

**ARCHITECTURAL GUIDELINES
AND
GUIDELINES FOR EXTERIOR/INTERIOR WORK**

**As of January 2026
(The following guidelines supersede all others)**

**FOR THE ARCHITECTURAL COMMITTEE
OF LEISURE KNOLL**

This manual has been created and amended to establish general guidelines to help the Architectural Committee implement the rules as invoked in the LKA Handbook. This manual supersedes all previous editions. It is the intent of this manual to reasonably cover all types of request categories but may be amended as the need arises with the approval of the Board of Directors.

The following two articles are taken directly from the Declaration of Covenants, Restrictions, Easements, Charges and Liens of the LKA Handbook.

Article VIII Architectural Control

Please refer to page 8 in the **DECLARATION OF COVENANTS, RESTRICTIONS, EASEMENTS, CHARGES AND LIENS, BY-LAWS, RULES AND REGULATIONS**

Article IX Use of Property

Please refer to pages 8 through 10 in the **DECLARATION OF COVENANTS, RESTRICTIONS, EASEMENTS, CHARGES AND LIENS, BY-LAWS, RULES AND REGULATIONS**

**ARCHITECTURAL GUIDELINES
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construction vehicles

PREFACE
ARCHITECTURAL GUIDELINES

Remarks/Comments concerning Exterior/Interior Requirements and Permits

Homeowners' Responsibilities:

It is ultimately the responsibility of the homeowner to ensure that all permits, licenses, certificates, insurances etc. required by Leisure Knoll Association, Town of Brookhaven, Suffolk County or other authorities are current and available for any and all contractors, sub-contractors and workers performing work on residential properties within Leisure Knoll. Similarly, homeowners are responsible for obtaining and providing required Certificates of Occupancy (CO's) or Inspection Certificates upon completion of work. Copies of these documents will be retained in the LKA Architectural Files maintained by the Architectural Committee. **NOTE: LKA Permits are required for ALL exterior work.**

Architectural Committee (AC):

The members of the LKA AC are available to assist homeowners in preparing permit applications and can advise what documents may be required to obtain these permits. While the normal meetings are held on the 2nd and 4th Tuesday of each month to issue permits, committee members listed on the LKA channel are available to provide assistance at other times. Questions may be asked by calling 631-929-5628, and a committee member will respond to provide assistance. Please do not drop any permit requests, letters or inquiries in an Architectural Committee Members mailbox. Use the white box outside the Architecture Room.

Town of Brookhaven Permits (Exterior):

Many of the homes in LKA are up to fifty (50) years old. Many structural and building codes have changed over the years. Consequently, in some cases even minor changes to our homes may require TOB permitting. Below are some helpful hints from the LKA AC:

1. **Roofing:** *Normally* a TOB permit is **not** required to replace shingling *unless* the underlying roofing structure requires significant repairs. New TOB codes may require strapping. LKA permits **are** required. See page -1- paragraph 1.
2. **Siding:** *Normally* a TOB permit is **not** required *unless* the underlying sheathing requires replacement. LKA permits **are** required. See page -1- paragraph 1.
3. **Window Replacement:** TOB permits are **not** required to replace windows with the same dimensional sized window. **However**, if you are replacing a window with a *larger sized window*, recent changes to TOB codes **require** permitting to ensure that headers and structural support are adequate. LKA permits **are** required. See paragraph 1 - page - 2-.
4. **Room Additions and Sunroom; Removals or Changes:** LKA and TOB permits **required**. Additionally, TOB will require a current survey within 1 year old. See page - 2 - paragraph 4.
NOTE: TOB requires a permit to remove existing sunrooms. LKA AC approval is similarly required prior to TOB application.
5. **Solar Panels:** LKA and TOB permits required. See page -1- paragraph 3.
6. **Patios, Sidewalks, Pavers, Cement Work:** *Normally* a TOB is **not** required. However, an LKA permit is **required**.

**PREFACE
ARCHITECTURAL GUIDELINES**

CONTINUED:

7. **Tree Removals:** ALL tree removals or trimming **require** an approval letter from the LKA Board of Directors prior to issuance of an LKA AC permit.

Town of Brookhaven Permits (Interior):

1. **Interior wall removal:** While LKA does not require permitting for interior work, *TOB should be consulted* prior to any work to ensure support beams are not required. We have had homeowners experience significant expenses and delays when doing subsequent work, because prior owners have improperly done renovations.
2. **Plumbing and Electrical Changes:** Minor repairs and replacements of plumbing or electrical outlets etc. Do Not require LKA or TOB permitting. However, significant changes, rerouting or in-wall installations MAY require TOB or similar inspections and Certifications or Certificates of Occupancy. Always make sure you use a Suffolk County licensed Tradesperson. They normally will obtain the required inspections and certificates from TOB, Suffolk Bureau of Electrical Inspectors or similar inspection agencies. **NOTE: these certificates may be required by your homeowner's insurance company.**

LKA Architectural Guidelines (Miscellaneous):

1. **Exterior video devices:** Security cameras and doorbell recording devices, such as Ring or similar will be permitted only at entrance doors to the home and the garage. No exceptions. Cameras are not to impede upon neighbor's property or privacy. An Architectural Committee Permit is required. No exterior spotlights, trail cameras or similar devices with recording capabilities may be installed on any residential property within LKA.
2. **Exterior Lighting:** Motion detectors may only be installed at points of entry. The area of illumination should only be the homeowner's driveway. This lighting should not encroach on any neighbor's property, common areas or roads. No spotlights of any kind should be installed anywhere else on the property. "See outside lighting - page 1".
3. **Privacy Screening - Front Porticos, Back and Side Patios:**
 - a. Front Porticos a.k.a. porches: may only have Decorative Hand Railings no more than three (3) feet in height and containing spindles. These handrails must be attached to the structural columns and exterior walls as needed. Any variation in design must be expressly approved by LKA Board of Directors. See page -5- paragraph 2.
 - b. Patios: Privacy screening for patios shall not exceed twenty-four (24) linear feet; be constructed so as not to have more than two (2) sides joined at a ninety (90) degree angle. **No gates are permitted.** See page -5- paragraph 1.

Notice to Homeowners:

Contractors, handy persons, et al. are prohibited from washing their vehicles, trailers, construction equipment, mixers etc. on the roadways or common territory within Leisure Knoll. Please advise any hired workers of this matter.

GUIDELINES FOR EXTERIOR AND INTERIOR WORK

As of November 2025

(the following guidelines supersede all others)

Painting or Replacing Siding, Trim or Exterior Shutters:

Any application for exterior work activities MUST be accompanied by manufacturer's sample color and material chips. These chips will be compared against an approved LKA color chart. A combination of complementary colors is recommended when selecting colors for house (siding), trim, doors, shutters and roofing. Any deviations from approved LKA color chart will be forwarded to the LKA Board of Directors for approval before the permit can be issued. Notice will be in writing (issuance of permit).

Note: Dutch lap siding is permitted. Vertical or diagonal siding is not permitted. Exterior shutter style choices must be submitted to the LKA Architectural Committee for approval.

Outside Lighting:

Conventional and decorative low profile (electric or solar) fixtures may be used around flower beds and tie walks providing they do not interfere with the maintenance of lawns. Security motion lights are permitted at entrances but may not impede on neighbor's property. Lamp posts may be permitted on a case-by-case basis. Spotlights are not permitted.

Skylights, Solar Tubes & Solar Roof Top Panels:

Standard skylights, solar tubes and solar roof top panels are permitted with prior approval of the Architectural Committee. A permit application must be submitted to the Architectural Committee detailing the type and location of the item being installed, together with drawings, technical information, installer's licensing, and insurance information before a permit is issued. Consideration will be given to locations recommended by the installer for maximum efficiency. The removal of any trees for maximum solar efficiency must be approved by the Board of Directors.

Lawn Sprinkler Systems:

Installing new or replacing existing lawn sprinkler systems will require a plan to be approved by the Architectural Committee, and the permit application should include the lot plan. All underground wires and/or cables must be flagged for T.V., electric, telephone systems and water lines. Outdoor pipes must be installed at least two (2) inches underground so as to not interfere with normal ground maintenance. Outside pipes connecting to the indoor water service should not be more than thirty (30) inches above ground and must go directly into the ground unless an outside obstruction such as a cement patio, paver stones, etc., prevent this. In such an instance, the outside piping may be placed horizontally to proceed past the obstruction, but not more than six (6) inches above the level of such obstruction. A schematic prepared by the contractor must be submitted with the permit application clearly highlighting all underground wires and water lines. General routine sprinkler head repairs do not require a permit.

Roof Shingles:

Roofing material shall be asphalt or fiberglass; the color is to be approved by the Architectural Committee prior to installation. All roof shingles should have a wind test rating of 110 miles per hour. A detailed description including color, manufacturer and type of shingle are required on permit applications.

Windows:

Windows can only be bay, bow, single or double hung, sliding or casement type. Casement windows will not be permitted if their installation impedes lawn care operations. All other window types are not permitted. A detailed description of the window to be installed must accompany the permit application.

Garage Doors:

A description or photo of the desired garage door must be submitted with the permit application. All garage doors must meet safety regulations and have safety stops and an electronic eye as required by law.

Exterior Doors:

A description or photo of the desired exterior door must be submitted with the permit application. Exterior doors may include storm and screen doors.

Room Additions:

Each permit application must be reviewed by the Architectural Committee and will be decided on a case-by-case basis. Plans must be submitted together with the contractor's licensing and insurance information along with the permit application. Homeowners must receive Architectural Committee approval prior to Town of Brookhaven approval. All Certificates of Occupancy or other Town requirements are between the homeowner and the Town. Be informed, however, that the lack of a C.O. or other required Town documents may delay the future sale of the premises. When received, a copy of the **Certificate of Occupancy** must be given to the Architectural Committee to be included in your file. (See Building Permits below)

Building Permits:

Building permits must be obtained by the homeowner from the Town of Brookhaven prior to the commencement of work. Homeowners must first apply to the Architectural Committee (as above) before going to Town, however, the actual Architectural Committee permit will not be issued without seeing a current copy of the Town of Brookhaven's building permit. A letter to the Town of Brookhaven will be provided to the homeowner upon receipt of application for work requiring a Town of Brookhaven permit.

Alterations:

All alterations and additions require approval of the Architectural Committee as outlined above in "Room Additions" and "Building Permits".

Property Lines:

No additions to homes may be built **within three (3) feet of the property line**. Exception - In some instances, rear patios may be constructed up to the property line providing there is sufficient access for maintenance. Consideration will be made on a case-by-case basis.

Certificates of Occupancy:

As stated above in "Room Additions" a Certificate of Occupancy must be obtained by the homeowner and should be given to the Architectural Committee for placement in their file.

Awnings:

Awnings fixed or roll-up fabric, are permitted over patios after prior approval of the Architectural Committee. A sample of the fabric color, description, size, whether manual or electric, and maximum wind tolerance ratings must accompany the permit application. The contractor license and insurance information must also be submitted.

Cement:

All cement work requires a permit application, together with a copy of the lot plan and a drawing of the project to be undertaken prior to the start of work. The cement should be standard light gray. Any other material such as patio blocks or pavers or similar products must be approved by the Architectural Committee.

Laundry Lines:

Laundry lines or poles (with or without personal effects/laundry) are never permitted.

Antennas:

No radio, television or similar towers or lines above the ground shall be erected on any lot or attached to the exterior of the unit. Satellite dish antennas require approval of the Architectural Committee and shall not exceed a maximum diameter of eighteen (18) inches.

Trees, Shrubs and Plantings

Trees on private property are the responsibility of the property owner. Board approval and a permit from the Architectural Committee are required for work on all trees in Leisure Knoll. **The Association performs work on trees on common ground.**

Should a member request that a tree be removed or trimmed, the following procedures will be employed:

1. The member will request tree work through the Administration Office and a work order will be issued. The tree will be placed on the tree inspection list.
2. The tree will be inspected by a representative of LKA to determine if it is on common ground. Trees on common ground will be inspected to determine whether the work is necessary. Our maintenance staff will perform necessary tree trimming that is safely accessible from the ground as well as the removal of small dead, hazardous, diseased or inspect infested small trees. Work on large trees on common ground is performed by a licensed Arborist.
3. Large trees and trees whose health and/or structural integrity cannot be determined, will be referred to a licensed Arborist for inspection. Should the Arborist determine the tree is not healthy and should be removed or trimmed, it will be added to the arborist's work list. The recommended work will be performed at Association expense for trees on common ground.
4. If the Arborist deems that a tree is healthy and there is no other reason to remove or trim it, the Association will not, as standard practice, approve or perform the requested work.
5. A member may appeal the Arborist's determination or request to work on trees on their private property to the Board of Directors in writing, stating the reason(s) for removing or trimming the tree(s) at the member's expense.
6. Should the Board grant permission to work on the tree(s), an approval letter will be issued which must be submitted to the Architectural Committee with a completed Application for Exterior Work. Work may not begin until a permit is issued and will be at the member's expense. For tree removals in lawn areas, stump grinding, and remediation of the surrounding area are required also at the member's expense.
7. Approval for tree removal as described in Item 6 will require reimbursement to the Association by the member for planting of a replacement tree from the Approved Tree List. The replacement tree may be planted at the site of the removal or another location on "The Properties" selected by the Board.

Fruit trees of non-ornamental varieties and all plants on the Suffolk County "Do Not Sell/Transfer List" are considered a nuisance and many not be planted anywhere on "The Properties" except for any listed on the "Approved Tree List". (See Attachment B)

Foundation Plantings & Garden Beds:

Foundation plantings and garden beds will be evaluated on a case-by-case basis. A copy of the survey and building footprint showing the placement of the plantings and beds must accompany the permit application. Decorative garden bed retaining walls should not exceed eighteen (18) inches in height.

Tree & Shrubbery:

Planting, trimming and/or removal of trees must be approved by the Architectural Committee, and the Board of Directors and decisions will be made on a case-by-case basis. Tree and shrub planting locations must be approved by the Architectural Committee and require a permit application. Tree removal is not permitted without the express consent of the Architectural Committee and the Board of Directors. Permit applications require a copy of the survey and building footprint and the location of the proposed plantings. Replacement trees will be in accordance with the approved tree list found in **Attachment "B"**. Shrubs within the 3' perimeter of the dwelling may be removed by homeowner without obtaining an Application for Exterior Work.

Privacy Screens:

Subject to the provisions herein, a manufactured privacy screen is permitted as part of landscaping but shall not be a totally enclosed partition. A permit application must be submitted to the Architectural Committee and after approval a privacy screen may be placed around the rear or side patio and/or deck and are not to be construed as a property line boundary. Privacy screen guidelines are as follows:

- The screening shall be white vinyl.
- A maximum height of no more than six (6) feet from the ground, slab or deck to the top. Ornaments and finials must not be greater than six (6) inches above the screening.
- A maximum of six (6) inches of open space is allowed at bottom of the screen and a minimum of three (3) feet of open area is required for access to the patio or deck. The posts must be of the same material and color as the screen.
- In certain instances, small patio areas may be enclosed with screening no more than three (3) feet in height with spindles as stated in the "Decorative Hand Railings" section below and gates to these areas may be permitted with the understanding that once the area is enclosed, maintenance of the area is the sole responsibility of the homeowner and will not be cleaned or blown free of leaves or debris or otherwise maintained by lawn care professionals or LKA.
- A clear picture of the proposed material to be used must be presented with the permit application; a catalog picture from a dealer is acceptable. Attachment "A" herein identifies sample pictures of acceptable types of screening, along with the type of posts. Attachment "A" may be changed from time to time as needed.
- Shrubs may be substituted for the white vinyl screening and must be maintained by the property owner.
- Areas that back up to properties not within LKA boundaries and that border along existing drainage basins may be screened with **stockade fencing only**.

Generally, privacy screening for patios will be permitted and are to be constructed in white vinyl. The open end must be no less than three (3) feet wide to provide safe access to the home as well as lawn maintenance equipment. All support and end columns must be free standing and cannot be affixed to the building. Privacy screens will not exceed twenty-four (24) linear feet in length, and **no gates** will be permitted without express permission of the LKA Board of Directors. All privacy screens require a permit from the Architectural Committee and must be accompanied by the property survey showing the footprint of the building and a sketch of where the screening will be placed. No privacy screens are permitted in front of any home.

Each application will be reviewed on a case-by-case basis.

Decorative Hand Railings:

A permit application is required for the installation of decorative hand railings. Hand railing must be of a white vinyl type with open spindles which can include black wrought iron or aluminum spindles not more than three and three-quarters (3 and $\frac{3}{4}$) inches apart. The maximum height for such railings is three (3) feet, and they shall not extend beyond the existing limits of the building. All decorative hand railings must have a rail on the top.

Signs:

No signs may be displayed on any unit or lot with the exception of a family name sign of not more than 240 square inches. A "For Sale" or a "For Rent" sign of 9 x 12 inches may be displayed in the front window, front door window or on the garage door of the unit.

Air Conditioning Units:

Portable air conditioners installed in a window or mounted through a wall are not permitted. However, portable room air conditioners that can be window vented are permitted provided the venting hose or otherwise does not protrude outside of the window. Permanently installed central air conditioning is permitted. Split unit air conditioning and heating units are permitted as long as the condenser is located in the rear of the residence, and all piping located close to or within the soffit.

Patios:

Rear patios should be constructed of cement or patio blocks set in sand with a cement base. Any coating applied to cement patios must be of the no-slip type. Treated wood decks no higher than six (6) inches are permitted. There must be a six (6) foot buffer of grass between homes. **Rear patios may be constructed up to the property line of the homeowner but may never be constructed onto common areas or easements.** If two homes are back-to-back neither can construct a patio of the size that would enter a six (6) foot buffer zone. Rear patios that do not interfere with neighboring properties may extend wider than rear of home within property line limits.

New front patios will be considered on a case-to-case basis

Side patios will be addressed on a case-by-case basis providing they adhere to the six (6) foot buffer zone guidelines outlined above.

Permit applications must be made to the Architectural Committee for all patio work whether it be new or existing. All applications must have the lot plan, building footprint and a drawing of the patio design attached and as previously stated permits will be granted on a case-by-case basis.

Sheds:

Sheds of any size or location are not permitted

Wood Burning Stoves, Pellet Stoves, Fireplaces and Chimneys:

Wood burning stoves, pellet stoves, fireplaces (either conventional or heatilator types) and their chimneys must be approved by the Architectural Committee. Approval must be obtained by the Town of Brookhaven and submitted with the permit application before an Architectural Committee permit is actually issued. All Town of Brookhaven codes and guidelines pertaining to these installations must be strictly followed. Any and all Certifications required by the Town are the homeowner's responsibility and copies of any Certifications issued by the Town must be provided to the Architectural Committee for inclusion in your file.

Attic Fans and Attic Ventilators:

All attic fans, attic ventilators and solar ventilators require an Architectural Committee permit and Architectural Committee approval. A drawing of the roof showing the placement of the installed ventilators must be attached to the permit application.

Driveway Edging:

No raised edging of any kind will be approved unless it is installed no higher than the driveway blacktop or concrete walk level and does not interfere with lawn mowing and snow removal. A permit application must be submitted to the Architectural Committee together with a sample of the edging to be used and the contractor's license and insurance information.

Handicap Walkway and Driveway Modification:

A permit application must be accompanied by a drawing of the modification including measurements and must be accompanied by the contractor's license and insurance information. See Attachment "C"

Dumpsters or Containers and Moving "PODS".

Dumpsters or containers should have a capacity of no less than five (5) yards and no more than twenty (20) yards and wood chocks of a sufficient size must be placed under the front and rear rollers to prevent driveway damage. The dumpster or container must be constructed in such a way to prevent leaking, and it must be kept clean and maintained in a sanitary condition. A permit must be obtained from the Architectural Committee and is good for seven (7) days from date of drop-off; that time may be extended with Architectural Committee approval to a maximum of fourteen (14) days for a valid reason. Once the dumpster or container is full, it must be immediately removed. Exception is made if POD was placed by homeowner's insurance carrier due to a loss requiring home contents to be temporarily moved during repairs.

Moving "PODS" are subject to the same time constraints as above outlined and must have wood chocks of a sufficient size placed under them to prevent driveway damage. Dumpsters or containers or mover "PODS" may not be dropped off on Sundays or legal holidays and may only be dropped off between the hours of 8:00 am and 6:00 pm. See Attachment "D".

Permits must be obtained from the Architectural Committee for all of the above prior to delivery and placement of the dumpster, container or POD. The permit application must state the dates of use.

Flagpoles:

From this date forward (12/1/2019) no free-standing flagpoles will be permitted to be installed. Any flagpoles erected prior to this date may remain. The maintenance and painting of the existing flagpoles is the responsibility of the homeowner and out of respect for our Country's Flag and those who served in defense of it, all appropriate Flag etiquette should be observed such as lighting, lowering, and raising of the flag. The U.S. Flag should be replaced from time to time before it becomes torn and tattered. Also, in the interest of public safety, the integrity of the flagpole relative to its stability should be inspected on a regular basis.

3' x 6' flag kits with a fixed or telescoping pole (not to exceed more than 6') are permitted to be mounted on the siding of the home.

Flags:

The only flags permitted to be hung are U.S. American flags, U.S. Historical flags, U.S. Patriotic flags, U.S. Military Benevolent Association flags, Seasonal decorative and traditional holiday flags. ALL U.S. flags **must** be maintained in good respectable condition. Any U.S. flag demonstrating wear/tearing or shredding **must** be removed and properly disposed of. Violators will receive on notice from the Leisure Knoll Association Office, and if not corrected within 48 hours, may be subject to a \$300.00 fine.

Exterior Work:

All exterior work by contractors shall not commence prior to 8:00 am and cease by 6:00 pm. NO work may be performed on Sundays or Holidays. Failure to comply will result in a \$300.00 fine. It is up to the homeowner to convey these rules to the contractor.

Porta-Potties:

All porta-potties must be located on the SIDE of the residence and placed 15' from the front of the residence.

Work Performed by the Homeowner/Family Member(s):

For homeowners performing their own work, or being assisted by family members, etc., in addition to the requirements of the Leisure Knoll By-Laws, they are totally responsible for obtaining all building and other permits, and for making certain that all work complies with local building codes and any governmental agency code having jurisdiction over proposed changes. **AN EXECUTED DISCLAIMER FORM** holding Leisure Knoll harmless from any damage or injury which may result is required. *The Disclaimer Form can be found in the Blue Book or obtained from the Administration Office or the Architectural Committee.*

Non-Compliance Work:

In the event the work fails to comply, in any respect with this permit, and the homeowner fails to correct such defect(s) within thirty (30) days of official notification, the Association has the right to remedy the defect as it sees fit, the association shall correct such defect(s), and all associated costs shall be borne by the owner and applied to his/her account.

Homeowners are required to call for a final inspection by the Architectural Committee. A message can be left on 631-929-5628 and should include: YOUR NAME, PROPERTY ADDRESS AND PERMIT #.

General Rules and Regulations

ALL APPLICATIONS MUST HAVE A COPY OF THE PROPERTY SURVEY SHOWING THE BUILDING FOOTPRINT AND A DRAWING OF THE INTENDED WORK.

- No buildings or patios can be erected on common ground or easements.
- There shall be no expansion of attic areas thereby establishing second floor rooms.
- No permanent benches, barbecues, beach umbrellas or storage facilities shall be erected on a homeowner's property.
- There shall be no obstruction of the common areas, nor shall anything be stored in the common areas.
- No owner or occupant, or any of his agents, servants, employees, licensees, or visitors shall at any time bring into or keep in his unit any flammable, combustible or explosive fluids, material, chemical or substances. A 20 lb. propane tank may be stored outside of the resident's unit.
- *No permits will be issued for the purpose of planting, cultivating any type of flowers and shrubs on the common ground.
- *All statues and ornamental bird baths on the common ground should be removed in a timely fashion, - they interfere with ground maintenance.
- A cupola will be permitted to be placed on the existing unit roof, if it meets the criteria of proper placement approved by the Board of Directors and the Architectural Committee. Occupants of the units shall take the added responsibility of choosing the right size cupola. No weathervanes are permitted. Cupola sizes are different in dimensions according to the individual roof and house model.
- No trailers may be left in driveways or on roadway overnight. Failure to comply will result in a \$300.00 fine.

PERMIT REQUIREMENTS

- All new work, replacement or change to be made on the outside of a house requires **prior** Architectural Committee approval. Some of the criteria used for approval may be but are not limited to:

Is it compatible with the general appearance of the community?

Does it interfere with grounds maintenance?

Does it require excessive maintenance which if left unattended would cause it to become visually unpleasant?

GUIDELINES FOR INTERIOR WORK

The following guidelines apply to work being done within the home by residents / or contractors:

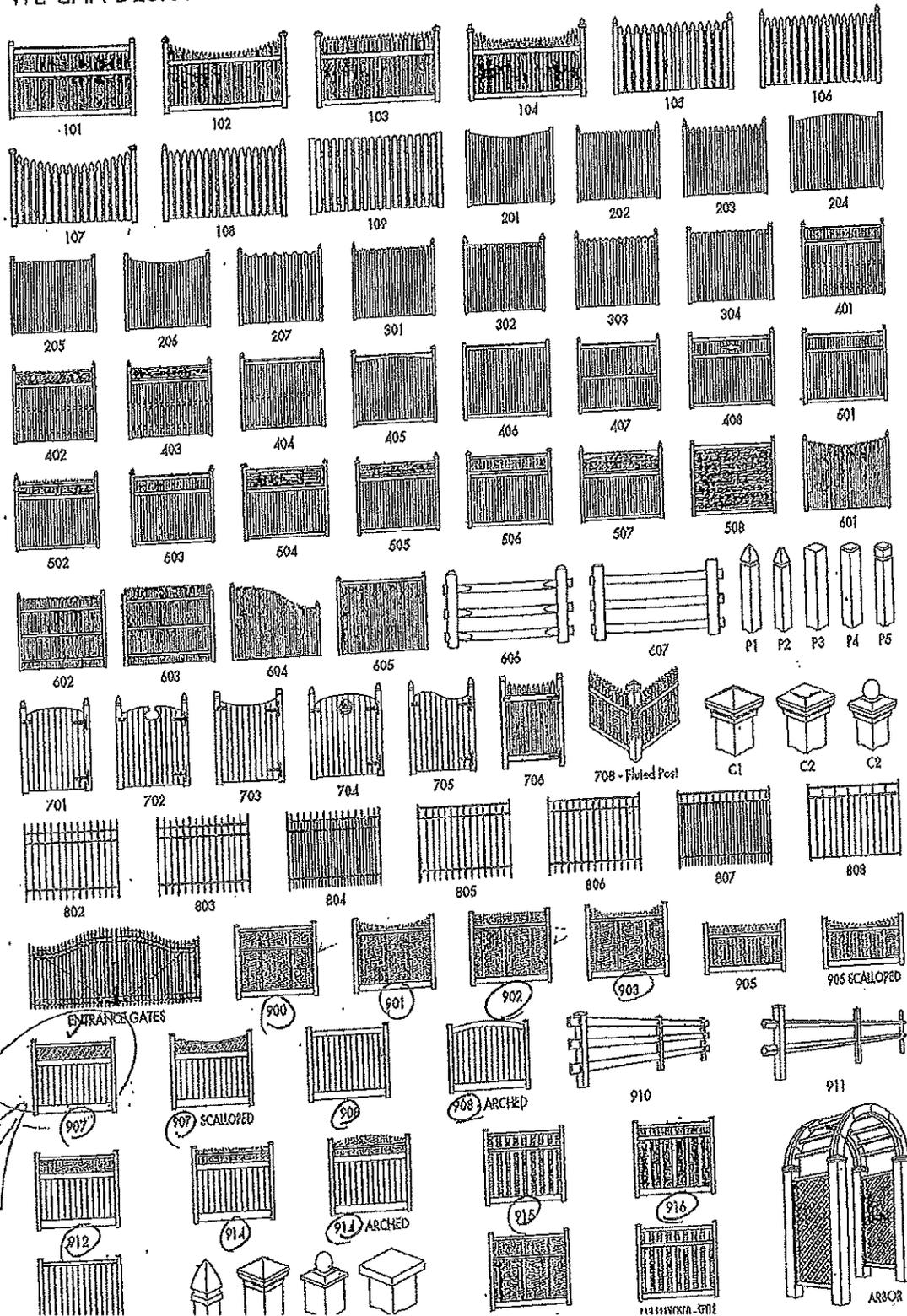
1. Any interior work being done by a contractor should be done Monday through Saturday between the hours of 8:00 am and 6:00 pm. No contractors will be permitted to work either inside or outside a home on Sundays or legal holidays.
2. An individual homeowner may conduct home improvements within their home at any time providing loud power tools, hammers or any other construction noises are not disrupting their neighbors.
3. No debris, construction or otherwise, is to be piled curbside until the night before a scheduled garbage pickup. No construction vehicles should block any driveways at any time.
4. In an emergency, a plumber, electrician and/or a licensed heating/air-conditioning repairman may be employed to make repairs at any time.
5. Any homeowner found to be in violation of these rules will be fined in the amount of \$300.00.
6. It is the sole responsibility of the homeowner to file for and obtain any permits required by the Town of Brookhaven for any interior work that may require a permit.

Attachment "A"

PRIVACY SCREENING

APPROVED MODELS

WE CAN DESIGN + BUILD ANY STYLE FENCE



Attachment "B"

APPROVED TREE LIST

THUNDER CLOUD PLUM

BRADFORD OR CALLERY PEAR

KOUSA DOGWOOD

CRAB APPLE

HAWTHORNE

JAPANESE MAPLE

SMOKE TREE

GOLDEN RAIN TREE

WEEPING CHERRY

BIRCH

CRAPE MYRTLE

MAGNOLIA

EASTERN MEDITERRANEAN FIG TREE

COLORADO BLUE SPRUCE

Attachment "C"

Guidelines for Handicap Driveway Modification

Leisure Knoll recognizes the need to accommodate residents with handicapped disabilities and relative to driveway accessibility and mobility. The following rules and guidelines are to be followed relative to modifying a homeowner's driveway to make it easier and more user friendly for wheelchair handling. Driveway modifications are in place and intended for only those persons who are wheelchair bound. Handicap driveways are not transferable with the sale of the home and Paragraph C below must be agreed to. Should the new owner have the same need, a new application will be required and signed by the new owner.

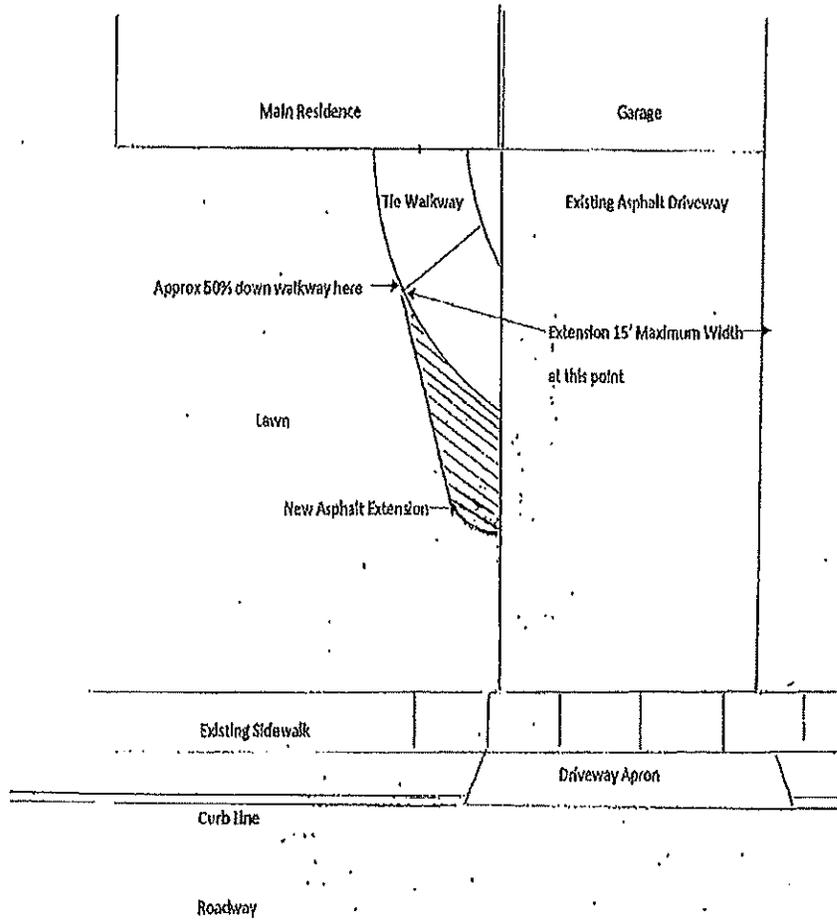
Handicap Driveways may be extended and modified with the consultation of the Architectural Committee Chairperson and the LKA Manager.

- A) The driveway modification must be constructed of commercial roadway grade/quality asphalt, as generated by an asphalt plant, to match and complement, quality, texture and depth of the existing asphalt driveway.
- B) The asphalt contractor doing the modification will call the LKA Administration office on the day the work is scheduled. An LKA representative will meet with the contractor to review and sign off on the plan.
- C) Prior to issuing any Architectural Permit, the homeowner will be required to sign this Attachment of the Architectural Guidelines revision, agreeing to the specific issues noted herein.
- D) All applications must be accompanied by a copy of a currently dated Town of Brookhaven Handicapped Parking Permit application.
- E) All driveways may be extended to a maximum width (left to right of the property line) of a total fifteen (15) feet. This will include the area closest to the property line, set back three (3) feet from the adjoining property line.
- F) The modification (driveway extension/widening) must only be made of, commercial roadway grade/quality asphalt, generated by an asphalt plant, to match and complement, quality, texture and depth of the existing asphalt driveway.

Homeowner: _____

Signature: _____

Address: _____ Date: _____



HANDICAP DRIVEWAY MODIFICATION

ATTACHMENT "D"

DUMPSTERS, DUMPSTER BAGS, REFUSE TRAILERS AND CONSTRUCTION VEHICLES

- It is the homeowner's responsibility to ensure that any laborers, contractors, or workers hired by (or under the direct supervision of) the homeowner complies with all Covenants, By-Laws, Rules and Regulations, LKA Community Rules & Regulations, and the LKA Architectural Committee Guidelines. * **Failure to do so may result in fines.**
 - For purposes of this notice, Dumpsters will be defined as commercial containers on rollers provided by commercial trash hauling companies or large Dumpster Bags provided by such companies or procured by homeowners. *Permits for these containers must be obtained from the LKA Architectural Committee (LKA A/C). **Initial permits will be issued for a seven (7) day period.** Extensions may be granted for an additional 7 days by request to the LKA A/C. **All dumpsters must be removed prior to the expiration of the permitted period.*** If further time is required, a new permit request must be submitted to the LKA A/C.
 - NOTE: ALL dumpsters **MUST** be placed on wooden or similar blocking to prevent damage to driveways. **NO dumpsters may be parked on the street.**
 - NOTE: Homeowners are responsible for ensuring that debris from dumpsters or dumpster bags does not scatter into yards and streets and must gather up any debris that falls out of the dumpster/dumpster bag. **Failure to do so may result in fines.**
 - Commercial vehicles, construction vehicles, and wheeled refuse or construction trailers may only be parked in the community when work is being actively performed and only during permitted work hours. * These vehicles **must be removed daily** upon completion of the day's work.
- * Please refer to your LKA Homeowners' Manual for the LKA Covenants & By-Laws, LKA Community Rules and regulations, and LKA Architectural Committee Guidelines.

This notice to be attached to all permits for dumpsters, construction, roofing, renovations, etc.

LEISURE KNOLL ASSOCIATION, INC.

ARCHITECTURAL COMMITTEE INFORMATION

The following page is an Application for Exterior Work which must be submitted to the Architectural Committee for approval. **THIS MUST BE APPROVED BEFORE WORK CAN BEGIN.** Once the application is approved, the Architectural Committee will issue a Leisure Knoll Permit to be displayed in a window or door of your home while the work is being done. Once the work is finished, we ask that you notify the Architectural Committee or the Administration Office that your job is complete. A final inspection will be made by the Architectural Committee to ensure that all work is compliant with the Guidelines and Rules and Regulations.

This form must be filled out in duplicate. All contractors' Liability Insurance forms (Accord), Workers Comp and License must be submitted with applications. Any samples that you may have should be submitted at this time also.

On the page following the Application for Exterior Work is the Disclaimer Form. This is to be used when no contractor is hired, and the residents are doing the work themselves or by a family member. This also must be submitted at the time of application.

LEISURE KNOLL ARCHITECTURAL COMMITTEE

NOTICE TO CONTRACTORS

- **A LEISURE KNOLL ARCHITECTURAL PERMIT IS REQUIRED FOR ALL DUMPSTERS, TRAILER DUMPSTERS AND PORTA POTTIES.**
- **PORTA POTTIES ARE TO BE PLACED ON THE SIDE OF THE RESIDENCE 15' FROM THE FRONT.**
- **TRAILER DUMPSTERS WITH WHEELS MUST BE REMOVED FROM THE DRIVEWAY EVERY EVENING, AND MAY NEVER BE ALLOWED TO REMAIN OVERNIGHT.**
- **FULL DUMPSTERS MUST BE PICKED UP WITHIN 24 HOURS.**
- **WORK IS TO BE PERFORMED BETWEEN THE HOURS OF 8:00AM AND 6:00 PM. NO WORK MAY BE PERFORMED ON SUNDAYS OR LEGAL HOLIDAYS.**
- **ALL BUILDING MATERIALS, INCLUSIVE BUT NOT LIMITED TO ROOFING SHINGLES, SIDING, AND PAVERS MAY NOT BE PLACED ON THE GRASS AND SHOULD BE KEPT ON THE DRIVEWAY OR PATIO AREA IN THE REAR OF THE PREMISES.**
- **CONTRACTOR ADVERTISING SIGNS ARE PROHIBITED.**

VIOLATIONS OF ANY OF THESE RULES MAY RESULT IN A \$300.00 FINE TO THE HOMEOWNER.

PLEASE CALL 631.929.5628 FOR ANY QUESTIONS.

**LEISURE KNOLL ASSOCIATION'S
ARCHITECTURAL GUIDELINE
VIOLATION ENFORCEMENT PROCEDURES**

The following violations will incur an immediate \$300.00 fine payable within 30 days with a new application. Each month that this fine is delinquent a penalty of an additional \$100.00 will be added. If the application is denied, the resident will have 60 days to restore the residence to its original condition.

1. Making exterior improvements or changes to a residence without prior approval by the Architectural Committee.
2. Failure to perform work on the exterior of the residence which does not conform to the Application approved by the Architectural Committee. This will void the entire permit.

For all other violations of the Architectural Guidelines, fines will follow the LKA Handbook Violation Enforcement Procedures.

If any violations are not corrected, the Board of Directors will take action under Article X, Section 2, Page 10 of the Declaration of Covenants, Restrictions, Easements, Charges and Liens.

The Board would appreciate your cooperation in this matter. A copy of the guidelines may be obtained at the Administration Office.