

Woodlands of Tallahassee Homeowners Association, Inc.

Architectural Design Guidelines

These guidelines set forth appearance standards for The Woodlands of Tallahassee Homeowners Association (HOA), under the authority of the Third Amendment to Restrictive Covenants, Article VI, as recorded in the Public Records of Leon County, on September 23, 2019. The objective of this document is to assist members of the Architectural Harmony Committee (AHC), The Woodlands of Tallahassee Homeowners Association Board of Directors (BOD), and the homeowners, in maintaining and enhancing, our community by continuity of design within our neighborhood.

The goals of this document are to:

- Illustrate design standards which will assist the AHC, the BOD, and the homeowners when contemplating exterior alterations, modifications, or improvements.
- Assist homeowners in preparing acceptable applications to the AHC.

General Project Submission Guidelines:

Since projects may vary greatly in scope and complexity, project submission requirements will also depend upon the specific improvement, or modification. Please bear in mind, the AHC has up to 14 days, from the date of receipt of a complete submission, to respond (as provided by the HOA governing documents). The AHC, when possible, commits to less than a fourteen (14)-day turnaround (once provided with a complete submission).

All submissions must include a completed Architectural Review Application (refer to Exhibit A), as well as the following:

- Complete description of the work being performed.
- Contractor or person performing the work and license number, where requested under the particular section.
- Material samples, and/or color swatches where appropriate.
- Estimated Start/Completion Date.

The application, and supporting documentation, may be submitted or delivered to the Architectural Harmony Committee Chairperson. Homeowners are encouraged to email when submissions are made to a physical address to ensure receipt.

Review & Approval Process:

The AHC will review the application and accompanying information. Submissions lacking the necessary information for review will be deemed to be incomplete and will be returned to the homeowner. The AHC is required to render a decision, and respond in writing, within fourteen (14) days after receipt of the fully completed application, and other requested information. In the event the AHC fails to approve, or disapprove, within fourteen (14) days of receiving a completed application, and other requested information, approval shall be deemed automatically given.

The scope of review by the AHC is limited, and does not include any responsibility for structural soundness, suitability of materials, or compliance with local building codes, ordinances, and/or zoning.

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Any work, which requires a building permit, must be properly permitted by the City of Tallahassee, and/or Leon County, and be performed by a licensed, and insured contractor. This type of work would include, but is not limited to: plumbing, natural gas, electrical, heating and air conditioning, rooves, additions/alterations, and windows. According to the Tallahassee Building Department: “A permit is required for any new construction, additions, alterations, or repairs with an estimated cost of labor and material greater than \$1000 or is structural. Replacement of windows and doors is considered structural and will require a permit.”

Appeals:

Any homeowner who disagrees with a decision made by the AHC, may appeal to the BOD by providing a written request to the BOD. Appeals must be submitted within (15) days of written response from the AHC.

After Approval:

If the homeowner wishes to make any design changes that would have originally required AHC approval, the homeowner should contact the AHC. Projects must be completed, as approved, and any changes from the original submission must be approved by the AHC prior to implementation.

Emergency Repairs and Routine Maintenance:

Emergency repairs, and routine maintenance, are excepted from the AHC review providing the repair and/or maintenance are completed with the same materials and in the same style and color/finish as existing materials.

Effective Date and Grandfather Clause:

These guidelines were approved by the membership of the Woodlands Homeowners Association on the **14th day of December, 2021**, and shall be effective as of that date. They shall apply to all exterior alterations, modifications, or improvements covered within the guidelines that have not commenced prior to the effective date. All exterior alterations, modifications or improvements completed before the effective date are exempt from these guidelines.

Please note:

These guidelines are for quick reference only and may not be relied upon by any homeowner as approval of their particular project.

All project plans, manufacturer's data sheets and samples (if required) must be submitted to the AHC, prior to project commencement, for review and approval.

These guidelines are published by the Woodlands of Tallahassee HOA, for the purpose of providing residents with general information, for initial planning of their project. The design guidelines are subject to regular changes, and updates. Homeowners are encouraged to contact the Woodlands of Tallahassee AHC with specific questions regarding their particular project or improvement.

Awnings

- Awnings seen from the street fronting the home are permitted. Color shall be black.

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Decks

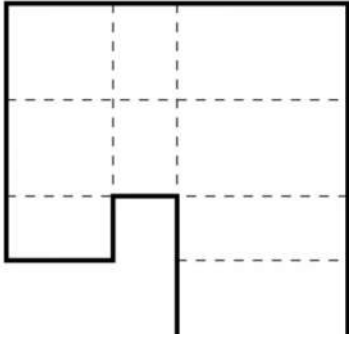
- Decks may be built in back yards only.
- Decks may be constructed using pressure treated wood or imitation wood from synthetic recycled plastic.
- Some regrading may be necessary. Rainwater that flows naturally downhill across your own property and onto your neighbor's property is permissible. However, artificially channeling water in a way that will cause damage to the neighbors' property is not permitted. Drainage solutions should be evaluated on a case-by case basis by the owner and a licensed professional to achieve the sole desired result of moving water into the neighborhood drainage facility.
- Any regrading shall not alter the existing topology at common property lines. Restoration at the property line may be necessary once the regrading is complete.
- Please submit your request, including plans showing the proposed deck and any required regrading to the AHC for review.

Driveways and Entry Walkways (This section amended 4/12/2023)

- Driveways and entry walkways may be replaced or repaired with 4"-to-5" thick concrete having integral exposed quartz river rock aggregate matching existing in size and color.
- Driveways and entry walkways may also be replaced with 2 3/8" thick concrete pavers, 4"-to-5" thick integrally stained concrete with a rock salt finish. Pavers shall be installed according to Interlocking Concrete Pavement Institute (ICPI) Standards for Installing Pavers on a Sand Bed Over a Compacted Aggregate Base for Residential Pedestrian and Driveway Applications, as modified in Exhibit D. Additionally, Driveways having a slope greater than 7% shall be installed per the article titled "Installation of Concrete Pavers on Steeply Sloped Residential Driveways and Streets". It is recommended that one of the two alternatives be utilized instead of exposed aggregate.
- Approval is required for color and pattern if replacing an existing driveway and walkway with concrete pavers. Approval is required for color if replacing with stained concrete with a rock salt finish. Concrete or concrete paver colors shall be selected from a pre-approved pallet chosen to complement the quartz river rock aggregate driveways. (See Exhibit C for pre-approved color, finish and pattern pallets).
- Driveways and entry walkways with pavers installed as a finish shall have edge borders matching the field paver color. Rock salt finish concrete driveways and walkways may also have concrete paver borders installed, utilizing color from the approved paver pallet.
- Driveways and entry walkways shall have a consistent finish and color throughout.
- Driveway and entry walkway work shall be performed by a licensed and insured contractor.
- Driveways or parking areas, on the side or rear of the home, are not permitted.
- Homeowners should consider sealing driveways to protect and increase the lifespan of the driveway.
- Concrete driveways should be sawcut into squares or rectangles spaced between 8' and 12' apart or by using a hot-dipped, galvanized steel keyed control joint system spaced the same as for saw cutting to prevent arbitrary cracking. Saw cuts should be 1/8" wide x 1/4 of slab depth. See below diagram as example of control joint locations (dashed lines).

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- Rainwater that flows naturally downhill across your own property and onto your neighbor's property is permissible. However, artificially channeling water in a way that will cause damage to the neighbors' property is not permitted. If re-grading is necessary drainage solutions should be evaluated on a case-by-case basis by the owner and a licensed professional to achieve the sole desired result of moving water into the neighborhood drainage facility.
- Any re-grading shall not alter the existing topology at common property lines. Restoration at the property line may be necessary once the re-grading is complete.
- All driveway and walkway repair or replacement requires approval by the AHC.
- Please submit your request to the AHC for review. If new construction, provide a site plan showing the proposed driveway/walkway, gradient slope in percentage, building outline, and any required re-grading. Include a copy of the proposal for the work to be performed. If using exposed aggregate, the proposal shall include the immediate removal of concrete laitance (the thin layer of fine, loosely bonded cement particles on the surface of concrete or washed onto other surfaces) from the road and neighbors' finished surfaces. Provide a copy of the contractor's business license, and a Certificate of Insurance including coverage for General Liability, and Worker's Compensation. If installing pavers provide a current Paver Installer Certificate from the Interlocking Concrete Pavement Institute Concrete for the job foremen on the project.

Fences

Fence Locations:

- Fences are not allowed to be installed forward of the front corner of the home.
- Corner lot fencing must conform to the street setback requirements.
- Boundary fences, which are fences built on or near a property line to designate your property from your neighbor's fencing may be installed up to two inches from the side and rear lot lines. All portions of the fence must be inside the lot line.
- With exception of vertical board fencing, all fencing shall display a finished side facing outward with the fence rails facing inward.
- Fence styles and colors must be in harmony with the neighborhood. The AHC will review your request for compliance to neighborhood standards. As a general rule, fences should remain natural in their appearance.
- The height of any fencing should be a minimum of (4) four feet high and up to (8) feet high, or the current height of the existing fence at the time of adoption of these guidelines, as measured from the adjacent ground.
- The AHC may approve, or deny, alternate locations after review on a case-by-case basis.

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Approved Fence Materials:

- Fencing on front and side adjacent property lines to roadways must be of weather resistant wood, or brick. Chain link or vinyl fencing shall not be allowed.
- Wooden fence gates should match the design in material, color, and construction of the fence, or wrought iron, or black anodized or powder coated aluminum. Brick fence gates should be wrought iron or, black anodized or powder coated aluminum. Gates in wrought iron or aluminum fences should match the design in material, color, and construction of the fence.
- Gates should include an anti-sagging gate kit.

Front Doors

- Homeowners may leave their front doors as a varnished mahogany or painted a color of their choice
- Doors may not be fluorescent, luminous, phosphorescent, UV or blacklight reactive in color or contain any type design, letters, or symbols.
- Doors must be painted or stained one solid color.
- Wood doors must be protected with stain and varnish, or paint, to prevent an uneven or weathered appearance.

Garage Doors/Storm Doors

- No application is required for the replacement of existing doors (front/back), garage doors, and/or storm/screen doors, provided they are the same style, material, and color of the existing door, or storm/screen door, AND that the existing door complies with the guidelines below.
- Wood doors must be protected with stain, or paint, to prevent an uneven or weathered appearance.
- Garage door windows, decorative hardware, etc. are not permitted.
- Garage doors must be traditional raised panel in style.
- Suggested color for garage doors and wood trim is Benjamin Moore Linen White OC-146, or paint brand of your choice, color-matched. A soft gloss finish is recommended for exterior use.
- Storm/Screen doors must be “full view” and no panels other than tempered glass, or transparent screening. Storm doors should be bronze/brown/black in color (sample below).



Generators (Permanently Installed)

- A City of Tallahassee (COT) building permit is required.
- When possible, the isolation switch should not be located on the front of the home, or visible from the street. It should not be screened by landscaping and/or fencing and should be painted bronze/brown.
- The preferred method of isolation switch installation, when on the front of the home, would be the recessed electric meter with side panel containing the isolation switch, both painted to match the brick, and the emergency shutdown button on the side of the home (not visible from the street).
- The emergency shutdown button shall be left visible and not blocked by vegetation.
- Refer to the photograph below as a sample of a properly painted, street-facing, recessed electric meter along with a non-street-facing shutdown button (arrow).

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- Electric meters shall not be moved from their original locations.
- Please submit your request to the AHC for review, including plans showing the proposed locations of equipment and manufacturers' material data sheets as well as the Electrical Contractor's business license, and a Certificate of Insurance including coverage for General Liability, and Worker's Compensation.

Gutters and Downspouts

- No application is required for the replacement of existing gutters and downspouts when replacing with a similar size, and appearance, in the current location.
- Gutters and downspouts should be bronze/dark brown in color.
- The design, color, size and location of gutters and downspouts must be compatible with the architecture, and colors of the home, and surrounding homes.
- Gutter design shall be seamless.
- Downspouts or cup rain chains shall be brought to grade, and the use of splash blocks, gravel, or other means to prevent erosion is required. Do not channel rainwater through a downspout onto your neighbor's property. Water that flows naturally downhill across your property and onto your neighbor's property is permissible. However, you are not permitted to artificially channel water in a way that will cause damage to your neighbor's property.
- Downspout extensions, including underground drainpipe, must not detrimentally impact any other properties.
- Submissions must include the exact location of the proposed gutter, and downspouts, along with manufacturer "data sheets" showing their profile, dimensions, and color.

Lighting

- Lighting, including both decorative, and security lighting, should be selected, and located to be compatible with the home, and harmonious with the neighborhood, as well as minimally impacting neighboring properties. Infrared lighting is encouraged where security cameras are installed. Visible security lighting should be as inconspicuous as possible. Security lighting/floodlighting should be selected and located to minimize its impact on neighboring properties. Light pollution, or the presence of unwanted, inappropriate, or excessive artificial lighting should be kept to a minimum. Security lighting/floodlighting should be shielded or aimed in a direction to mitigate light from glaring into the neighbors' windows.
- The use of LED lighting is encouraged.
- No application is required when replacing a lighting fixture with an exact match, or one that is substantially the same in type, size, and appearance.

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- Any exposed electrical wiring must be hidden, buried or enclosed by conduit secured flush with the exterior wall of each home and painted to match the adjacent siding or brick as to minimize their visibility.
- Finish color for all lighting fixtures is to be black, or dark bronze.
- Only one post lamp will be approved for the front of each property.
- The light fixture style should be consistent throughout the property.
- Security lighting/floodlights will not be approved as replacement for decorative post lamps, or fixtures at entry doors.
- Exterior light fixtures shall not have exposed wiring, and any conduit shall be painted to blend in with the surrounding area.
- Seasonal holiday lighting does not require approval; however, this type lighting may only be displayed from Thanksgiving, until January 31.

Mailboxes

- If a mailbox requires replacement, the new one shall be a USPS approved standard heavy duty black aluminum post-mount type with curved top, set in a brick pedestal to match others in the neighborhood. Please submit manufacturer's data sheet to the AHC for review.

Patios

- Patios may be constructed using concrete with a light broom finish or other texture to prevent slipping, concrete with an exposed aggregate, brick, flagstones, pavers, or similar materials.
- Some regrading may be necessary. Rainwater that flows naturally downhill across your own property and onto your neighbor's property is permissible. However, artificially channeling water in a way that will cause damage to the neighbors' property is not permitted. Drainage solutions should be evaluated on a case-by case basis by the owner and a licensed professional to achieve the sole desired result of moving water into the neighborhood drainage facility.
- Any regrading shall not alter the existing topology at common property lines. Restoration at the property line may be necessary once the regrading is complete.
- Please submit your request to the AHC for review, including plans showing the proposed patio and any required regrading.

Porches and Sunrooms

- Porches and sunrooms may be built in back yards only.
- Unless existing, a porch or sunroom is considered an addition to an existing building with a roof, slab, and foundation and will require a City of Tallahassee (COT) building permit.
- The footprint of the porch or sunroom shall not encroach upon the building setbacks or utility easements.
- Any addition shall blend with the existing home and shall be harmonious with the neighborhood.
- A porch floor may be constructed using concrete with a light broom finish to prevent slipping, concrete with an exposed aggregate, brick, flagstones, pavers, or similar materials.
- Some regrading may be necessary. Rainwater that flows naturally downhill across your own property and onto your neighbor's property is permissible. However, artificially channeling water in a way that will cause damage to the neighbors' property is not permitted. Drainage solutions should be evaluated on a case-by case basis by the owner and a licensed professional to achieve the sole desired result of moving water into the neighborhood drainage facility.
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- All additions shall be constructed using appropriate connectors and anchored to footings designed by a general contractor **or** a Florida registered architect to withstand wind loads per the Florida Building Code.
- Please submit your request to the AHC for review, including plans showing the proposed porch or sunroom with all electrical devices and any required regrading. Include a site plan, foundation plan, floor plan, sections, exterior elevations, and manufacturers' material data sheets as well as the contractor's business license, and a Certificate of Insurance including coverage for General Liability, and Worker's Compensation.

Retaining Walls

- A City of Tallahassee (COT) building permit is required for retaining walls higher than 24".
- Retaining walls may be constructed of exposed reinforced concrete or railroad ties with epoxied vertical steel rods. Concrete retaining walls shall be provided with weeps of sufficient size and quantity to prevent hydrostatic pressure behind the retaining wall. Do not channel water onto your neighbor's property. Water that flows naturally downhill across your property and onto your neighbor's property is permissible. However, you are not permitted to artificially channel water in a way that will cause damage to your neighbor's property. Drainage solutions should be evaluated on a case-by case basis by the owner and a licensed professional to achieve the sole desired result of moving water into the neighborhood drainage facility.
- All concrete retaining walls shall be designed by a Florida registered professional structural engineer to retain the elevated ground.
- Please submit your request to the AHC, including plans and sections signed and sealed by the structural engineer where appropriate. Include manufacture's data sheets for the waterproofing as well as the contractor's business license, and a Certificate of Insurance including coverage for General Liability, and Worker's Compensation.

Roofing/Skylights

- Roofing repairs or roofing with an estimated cost of labor and material greater than \$300 requires a City of Tallahassee (COT) building permit.
- When replacing roofing, the entire roof in the same plane should be reroofed at one time. Partial reroofing of a plane is not allowed unless the replacement roofing is an exact match of the existing roofing. The exception to this requirement is when the roof is continuous in one plane spanning adjacent homes which are not being re-roofed at the same time. In this case the shingles should be fingered to blend in.
- New, and/or replacement, skylights, and/or sun tunnels, must be made of tempered glass and have a low-profile design, which lies flat on the roof, and is rectangular/square in shape with four sides and 90 degree corners.
- Skylights should be installed between roof trusses with the long sides parallel with the roof trusses. The frame color should be bronze/dark brown in color.
- All shingles being replaced must be of an Architectural or Laminated shingle on all pitched roof areas of 2/12 or greater.
- Any roof areas having less than a 2/12 pitch must use 2 or 3-ply modified bitumen low slope roofing systems with a granulated cap sheet to match the shingles being used (i.e. CertainTeed Flintlastic® GTA, GAF Liberty Roofing System).

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- With the advancement of new low slope products which may be more aesthetically pleasing than modified bituminous products, such new products may be considered for rooves having a slope less than 2/12 as long as they closely match the asphalt roofing shingle color. Please submit product data for review.
- Although metal standing seam, thermoplastic polyolefin (TPO), polyvinyl chloride (PVC), ethylene propylene diene terpolymer (EPDM), and built-up, or tar and gravel roofing are excellent products for low slope roofing applications, none of them are considered to be harmonious with the neighborhood and therefore, not approved for low slope roofing.
- No antennas and/or satellite dishes should be installed on any roof if they are visible from the street unless that is the only way to get reception. Note, roofing warranties (labor and/or materials) may be compromised when these type devices are attached directly to the roof.
- Rooves are to be kept clean, and free from dirt, debris and or algae.
- Roofing colors must be approved by the AHC to maintain consistency through the neighborhood moving forward with shingle roof and flat roof replacements.
- Roofing Companies must be approved by the AHC only in terms of being licensed and insured.
- In the GAF Timberline shingle, acceptable color samples would be Heather Blend, Weathered Wood, or Driftwood.



Heather Blend



Weathered Wood



Driftwood

- Submissions should include the roofing, and/or skylight plans, manufacturer, and specific color “name” of the proposed roofing material, and a sample of the material, as well as the roofing contractor’s business license, and a Certificate of Insurance including coverage for General Liability, and Worker’s Compensation.

Satellite Dishes and Antennas

- Satellite dishes, and antennas should not be seen from the street unless that is the only way to get reception.
- Satellite dishes, and antennas should not be seen from the street unless that is the only way to get reception.

Shutters

- Shutters are permitted.
- All shutter installations on siding areas shall be black or dark brown. Shutters installed on brick areas shall be black, dark brown or a color matching the siding (Benjamin Moore Linen White OC-146, or paint brand of your choice, color-matched).
- This shutter provision does not apply to the use of hurricane protection during a named hurricane.

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Siding

- When replacing siding, all existing siding on the home should be replaced at one time. Partial replacement is not allowed unless the replacement siding is an **EXACT** match to the existing siding. If the siding is in the same plane as an adjoining unit and the siding on that adjoining unit is not being replaced then a transition strip can be installed at the party wall, allowing for mismatched or older siding to remain on the unit not being renovated.
- The preferred replacement material is a fiber cement type product, and the standard specifications is James Hardie HardiePlank Lap Siding Select Cedarmill, Navajo Beige, 7.25" Width, and 6" Exposure.
- The existing vinyl siding standard is manufactured by Norandex, the product line is Summit Manor, and the color is Beige. It is a 4.5" Clapboard, and 9" panel.
- The AHC will retain a sample of both HardiePlank and Norandex siding which will be compared to all siding submissions for color, and style matching. Homeowners are not obligated to use these specific brands. However, this is the standard all submissions will be compared to.
- Primed for paint fiber cement siding should be painted using the specified standard of James Hardie Navajo Beige. Most national paint vendors (Sherwin Williams, Benjamin Moore, Porter, etc.) have a color match specific to this siding color.

Solar Photovoltaic (PV) Systems

- Solar photovoltaic (PV) system installations require a City of Tallahassee (COT) building permit.
- Ground mounted solar panels are permitted (and preferred), and must be installed in the back yard, and not visible from the street. The panel may not exceed 4' in height.
- Roof mounted systems are permitted so long as their installed location will not be seen from the street fronting the home. The system must be installed so that panels are flush-mounted, and centered, on the back side of the home. All roof mounted equipment should match the color of the roof material.
- With the advancement of new solar shingles and its impact on reducing the energy they may be considered as long as they closely match the asphalt roofing shingles.
- Please submit your request to the AHC, including plans showing the proposed solar energy panel locations. If ground mounted, include a site plan showing location on the property, relation to the dwelling, and details. If roof mounted include a roof plan indicating solar energy panel or solar energy shingle locations. Include manufacturers' material data sheets as well as the solar panel contractor's business license, and a Certificate of Insurance including coverage for General Liability, and Worker's Compensation.

Swimming Pools, Hot Tubs, Fountains, and Koi Ponds

- Fountains and koi ponds do not require a permit nor submission to the AHC for approval.
- Hot tubs and in-ground swimming pools require a City of Tallahassee (COT) building permit.
- Compliance with all requirements in the Florida Building Code, Leon County Zoning Ordinances, and OSHA, including, but not limited to fencing, setbacks, decking, drainage, equipment placement, electrical, and plumbing.
- Above-ground swimming pools are not allowed. Hot tubs may be either in-ground or above-ground.
- Hot tubs and in-ground swimming pools may be constructed of reinforced concrete, fiberglass, or vinyl lined galvanized metal or thermoplastic panels.
- Excavations must not remove lateral support from any footing or foundation without first underpinning or protecting the footing or foundation.

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- Some regrading may be necessary. Rainwater that flows naturally downhill across your own property and onto your neighbor's property is permissible. However, artificially channeling water in a way that will cause damage to the neighbors' property is not permitted.
- Drainage solutions for rainwater and backwash water discharged from a swimming pool or hot tub should be evaluated on a case-by case basis by the owner and a licensed professional to achieve the sole desired result of moving water into the neighborhood drainage facility.
- Any regrading shall not alter the existing topology at common property lines. Restoration at the property line may be necessary once the regrading is complete.
- All swimming pools or hot tubs shall be designed and installed by a Florida registered swimming pool contractor.
- Please submit your request to the AHC, including plans showing the proposed swimming pool or hot tub and any required regrading. Include a site plan showing orientation on the property, relation to the dwelling, sections, and manufacturers' material data sheets as well as the swimming pool contractor's business license, and a Certificate of Insurance including coverage for General Liability, and Worker's Compensation.

Storage Sheds

- Storage sheds may be located in back yards only.
- A storage shed is considered a building with a roof, floor, and foundation and will require a permit.
- A storage shed may be manufacturer prefabricated or constructed on site. However, it shall blend with the existing home and shall be harmonious with the neighborhood. The finish of exterior walls shall be brick or siding, matching the homeowner's unit. The edge drip, roofing material and color shall also match that on the homeowner's unit.
- The footprint of the storage shed shall not encroach upon the building setbacks or utility easements.
- The floor may be constructed using concrete or wood.
- Some regrading may be necessary. Rainwater that flows naturally downhill across your own property and onto your neighbor's property is permissible. However, artificially channeling water in a way that will cause damage to the neighbors' property is not permitted. Drainage solutions should be evaluated on a case-by case basis by the owner and a licensed professional to achieve the sole desired result of moving water into the neighborhood drainage facility.
- Any regrading shall not alter the existing topology at common property lines. Restoration at the property line may be necessary once the regrading is complete.
- If a shed is manufacturer prefabricated it shall be installed on a foundation designed by a general contractor **or** a Florida registered architect. A shed constructed on site, including the foundation, shall be designed by a general contractor **or** a Florida registered architect.
- Please submit your request to the AHC for review, including plans showing the proposed shed with all electrical devices and any required regrading. Include a site plan, foundation plan, floor plan, sections, exterior elevations, and manufacturers' material data sheets as well as the contractor's business license, and a Certificate of Insurance including coverage for General Liability, and Worker's Compensation.

Trellises/Arbors/Gazebos

- A trellis, arbor, or gazebo may be manufacturer prefabricated or constructed on site. It shall be harmonious with the neighborhood.
- Support members of trellises, arbors, and gazebos should be constructed from anodized aluminum, all heart redwood, spruce, cypress, pressure treated pine, or other weather resistant wood.

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- Gazebo roofing may be asphalt singles matching the color of those on the home or standing seam copper.
- The footprint of the trellis, arbor, or gazebo shall not encroach upon the building setbacks or utility easements.
- Some regrading may be necessary. Rainwater that flows naturally downhill across your own property and onto your neighbor's property is permissible. However, artificially channeling water in a way that will cause damage to the neighbors' property is not permitted. Drainage solutions should be evaluated on a case-by case basis by the owner and a licensed professional to achieve the sole desired result of moving water into the neighborhood drainage facility.
- Any regrading shall not alter the existing topology at common property lines. Restoration at the property line may be necessary once the regrading is complete.
- All trellises, arbors, and gazebos shall be constructed using appropriate connectors and anchored to footings designed by a general contractor **or** a Florida registered architect to withstand wind loads per the Florida Building Code.
- Please submit your request to the AHC for review, including plans showing the proposed trellis, arbor, or gazebo with all electrical devices and any required regrading. Include a site plan, foundation plan, floor plan, sections, elevations, and manufacturers' material data sheets as well as the contractor's business license, and a Certificate of Insurance including coverage for General Liability, and Worker's Compensation.

Windows

- Window replacement is considered structural by the City of Tallahassee (COT) and requires a building permit.
- All window replacements require submission to the AHC.
- Windows should be the style and form of existing windows on structures in the neighborhood, with or without muntins. Storm/screen windows should have frames that coordinate with the existing design and color of the exterior window trim. Storm/screen windows must not distract from or alter the appearance of the home. All new, and replacement windows, as seen from the street, shall utilize a dark exterior frame (bronze/dark brown/black).
- Windows may be single or double-hung with or without a standard Colonial muntin.
- Windows should have clear soft-coat Low-E (low-emissivity) glass. Highly reflective glass tinting is not permitted. Energy- saving, or UV restricting window film, is permitted.
- It is recommended that replacement windows be certified by the American Architectural Manufacturers Association (AAMA) for minimum standards regarding air leakage, water infiltration, structural performance, and thermal performance.
- Storm/screen window frames should be of the same material, and color, as the window frame.
- Storm/screen windows must be kept in good repair.
- Window submissions should include manufacturer's "data sheets" identifying the window manufacturer, type, and style, and include the specific "name" of the window, as well as frame material, and color as well as the contractor's business license, and a Certificate of Insurance including coverage for General Liability, and Worker's Compensation.

Wires and Cables

- Wires, and cables, including radio, television, exterior lighting, etc. should be hidden, buried, or secured flush with the side of each home, enclosed by conduit, and painted to match the adjacent siding or brick to minimize their visibility.

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Exhibit A

Architectural Review Application

Submit your application and supporting documentation to the current Architectural Harmony Committee chair’s email address or by hand delivery to his/her physical address.

You will be notified by email or hand delivery upon receipt of your submission.

Name: _____

Address: _____

Email: _____

Estimated Start & Completion Date: _____
(After approval from the AHC)

Directions:

The Third Amendment to Restrictive Covenants, Article VI, requires that you submit to the Architectural Harmony Committee (AHC) for approval, all proposed exterior additions, changes, or alterations to your home. In order to be considered by the AHC, your application must include detailed information describing the proposed improvements, alterations, or changes. Please provide the required details by attaching sketches, drawings, clippings, pictures, catalog illustrations, color codes, or samples, a copy of your survey, etc., to fully describe the requested work. Please also provide a copy of the contractor’s business license, as well as proof of General Liability, and Worker’s Compensation insurance. Make sure your application is complete. An application submitted without all the required documents to make an informed decision, will be deemed incomplete. In such case, the AHC review period will not begin until all required documents have been provided. Other exhibits may be requested in order to adequately evaluate your request.

Woodlands of Tallahassee Homeowners Association, Inc.

Architectural Design Guidelines

Exhibit A (continued)

In the event the Architectural Committee fails to approve, or disapprove, your requested work, within fourteen (14) days of receiving a complete application, approval shall be deemed automatically given. The Architectural Committee, when possible, commits to less than a (14) fourteen-day turnaround (once provided with a complete submission).

Description of Proposed Work (please print or type):

Contractor or person performing the work

License number:

Neighbors' Acknowledgements: You may be requested to obtain the signature of all adjacent neighbors depending upon the nature, and impact, of the requested modification. These signatures merely indicate your neighbor's awareness of your proposed change, but does not constitute approval, or disapproval, on their part.

Homeowner's Acknowledgement: I/We understand that:

1. Material contained herein will represent alterations that comply with the zoning, and building codes of Leon County, to which the property is subject.
2. The owner is responsible for hiring licensed, and insured contractors, and for obtaining necessary building permits prior to the commencement of work. Please refer to Exhibit B for City of Tallahassee permitting information, in force as of August 2020.
3. No work will begin until the owner has received written approval from the AHC. Any construction, or exterior alteration before approval of this application is not allowed. If alterations are made, I/We may be required to return the property to its former condition at my/our own expense, and I/we may be required to pay all legal expenses incurred.

Woodlands of Tallahassee Homeowners Association, Inc.

Architectural Design Guidelines

Exhibit B

Permit Requirements for the City of Tallahassee

These requirements are provided for information only and are subject to change. The applicant should verify current requirements prior to beginning any project at your residence.

<https://www.talgov.com/growth/growth-permproc.aspx>

When is a Building Permit required?

A permit is required for any new construction, additions, alterations, or repairs with an estimated cost of labor and material greater than \$1000 or is structural. Replacement of windows and doors is considered structural and will require a permit.

Roofing Permit:

Required for any repairs or roofing with an estimated cost of labor and material greater than \$300.

Photovoltaic (PV) Systems Permit:

Required for all solar installations.

Electrical Permit:

Required when any new electrical circuits are added, extended or service is changed.

Plumbing Permit:

Required when any new piping or re-piping is performed or fixtures are added, including backflow devices.

Mechanical Permit:

Required when any heating or air conditioning equipment is being extended, relocated, or changed out, including ductwork.

Gas Permit:

Required for any new gas piping, extending existing gas piping, or the installation or replacement of gas appliances (only a contractor licensed may apply for this permit).

Swimming Pool or Hot Tub Permit:

Required when any new swimming pool or hot tub is installed.

Woodlands of Tallahassee Homeowners Association, Inc.

Architectural Design Guidelines

Exhibit C (This exhibit added as part of amendment dated 4/12/2023)

Color, Finish, and Pattern Pallets for Driveways and Entry Walkways

Concrete Finishes



Exposed Quartz Aggregate



Rock Salt

Exposed Quartz Aggregate Finish Concrete

An exposed-aggregate surface is obtained by placing concrete and then removing the outer surface of cement paste with water to uncover decorative coarse aggregate batched into the concrete mix.

Rock Salt Finish Concrete

The rock salt finish is created by hand broadcasting water softener salt crystals onto the fresh concrete surface. They then pass a roller over the surface to press the salt crystals down into the concrete.

When the surface is washed the salt dissolves and leaves small holes. This creates a concrete texture that is a step above the smooth or broom-finished concrete. The speckled pattern creates a weathered rock look. It is both affordable and subtly decorative.

This finish is offered as a textured surface to blend with the existing exposed quartz aggregate.

Woodlands of Tallahassee Homeowners Association, Inc.

Architectural Design Guidelines

Exhibit C (continued)

Color, Finish, and Pattern Pallets for Driveways and Entry Walkways

Concrete Stain Colors

The proposed pallet for stained concrete is Willow (BN2681R, single bag), Khaki (BN2550R, single bag) or Biscuit (BN2730R, single bag) as manufactured by Interstar.



Interstar Willow
BN2681R
1 Bag



Interstar Khaki
BN2550R
1 Bag



Interstar Biscuit
BN2730R
1 Bag

Woodlands of Tallahassee Homeowners Association, Inc.

Architectural Design Guidelines

Exhibit C (continued)

Color, Finish, and Pattern Pallets for Driveways and Entry Walkways

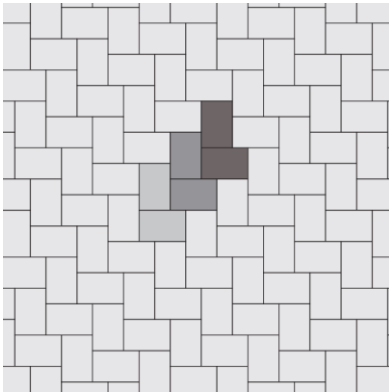
Paver Colors

The approved pallet for Appian-Stone® concrete pavers is Amaretto as manufactured by Belgard as shown below. These pallets would complement an adjacent existing exposed aggregate driveway or where two adjacent driveways are done in each color pallet.

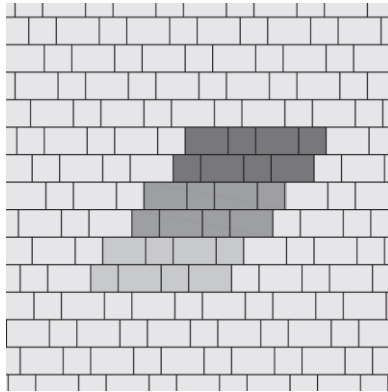


Belgard
Amaretto

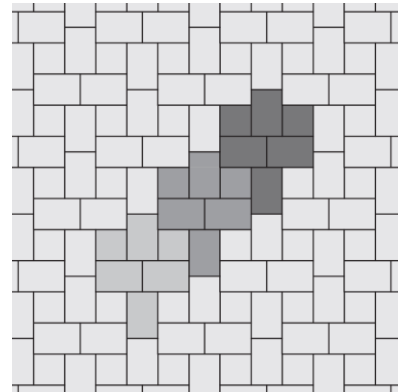
Paver Patterns



Belgard
Appian-Stone
1 Piece Herringbone
100% 6x9



Belgard
Appian-Stone
2-Piece I-Pattern A
40% 6x6
60% 6x9



Belgard
Appian-Stone
2-Piece I-Pattern B
40% 6x6
60% 6x9

Woodlands of Tallahassee Homeowners Association, Inc.

Architectural Design Guidelines

Exhibit D (This exhibit added as part of amendment dated 4/12/2023)

Specification for Interlocking Concrete Pavement (Pavers) on an Aggregate Base

Install base and pavers in accordance with the Interlocking Concrete Pavement Institute (ICPI) Technical Bulletins and as outlined below.

Submittals

Submit your request to the AHC for review including the following.

- Site plan showing the proposed driveway/entry walkway, building outline, and any required re-grading. Indicate the slope gradient in terms of percent. Driveways and walkways having a slope gradient greater than 7% shall use a herringbone pattern with a 6"x12" curb at the lower edge and constructed in accordance with the attached article entitled "Installation of Pavers on Steeply Sloped Residential Driveways and Streets".
- Copy of the proposal for the work to be performed, including paver color and pattern.
- Copy of the contractor's business license, and a Certificate of Insurance including coverage for General Liability, and Worker's Compensation.
- Current Paver Installer Certificate from the Interlocking Concrete Pavement Institute Concrete for the job foremen on the project.
- If installing pavers manufactured by a company other than listed in the guidelines submit four representative full-size samples of each paver size, color, and finish that indicate the range of color variation and texture expected in the finished installation. Color and pattern shall be limited to those approved pallets listed in the Architectural Guidelines or approved equal.

Products

- ICPI recommends a minimum of 2.375 inches (2 3/8 inches) thick units with a maximum 4:1 aspect ratio.
- Provide bedding and joint sand as follows:
 1. Washed, clean, non-plastic, free from deleterious or foreign matter, symmetrically shaped, natural or manufactured from crushed rock.
 2. Bedding sand material shall conform to the grading requirements of ASTM C33. ICPI Tech Spec 17 recommends using concrete sand as a first preference for bedding sand. Sieve according to ASTM C136.

Woodlands of Tallahassee Homeowners Association, Inc.

Architectural Design Guidelines

Exhibit D (continued)

Specification for Interlocking Concrete Pavement (Pavers) on an Aggregate Base

Installation

- Remove existing concrete driveway and entry walkway.
- Excavate area for new paver driveway and walkway to a depth of approximately 9 1/2 inches below the desired final elevation. Stabilization of the subgrade and/or base material may be necessary with weak or saturated subgrade soils. Excavation may include adding and compacting fill material in 3-to-4-inch layers using a plate compactor to achieve the required elevation. Compaction of the soil subgrade is recommended to at least 98% standard Proctor density per ASTM D698 for pedestrian areas and residential driveways.
- Spread, grade, and compact a minimum of 6 inches of aggregate base material. Prior to screeding the bedding sand, the ICPI recommended base surface tolerance should be $\pm 3/8$ in. over a 10 ft straight edge. Do not proceed with installation of bedding sand and interlocking concrete pavers until subgrade soil and base conditions are corrected. Verify the base is clean and dry. Verify that base is ready to support sand, edge restraints, pavers and imposed loads.
- Screed approximately 1 inch of ASTM C-33 sand over the compacted base.
- Spread bedding sand evenly over the compacted base course and screed rails, using the rails to produce a nominal 1 in. thickness, allowing for above specified variation in the base surface. Do not disturb screeded sand. Screeded area shall not substantially exceed that which is covered by pavers in one day. Do not use bedding sand to fill depressions in the base surface.
- Install pavers on sand in pattern shown on AHC approved drawings. Place hand-tight without using hammers. Make horizontal adjustments to placement of laid pavers with rubber hammers and pry bars as required.
- Sweep sand into joints of pavers and compact pavers with a plate compactor.
- Seal pavers if desired by owner.

Exhibit D (continued)

Installation of Concrete Pavers on Steeply Sloped Residential Driveways and Streets

Designers, contractors and homeowners often ask what's the maximum driveway slope for concrete pavers? The best example of a steeply sloped project is a street with an 18% grade in Colma, California. While there might be driveways and streets with steeper slopes, the Colma project provides the current upper limit in North America at 18%. Figure 1 shows this street which was reported in the November 2001 issue of *Interlocking Concrete Pavement Magazine*.

Higher slopes have been achieved in a Central American road project. Figure 2 shows a Costa Rican road on the Papagayo Peninsula in service for four years that leads to a mountain hotel. The random pattern pavers suggest a herringbone pattern which slopes up to 25%. Moving into South America, Figure 3 shows a pedestrian walk and street in Medellín, Colombia, just completing construction with a 14% slope. Photos are courtesy of Germán Madrid who assisted with these projects.

For embankment applications without vehicles, the limiting factors are the angle of repose of the bedding sand, base and soil subgrade and more importantly, the resistance to soil and base sliding under compaction equipment. The angle of repose can be as much as 35 degrees or about 70% however, the tendency of soil and base to slide during compaction will reduce this limit.

Adequate performance of interlocking concrete pavements on slopes greater than 7% depends on careful consideration of many factors in design and proper execution of construction details. Experience with steep sloping streets and embankments next to bridges have demonstrated that stationary edge restraints, consistent and tight



Figure 1. The highest sloping street on record in North America is this one in Colma, California near San Francisco.

paver joints and herringbone patterns will help create interlock among the units. Another principle influencing design and construction is the need to remove water from the base, bedding sand and surface. Before moving into these subjects, soils and base require some discussion.

Soil subgrade – If there is cut and fill of the soil, it should be compacted to a minimum of 98% standard Proctor density for pedestrian and residential driveway applications and a minimum of 98% modified proctor for roads. Compaction should be done in lifts and density checked by a technician with a nuclear density gauge to the depth of each lift. Lift

Exhibit D (continued)



Figure 2. This Costa Rican road reaches up a mountain at maximum 25% slope. The paving pattern imitates a herringbone which is recommended for sloped applications. This photo shows a four year-old pavement.

thickness will depend on the size of the compaction equipment. Establishing 100% Proctor (or modified) and optimum moisture content in a soil testing laboratory and comparing it to the compacted and measured field density of the soil and moisture provides the highest degree of assurance against settlement and call backs.

Geotextile – Geotextile is recommended over clay or silty soils. Overlap at least 12 in. (30 cm) and remove all wrinkles prior to placing base material. Be sure that the fabric covers the sides of the excavated area. Staples are helpful in holding the smoothed fabric in place. Be sure to place base over the geotextile so it doesn't wrinkle under moving tires from construction vehicles. Geotextile manufacturers can provide guidance on selecting a fabric for separating the base from the soil subgrade.

Drainage Mat – A key design consideration is draining excess water from the base and bedding sand at the concrete header which is typically the

lowest elevation of the interlocking concrete pavement. While not essential, J-Drain or equal drainage mat can facilitate water removal. The mat is placed vertically against the concrete header beam located at the base of the pavement. Do not use drainage mats with plastic waffles as they risk crushing. Note the placement with respect to the pavers and bedding sand on Figure 4 cross section. Note that the top of the mat is covered with a small strip of geotextile to keep sand out. A drainage mat placed horizontally under the bedding sand should never be used in vehicular applications including residential driveways.

Aggregate base – Use material that conforms to state or provincial DOT specifications for base under asphalt pavement. (A few examples include California = Class 2; Virginia = 21A, Ontario = Granular A, etc.) Place and compact in 3 to 4 in. (75 to 100 mm) lifts. Compact the base to at least 98% of standard Proctor density at optimum moisture content. Density and moisture information can often be obtained from the quarry supplier, e.g. standard Proctor density = 145 lbs/cf (2,323 kg/m³) at 6% optimum moisture content.

The compacted base thickness should be at least 8 in. (200 mm). Thicker bases should be built in cold, northern climates. The compacted surface should have a surface tolerance of $\pm 3/8$ in. over a 10 ft (± 10 mm over a 3 mm) straightedge. Stabilizing 3 ft (1 m) of base with cement next to the header beam can help prevent base rutting and the header-paver junction. Another approach is to thicken the aggregate base about 40% over normal thickness to provide extra mass for taking wheel loads. These modifications are especially important when transitioning from a rigid concrete pavement to an interlocking concrete pavement with a flexible, compacted aggregate base.

Concrete Header Beam – This is poured at the same time or after pouring the curbs on the sides and top of the pavement. Precast concrete or stone units are not recommended. Located at the down slope end of the interlocking concrete pavement, this beam should be a minimum of 6 in. wide by 12 in. (150 mm x 300 mm) deep with one #4 bar centered in the bottom third of the beam with 2 in. (50 mm) clearance from the bottom. The designer may wish to include a second reinforcing

Exhibit D (continued)



Figure 3. Redevelopment of popular neighborhood in Medellín, Columbia included a 14% slope for the sidewalk and adjacent street.

bar along the top in street applications. Reinforcing bar should be continuous. Use minimum 4,000 psi (30 MPa) concrete. Prior to forming the header, place and compact about 4 in. (100 mm) of base to serve as a platform for the forming the bottom of the concrete header. A larger header beam may be required in more severe climates or when truck traffic is expected.

Locate the forms such that there is ½ in. (13 mm) gap between the end of the curbs and the header beam. This provides space for the drainage mat to continue the full length of the header beam so water can drain to each side of the driveway or road. The gaps can be covered with geotextile to contain base and bedding sand while allowing water to drain.

The header beam should be formed, poured and forms removed prior to placing aggregate base against it. Construction joints should be placed a minimum of every 5 ft (1.5 m). These are daylight joints to reduce cracking risks and not joints made by tooling the beam surface. Besides controlling cracking, the joints will allow water to drain after rain during construction. After the concrete beam has cured a few days and forms are removed, (if necessary excavate and) compact the soil and place the drainage mat against the upslope side of the beam.

Since running dump trucks and compaction equipment will damage the curbs, the following sequence should be considered: pour the curbs on the sides of the pavement, compact the soil and base up to the header beam location. Pour the header beam, then compact the soil, place and compact base after removal of forms around the cured header. The soil and base along the header beam will require compaction with a hand tamper or small equipment since it is unlikely that equipment will be able to reach corners. This is where density should be tested.

More importantly, the drainage mat cannot be damaged, soiled or be allowed to fill with base along the edges during compaction. Cover the upslope side and top of the drainage mat to prevent base material from entering. Remove the cover after the base is completely compacted, meets density and elevation requirements. Immediately cover the top with geotextile to prevent ingress of base or bedding sand. This is indicated in Figure 4 with a small strip over the top of the drainage mat and anchored by the pavers.

The drainage mat will extend the end of the header and direct water to one or both sides. The area outside the header and curb joints can be filled with No. 57 crushed stone or equivalent to facilitate drainage of water out of the drainage mat and down slope.

In a few cases, the interlocking concrete pavement may abut an existing concrete slab. This could be a driveway apron or an abutting street. Careful consideration should be given on whether to construct a header beam to help direct water away from the side of slab. Care should be taken to

Exhibit D (continued)

not undermine the base and soil under the existing slab during excavation and later from water working its way through the bedding sand and base. The existing concrete slab should be free of cracks and spalls, especially along the edge that meets the header beam and/or concrete pavers. If pavers are abutted against a concrete slab, their final surface elevation after compaction should be 5 to 6 mm higher than the concrete slab surface.

Bedding Sand – The gradation of the bedding sand should conform to ASTM C 33 or CSA A23.1 (concrete sand) with a limit of 1% passing the No. 200 (0.075 mm sieve). It is important that the No. 200 or fines be controlled as an excess amount can slow the drainage of the bedding sand. Note in the detail how the bedding sand is contained by geotextile and is kept from entering the top of the drainage mat. It should be noted that coarser sand should be used on the highest slopes for drainage and resistance to movement.

Joint Sand – Joint sand gradation should conform to ASTM C 144 or CSA A179. This material is finer than the bedding sand and it should be completely dry to facilitate entering and filling paver joints. Concrete sand can be used for joint sand. In either case, the sand should be crushed (and not rounded river sand) to facilitate interlock.

Concrete Pavers – The pavers should be at least $2\frac{3}{8}$ in. (60 mm) thick for residential driveways. They should conform to requirements of the ASTM C 936 in the U.S. or CSA A231.2 in Canada. Square units are not recommended on steep slopes.

Paving Pattern and Shapes –

Herringbone patterns are recommended on steep slopes as they resist horizontal forces from braking and turning tires better than other patterns. Dentated pavers may provide additional stability in steep slopes. Other patterns such as running bond or random patterns should be avoided.

Paver Installation – Paver laying should begin at the header beam and work up the slope. Place pavers in a herringbone pattern. A 45° pattern encourages the surface water flow to the pavement sides of the pavement but will likely require more edge cutting to install. Additional upslope header beams should not be necessary if the pavers are installed from the lowest to highest slope and within stationary curbs. Pavers with spacer bars are recommended so that sand can enter the joints. Paver joint widths should be tight (2–3 mm) and checked for consistency and alignment for every 6 ft (2 m) of pavers placed. Adjustments in joint

widths or alignment should be made before compacting the pavers.

The pavement surface should have a minimum 2% crown or crossfall to direct water to its sides. A crown can increase interlock as the pavers settle slightly from traffic. The cross slope should allow for sheet drainage of runoff to the sides of the pavement. Flush curbs will allow the water to move off the pavement. Once the water is off the curb, consider how water at the sides of the pavement will be transferred down slope. It may be sent down a grass swale, a rip-rap lined ditch or a concrete gutter. Regardless of the method, the design objective is to maintain sheet flow and prevent channel flow of water over the concrete pavers. The finish elevation of the pavers (after second compaction of the pavers on bedding sand) should $\frac{1}{4}$ in. (5–6 mm) higher than the header beam. This will help prevent water from being trapped against the curbs even if there is minor pavement settlement.

Joint Sand Stabilization – A joint sand stabilization material should be placed in all the joints. *ICPI Tech Spec 5 – Cleaning, Sealing and Joint Sand Stabilization of Interlocking Concrete Pavement* provides guidance on joint sand stabilizers. There are two types, liquid applied after the pavers are compacted with joint sand and those mixed with joint sand and compacted into the joints, then activated with a water spray. Liquid applied are typically applied with a low-pressure spray, allowed to soak into the joints and excess material squeegeed to an unstabilized area. Liquid applied stabilizers are applied to completely dry joints and must dry at least 24 hours prior to vehicular traffic. Manufacturer's directions should be followed for handling and application of both types of stabilizers.

Stabilizers can reduce the amount of water infiltrating the joints and bedding sand, but they do not render the pavement completely impervious. That is why the design facilitates drainage of the bedding sand should it become saturated. Stabilizers will have the additional benefit of maintaining sand in the joints should they be exposed to concentrated discharges such as downspout water, gutter-less eaves dripping water, air conditioning condensate and exterior hose faucets.

Edge Maintenance – The repeated force of tires in the same locations may cause minor settlement over time as well as minor horizontal creep of

Exhibit D (continued)

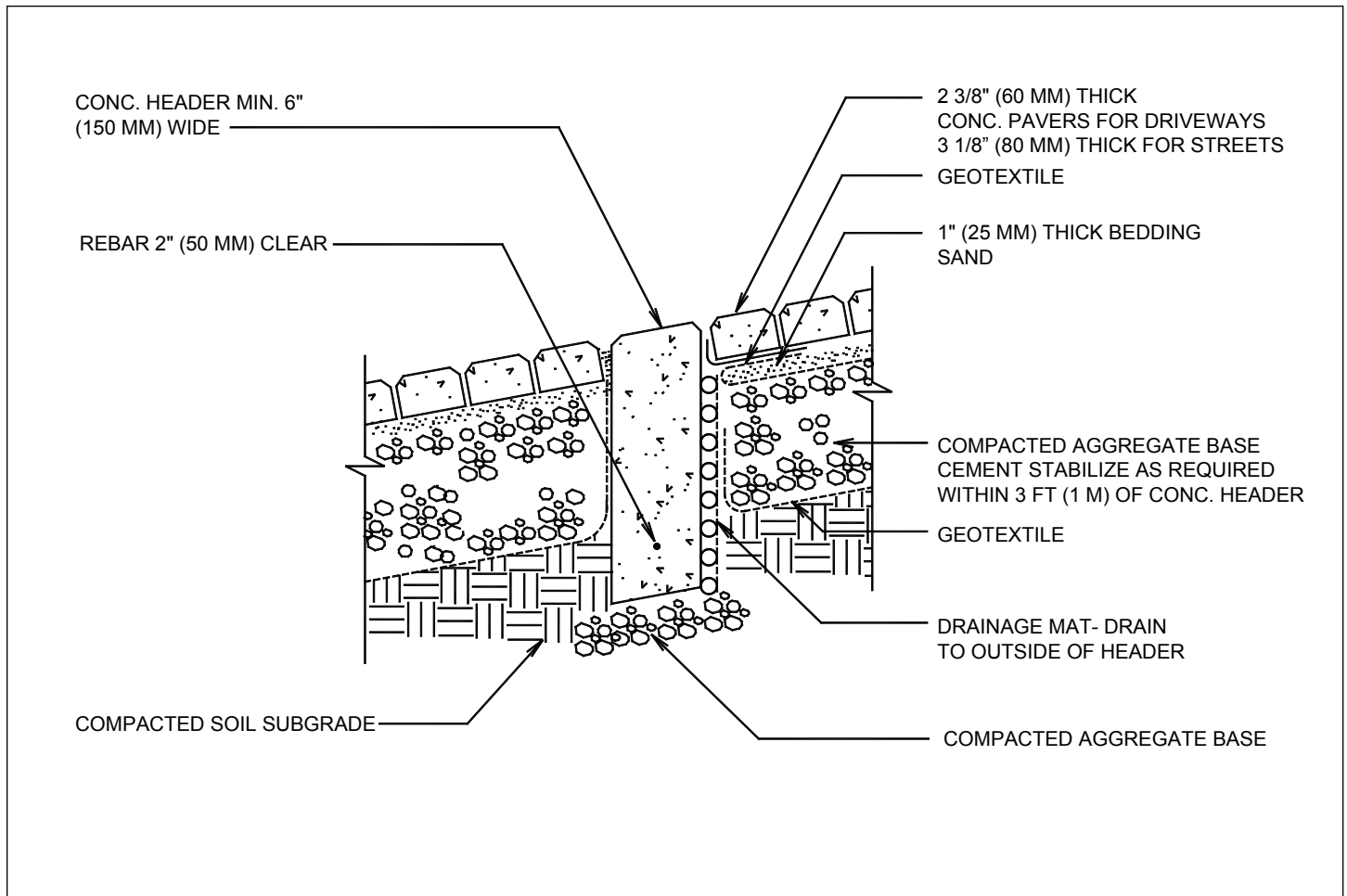


Figure 4. One way to remove water at the base of the installation is by placing drainage mat vertically against the concrete header curb. Note the location of geotextile to prevent loss of bedding sand.

the units. This may be especially evident at the top of the pavement or at protrusions such as the down slope side of utility covers. If left unchecked, water can enter the opening and undermine the bedding sand. The pavement should be monitored for 3 to 6 months for this condition. If joints at the top or at protrusions open a few millimeters, they can be filled with joint sand and stabilized. If wider gaps occur, it may be necessary to relay the pavers to fill the gaps.

These guidelines will require judgment in their application to a specific project and diligent inspection on the job site. Every project will have unique conditions not addressed in this article and the advice of a design professional and contractor

experienced in high slope installations should be sought for specific project recommendations. ❖