

## HIGHLAND RIDGE DETACHED SHED GUIDELINES

These guidelines are hereby established to create consistent, fair, and equitable requirements for residents of Highland Ridge who wish to construct an outdoor accessory or storage building, hereafter referred to as a “shed” on their property. These guidelines are based largely on City of Shawnee Municipal Code requirements and are summarized here for convenience. Changes in City of Shawnee Municipal Code which occurred after the publication date of these requirements may not be adequately reflected. Please note that receiving approval for constructing a shed which meets the requirements herein does not relieve the property owner from their obligation to make sure all other building and codes requirements are met. Where the requirements herein are in contradiction to or are less restrictive than City of Shawnee Municipal Code requirements, the City’s requirements shall control.

### DISCLAIMER

The ACC’s review of a shed proposal is for aesthetic purposes only. The requester should have the plans reviewed by a local professional architect or engineer before starting construction. Highland Ridge HOA accepts no liability for inaccuracy of plans or construction that is non-compliant with all applicable statutes, regulations, or codes.

### APPROVAL PROCESS

**No shed of any type is to be constructed without the approval of the ACC.**

The property owner must submit a formal request to the ACC which includes ALL OF THE FOLLOWING:

An accurate, scaled plot plan showing all existing buildings on the property and the proposed location of the shed. The plot plan should indicate the distance from the proposed shed to all property lines and existing buildings on the lot. The plot plan should show the size of the lot, and the size of the “required rear yard”. A recent survey may be required if the proposed shed is very close to a maximum size or setback restriction.

A set of construction details which show a plan view and profile views from all sides of the structure. The construction details should show foundation details, framing member size and spacing, exterior cladding material, specifications on all windows and doors, roofing material, and exterior colors.

The type/size and location of plumbing or electrical service to the shed.

Any additional landscaping around the shed.

Submittals will be pre-screened and will be rejected if the existing property is not in a well-maintained condition or has existing violations of HOA Restrictions or Shawnee Municipal Codes. Examples of reasons for rejecting a shed submittal during pre-screening include, but are not limited to, the following: dilapidated primary structure, fence, driveway, or landscaping; faded, chipping, or peeling house paint; house painted an unapproved color; campers, trailers, boats, or derelict vehicles stored outside; trampoline in an unfenced yard; other accessory structures in poor condition or not approved by the ACC (gazebos, flag poles, sporting equipment, etc.).

The ACC will reject all incomplete or unintelligible submittals. Complete submittals will be reviewed and approved on a case-by-case basis. Each submittal shall specifically adhere to and/or address all of the following construction requirements.

### CONSTRUCTION REQUIREMENTS

#### QUANTITY.

Only one shed per lot will be approved.

#### USE AND ACCESS.

The submittal shall indicate the primary intended purpose for the shed.

If the shed will be used for storing motorized or tow-behind vehicles such as: watercraft, campers, motorcycles, UTVs, ATVs, golf carts, etc., the ACC may require a concrete, asphalt, or paver brick driveway be constructed from the new building from the existing driveway. The ACC reserves the right to retroactively enforce this requirement any time after the shed is constructed should vehicle tracking or lawn damage become a persistent nuisance.

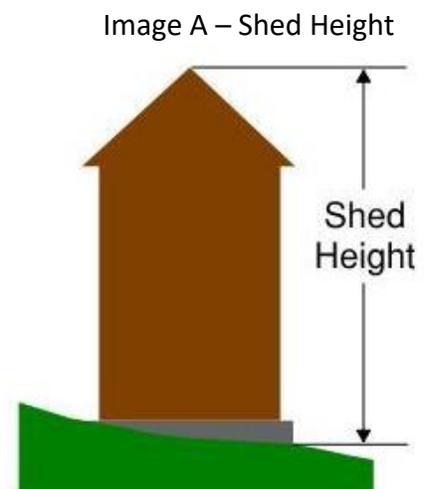
Sheds shall not, under any circumstances, be used as a living space.

#### LOCATION.

Sheds must be in the backyard and must be five (5) feet (minimum) from the primary structure and from the rear and side property lines. The shed should be located where it will be least visible from the road.

#### SIZE.

Maximum footprint shall be 120 square feet. Maximum allowable height shall be 12 feet. The height of the structure shall be measured from the tallest peak of the roof to the lowest elevation of adjacent grade. See Image A.



**STRUCTURE.**

The shed shall be constructed as required by the current International Building Codes with the following additional requirements:

The shed must be placed on a suitable foundation such as a 4 inch thick (minimum) concrete slab or a solid perimeter wall/footing of cast-in-place concrete or decorative masonry. The area around the foundation must be backfilled; no exposed space under the shed will be permitted. Sheds not placed on slabs must have a solid integrated floor. No dirt or gravel floors will be permitted. These guidelines are established to prevent burrowing animals and other varmints from making habitat beneath the shed while maintaining an aesthetically appealing structure. Alternate designs may be approved as long as they address these goals.

The exterior walls and roof must be of wooden or metal framed construction.

The roof must be sloped to compliment the primary residence; flat roofs will not be approved.

**MATERIALS.**

**NO PLASTIC, RUBBER, FIBERGLASS, OR ALL METAL SHEDS WILL BE APPROVED.**

Exterior cladding should match that on the primary residence in both style and color. Exterior cladding shall be wood or engineered wood paneling.

Roof shingles should be asphalt composite material and match as closely as possible those on the primary residence in both style and color.

The shed shall be equipped with at least one window which should match as closely as possible to those on the primary residence in both style and color. The shed shall be equipped with no more than two doors with a minimum of one standard entry door and no more than one overhead door. All doors and windows must close and latch securely.

**UTILITIES.**

Any utilities servicing the shed must be underground. No aboveground utilities of any type will be permitted.

Exterior lighting (if installed) shall not exceed one 75-watt light bulb enclosed in a permanent fixture attached to the shed. Efforts must be taken to shield neighbors from light overrun.

### REQUIRED AGREEMENT

Each resident requesting a shed will consent to enter an agreement with the HOA prior to constructing the shed. Failure or refusal to enter the agreement will result in rejection of the shed application.

### MAINTENANCE REQUIREMENTS

Residents who own a property with a shed will agree to abide by the following maintenance requirements.

#### GENERAL.

Property owners are responsible for the maintenance of all structures on their property, including the shed and any landscaping included, and approved, in the initial request. No items may be stored outside of the shed, whether they are attached to or detached from the shed.

Shed doors should be kept closed and latched when not in use.

#### FOUNDATION.

The foundation elements shall support the structure at all points.

Any repair or replacement necessitated by this section shall be accomplished with materials that are compatible with the remaining foundation.

#### EXTERIOR WALL SURFACE.

Exterior wall surfaces, including screened-off areas, doors, and windows, shall be free of: holes or breaks; loose or damaged construction materials; and any other conditions which might admit rain, insects, or animals to the interior portions of the walls or spaces of the structure. Cracks in mortar between bricks or stone in excess of one-fourth ( $\frac{1}{4}$ ) of an inch in size shall be sealed.

All exterior wall surfaces shall be maintained and kept in repair using materials compatible with the remaining undamaged wall surfaces and recognized as acceptable pursuant to city building code. Where an existing painted wall surface has areas of chipping, peeling, scaling, or missing paint, which is observable from the property line, roadway, or adjacent properties, such surface shall be repainted or stripped of all paint and given a water-resistant coating if necessary.

**TRIM.**

All trim shall be maintained in sound condition free of holes, breaks or loose or damaged construction materials. Areas that are damaged as described herein shall be repaired or replaced with material compatible with the remaining undamaged trim. Where trim has been previously painted and any trim surface contains areas of chipping, peeling, scaling, or missing paint, which is observable from the property line, roadway or adjacent properties, such surface shall be repainted or stripped of all paint and given a water-resistant coating if necessary.

**WINDOWS AND DOORS.**

Every exterior opening shall be fitted with a window, door, basement hatchway cover, or crawl space cover, as appropriate, which shall be tight within its frame and maintained in a sound condition and in good repair to prevent the possibility of entrance of animals, rain, and surface drainage water into the structure. Every doorway which gives access to the exterior of the structure shall be fitted with a door, equipped with hardware capable of ensuring security and privacy to the structure.

Every window shall be in good condition and fit tightly within its frame. All windows shall be fully supplied with glass window panes without open cracks or holes. Windowpanes may only be repaired using a means specifically designed for glass repair and approved by the ACC, or another material may be substituted for the glass if it is similar in appearance and form to glass and is approved by the ACC. An entire window unit may be replaced with a building material suitable for exterior use and finished to match the adjacent wall surfaces. If screens, frames for screens or storm windows are provided, the entire assembly shall be maintained in good effective working condition and repair. When present, awnings are to be kept in good repair. Every other opening located within four (4) feet of the ground level shall be protected against the possible entry of insects and rodents.

Every exterior door shall be maintained in good condition and when closed shall fit well within its frame. Every door hinge and door latch shall be maintained in effective working condition. Every door available as an exit shall be capable of being easily opened from the inside. Where a door has been previously painted and any door surface contains areas of chipping, peeling, scaling, or missing paint, which is observable from the property line, roadway, or adjacent properties, such surface shall be repainted or stripped of all paint and given a water-resistant coating if necessary.

No window or door may be boarded over on a temporary or permanent basis unless approved by the ACC and installed according to their conditions of approval.