avoid saturation of plant beds in front of the house surrounded by paved areas.

3.7.7 All trees planted should be planted no lower than level grade and no higher than 5" unless planted on a berm. All berms shall be graded to tie into existing or final grade.

### 3.8 ENTRANCE

Driveways Entrance shall be a maximum of 18 feet wide and not less than 12 feet wide. They must be located a minimum of 2 feet from the side of the property line. Garage and driveway locations next to each other on adjacent lots are discouraged.

Concrete exposed aggregate, brick or pre-cast concrete pavers are all acceptable materials. A combination of materials and patterns may be considered. All colors shall be submitted for review and approval as a part of the Material Sample Submission.

### 3.9 ON-SITE PARKING

Each residence shall contain an enclosed garage for at least two automobiles. The garage can either be attached to or detached from the main structure. However, all detached garages must be architecturally integrated with the main residence through color, form, and materials.

Side-load or rear-entry garages are strongly recommended. Front -load garages will only be conspired to suit extraordinary site conditions.

No exterior storage of recreation vehicles (RV's), boats, trailers, or campers will be permitted.

### 3.10 STREET

Sidewalks in area of the community where currently no continuous sidewalk exists between the lot and the roadway, the construction of a sidewalk by the lot purchaser will be a condition of development. For corner lots this includes the construction of a sidewalk also on the side of the lot. The following specification apply:

3.10.1 Material is to be concrete or alternative upgrade to be approved in the design review process.

3.10.2 The width is to be four (4) feet from the back of the street curb.

3.10.3 It is to be four (4) feet wide and continuous around the mailbox.

3.10.4 All lawns and the approved landscaping in front of each lot shall be extended to the street pavement (including each side of any intervening sidewalk) and shall thereafter be maintained in good condition by the owner.

### 3.11 PRIVACY WALLS

Walls and fencing should be considered as an extension of the architecture of the residence and be of the same character, finish and color as the main structure. They should serve to make a transition between the mass of the architecture and natural forms of the site. All walls and fences are to be compatible with the surrounding environment and should not block *any* natural views. Fences, walls, and hedges should enclose and define courtyards, extend and relate the building forms to the landscape, and ensure security and privacy. Walls and fences will not be allowed to serve as perimeter fencing. If the homeowner desires some screening of the boundary, natural vegetation shall be used for that purpose. **All walls and fences must be approved prior to installation.**

### 3.12 RETAINING WALLS

Retaining walls are those walls which retain earth on one side and are exposed to view on the other side. Such walls are limited to four feet in height when measured from the lowest point at finished grade vertically to the highest part of the wall. Retaining walls may be stacked to achieve greater height, if required. However, the combined total height of any combination retaining wall and garden wall or privacy wall may not exceed 8 feet, even when the prescribed planting offset is included. Exceptions to the height restrictions will be reviewed. Retaining walls which attach to the residence should utilize the same materials that the wall comes in contact with. All retaining walls should be made from stone, brick, landscape ties or other approved materials.

### 3.13 FENCING

**Golf Course Properties:** Fencing along the golf course will be made from wrought iron (stone or rock columns are acceptable) and can not exceed a maximum height of 4 feet when measured from the lowest point.

**Non-golf Course Properties:** All fences must be made from approved materials and cannot exceed a maximum height of 6 feet when measured from the lowest point. Exceptions to height restrictions will be reviewed. Parallel fencing is not allowed behind the iron fence that runs along Sorghum Mill to the east as well as to the west and along Kelly on the east side as well as the west side. Should the perimeter chain link fence in other areas be eventually changed to an iron fence, panel fencing along such addition will also be prohibited. Landscaping to provide privacy, with the exception of vining plants, is permitted; however, all landscaping must be properly maintained so that it does not encroach upon the iron fence.

### 3.14 SWIMMING POOLS

Swimming pools, decks, spas, screens and screen enclosures should be designed to be visually related to the residence by way of materials, garden walls, or courtyards and must be contained within the private area.

3.14.1 Pool/spa enclosures are considered part of the structure of the house and must be built within the building setbacks.

3.14.2 All pools shall be built at existing grade with pool deck elevation not exceeding 12" above existing grade, unless otherwise proved.

3.14.3 The screen for pool equipment must be a minimum of four feet high and be compatible with the design, material and color of the residence.

3.14.4 All pools/spas must meet applicable public regulations.

### 3.15 SPORTS/PLAY STRUCTURES, ETC.

3.15.1 For reasons of noise control, grading considerations, and aesthetics, ports/tennis courts will not be allowed on any lot.

3.15.2 Basketball goals may be installed at any residence in the private area, subject to approval. A location is to be chosen that minimizes direct views from other lots or public spaces. All non-clear surfaces including the backboard, metal supports, and pole must be integrated with the overall home design.

3.15.3 Structures such as arbors, trellis, etc. must be submitted for design review and approval.

### 3.16 ADDRESS IDENTIFICATION

Address identification devices are required for each residence. The number is to be clearly visible and legible from the road and the location of the address identification device is to be approved during the design review process.

### 3.17 MAILBOXES

Each residence requires an individual mailbox. The location on the lot and the standard design is to follow the requirements of U.S. postal authorities for Oak Tree. Each mailbox must be a maximum depth of 30" from back of curb.

### 3.18 EXTERIOR LIGHTING

Single family residences are required to provide only one light at the front door or flanking the garage.

3.18.1 Lantern-type lighting fixtures and pedestrian lanterns along walk-ways are not permitted in the front yard of residential properties

3.18.2 Selective, discreet accent lighting of vegetation is encouraged but must be approved. It will be approved if it is limited to small areas within the Development Envelope, is of low intensity, and does not result in excessive glare. In no case should the source of light be directly visible. Colored lights (i.e. red, green, blue, etc.) will be discouraged if they create a very unnatural appearance in the landscape.

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# SECTION 4.0

## ARCHITECTURE

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### 4.1 DESIGN APPROACH

The design objective for individual residences is to produce a structure that blends with the existing natural environment and is responsive to the specific climatic conditions of Oklahoma. Accordingly, the preliminary design process should be a collaborative effort among owner, architect, landscape architect, and contractor.

The following standards are intended to foster good design. The developer will review any alternative proposals that do not meet the letter of these criteria but achieve their intent.

### 4.2 APPROPRIATE STYLE

Styles of architecture that are being encouraged include contemporary or traditional ones that reflect the vernacular of the region. However, styles of architecture from other geographic regions or historic period such as Georgian, French Country, or English Manor-to name a few- are acceptable if they pay close attention to the following factors: the scale of residential elevations, level of detail and interest, impact on overall streetscapes, control of shade and shadow in elevations that face onto publicly visible locations such as streets, the golf course, trails, and common areas.

### 4.3 PLAN SHAPES

The footprint of the residence should be determined by the existing site conditions, as identified in the Site Analysis, and the functional program of desired spaces and interior rooms. In developing a plan that reflects the desired relationships of interior spaces, circulation patterns and room program, attention should be given to achieve physical forms that minimize site disturbance and grading. Minimum floor areas are 3,500 square feet of air-conditioned space (with at least 2,500 square feet on the ground floor) in *The Reserve*, 3,000 square feet (2,000 on the ground floor) in *Heritage Park* and 2,400 square feet (1,600 square feet on the ground floor in *The Pointe*).

### 4.4 BUILDING HEIGHTS

According to zoning restrictions, the height of any residence cannot exceed 35 feet from the main entry floor level to the highest roof ridge. More stringent restrictions may be imposed on lots where it is deemed necessary by the developer to protect sensitive areas, to preserve the natural beauty, or to complement existing structures.

The developer encourages the use of architectural features that minimize the use of massive roofs and that generate building heights well below the maximum permissible for the majority of the building area, while having regard for the natural topography.

### 4.5 BUILDING FORM AND MASS

Large, box-like structures that contrast starkly with the character of their surroundings are being discouraged. In order to create a more interesting overall appearance, each residence must be made up of at least three recognizable masses of different heights or form. To be defined as a recognizable mass, the building part must be identifiable as a distinctive element in plan or in elevation and meet one of the following criteria.

- At least three feet difference in height
- At least five feet offset in elevation; or
- Use a distinctive form of geometry.

Building form changes can also be created by stepping building levels with the terrain, using trellises, piers, chimney masses, terraces, garden walls, or other elements to achieve a transition from the residence to the landscape.

Generally, all two-story homes must incorporate single story transitional elements to reduce the scale, especially at the extremities of the house.

#### 4.6 GARAGES

4.6.1 Parking is to be provided in an enclosed garage attached to the main residence. Car ports are not permitted. Free-standing garages are also permitted if they are used to frame courtyards or spaces. They should be visually related to the main residence through the use of walls, form, materials, or landscape elements.

4.6.2 Garages are to accommodate a minimum of two and a maximum of four cars.

4.6.3 The use of side or rear entry garages is strongly recommended. Front-load garages will only be approved in special cases dictated by site restrictions.

4.6.4 Garage doors shall be a minimum of a four-panel sectional metal roll-up. Single garage doors, rather than double doors are recommended. All garage door recess of between 12" and 24" from the plane of the exterior wall is strongly recommended.

#### 4.7 PATIOS AND COURTYARDS

Patios and courtyards are strongly encouraged. They should be designed as an extension of the interior living space with room slowing through large doors and windows to the exterior spaces. These open areas should be oriented during the site planning process to take advantage of prevailing breezes and natural air flows to produce cooler temperature inside the residence. Design of these spaces should examine ways to integrate them with the residence through the use of shade structures and trellises.

#### 4.8 ROOFS

4.8.1 A variety of roof lines ensures that a homogenous ridge line along the street elevation can be avoided. Roof lines of adjoining residences are required to vary ridge heights, direction of gables and roof forms.

4.8.2 the minimum roof pitches of pitched roofs are 6 in 12 slopes. Less sloping pitches may be considered in special circumstances. Large expanses of visible roofs with no variation in pitch, direction, or mass are being discouraged.

4.8.3 All screened porches, pool enclosures, etc. are to be designed as an integral part of the main structure-not as an 'add-on' and need to be compatible with the overall architecture. The slope of the roof of these structures shall be similar to the house.

4.8.4 All vent stacks and roof vents shall either be painted to match the roof color or placed in an inconspicuous area of the roof. Flashing shall be lead or copper whenever appropriate. No raw aluminum or galvanized flashing is allowed where it is visible. All fireplace chimneys or direct vents must be covered with material compatible with the house and approved by the manufacturer.

4.8.5 the use of solar collectors or other energy devices based on renewable sources is encouraged. However, the use of solar collectors on residential roofs can result in excessive glare, reflection and visual pollution. The design review process will, therefore, determine the specific location where solar collectors may be installed within the orientation to the south or within 45 degrees east or west of due south provided that such determination does not impair the effective operation of the solar collectors. It is recommended that such solar collectors be integrated into the original design of the structure or landscaping on a lot and be not directly visible from neighboring properties, streets, golf course, or common areas.

4.8.6 Approved roofing materials are: pre-treated fire-resistant cedar shingles or shakes; clay, concrete or slate tiles; or any other comparable material approved by the developer. Composite or dimensional shingle roof systems must consist of fiberglass material with a minimum weight of 310 pounds per 100 square feet and carry a 50-year warranty. Flat roofs shall be ballasted with site compatible gravel or painted/coated to match the building color. All roof material colors are subject to design review and approval.

4.8.7 Granular surfaced asphalt shingle roofing, where permitted, has to comply with the following requirements.

- The color shall be as close as possible to natural wood so as to blend with the existing wood roofs and the environment.
- Texture and shape of acceptable shingles shall be square cut and 'high definition' so as to resemble wood shingles or wood shakes as much as possible. Scallop cut or fish-scale shingles are not acceptable.
- Acceptable products include Elk Prestique Plus 'High Definition', Celotex 'Presidential', G.A.F. 'Timberline', or any other composition shingle that meets or exceeds these specifications for performance or color.
- It has to conform to applicable code for ANSI/ASTM D3018 Class A UL fire resistance, and UL 580 wind uplift for shingle types specified.
- 4.9 ELEVATIONS
- 4.9.1 Each elevation should be designed to respect the exterior surroundings, climatic conditions (exposure), and views from public roads, the golf course or adjacent lots. Large expanses of blank walls or unarticulated planes will not be permitted for elevations that are highly visible.
- 4.9.2 Two-story rear elevations which are clearly visible from streets, golf course, or common open spaces shall incorporate bay windows, pop-outs, recessed windows, balconies, and/or second floor overhangs.

4.9.3 Varied wall treatments and accent materials consistent with front elevation standards are required for all side and rear elevations, all houses shall be designed to incorporate details such as shutters or corbeling into the facades and windows shall be placed in a manner to break up blank walls.

#### 4.10 FRONT DOORS

Front doors and entryways should provide a focal point to the home. All front doors shall be recessed a minimum of 8" from the adjoining walls. Doors should be sized in relation to the overall mass of the house. Double doors and custom door treatments are encouraged. They shall have a minimum level of detail including six panel or other level of relief.

#### 4.11 WINDOWS

Careful attention should be given to the size, type, and disposition of all windows. The fenestration of walls should create interest. Windows should be architectural features and grouped into recessed areas or bordered

by projections which provide a shadow pattern. All windows shall be recessed a minimum of 2" from the face of the wall; windows flush with the exterior wall plan are not permitted.

4.11.1 Windows in *The Pointe* and in *Heritage Park* shall consist of double seal glass with a thermally broken frame system. All window glass will carry a 10-year guarantee. All sash/frames will carry a 1-year warranty on workmanship, a 10-year warranty on the hardware parts, operation, and any cladding (if applicable) on wood-clad windows.

4.11.2 In *The Reserve* wood-clad windows to the standard of Anderson, Marvin Weather Shield or equal or as approved during the design review will be allowed. No aluminum mutton bars will be permitted between the window panes.

#### 4.12 ROOF MOUNTED APPUTENANCES

4.12.1 Lighting rods may be erected without prior approval

4.12.2 In accordance with federal regulations, the installation of the following reception devices is permitted on *any* lots, provided that the placement of the device has received prior approval by the developer.

- DBS-direct satellite broadcast service antennae on meter or less in diameter.
- MMDS-multi-channel, multi-point distribution service antennae
- TBS-television broadcast signal antennae (of any size)

In reviewing applications for the placement of such devices, the following issues will be considered:

- The visual impact of the reception device on the community, including color
- Safety hazards that may be created by placement in a specific area of the lot
- Whether the reception device can be screened in a manner that will shield it from the street while not impairing reception of an acceptable signal. (recognizing that a clear line of sight between the satellite and the reception device needs to be maintained)

4.12.3 No mechanical appurtenance (air conditioning/heating units, etc.) shall be mounted on, or attached to any roof.

4.12.4 Skylights on sloping roofs must be tinted grey or bronze to minimize their visibility and reduce any objectionable glare. All metal components are to be painted to match the color of adjacent roofing materials. Skylights may be white only where screened by a parapet and not view from adjacent lots.

#### 4.13 CHIMNEYS

Chimneys shall be designed to be in color, scale and proportion compatible with the architecture of the building. Chimney tops shall incorporate materials consistent with the detailing of the principal elevations. All chimneys must have flue caps with spark arrestors. Open screen spark arrestors should be avoided in favor of spark arrestors with metal sides.

#### 4.14 APPROVED MATERIALS

Exterior elements and materials chosen shall be compatible with one another in an appropriate scale for the building and appropriate to the architectural theme of the residence. The principal material for the exterior walls of the first floor-other than glass-shall be not less that 75% brick, stone, or stucco. No vinyl siding products will be approved. All surface treatments or materials shall be designed to appear as an integral part of the design-not applied. All materials shall wrap columns, porches, or balconies in their entirety. Material changes shall occur only at inside corners. Materials may not be 'applied' to only one elevation. At raised footing conditions, siding materials shall be continued down to within six inches of finished grade.

The following material are approved:

##### 4.14.1 **Stucco/synthetic stucco:**

“Smooth” steel trowel or light to medium dash finish. Spanish lace and heavy trowel finishes are not permitted.

**4.14.2 Stone:**

Stone veneers with honed or natural split face finishes. Cultured stone veneers are prohibited.

**4.14.3 Wood:**

Wood shall be high quality grade, stained or painted, and properly installed., braced or bracketed to prevent unsightly twisting and warping. Pre-finished composite wood products, such as Trimcraft, will be considered for soffits, trims, or dormers but not for siding.

**4.14.4 Masonry:**

Brick and Concrete Masonry (split-faced, honed, or striated).

**4.14.5 Pre-Cast Concrete:**

Pre-cast concrete elements, such as columns, pots, or window sills and lintels are encouraged. Ornate concrete balustrades are discouraged.

**4.14.6 Metal:**

Metal Accents, such as railing and gates, are encouraged if properly prepared (i.e. galvanized or primed to prevent rusting). Any bare metallic surfaces (i.e. vents, pipes, gutters, flashing, etc.) should be painted or covered from view in a manner harmonious with the general exterior architectural treatment of the building and should be located along the rear of the roof line whenever possible.

**4.15 COLOR**

All roof and wall colors must be muted tones selected to blend with natural colors of the landscape. Accent colors are permitted to increase the project’s variety. Color samples must be submitted for approval prior to final plan approval.

**4.16 MISCELLANEOUS**

All above-ground mechanical equipment, pool equipment, electrical switch gears, garbage containers, and other outdoor maintenance and service facilities must be screened by walls or landscape screens from other lots, streets, or public spaces. Electric meters must be screened behind walls or hinged panel in a form acceptable to the utility company. When a hinged panel is used, it must blend with the surrounding wall and provide quick access.

# SECTION 5.0

## LANDSCAPE ARCHITECTURE

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### 5.1 DESIGN APPROACH

Although there is no specific overriding theme for the landscape architecture at Oak Tree, it is important that the residential structures blend with the surrounding natural environment and that the landscaping be a logical extension of the residences. Outdoor spaces such as patios, pools, and sidewalks should relate to indoor spaces as well as the surrounding environment. A collaborative approach to site grading, architectural and landscape architectural design will reduce construction cost and maximize site opportunities.

The objective of the design criteria is to ensure that as each lot is finished, it becomes a co-ordinated element of the overall character of Oak Tree. To achieve this, the landscape design becomes an important component in blending lot lines and architectural style differences from lot to lot. Individual property and community values are to be enhanced through the use of site plantings, foundation area plantings, golf course frontage treatments and driveway and street planting. It is also important to ensure that existing trees and other native plant material are preserved, enhanced, and incorporated into the landscape development and that positive drainage and other designed and natural features of the development and the area(s) to be landscaped are maintained and preserved as required.

The existing landscaping of the golf course and of common areas are to be taken into account in the siting of the residence and the consideration of view corridors. Requests for landscape modifications on gold course or common areas to suit an individual resident will not be considered.

### 5.2 MINIMUM LANDSCAPING COSTS

In order to achieve the design approach described above, it is necessary that each lot contributes its fair share to the overall landscape development. Accordingly, the minimum landscaping cost for each lot, excluding costs for sod and the irrigation system, are set at \$4000 or up to 1% of the retail sales price. Compliance with this provision will have to be substantiated through the submission of relevant invoices. In *The Pointe* and in *Heritage Park* the minimum landscaping costs are set at up to 2% of the retail sales price of the home (as determined by appraisal), in *The Reserve* at \$6000 or up to 2% of the retail sales price.

### 5.3 DESIGN STANDARD

5.3.1 All air conditioners and pool equipment shall be screened with a wall of a minimum height of 4 feet.

5.3.2 All garage openings shall be screened from view from adjacent lots or public areas by appropriate landscaping.

5.3.3 Long or tall blank walls shall have proportionately scaled plant beds designed to break up the monotony of the wall.

5.3.4 Plant material, including trees and large shrubs, shall be located to enhance the appearance of driveways, particularly when seen from public streets and the gold course.

5.3.5 All privacy and screen walls, pads, patios, etc. shall be broken up with shrub massings planted along the length of these accessory structures.

5.3.6 Planting along property lines should be meandering and informal.

5.3.7 All pools shall be landscaped to soften the effect of the pool when seen from the golf course and adjacent lots. The view of screen enclosures from the golf course and adjacent lots shall be softened by the use of tall trees.

5.3.8 The installation of any site features, such as free-standing fountains or lighting systems require design approval. Any ostentatious features which may be offensive to adjacent neighbors will not be permitted.

5.3.9 No berms shall be allowed within the dripline of existing trees of natural area. Berms shall blend in with existing grass and be smooth and sculptural in nature. The maximum side slope shall be 6:1.

#### 5.4 MINIMUM PLANTING REQUIREMENTS

5.4.1 Planting shall be continuous around the front and rear perimeter of the building and the side walls shall have continuous planting where applicable.

5.4.2 In the front and rear of the building, the recommended minimum width of the plant bed is the equivalent of three quarters of the single story wall, measured from the foundation grade to the eaves of the roof. Where space is restricted, plant bed width can be adjusted to the particular limitations of the area. Consideration shall be given to screen blank walls.

5.4.3 All existing trees on the site shall be preserved, wherever possible.

5.4.4 It is generally required to underplant selected, existing and planted peripheral tree groupings with shrubs and ground cover. These areas shall be within a free-form bed.

#### 5.5 RECOMMENDED PLANT MATERIAL

It is recommended that native trees, shrubs, and ground-covers be given preference over exotic plant material imported to the region. This will ensure that the landscaping of individual sites blends with the existing natural vegetation and responds to the climatic and soil conditions of Oklahoma.

#### 5.6 MINIMUM QUALITY AND SIZES

5.6.1 Major front yard canopy trees shall be a minimum of 16 feet in height with an 8 to 10 foot spread and 3 1/2" to 4" caliper.

5.6.2 Rear and side yard trees shall be a minimum of 14 feet in height with a 7 to 8 foot spread and 3" to 3 1/2" caliper. At least three such trees are required on each lot.

5.6.3 All trees, except large tree spaded specimens shall be container-grown unless approved by the ASC.

5.6.4 Sizes of ornamental trees shall vary according to variety and the quality and quantity of existing plant material and trees.

#### 5.7 MIN. IRRIGATION REQUIREMENTS

5.7.1 All sodded and planted areas must be irrigated with an automatic irrigation system. Area to be served by irrigation system shall be evaluated for its peak demand water requirements.

5.7.2 Potable water serviced shall be tapped adjacent to residence and a minimum of 5' behind the front façade.

5.7.3 Irrigation system shall be designed in conjunction with the landscape design. Drip irrigation is recommended for most areas. Limited areas of spray irrigation are permitted, based on landscape plan. There shall be no overspray onto adjacent lots or roadways. Drip irrigation is suggested for all non-spray plantings and systems must be designed to provide water demand of plant material of one (1) year maturity (15 gal. and smaller) in addition to established requirements. Trees (24" box and larger) must be designed to provide for three (3) year maturity water requirements. Emitter quantity to be proportioned to initial root size and installation, with hydraulic provisions made for stated maturity demand.

5.7.4 Emitter flow rate to be relative to initial container root depth.

5.7.5 Spray and drip irrigation systems should be zoned for exposure, topography, and varying water requirements of plant material in addition to hydraulic limitations. At a minimum, irrigation design shall account for:

- Varying precipitation rates and/or watering depth or schedule requirement;

- South and west exposures together, north and east exposures together (separate all whenever possible);
- Plant material in different crop coefficient groupings;

5.7.6 All irrigation systems should be utilized solid state electronic, micro-processor controllers capable of a minimum of three (3) operating programs, and four (4) start times per program. Additional repeat capabilities are desirable. Size unit to provide for front and side yard landscape, plus a minimum of three (3) additional zones for rear yard use.

5.7.7 All driveways and all walkways 4 feet or greater in width are to be sleeved.

5.7.8 A rain sensor device is recommended as a method of water conservation.

## 5.8 LANDSCAPE MAINTENANCE

5.8.1 All plant material shall be pruned, fertilized, weeded, watered, and sprayed for weeds, pests, and fungus as required.

5.8.2 Any plant material which dies or becomes unsightly after installation shall be replaced within 30 days of installation or upon notification by the ASC.

5.8.3 High nitrogen, quick release fertilizers shall not be used. Slow release fertilizer (i.e. those containing at least 40% slow release nitrogen) should be used instead. Liquid fertilizers are permitted for lawns as supplements to solid fertilizers. Fertilizer should not be applied during times of drought.

5.8.4 Trees shall be mulched once per year and after planting. Mulch piled around base of trunk promotes trunk rot.

5.8.5 Shrubs shall be pruned and trimmed to remove damaged or dead branches. Shrubs should be pruned to maintain natural form.

5.8.6 Dead and unsightly branches of trees should be pruned and trimmed. Damage from wind, rain, etc. should be repaired. Trees should not be pruned into a tight form but should be pruned to enhance the natural form of the tree.

5.8.7 General Maintenance:

- The irrigation systems must be maintained in good working order
- Any soil erosion must be repaired immediately. The property owner is responsible for maintenance of rights-of-way, pond edges, etc.
- All clippings, leaves, etc. must be swept off pavement and streets. Clippings, grass, etc. must not be thrown onto other lots.
- All edges between natural areas, walks, drives, plant beds, etc. and sodded areas shall be edged a minimum of once a month.
- All plant beds, sodded areas, and natural areas must be weeded as often as necessary to maintain a clean, weed-free lot. If weed problem is rampant in natural area, shrubs, ground cover, or sod must be planted.
- All trees, shrubs and other plant material of the golf course and common areas are not to be interfered with in any way by the residents.
- The property must be maintained and kept free of weeds and debris before, during, and after construction.

Failure to comply will result in the work being carried out and the costs being charged for such work to the owner of the property

## SECTION 6.0

# CONSTRUCTION

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### 6.1 CONSTRUCTION PERIOD

6.1.1 Site construction may commence after Final Design Approval has been granted by the ASC and the required permits and approval have been obtained from the City of Edmond.

6.1.2 Once construction starts and the site is disturbed, the lot owner is encouraged to complete within one year (12 months) the construction of the residence and the site improvements.

6.1.3 In the event that a lot is graded and construction of the residence does not commence within 30 days, the ASC has the right to seed the entire lot at the owner's expense.

### 6.4 CONSTRUCTION ACCESS

6.2.1 The only access during construction will be over the approved driveway location of the lot, unless the developer approved an alternative access route. Therefore, the driveways subsurface shall be laid out immediately after site clearing. Not less than ¾" crusher run is to be used.

6.2.2 Vehicles and machinery shall be parked only within the fenced development envelope or in areas designated by the developer. Construction crews shall not park on, or otherwise use, other lots, open space, streets, or the golf course.

6.2.3 To protect the surrounding areas from damage during construction operations, as well as for safety reasons, a fence made of steel posts, 4 feet high, 8 feet center to center, with heavy duty plastic mesh fencing or chain link shall be installed, completely enclosing the development envelope. The fence shall have a single entrance located at the driveway and shall be maintained intact until completion of construction.

### 6.5 SANITARY FACILITIES

It is the owner's responsibility to ensure that each contractor provides adequate sanitary facilities for the construction crews. Portable toilets or similar facilities shall be located within the development envelope as approved by the developer.

### 6.4 DEBRIS AND TRASH REMOVAL

6.4.1 Lot owners and builders will be responsible for debris and trash removal for each lot and be subject to spot inspections by the developer. Each site shall have a dumpster of at least 10 cubic yard capacity.

6.4.2 At the end of each day, the construction site and any debris or dirt dropped onto paved streets is to be cleaned. Trash and debris, especially trash that is easily carried by wind shall not be permitted to accumulate. Lightweight material, packaging and other items shall be covered or weighted down to prevent them from being blown off the construction site onto the golf course.

6.4.3 The dumping, burying, or burning of trash is prohibited anywhere at Oak Tree during construction, each site shall be kept neat and clean and shall be properly policed to prevent it from becoming public eyesore.

### 6.5 CONSTRUCTION HOURS

Construction activities, except within an enclosed residence and delivery of construction material are permitted only from 7:00am to 7:00pm during weekdays and 9:00am to 4:00pm on Saturdays. No work is permitted on Sundays or national holidays unless authorized by the developer.

### 6.6 STORAGE OF MATERIALS

Lumber, brick, stone, cinder block, concrete, steel or any other building materials, scaffolding, mechanical devices or any other thing used for building purposes shall be stored on the lot only for the purpose of

construction on that lot and not for longer than is reasonably necessary for the construction process. All such material storage shall be screened from view from adjacent properties, the golf course and common areas.

6.7 LOT OWENR’S RESPONSIBILITIES

Owners are responsible for the conduct and behavior of their agents, representatives, contractors, and subcontractors while at Oak Tree. The following practices are prohibited:

- Allowing concrete suppliers, plasterers, painters, or any sub-contractors to clean their equipment at locations not specifically designated for that purpose by the developer;
- Changing oil on any vehicle or equipment on the site;
- Removal of trees, plant material topsoil, or similar items from other property within Oak Tree;
- Carrying of any type of firearm;
- Careless disposition of cigarettes and other flammable material;
- The use of drugs or alcohol on site;
- The bringing of pets to Oak Tree by construction personnel

6.8 TREE PROTECTION

6.8.1 It is recommended that a qualified tree surgeon be retained to treat/trim/spray/fertilize all existing oaks and spray all existing pines according to standard arboricultural practices. This will help protect the trees from fungus and pests and allow the trees to combat construction stress.

6.8.2 No fill shall be placed within the drip line of trees. Owners are responsible for any damage to trees caused by construction stress, fill, etc.

6.9 EROSION CONTROL

6.9.1 Sediment control such as hay bales or silt fence shall be installed to prevent runoff during construction to both street and gold course.

6.9.2 Temporary swales and other sediment control methods shall be installed to reduce run-off during construction.

6.10 EXISTING UTILITIES

6.10.1 The owner is responsible for verifying the location of all existing utilities and for protecting them during construction.

6.10.2 All temporary meters must be removed immediately upon installing permanent hook-ups.

AREA	TOTAL MINIMUM SQUARE FOOTAGE REQUIREMENT	GROUND FLOOR SQUARE FOOTAGE REQUIREMENT
Summit I and II	2,800 square feet	1,800 square feet
The Reserve	3,500 square feet	2,500 square feet
Heritage Park	3,000 square feet	2,000 square feet
The Pointe	2,400 square feet	1,600 square feet
The Legacy	2,500 square feet	2,000 square feet
The Paddocks	4,000 square feet	3,000 square feet
The Oaks and East Oak		