



Geist Woods Estates Architectural Guidelines October 2025

CHARTER:

As stated in the March 21, 2021, Amended & Restated Bylaws of Geist Woods Estates (GWE) Homeowners' Association (Section 3 & Section 4), it is the Architectural Review Committee's (ARC) responsibility to review and approve any changes to the exterior of Homeowners houses and properties as specified in the Covenants, Conditions & Restrictions (CC&Rs) and prepare Architectural Guidelines (AGs), approved by the HOA Board, to assist HOA Members in understanding architectural standards and the approval processes.

PURPOSE:

These Architectural Guidelines (AGs) are intended to maintain the visual appeal and long-term value of our community. The goal is to balance consistency and maintain property values with reasonable flexibility for Homeowners. Clear, enforceable, and fair guidelines prevent disputes and protect the community's aesthetics. The GWE ARC has a history of working with homeowners to quickly and collaboratively approve requests. The ARC's decisions are made in good faith, are not arbitrary or capricious and fully comply with the GWE CC&Rs.

RESPONSIBILITY & AUTHORITY OF ARC: (see GWE CC&Rs Section 3 for complete details)

The ARC is comprised of a minimum of three (3) HOA members and shall be representatives of the CC&Rs for a five-year term.

ARC shall consider and act upon any and all plans and specifications submitted for its approval.

ARC will respond to Homeowner(s) requests for architectural review within seven (7) calendar days and make a determination on the request within sixty (60) days of receiving all required information from the Homeowner(s).

Decisions and approvals are based on the ARC's review of supporting information, and all requests require a majority vote of the ARC members.

ARC will notify Homeowner(s) of the decision pursuant to Section 3(I) of the CC&Rs, if their request is denied by the ARC.

RESPONSIBILITY OF HOMEOWNER: (see GWE CC&Rs Section 3 for complete details)

These AGs apply to all homes within GWE and are administered equally to all residents who reside in GWE.

No construction, alteration, removal, location, relocation, repainting, demolishing, addition, installation, modification, decoration (refers to non-structural elements applied to a building for the purpose of ornamentation or artistic expression), redecoration, reconstruction or improvements, including landscaping in the GWE development shall commence (start) or be maintained, until plans and specifications (See Appendix for examples of required detailed plans) showing the nature, kind, shape, height, width, color, materials and location of same have been submitted to the ARC and approved in writing by the ARC.

It is the responsibility of the Homeowner to submit the written plans and specifications to an authorized representative of the ARC and complete the request form via the GWE HOA website at <https://www.geistwoodsestateshoa.com/architecture-review>. (See Appendix for example for fence, deck/patio/landscape/hardscape, exterior paint, pool/spa, and other issues and/or maintenance forms).

Given the ARC has seven (7) calendar days to review the request and sixty (60) days to provide a response, it is incumbent on the Homeowner to submit the initial request with this timeline in mind. It is the ARC's commitment to review, approve/disapprove with cause as quickly as possible as to not delay plans or work requested.

Although it is not required, it is requested that the Homeowner completes and sends a request form via the GWE HOA website noted above even if repainting, repair/maintenance, or improvements of damaged or destroyed exterior of the home will be identical to its original color, materials, plans and specifications. This will ensure the ARC is aware of the Homeowners' intent, will provide the HOA with record the work, and avoid delays or rework, should work not be approved after commencing.

REMEDIES & APPEALS PROCESS: (see GWE CC&Rs Section 3.I & Section 4 for complete details)

Remedies: If a Homeowner fails to remedy any noncompliance within thirty (30) days from the date of notification from the ARC, the ARC will then notify the HOA in writing. Once notified, the HOA BODs, as provided in the Bylaws, shall determine whether there is a noncompliance and, if so, establish an estimated cost of correcting or removing the noncompliant material(s). If the HOA BODs determine the noncompliance exists, the Homeowner shall remedy or remove the situation within a period of not more than thirty (30) days of notice. If the Homeowner does not comply, the HOA BODs have the right to commence a lawsuit for damages or injunctive relief, as appropriate, to remedy the noncompliance.

Appeals: For so long as the ARC operates in compliance with the provisions set forth in Section 3.A-I and supported by the HOA BODs, the decisions of the ARC are final, and there shall be no appeal to the HOA BODs once agreed there is a noncompliant issue.

ARCHITECTURAL STANDARDS:

Existing Exterior Appearance – Alterations, improvements or repairs that would result in substantive changes in the appearance or operation of the following require prior written approval from the ARC before any work is to commence – exterior siding, roofing, windows, street facing exterior door(s), garage door(s), or driveway. (See Appendix for example of request submission)

Additions – Installation of any of the following require submission of request (See Appendix for example of required plans & specifications) and prior written approval from the ARC prior to any work commencing - pergolas, fences, retaining walls, pools, hot tubs, play equipment, decks, porches, balconies, permanent basketball hoops, trampolines, satellite dishes, or handicap ramps.

Alterations/Improvements/Repairs to Prior Approved Additions - that would result in substantive changes in appearance or operation of the following prior approved installations require advance written approval from the ARC before any work is to commence - pergolas, fences, retaining walls, pools, hot tubs, play equipment, decks, porches, balconies, permanent basketball hoops, trampolines, satellite dishes, or handicap ramps.

Mailboxes - All dwellings shall have and maintain house number identifications and mailboxes which are uniform throughout the Development. The GWE mailbox, post and font standards are below. For reference, also noted on the GWE website at www.geistwoodsestateshoa.com/faq

- Mailbox – Large T3 Standard Mailbox painted Factory Black
- Address Graphics & Font – Sand Vinyl on both sides (numbers & street name), Caxton font
- Post Material – 6”x 6” Cedar or treated wood. Caporale style with custom support and built-in newspaper holder
- Post Paint – Black (Sherwin-Williams Tricorn Black SW 6258 (for reference) and recommend the use satin or semi-gloss for durability

The following suppliers have GWE specifications on file and will supply the correct mailboxes, posts, and lettering. Please reference and ask for the Geist Woods Estates specifications.

- Otto’s Streetscape Solutions. 2449 E. Main St. Greenfield. (317) 886-4400.
- The Sign Shop. 5970 Draycott Drive, Indianapolis. (317) 847-7408

Trash & Recycling – Garbage or other waste (and related bins) must be kept in sanitary containers out of public view. Bins for both trash and recycling must be stored either inside the garage or out of sight from street view when not the pickup day. Bins for both

trash and recycling can be placed curbside twenty-four (24) hours prior to pick up but out no longer than twenty-four (24) hours after pickup.

Landscaping – Below are the basic standards expected to maintain the beauty, desirability and harmony of our community .

- **General Standards:** Homeowners are responsible for maintaining their yards in a neat, attractive, and healthy condition. Grass, plants, shrubs, and trees must be kept trimmed, weed-free, and disease-free. All visible areas (front, side and rear yards visible from the street) must be maintained consistently. Removal of debris (i.e. lawn clippings, leaves, snow and ice) are the required.
- **Lawns:** grass must be regularly mowed, free of weeds, bare patches or excessive overgrowth.
- **Trees, Shrub and Plant care:** Annual pruning and trimming to prevent obstruction of sidewalks, driveways or street signs. Dead or diseased plants, shrubs or trees must be removed promptly and replaced as appropriate.
- **Mulch, Beds & Borders:** Flower beds, landscape beds must be weeded and mulched regularly. Natural bark mulch recommended. Edging or borders must be kept neat and not extend into sidewalks or neighboring properties.
- **Irrigation & Watering:** Homeowners are responsible for watering landscapes as needed to keep lawns and plants alive, unless restricted by local ordinances.
- **Pest & Disease Control:** Homeowners are responsible for pest and disease management (as needed) with consideration for children and pets.

Exterior Lighting – Exterior lighting is allowed for safety, security and aesthetics, providing it does not disturb neighbors or distract from the community appearance. Lighting fixtures should be proportional to the home and compatible with its design. Fixtures should be installed so the light is directed downward or shielded, minimizing glare and light spill onto neighboring property. Floodlights or security lights must be motion-activated or on a timer, not left on continually.

Pet Management -

General Rules – Residents may keep pets as permitted by local law. All pets must be licensed, vaccinated and tagged in accordance with local ordinances. Owners are responsible for behavior, waste, and control of their pets at all times.

Control & Supervision – Pets must be leashed or carried within GWE common areas, including sidewalks and streets. No pet may be allowed to roam freely or enter another owner's property without permission. Excessive barking, aggression, or disruptive behavior is not permitted.

Pet Waste Disposal – Owners must promptly pickup and properly dispose of pet waste in all areas of the community. Waste bags should be disposed properly. Respect your neighbor's lawn and landscaping, by cleaning up after your pet's waste matter, and restrain your pets from disturbing neighbors' landscaping beds and lawn (mulch, plants,

grass). Common grass areas, between street and sidewalk, are also the responsibility of the pet owner to remove all pet waste promptly.

Damage & Liability – Pet owners are financially responsible for any damage caused by their pets to landscape, property or common areas.

Seasonal/Holiday Decoration – Installation, and removal of holiday decorations (i.e. Easter, Halloween, Christmas) on the exterior of the home and property are allowed between March & April and October – January respectively. Decorative lighting (i.e. patio string lights), holiday lighting, and inflatables are to be turned off by midnight each evening during the stated period.

PROHIBITED ITEMS:

Sheds (or any outbuildings), golf carts, window AC units, Solar panels, rain collection systems, portable basketball hoops, concrete or asphalt sports-related courts (i.e. basketball, tennis or pickleball), above ground pools, and home business or political signage.

ENFORCEMENT & PENALTIES:

Reporting & Identification – Violations may be identified through routine inspections, neighbor reports or board/committee observations. All reports will be verified before action is taken.

Courtesy Notice – A notification via email, phone call, door tag or letter describing the violation and requesting correction will be provided.

Formal Violation Notice – A certified letter citing the specific covenant/guideline, required corrective action and deadline will be sent via the HOA BODs.

Second Notice / Fine Warning – If not corrected, a second notice is issued, stating next action and potential fines if applicable.

Legal Action (last resort)- If violations remain uncorrected, the HOA may pursue mediation, liens, or court actions in accordance with Indiana law.

APPENDIX:

ARC Request Forms:

Architecture Review Request Form: Fence

Fill in our Architecture Review Request Form for your Fence project and the Architectural Review Committee will review and process your request as soon as possible. **Note that a Building Permit from McCordsville is required for this work.**

Personal Information

Name

Home address

Email

Fence Description

Material ☐ Wrought Iron
☐ Aluminum
☐ Other:

Color ☐ Black
☐ Other:

Height ☐ 3 ft
☐ 4 ft
☐ Other:

Placement ☐ Front
Select all that apply ☐ Back
☐ Side
☐ Other:

Comments
Any additional information that may be helpful in processing your request.
Submit a to scale sketch of the fence project to geistwoodsestateshoo@gmail.c...

Submit Request Form

Architecture Review Request Form: Deck/Patio/Landscape/Hardscape/Accessory Structures

Fill in our Architecture Review Request Form for your Deck/Patio/Hardscaping/Accessory Structures project and the Architectural Review Committee will review and process your request as soon as possible. **Note that a Building Permit from McCordsville is required for this work.**

Personal Information

Name

Home address

Email

Deck/Patio/Hardscaping Description

Material ☐ Wood
☐ Composite Decking
☐ Pavers
☐ Other:

Placement ☐ Front
Select all that apply ☐ Back
☐ Side
☐ Other:

Dimensions
Length/Width

Comments
Any additional information that may be helpful in processing your request.
Submit a to scale sketch of the project to geistwoodsestateshoo@gmail.c...

Submit Request Form

Architecture Review Request Form: Pool/Spa

Fill in our Architecture Review Request Form for your pool or spa and the Architectural Review Committee will review and process your request as soon as possible. **Note that a Building Permit from McCordsville is required for this work.**

Personal Information

Name First Last

Home address* Street Address

City State

Postal / Zip Code Country

Email

Pool / Spa Description

Material ☐ Concrete ☐ Fiberglass ☐ Vinyl ☐ Other:

Type ☐ Inground Pool ☐ Above Ground Pool ☐ Spa / Hot Tub

Placement ☐ Front ☐ Back ☐ Side ☐ Other:

Dimensions Length/Width

Comments

Any additional information that may be helpful in processing your request. Submit a to scale sketch of the planned location of the Pool/Spa project to geistwoodsestateshoo@gmail.com

Submit Request Form

Architecture Review Request Form: Exterior Painting

Fill in our Architecture Review Request Form for your Exterior Painting project and the Architectural Review Committee will review and process your request as soon as possible.

NOTE: Approval is NOT REQUIRED if you are re-painting using the identical color as which the object was last painted

Personal Information

Name First Last

Home address Street Address

City State

Postal / Zip Code Country

Email

Description

What Are You Painting? ☐ Front/Back/Side Doors ☐ Garage Doors ☐ Shutters ☐ Trim ☐ Gutters/Downspouts ☐ Whole House Exterior ☐ Other:

Paint Brand/Type/Color

If more than one paint color, indicate what each color is associated with. For example (Behr/Flat/White/Trim)

Comments

Any additional information that may be helpful in processing your request

Submit Request Form

Architecture Review Request Form: Other

Fill in our Architecture Review Request Form and the Architectural Review Committee will review and process your request as soon as possible.

Personal Information

Name First Last

Home address* Street Address

City State

Postal / Zip Code Country

Email

Description

Provide a description of your planned project. Submit a to scale sketch of the project, if appropriate, to geistwoodsestateshoo@gmail.com

Submit Request Form

Completed ARC Request Form Examples:

NOTE: Approval is NOT REQUIRED if you are re-painting using the identical color as which the object was last painted

Personal Information	
Name	Erin Huff
Home address	6659 W Silverthorne Dr Mccordsville IN 46055 United States
Email	edhuff8587@hotmail.com
Description	
What Are You Painting?- Front/Back/Side Doors	yes
What Are You Painting?-Garage Doors	no
What Are You Painting?- Shutters	no
What Are You Painting?-Trim	no
What Are You Painting?- Gutters/Downspouts	no
What Are You Painting?-Whole House Exterior	no
What Are You Painting?-Other:	no
Paint Brand/Type/Color	Front door and trim around door Sherwin Williams Rockwood Red #2802
Comments	

123ContactForm <noreply@123formbui... Wed, Aug 28, 2024, 3:55 PM ☆ 😊 ↩ ⋮
to me

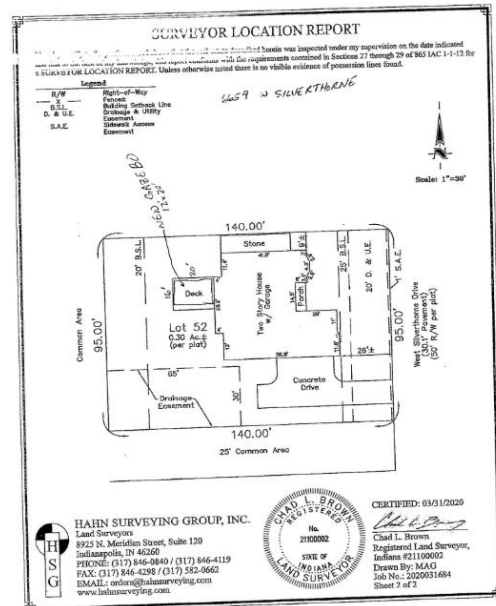
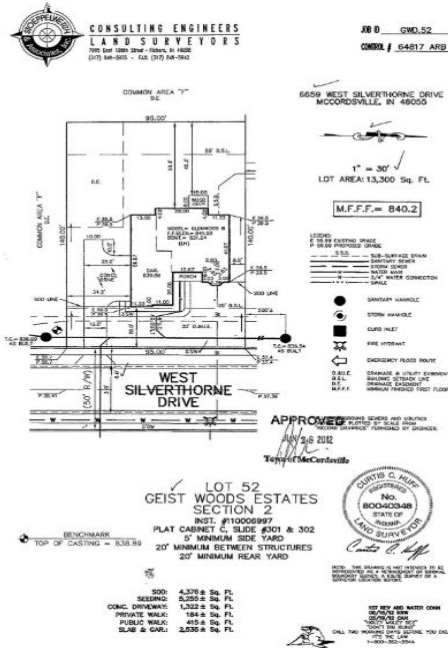
Personal Information	
Name	Emiko Kreklau
Home address	6532 W Silverthorne Dr McCordsville IN 46055 United States
Email	kreklaue@gmail.com
Description	
The concrete on my driveway is damaged and will be replaced with new concrete. The borders of the driveway will not be changed, and a permit has been filed with the Town of McCordsville. The demolition work will be begin this week (Thursday or Friday), and the new concrete will be poured next week (Wednesday and Thursday). Feel free to contact me with any questions or if more information is needed.	

Detailed Plan(s) Submission:

Landscaping Plan Example



Gazebo Plan Example



20X12 BARRINGTON GAZEBO/CARPORT

