

**DESIGN GUIDELINES AND ARCHITECTURAL RULES  
FOR  
Evanston Estates Addition Association (June 2021)**

The Design Guidelines and Architectural Rules (“Rules”), as set forth in this document, shall interpret and implement procedures for the Architectural Control Committee’s (“Committee”) review and standards, including but not limited to exterior design, porches, decks, landscaping, plant selection, color schemes, exterior finish and material, signage, and accessories. These documents are intended to enhance property values and high standards of development that exist within the Evanston Estates Addition Community. Any improvement, alteration, modification, change, repair or any other work that will alter the exterior appearance of any Residence shall require prior written approval from the Committee or Board. The Rules are established to assist residents in conforming to the standards established, and amended from time to time, by the Board of Directors. Each application will be reviewed on a case by case basis.

**PRIOR TO THE COMMENCEMENT OF CONSTRUCTION OR INSTALLATION, ALL PLANS MUST BE SUBMITTED TO THE COMMITTEE. APPROVAL TO PROCEED SHALL BE REQUIRED IN WRITING FROM THE COMMITTEE. FOLLOWING THESE RULES DOES NOT ELIMINATE THE NEED FOR SUBMISSION OF PLANS (UNLESS SPECIFICALLY NOTED).**

**APPLICATION PROCEDURE:**

**Submittal**

Application and plans (which will be kept on file with the Association) should be sent to:

Evanston Estates Addition Associatio.  
P.O Box 318  
Evanston, WY 82931  
Office: 307-209-4503  
Email: [evanstonstatesboard@gmail.com](mailto:evanstonstatesboard@gmail.com)  
Website: <https://evanstonstates.zohosites.com/>

Email and website submissions are preferred. Notifications requested to be sent by mail will incur a \$5 fee.

The following information should be included with the submittal:

1. **Application Form – Architectural Design Review Form:** A completed application form (copies may be obtained from the website listed above).
2. **Plot Plan:** A site plan showing dimension, relation to existing dwelling and property lines (setbacks) are required for fencing and deck projects. Measurements must be written on the plans.
3. **Elevation Plans:** Plans showing finished appearance of improvement in relation to existing dwelling.

4. **Specifications:** Detailed description of materials to be used, color samples, and dimensions must be submitted. Material for fencing that are approved include White vinyl or Wood that has been painted white.
5. **Photograph:** If submittal is for an existing structure of improvement, a photograph of the structure or improvement must accompany the submittal form.
6. **Accurate Plans will speed the approval process:**

All improvements erected within Evanston Estates, and the use and appearance of all land within Evanston Estates, shall comply with all applicable City/County/State zoning and code requirements, as well as the CC&Rs and these Rules.

## **REVIEW-APPROVAL AND/OR DISAPPROVAL**

The Committee shall have thirty (30) days after submission of plans to approve or disapprove plans. All decisions will be emailed to the email address on file. If you do not have email you will be called on the phone number provided and a \$5 fee will be assessed to mail or hand deliver your approved application.

Review will include, but is not limited to, consideration of material, quality of workmanship, colors, and consistency with the external design and color of existing structures on the lot and impact on neighboring lots. The location of the improvement with the respect to topography and finished grade elevation is also considered.

Neither the Committee nor the Board of Directors nor the Declarant, shall have any liability in connection with or related to approved plans, specifications, or improvements. The approval of the plans does not mean that judgment is passed on the structural soundness of the improvement nor its effect upon existing or future drainage. The review of the plans is for aesthetic purposes only.

Approval Expiration: Construction must be completed within ninety (90) days of the date of the Committee's approval of the application, or the Committee's approval shall be deemed withdrawn and plans must be resubmitted in accordance with these rules. An extension may be requested on the initial application with reasoning for the necessity of the extension.

Construction Period: Once started, construction shall be pursued diligently in order to assure prompt completion thereof. Absent a different deadline for completion of construction (which may be shorter or longer, at the Committee's discretion), such construction shall be completed with a date set on the application of the Committee's approval of the application.

Those improvements requiring a permit from the City of Evanston shall be completed within the date provided by the City's permit. Owner is required to provide a copy of the permit to the Committee.

**THESE DESIGN GUIDELINES AND ASSOCIATION RULES MAY BE AMENDED FROM TIME TO TIME BY A MAJORITY VOTE OF THE BOARD OF DIRECTORS.**

## **DESIGN GUIDELINES**

**ANTENNAS AND SATELLITES:** To the extent permitted by applicable law, the installation for antennas, satellite dishes or other devices for the transmission or reception of television or radio signals or any other form of electromagnetic radiation that is attached directly to the building or installed on a post shall be subject to the prior written approval of the Committee unless applicable law prohibits the Committee from requiring prior approval for the installation of certain antennas, any such antennas are to be installed as follows:

The preferred installation locations are as follows in descending order of preference:

1. A location in the backyard of the Lot where the Receiver will be screened from view by landscaping or other improvements and will not interfere with landscaping, lawn mowing, or snow removal.
2. An unscreened location in the backyard of Lot will not interfere with landscaping, lawn mowing, or snow removal.
3. A location in the side yard of the Lot where the Receiver and any pole or mast will be screened from view by landscaping or other improvements and will not interfere with landscaping, lawn mowing, or snow removal.
4. An unscreened location in the side yard
5. On the roof above the roof line
7. A location in the front yard of the Lot where the Receiver will be screened from view by landscaping or other improvements

Wires must be **securely** attached to the dwelling and painted to match where attached.

**AWNINGS:** No awnings are permitted on any window.

**BASKETBALL GOALS:** Owners may request a basketball goal to be installed at their expense in an area that is not used for parking, currently landscaped, or would negatively impact a homeowners unit.

**CHIMNEYS:** Chimneys shall be constructed of the same material, texture, and color of the home. Exposed flues are prohibited. A gas fireplace flue must comply with any City of Evanston requirements.

**DECORATIVE ITEMS AND ACCESSORIES:** Front yard item(s) must be submitted for approval by the Committee. The Board of Directors reserves the right to require removal of decorative items in the front yards based on size, quantity, color and location and any other criteria that the Board may determine.

**Seasonal and Decorative Flags:** Seasonal and decorative flags shall not be put up any earlier than thirty (30) days prior to the holiday and must be removed within thirty (30) days after the date of the holiday to which the flag pertains. Flags must be maintained in good condition at all times. Flags that are torn, ripped, faded, etc., constitute grounds for fines and removal. Flags shall not be offensive to the Association. The Board of Directors shall make its' determination at its' sole discretion.

**Holiday Decorations:** Holiday decorations may be installed forty-five (30) days prior to the holiday and must be removed within thirty (15) days after the holiday.

**Decorative Art on Houses:** Decorative Art on houses shall be neutral in color and may be limited in number, so as to not dominate the appearance of the home. Dimensions of decorative art shall be no greater than three feet (3') in length, width, and height.

**Water Features, Statuary, Etc.:** Items such as fountains, statuary, etc., require submission to the Committee. Any items installed must not interfere with watering and mowing and must be properly maintained at all times. Such items must be approved by the Committee prior to installation in the front yard.

The Board of Directors, at its' sole discretion, shall make its' determination on a case by case basis.

### **FENCES AND WALLS:**

Fencing must comply with the City of Evanston building code. Front fences are not allowed. Area enclosed by a fence or wall is determined on a case by case basis. All fences are required to have a gate at least 36" wide.

Fences must be of suitable material for the environment and must be of neutral colors that compliment the paint scheme of the buildings. If an existing party wall is in place, indicate in the application the removal or incorporation of this party wall.

**EXTERIOR MAINTENANCE:** All lots shall be kept in a neat and good condition at all times. This shall include, but is not limited to the following:

- Exterior surfaces of the home shall not be allowed to fall into disrepair. Damage to the siding or other surfaces shall be promptly repaired
  - Painted surfaces (including the body of the home, trim, fascia, front doors, and other surfaces) shall not be faded, chipped, or discolored. If painting is needed, owners must submit an application for architectural approval even if using the original colors. All paint colors are required to match the approved paint schemes for the HOA.
  - Broken windows, screens, sun screens, and internal window coverings shall be repaired or replaced. No reflective materials are allowed.
  - Gates shall be in good repair at all times.
- Trees, shrubs, and other plantings shall not be allowed to impede walkways. Trees shall be trimmed up to 8' above any street, sidewalk, or right of way.

Decorative or garden walls may not exceed thirty-six inches (36") in height. Decorative or garden walls must be submitted for approval prior to installation, and be finished to match the base color of the home.

### **FLAGPOLES:** Flag display requirements:

1. Only the flag of the United States and either the Wyoming State flag or a nationally recognized Military Unit Flag (not both) may be displayed.
2. The maximum size of any flag shall be three feet by five feet (3'x5').
3. The maximum height of a pole shall be sixteen feet (16').
4. Wall mounted flag poles shall be a maximum of five feet (5') long with attaching brackets painted to match the attachment area and will not require prior approval.
5. All poles and flags must be maintained in excellent condition according to the

United States Flag Code, Title 36, U.S.C., and Chapter 10.

6. Only one (1) permanent, removable wall mounted or freestanding flag pole will be permitted per residence or lot.
7. It will be the responsibility of the homebuyer or resident of the lot on which a flag is displayed to do so with proper respect and flag etiquette.

**HVAC INCLUDING EVAPORATIVE COOLERS:** Except as initially installed by the builder, no heating, air conditioning or evaporative cooling unit shall be placed, installed, constructed or maintained upon any lot without the prior written approval of the Committee. All units shall be ground mounted, located within the perimeter of the rear yard and screened or concealed from view of all neighboring property.

**GUTTERS AND DOWNSPOUTS:** Gutters and downspouts may be considered for approval. The finish on the same must match the dwelling in color. High quality materials that offer long life are recommended, as the homeowner will be required to maintain the addition in good repair. Plans must include the proposed locations of the gutters and downspouts, the quality of materials to be used, warranty by the manufacturer and the name and telephone number of the installer.

## **LANDSCAPE GUIDELINES**

**Front Yard Landscaping:** Any major changes or alteration to the front yard landscaping must be approved by the Committee prior to making the change or alteration. Dead plant material must be removed from the front yard within fifteen (15) days.

**Hardscape:** Any hardscape items proposed for front yard installation must be approved by the Committee prior to installation. Materials included in hardscape are concrete, brick, tile, wood, pavers, etc. Examples of hardscape items are planters, walkways, retaining walls, decorative walls and fountains.

**Rock Ground Cover:** To keep the continuity of the community, please only use colors and a style that would remain consistent within the neighborhood. Landscaping is approved only if the new or additional rock, dirt, etc., does not affect the overall drainage of the lot. Homeowner assumes responsibility for any and all damage that may occur due to improper drainage.

**Outdoor Turf:** Shall be submitted to the Committee for review, with a sample of high quality.

**Fine Grading and Mounding:** Fine grading is a critical aspect of landscaping. It is important that this drainage pattern be maintained when preparing the landscape design, especially if mounding or berming is proposed. In all cases, the installation must comply with the City of Evanston grading and drainage plan. Every effort should be made to make the mounding appear natural.

**LIGHTING:** Please refer to Security Lighting.

**PAINTING OF EXTERIOR OF HOUSE:** If repainting using the original color scheme of the house, architectural approval is required.

**MOTORIZED VEHICLES (various types):** All terrain vehicles, motorized scooters, dirt bikes, sand rails, go-karts, and all similar motorized vehicles are prohibited on the streets, sidewalks, and common areas within the community.

Oil pans, carpet, boards or any other object used to collect oil spills must be removed when not in use to prevent them from being visible.

**OUTDOOR FIREPLACES:** Outdoor fireplaces of any kind must be approved by the Committee in advance of their installation or construction.

**PATIO COVERS:** Plans for patio covers will be considered for approval. The following minimum standards are suggested:

Partial Shade Covers – Wood

- A. Horizontal shading members: minimum 2x2 rough sawn, running parallel to the dwelling unit, with a maximum overhang of 6 inches past a support.
- B. Horizontal support members: minimum 4x6 rough sawn
- C. Vertical support members: minimum 4x6 rough sawn
- D. Color: to match existing trim or body of the house

Aluminum and Vinyl Shade Covers

- A. Must be installed by a licensed contractor or bought in an approved engineering kit. Color to match the existing trim or body of the house.

Solid Patio Covers

- A. Flat roof pitch less than 3": 12" must have a rolled or built-up roof application with colored granules that match existing roof. Built-up roof surface must be identical in color and quality to that installed by Declarant.
- B. Sloped patio cover with 3": 12" and greater shall have tile or shingles to match existing dwelling.
- C. Asphalt shingles are expressly prohibited.

**PLAYGROUND EQUIPMENT:** Plans for play structures and similar recreational equipment must be submitted for approval. Any equipment that is elevated or may cause injury must be of commercial grade. Approval from all adjacent homeowners is required for approval.

**POOLS:** No pool of any size is authorized on any lot.

**RAMADAS AND GAZEBOS:** Ramadas and Gazebos may be constructed only in the

rear yard of the Lot, and only upon the prior written approval of the Committee. Approval from adjacent neighbors is required. Any ramada or gazebo that is approved for construction will meet the following criteria:

1. Will not cover under its roof more than one hundred twenty (120) square feet
2. Will not be more than ten feet (10') high at its highest point

Any lighting approved for installation with a ramada or gazebo must be installed so that it does not shine into any neighboring property, and should not exceed general intensity 1 foot candle.

**ROOF AND ROOF STRUCTURES:** Unless specifically authorized in the document, no heating, air conditioning, ventilation equipment, or any other equipment or structures shall be located or installed on any roof (please see SOLAR PANELS). In addition, any such equipment or structures shall not be located or installed or maintained anywhere on a Lot, if it is visible from neighboring property.

**SANITATION/GARBAGE AND TRASH:** No garbage or trash may be placed on any lot or parcel except in covered containers meeting City specifications, and must be stored out of sight. Rubbish, debris, and garbage shall not be allowed to accumulate.

Only household trash is permitted in the city garbage cans.

**SECURITY LIGHTING/DEVICES:** Security lighting must be directed as not to shine on neighboring property. At the property line, the security lighting should not exceed general intensity of 1 foot candle.

Security features including but not limited to doors and windows must be submitted for approval.

**Security Devices:** Security features, including but not limited to lights, doors and window coverings, must be submitted for approval. Security alarms need not be submitted for approval.

**Security Surveillance Systems:** Security surveillance system plans must be submitted, including alignment of camera (s). Cameras should not be directed toward a neighbor's property, but must survey mostly within the confines of the owner's property. Property must be posted with a notice that the property is under surveillance.

**SECURITY/SCREEN DOORS/SUNSCREENS:** Wrought iron security/screen doors must be submitted for approval. Such doors shall be painted to match the base color of the home.

Silver colored aluminum screen/security doors and/or wire screen mesh doors are strictly prohibited on front doors.

Sunscreens need to be submitted for approval by the Architectural Committee.

Reflective window films are expressly prohibited. Bronze or charcoal non-reflective window tinting may be installed without Committee review.

**SIGNS:** No signs shall be displayed on any lot except the following:

1. One temporary “For Sale” or “For Rent” sign. Said sign may have a maximum face area of five hundred (500) square inches in size, and no sign is placed closer to the street than six (6) feet.
2. Such signs as may be required by law
3. One residential identification sign not to exceed nine inches by thirty inches (6”x 15”)
4. Signs approved by the Committee

All signs shall conform and comply with City ordinances and must not interfere with landscaping, watering, mowing or other exterior maintenance.

**SOLAR PANELS AND EQUIPMENT:** Roof mounted solar equipment must be submitted for approval. No solar equipment may be installed on the front of the home.

**STORAGE SHEDS AND SIMILAR STRUCTURES:** Storage sheds or similar structures need to be submitted for approval. They should not exceed the maximum height of the immediately surrounding wall (s) or fence (s) and should be screened from view of all common areas. Approval in writing must be obtained from neighboring lots if the structure height will exceed surrounding walls or fences.

**WINDOWS:** No paper, bed sheets, aluminum foil, reflective screens, mirrors or similar items shall be installed or placed upon the inside or outside of any windows of a Residence. No enclosures, drapes, blinds or other items affecting the exterior appearance of a Residence shall be constructed or installed without the prior approval of the Committee.