

ARCHITECTURAL GUIDELINES AND CONSTRUCTION STANDARDS COMMITTEE

MISSION STATEMENT

Castle Park is a close-knit cottage Association. We enjoy many common assets and appreciate the neighborliness of our community. Therefore, it is important to be sensitive to our neighbors when undertaking any construction project on private or Association property. These architectural guidelines and construction standards are recommended to aid association members or potential members when planning a new building or when expanding or altering an existing one. The AG/CS Committee's advice and assistance is available to all Association members and prospective members and the AG/CS will advise the CPA Board when renovating or expanding existing buildings or planning any new structures.

Voluntarily following the recommendations will enable property owners to ensure that their design is prudent and sound, and that it is sensitive to our regional and native environment as well as the Castle Park community. These recommendations will also provide guidance during construction in order to minimize impact on surrounding neighbors, Castle Park property, and the Association as a whole. Prior to undertaking any major project, these guidelines and standards should be reviewed by the owners, their builder, their architect and trades people. In addition, prior to commencement of a project, a [Notice of Construction](#) form should be presented to the AG/CS Committee, CPA Manager and the CPA Board of Trustees for review. The Notice, in addition to committing to good construction practices, requires a deposit, proof of insurance or other means of protecting the Association from loss, including mitigating, repairing or restoring any damage to roads or CPA property.

ARCHITECTURAL GUIDELINES

Owners should discuss their design intent with the Architectural Guidelines and Construction Standards Committee (AG/CS) both before and during the design process. AG/CS does NOT dictate design decisions, rather it assists the owner in meeting these recommendations. Submitting a description of the planned scope of the project or drawings early to AG/CS is extremely helpful. Even if the plans or drawings are only conceptual, familiarizing the committee assists with compliance with the recommendations and cooperation among neighbors. Most construction takes months for demolition or site preparation, staging of materials, establishing acceptable parking and access through or

around neighboring properties. Remaining mindful of these recommendations familiarizes owners, architects and contractors with the expectations of Castle Park Association.

Massing and Scale

It is assumed that all projects will conform to property lines and local zoning and building ordinances. However, we are aware that many lots and existing buildings do not conform to zoning and the setbacks required in today's zoning code. This is due to the fact that the creation of Castle Park predated the zoning laws. This makes it especially important, on the smaller lots, to work with neighbors where variances to the zoning may be required for extensions and new buildings.

Consistent therewith the recommendations encourage owners to minimize the visual impact of the project by:

1. use of several small masses rather than one large one
2. minimizing roof height
3. harmonizing the structure with existing topography
4. make efforts to blend into the natural and built environment and minimize the impact on neighbor's property, views and privacy

Style and Materials

Castle Park embraces a wide variety of architectural styles. The large majority of Castle Park homes were built before 1940 and are generally referred to as 'cottages. Accordingly, the 'cottage style' is intrinsic to the character of Castle Park. The AG/CS Committee encourages designers to refer to existing architecture and, to the extent possible, design and build with finishes that respect and complement the character of Castle Park, with particular attention given to immediate neighbors. Materials should be chosen to complement both the natural and built environment within Castle Park. Natural, neutral and organic colors are preferred. Bright colors are to be avoided.

Relationship to Neighbors

The term 'neighbors' includes not just immediate property owners, but the community at large. Owners and designers should take special care to be sensitive to neighbors and minimize visual impact, preserve views and avoid structural, visual or auditory intrusions upon privacy and property lines. Thoughtful design of the location of pedestrian and vehicle access, parking, exterior air conditioning units, hot tubs, decks, patios and other exteriors finishings, including the location of exterior lighting, should minimize impact

on neighbors. Friendly communication between the owner and neighbors throughout the design and construction phases is strongly encouraged. It is strongly recommended that if you plan major renovations or plan to build a new structure that you involve the AG/CS and the neighbors EARLY in the process, not waiting until architectural plans are completed to share them with the committee. The AG/CS is a service to the members and their advice should be sought early-on in the process.

In addition, those engaging in construction projects should be sensitive to how their actions regarding lot preparation affect their neighbors. Being built in a rare dune forest makes trees and shade an intrinsic and valued feature of Castle Park. If you plan to remove trees to gain light or for ease of construction, please give it careful thought and try to save some of the better specimens to preserve our tree canopy.

CONSTRUCTION STANDARDS

The construction standards fall under four categories: preparation, timing, access and landscaping.

Preparation

When planning construction or renovation owners should:

- submit to CPA a Notice of Construction
- review property lines, zoning setbacks, access and parking and other conditions affecting the construction site.

Timing

Consistent with the Castle Park Rules and Regulations, construction is prohibited between mid-June and Labor Day. Construction generally shall occur between 8am-5pm with no loud activities outside of those work hours. This includes use of chainsaws, back up alarms, power tools, heavy equipment, etc.

Access

Access, parking and maintenance of our roads requires constant vigilance as the roads are asphalt over tar and gravel chip over sand, and are not intended for heavy equipment, including but not limited to; loaded dump trucks, cement trucks or other heavy equipment. It is essential that any project protects against road deterioration, as the member will be responsible for all costs related to repair.

With thorough and cooperative planning, the construction can avoid:

damage to Association and neighbor property

- excessive noise onsite or in transit
- unnecessary dust, dirt or debris onsite or in transit
- congestion on roads

invasive staging or parking that creates safety concerns.

Landscaping

1. All landscaping choices should maintain the character of Castle Park. In general, fences are discouraged where they limit the 'openness' of Castle Park. Most of our fences add accent to roadways rather than divide property. Historically there exists side/back doors that are on/over neighbor property lines and therefore fencing and landscaping should take that into consideration and not unduly contain your neighbor. Appropriate sizes for fencing and walls as well as recommended materials include those that have historically been used in the park. Walls and rails should be designed to minimize visual impact by being generally low and open. Tall retaining or privacy walls are discouraged. Preferred wall materials include landscape timbers, stone and brick. Preferred fencing materials include open wooden rail and picket fencing and traditionally styled cast iron. Chain link fencing is strongly discouraged.
2. Trees are a very important part of Castle Park and discretion should be used in planting, cutting, trimming or removing trees. We encourage owners to discuss tree work with their neighbors before proceeding, taking into consideration changes in shade as well as how debris removal may affect neighbors.
3. Signs should be limited to the function of identifying cottages. Materials should be complementary to the environment. Signs should be modestly sized and in harmony with the character of Castle Park.
4. Enjoyment of the night sky is appreciated by most, therefore exterior lighting should be subtle and directed to illumine walkways and entrances. Security lighting should be respectful of neighbors in intensity, direction and operation.

As required by the Notice of Construction, all damage to surrounding property must be repaired and restored at the expense of property owner.

Click [HERE](#) to access the Notice of Construction

Questions regarding these recommendations should be directed to the Chairman of the AG/CS Committee, petermalin1@gmail.com