



## **Preservation Guidelines & Policy Bulletins**

### **Regulating Maintenance and Exterior Alterations and Additions in The Cleveland Heights and East Cleveland Subdivision of Forest Hill**

**For use by Forest Hill homeowners and contractors working in Forest Hill**

**Approved by the board of trustees October 2005, October 2008 and March 2011**

Forest Hill is a community with historic characteristics, representing a high standard of workmanship and special design care, giving to the Cleveland Heights and East Cleveland neighborhood a distinctive identity and appearance. The subdivision of Forest Hill is a deed restricted community and the recorded deed restrictions apply to all property owners in Forest Hill. Forest Hill Home Owners, Inc. has been granted the authority “to control and/or approve plans for construction and subsequent alterations or additions to the land or property.” As the “Grantor,” FHHO has the right to enforce any provisions contained in the deed restrictions, and may take any actions it considers appropriate to correct those conditions that may exist contrary to the intent and substance of the provisions described in this bulletin and in the full body of the deed restrictions. For a copy of the deed restrictions, please visit our website at [FHHO.org](http://FHHO.org) or call us at 216-932-8952.

Homeowners and contractors are expected to be aware of and follow these guidelines and policies when planning exterior additions or alterations to Forest Hill homes. The homeowner or contractor should contact a member of the standards committee to file an application and receive an approval letter before obtaining a city permit and before the installation or work begins. FHHO approval is in addition to and independent of city approval. FHHO reserves the right of inspection before, during and after completion of the project. Please call us at 216-932-8952 for an application.

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### **Standard 1-2005: Storage Sheds/Unattached Structures**

The installation or construction of a shed requires the review and approval of the standards committee. The committee may approve a shed if the structure can be attached to the home and installed to align with the architectural features of the home.

Compatibility of style, color, material, workmanship, and general appearance will be the determinants of approval.

The installation of a shed cannot be approved if it violates the terms and conditions enumerated in the restrictive deed covenants for Forest Hill properties. Unattached structures are prohibited under Sections 8 and 10 of the covenants:

“No portion of property shall be used for any purpose other than that of a lawn. Nothing herein contained, however, shall be construed as preventing the use of such portion for walks, the planting of trees or shrubbery, the growing of flowers or ornamental plants, or for statuary, and similar ornamentation for the purpose of beautifying.” (Section 8)

“No erection of any kind — except one dwelling house with a garage as an integral part thereof — whether intended for temporary or permanent purpose, shall be erected, placed or suffered to remain.” (Section 10)

### **Standard 2-2005: Roofing/Gutters/Downspouts**

Roofing repairs including slate, tile, or wood shake roofs may be made without FHHO approval if the workmanship, style, general appearance and material is consistent with the existing installation. Unapproved repairs to gutters, downspouts and flashing must adhere to the same criteria.

Lack of regular maintenance of tile, slate or wood shake roofs, markedly decreases the longevity and integrity of original roofing material and its underlayment. Homeowners should consult specialists in such roofing materials to make regular inspections and repairs.

The replacement of a roof requires the review and approval of the standards committee. When planning to replace a roof, the following criteria will apply for approval:

- i Preserving slate, tile or wood shake roofs is a primary standard for review. When application for replacement is made, the condition of the roof must be ascertained by a roofing specialist.
- i If a slate, tile or wood shake roof has deteriorated beyond reasonable repair, the first consideration should be installation of synthetic products on the market that visually maintain the original appearance at an affordable cost.
- i If an asphalt shingle roof is approved for installation, it must be dimensional, showing a distinct tile, slate, or wood shake profile. Dimensional or architectural series asphalt

roofing is available in several grades of thickness and durability. High grade, long-lasting dimensional asphalt shingles should be chosen to replicate the original roofing profile.

- i Selection of color should be consistent with or enhance the architectural style of the home, the original housing of the period, and the original materials used.
- i Flat or strip shingles will not be approved. If a dwelling currently has a flat or strip shingle roof and replacement is planned, the above criteria for approval will apply.

*Rockefeller Homes must use original replacement materials of the same type, style, size, proportion, and appearance for roofing, flashing, gutters and downspouts.*

### **Standard 3-2005: Fences**

The installation of a new fence or the replacement of an existing fence requires the review and approval of the standards committee. By long-standing homeowner preference and historical intent, natural borders of shrubbery and other types of foliage are strongly preferred over fences of any type, material, or style to protect open, unencumbered adjoining yards and landscapes. A privacy fence eliminates or markedly decreases the park-like atmosphere of the community. When approved, privacy fencing will be limited to a carefully prescribed section of the property and will not be approved as an enclosure.

When planning to install or replace a fence, the following criteria will apply:

- i When application for a fence is made, homeowners nearest the proposed fence, or whose sight line the proposed fence affects, will be asked for a written endorsement. If the proposed fence is to be placed at the perimeter of the property a certified surveyor should ascertain and properly mark property boundaries.
- i A non-privacy *fence enclosure* should be limited in type and style to avoid a proliferation of fence types and conflicting styles. Wood fencing is recommended for colonial, ranch or cape style homes. Wrought iron fencing is recommended for Rockefeller homes. Fences in either category should be complementary to the style of the home and constructed no higher than 4 feet.
- i If you plan to install a *privacy fence* section, the type and style, location, height and length will be reviewed on a case by case basis. The primary standard for approval will be for purposes of privacy at patio areas where placement of shrubbery is not possible. Maximum height permissible is 6 feet.
- i If you plan to install an *ornamental gate or fence* section at the front elevation of your home, the primary standard for approval will be placement, style, and compatibility with the architecture of the home.

- i Approval will not be granted for *chain link fences* as the style and material are incompatible with the homes and landscape in Forest Hill. If you currently have a chain link fence and intend to replace it, the above criteria will apply.

#### **Standard 4-2003: Exterior Alterations/Additions/Decks/Colors**

Room additions, patio enclosures, new or replacement decks, and exterior architectural modifications all require the review and approval of the standards committee. When considering exterior alterations to your home, the primary standard for approval will be that of maintaining or enhancing the original architecture. Thus, working with established, experienced builders and contractors who value historic preservation will be an important consideration.

When planning a room addition, a deck or patio enclosure, an architectural modification or removal of trim materials, the following criteria must be met for approval:

- i A blueprint or drawing showing the design, placement or location, elevation, materials, and other pertinent specifications must be submitted to the standards committee.
- i Materials for exterior features shall be compatible in manufacturing, specification, color, and visual appearance of original materials, and installed to uniformly align with or blend in with existing exterior installations.
- i For room additions or enclosures, the dimensional profile between exterior moldings (and other architectural details) and the siding should be maintained or restored to correspond with the dimensional profile of the original design.

When planning to change or restore the exterior color scheme of your home:

- i Choice of exterior color should be compatible with the architecture style of the home and compatible with the surrounding homes on the street and neighborhood.
- i Choice of exterior color for Rockefeller homes should be sensitive to the historic nature of the home, and use such materials as stain for siding and rust resistant paint for windows.

#### **Standard 5-2005: Satellite Dishes**

The installation of a satellite dish does not require approval of the standards committee if the installation meets the guidelines and policy statements listed below. Satellite dishes placed nearer to the street than the building set-back line or lines — that is, placed in the front yard (or side yard of a dwelling on a corner lot) — conflict with appropriate and permitted use as stipulated in the restrictive deed covenants.

“No portion of the within described premises nearer to any highway than the building set-back line or lines shown upon the plat of said subdivision, shall be used for any purpose other than that of a lawn.” (Section 8)

Large satellite dishes placed as free standing structures anywhere on the property are not permitted under the terms of the deed restrictions which allow no structures other than “one dwelling with a garage as an integral part thereof.” (Section 10)

Small satellite dishes (a meter or less):

- i May be freestanding in a backyard or side yard but should be appropriately shielded so as not to be obtrusive; or
- i May be attached to the dwelling itself in as inconspicuous a place as possible, and away from the front elevation or side elevation of dwelling on a corner lot, or roof section facing a street.

If access to a satellite signal is not possible under these guidelines, then FCC regulations override the deed restrictions and placement must be made that best meets the installation specifications.

#### **Standard 6-2005: Windows**

Window replacement requires the review and approval of the standards committee. Restoration or repair of original windows should be the first consideration, as there are ample resources, materials, and techniques available to help the homeowner.

When planning to replace wood windows, select quality aluminum or vinyl clad solid wood or wood-composite windows. Wood core windows are the architect’s recommended choice for structural durability and insulation. In selecting either a wood or vinyl window, the homeowner should be guided by the quality of design, material, and structure to avoid costly repairs and repeated replacements.

When planning to replace windows the following criteria must be met for approval:

- i Replacement windows should conform visually in appearance and color to the architectural style of the home and housing of the period. For example, replacement windows and exterior window moldings for a colonial style home would best be selected in white and include window muntins.
- i If you plan to modify original window dimensions or openings, a blueprint or drawing to scale depicting the intended modifications must be submitted with your application.
- i The dimensional profile between exterior window moldings and siding, and the window molding design, should be consistent with the original architectural detail and dimensional profile. At the time of window replacement, this may require

installation of new moldings. Original wood or 'phypon' brand materials are acceptable. Dimensional profile specifics are available upon request.

- i When only a few windows are to be replaced, the homeowner should replicate the appearance and materials of the existing windows, unless the homeowner is planning to replace other windows over a predetermined period of time as part of an overall window replacement plan.

*Rockefeller Homes must use original or replacement materials of the same type, style, size, proportion, and appearance.*

### **Standard 7-2005: Siding**

Siding replacement requires the review and approval of the standards committee. When planning to repair siding, repairs should be made with matching products. However, if you are replacing vinyl or aluminum siding, consider restoring the home to its original wood siding. If you wish to restore your home's original wood siding ask our contractor or architect for more information regarding steps necessary to apply a durable, longer lasting paint finish.

Vinyl siding is on the market in sizes that will match or closely replicate the original siding on your home. When planning to apply vinyl, other synthetic products, or natural wood siding, the following criteria must be met for approval:

- i Selection of siding should conform visually in appearance, size, proportion, color and placement to the architectural style of the home and housing of the period and neighborhood. Siding width may be not less than five inches (double five).
- i Installation should preserve the exterior detailing of the original dwelling design. Architectural embellishments, shutters, window and door moldings, fascia boards, etc. should not be covered over or removed. When necessary and appropriate, such detail should be restored or replaced.
- i The dimensional profile between exterior moldings, as well as other architectural details, and the siding is to be maintained or restored to correspond with the dimensional profile of the original design. This may require installation of new or built-out moldings.
- i The installation of vinyl or aluminum siding should maintain the original architectural features and character of the dwelling and should be installed so as to minimize damage to the original material beneath.
- i Approval will not be granted for the installation of 'Dutch lap' siding as this particular style is incompatible with the architectural style of homes in Forest Hill.

*Rockefeller Homes must use original replacement materials of the same type, style, size, proportion, and appearance.*

### **Standard 8-2005: Entry Doors/Garage Doors**

The installation of an entry door or garage door does not require the approval of the standards committee if it falls within the guidelines described in this bulleting. Given the distinctive character of Forest Hill homes and the prominence of entry doors and garage doors, replacing or restoring either one is a matter of consequence in maintaining the architectural integrity of the dwelling.

For ranch, colonial, cape cod, contemporary, or other non-historic homes in Forest Hill, these are the recommended guidelines for restoration and/or replacement:

- i The first consideration should be given to the feasibility of restoration. Consulting with a restoration or renovation specialist can provide the type of knowledge a homeowner may need before making an unnecessary replacement.
- i If replacement is warranted and if the exterior of a home has its original wood siding, selecting a wood replacement door would be a suitable option. Some metal garage doors, however, can be stained or painted to replicate wood. Local lumber companies are reliable resources.
- i If a home has aluminum or vinyl siding, the choice is simpler because entry doors and garage doors are available in metal or vinyl. Still, a homeowner should look to the construction specifications and carefully examine the options and models available, keeping in mind the quality of our housing stock.
- i Matching the design, color, or finish of an entry door or garage door to the design features of the house is an important visual consideration, as is finding a complementary material. Installing a Victorian entry door, for example, on a colonial or ranch home creates a visual anomaly.

*Rockefeller Homes in the Historic District are to use original or replacement materials of the same type, style, size, proportion, and appearance as those on the home. Maintaining or restoring entry doors and garage doors of a Rockefeller Home remains a high priority and expectation.*

### **Standard 9-2008: Exterior Maintenance**

Homeowners in Forest Hill are required to maintain their homes in good repair. No owner or occupant may allow any deteriorated condition that debases the appearance of the neighborhood, reduces property values or creates a fire, safety or health hazard, including, but not limited to, the following:

- i All exterior surfaces must be properly painted, sealed or otherwise treated to prevent rot and decay, and match the existing paint or surface treatment. Peeling, flaking or fading paint or faded or damaged siding, must be repaired, repainted or resurfaced. Deteriorated mortar, damaged or missing bricks, tiles or shingles must be repaired or replaced.

- i All roofs, chimneys and foundations must be weather-tight and in good repair.
- i All gutters, downspouts, awnings, windows and doors must be in working order and in good repair.
- i Driveways, service walks, public sidewalks, exterior steps, patios and decks must be maintained in a safe, passable condition. Broken deteriorated or uneven materials must be repaired or replaced.

Please note that repairs required by this standard must comply with all other applicable standards. For example, if you decide to replace windows in your home because of their deteriorated condition, you must comply with Standard 6: Windows and apply with the standards committee for approval.

Forest Hill Home Owners may correct any condition that does not comply with this standard at the homeowner's cost.

**Standard 10-2008: Yard Maintenance**

Homeowners in Forest Hill are required to maintain their yards in good, safe and clean condition. No owner or occupant may allow any condition that debases the appearance of the neighborhood, reduces property values or creates a safety or health hazard or public nuisance, including, but not limited to, the following:

- i All portions of the property not covered by the home, driveway or other permitted structures must be landscaped with grass, trees, shrubbery or other appropriate organic or inorganic ground cover. Landscaping must be properly maintained and trimmed so that it does not become overgrown. Weeds and other noxious plants must be removed.
- i Dilapidated, abandoned or unusable personal property, such as furniture, appliances, automobiles or automobiles parts, must be removed.
- i Litter, including litter on public sidewalks and the tree lawn, must be removed. Garbage must be disposed of in compliance with the regulations of the appropriate city and may not be placed on the tree lawn until the earlier of 7:30 P.M. or one-half hour before sunset the day before pick-up.
- i The premises must be maintained, to the extent practical, free of sources of breeding, harboring and infestation by vermin, such as termites, skunks and rats.

Forest Hill Home Owners may correct any condition that does not comply with this standard at the homeowner's cost.

### **Standard 11-2011: Application Fees**

Homeowners must apply for and obtain approval from Forest Hill Home Owners before making exterior alterations and additions. The basic application fee is \$30. There is an additional \$10 fee for each additional application that is required for the project. For example, a homeowner applying for approval to replace the roof, install siding and replace all the windows would make three applications and the total fee would be \$50 — \$30 for the roof application, \$10 for the siding and \$10 for the windows. The fee for one set of applications will be waived if the homeowner has made the minimum recommended contribution to FHHO for the year.

### **Standard 12-2011: Approval Violations**

Homeowners must apply for and obtain approval from Forest Hill Home Owners before making exterior alterations and additions. If a homeowner begins work on a project for which FHHO approval is required before obtaining the requisite approval, FHHO may fine the homeowner not more than \$500 per application required.

If a homeowner begins work on a project for which FHHO approval is required before obtaining the requisite approval, FHHO may provide written notice instructing the homeowner to stop work on the project. All notices required by this standard will be considered effective when delivered to the homeowner's Forest Hill address. If the homeowner continues to work on the project after FHHO has delivered a stop work notice, FHHO may fine the homeowner not more than \$100 for each day that the work continues.

If a homeowner begins work on or completes a project for which FHHO approval is required without obtaining the requisite approval, FHHO may provide written notice instructing the homeowner to remove the alteration or addition and specifying a reasonable time (not less than ten calendar days) in which the homeowner must complete removal. If the alteration or addition is not removed within the timeframe specified in the notice, FHHO may fine the homeowner not more than \$100 per alteration or addition for which approval was not obtained. Each day the addition or alteration continues without removal constitutes a separate violation for which a fine may be imposed.

### **Standard 13-2011: Maintenance Violations**

If Forest Hill Home Owners determines that a homeowner is not in compliance with a maintenance standard (Standards 9-2008: Exterior Maintenance or 10-2008: Yard Maintenance), FHHO may send written notice of the violation to the homeowner at the address of the Forest Hill home. The notice will describe the violation and specify a reasonable time (not less than ten calendar days) in which the homeowner must rectify the violation. If the violation is not rectified within the timeframe specified in the notice, FHHO may fine the homeowner not more than \$100 per violation. Each day a violation continues constitutes a separate violation for which a fine may be imposed.