

PROCEDURES, STANDARDS, AND GUIDELINES
Architectural Review Board
Blackbird Farm Homeowners' Association
West Lafayette, Indiana

Blackbird Farms is zoned as a planned development. As such, it is governed by a Declaration of Covenants, Conditions, and Restrictions which is a legal document that has been filed and recorded in the Office of the Tippecanoe County Recorder. THESE COVENANTS REQUIRE THAT ALL HOMEOWNERS SEEK AND GAIN APPROVAL FROM THE BLACKBIRD FARMS ARCHITECTURAL REVIEW BOARD BEFORE MAKING "improvements, alterations, repairs, excavation, changes in grade or other work which in any way alters the exterior of any Lot or the improvements thereon from its natural or improved state."

--Second Amended Declaration of Covenants, Conditions and Restrictions for Blackbird Farms Planned Development, April 1994, Article VII, Section 1(c)

The primary mission of the ARB is to ensure that a harmonious relationship is maintained among all the homes, structures, improvements, vegetation, and topography, thus endeavoring to maintain high Real Estate values. The board meets on a regular basis to review proposals submitted by residents of Blackbird Farms.

By reviewing the homeowner's building and lot modification proposals, the Architectural Review Board (ARB) endeavors to protect the interests of all homeowners. One way we do this is by helping you be aware of city permit requirements and Blackbird Farm Homeowners Association (BFHA) covenants. By working within city codes and the BFHA covenants, property values may be maintained. Reviewing specific projects helps to ensure that homeowners respect the property rights of others. The review process also attempts to maintain the character of the community as well as to ensure that drainage from one lot to another is not adversely affected.

PROPOSAL REQUIREMENT

All proposals must be written and include the following:

- Name and address of the homeowner
- A description of the project that includes color and construction materials
- Proposed start and finish dates or estimated duration
- Name and address of the contractor (if applicable)
- Location of the project on the lot, showing Minimum Build Line (MBL), property lines, easements
- Photo or drawing from a sales brochure, catalog, advertisement, or similar project, and/or architectural plans
- All elevations if the elevation, footprint, or roofline of an existing structure changes.

THE EVALUATION PROCEDURE

Proposals or questions may be sent to the chair of the Architectural Review Board by email (preferred) to this email: blackbirdfarmshoa@gmail.com or by mail to the Blackbird Farms Homeowners Association, P.O. Box 2776, West Lafayette, Indiana 47996.

- The ARB will notify the homeowner that we received the proposal and request any missing materials.
- The 30-day response period that is specified in the covenants will begin when all required proposal materials are received by the chair of the ARB.

- The chair will forward the materials to all members of the ARB.
- If additional information is required, the ARB may visit the site and check measurements, property lines, lines of sight, drainage patterns, etc., and interview the homeowner.
- The ARB (minimum of 2 members) will approve, disapprove, or suggest modifications to the proposal in a written response to the homeowner.
- If the ARB has not replied to the homeowner with a decision within the 30-day response period, the homeowner's proposal will be considered approved by default.
- If the ARB's decision is not acceptable to the homeowner, s/he may request reconsideration by the ARB. If the homeowner and the ARB are unable to agree, the homeowner may appeal the ARB's decision to the BFHA Board of Directors.

SCOPE OF THE ARB

Building and lot modifications require the prior written consent of the Architectural Review Board. Items falling within the scope of Architectural Review include, but are not limited to:

Improvements (room, porch or patio additions, fences, privacy screens, retaining walls, decks, accessory buildings, gazebos, ponds, swimming pools, hot tubs and spas, playground structures);

Alterations (major cosmetic changes such as color or siding, changes in the footprint or roofline, landscaping that obstructs lines of sight or is adjacent to common areas, satellite dishes, permanent flagpoles, awnings, canopies, signs);

Excavations (drainage tiles, ditches, changes in grade, leveling or adding fill that alters the course of natural drainage.)

Homeowners are responsible for assuring that any additions or changes meet city building codes, for acquiring necessary building permits, and for assuring that underground utilities are not disturbed. Additions and changes must be entirely on the homeowner's property, within the Minimum Build Line, and must not interfere with the common areas, easements or access to utilities.

Structures that were completed before April 29, 2013 that do not meet current standards but do not pose a safety hazard are "grandfathered" in. As with new structures, when these existing structures are in need of substantial repair or replacement, homeowners must seek and receive approval from the ARB before proceeding. All repaired and replacement structures must meet current standards. This will apply whether or not the structure was approved by the Architectural Review Board at the time it was constructed or installed.

STANDARDS THAT THE ARB USES TO REVIEW PROPOSALS

The Architectural Review Board evaluates all submissions on the individual merits of each application. The characteristics of the house type and the individual site are considered when evaluating the particular design proposal. What may be an acceptable structural change or design of an exterior in one instance, may not be for another.

The following criteria represent the general standards that will be used in reviewing and evaluating such application for structural or design change.

- Validity of Concept: The basic idea must be sound and appropriate to its surroundings.
- Design Compatibility: The proposed improvement must be compatible with the architectural

characteristics of the applicant's house, adjoining houses, and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color and construction details.

- **Location and Impact on Neighbors:** The proposed alteration should relate favorably to the landscape, the existing structure and the neighborhood. The primary concerns include, but are not limited to access, view, sunlight, ventilation and drainage. For example, (a) fences may not obstruct views, breezes or access to neighboring property; (b) decks or larger additions may not cast unwanted shadows on an adjacent patio or property or infringe on a neighbor's privacy; (c) lighting (flood lights, lamp posts) may not cast unreasonable light on to adjacent properties. The size of the proposed alteration should relate well to adjacent structures and its surroundings. For example, a large addition to a small house or building a very large storage shed may be inappropriate.
- **Good Neighbor Policy:** When proposed alteration has possible impact on adjacent property, it is suggested that the applicant discuss the proposal with neighbors prior to making an application to the ARB. It may be appropriate in some cases to submit neighbor comments along with the application. Notification will not imply consent but allow the ARB to consider comments along with the proposed alteration. The ARB may, at its own discretion, solicit comments from adjoining property owners regarding certain applications.
- **Materials:** Continuity is established by use of the same or compatible materials as were used in the original house. The options may be limited somewhat by the design and materials of the original house. For instance, horizontal siding on the original house should be reflected in an addition. On the other hand an addition with siding may not be compatible with a brick house.
- **Workmanship:** Workmanship is another standard which is applied to all exterior alterations. The quality of work should be equal to or better than that of the community. Poor practices, besides causing the owner problems, can be visually objectionable to others. Poor workmanship can also create safety hazards.
- **Timing:** Projects are to be completed within six (6) months of approval to avoid becoming a nuisance and safety hazard for neighbors and the community.

The following are guidelines for some of the specific items that require the ARB's prior written approval:

- Perimeter fences may enclose back yards only and must be of an open construction. Chain link and solid panel fences are not allowed. The standard height for perimeter fences is 4 feet high or less.
- Fences that restrict lines of sight along the pond, woods, and golf course are not allowed. It is recommended that fences on zero line lots be set back at least 36" from the dwelling that serves as the adjacent zero lot line. New fences replacing an existing fence may be constructed on the same location. Fences proposed to be constructed on properties that don't have an existing fence shall be located at least 18" inside the property lines.
- Deck and patio privacy screens up to 6 feet high may be constructed no closer than 3 feet to the property line, and may extend no further than 3 feet beyond the perimeter of the deck, patio, or pool. Screens along the pond, woods, or golf course may not restrict lines of sight.
- The 6-foot-high privacy panels that were originally built in the Village (zero-lot line) Lots area by the developer, some of which are in Common Areas and some of which are on privately owned lots, may be replaced by privacy panels of similar size, configuration, and materials by homeowners whose properties border the fences. If the privacy panels are not maintained by

homeowners of the adjacent lots, the Homeowners Association may choose to remove them entirely.

- Satellite dishes must be unobtrusive and placed along the roof eaves. Exceptions to this placement will be considered if roof-eave placement interferes with reception. Other external radio and television antennas are prohibited.
- Installation of solar panels on homes is not prohibited. We request that homeowners inform BBFHOA Architectural review board of your intention to install solar panels and consider the ***Good Neighbor Policy***: when proposed alterations have a possible impact on an adjacent property and it is suggested that the applicant discuss the proposal with neighbors prior to the start of installation.
- Retractable deck awnings and canopies must be inconspicuous when retracted. Roof-like structures over decks and patios must be attached to the dwelling as part of the roofline. Non-retractable deck canopies are not allowed.
- All unattached structures such as free-standing decks, gazebos, spas, dog houses, utility sheds, and playground structures must be placed in back yards only and must harmonize with the house and neighborhood.

The following items do not require the prior written consent of the Architectural Review Board, provided that they fit within the guidelines below and meet community standards:

- Address numbers attached to house
- Driveways that are being resurfaced using hardscape construction (concrete, blacktop, brick).
Note: ARB approval is required before changes are made to driveway configuration.
- Exterior lighting does not cast unreasonable light onto neighboring properties.
- Decorative flags and banners less than 4 feet by 6 feet (4x6).
- Landscaping that does not obstruct lines of sight, that does not adversely affect drainage, and is not adjacent to common areas
- Lawn statuary within community standards
- Mailbox and post replacement consistent with existing neighborhood mailboxes and posts
- Wood piles (must be in back yards only)

The following are not permitted:

- Animal pens and kennels
- Permanently installed clotheslines
- Flags and banners larger than 4x6 feet or with commercial content

[Approved by the Blackbird Farms Homeowners' Association Board of Directors on May 14, 2025]