

Architectural Guidelines

Single Family Homes

Royal Golf Club Master Community

Updated: 1/26/2018

1. STATEMENTS OF PURPOSE AND USE. It is the objective of Royal Development, Inc. (“**Developer**”) to create a community at The Royal Golf Club Master Community (the “**Community**”) like no other, with extraordinary amenities, detached villas, single family homes, and streetscapes that are visually appealing and pedestrian friendly, desirable to a wide array of home buyers and built with a high sense of quality and thought. The Architectural Review Committee (the “**ARC**”) will use these guidelines, as may be reasonably amended from time to time (the “**Architectural Guidelines**”) in conjunction with the terms and conditions of the Master Governing Documents and the Sub-Community Association Governing Documents (collectively, the “**Governing Documents**”) as the primary criteria for review of the plans for proposed single family homes and improvements in the Community.

2. GENERAL LOT PLANNING GUIDELINES AND REVIEW PROCESS.

2.1 Planning Guidelines. Each home built in the Community should fit the topography of the land, blend with existing landscape, views, open space, the golf course and other features that give this neighborhood character. These guidelines will establish criteria to achieve quality levels of landscape architecture and sensitive site plans.

2.2 Lot Preparation. Your lot development plan and landscape plan (“**Landscape Plan**”) must be prepared by a competent, experienced landscape designer or landscape architect. During construction, you must completely fence trees that are to be saved at a distance of 1.5 feet times the tree diameter in inches.

2.3 Required Review Process. The review process is designed to provide the ARC an opportunity to review completed design and construction plans, specifications, samples and other materials and the Landscape Plan (collectively, the “**Plans**”), to confirm that the completed improvements will conform with these Architectural Guidelines. Owners or builders must submit Plans of proposed new homes and proposed additions and improvements to existing homes to the ARC for approval before commencing site work, landscaping or construction. Submittals for final approval must include the specific items listed in these Architectural Guidelines, including grading, construction drawings and specifications, samples of siding, roofing and other exterior finish materials (including stone & brick), paint color samples and the Landscape Plan. The ARC may require the owner or builder to revise and re-submit all or part of the Plans after their review.

2.4 Discretionary Preliminary Review. The ARC in its discretion may allow an owner or builder to submit Plans for preliminary review, as provided below, in circumstances under which preliminary review is necessary to avoid undue delay and expense for the owner. Submittals must include drawings in sufficient detail to allow review of (a) the location of the proposed improvements on the site, including the proposed building or addition, driveways, planting areas, retaining walls and major landscape elements and (b) the massing and design character of the

proposed building. Approval of the preliminary design submittal will not guaranty approval of the final Plans.

3. HOME DESIGN.

3.1 Four-Sided Architecture and Aesthetically Balanced. Home design must provide four-sided architecture and each individual home should be designed with an identity and character of its own. Homes must be aesthetically balanced and built with quality materials and workmanship; with details consistent with the selected architectural style. A home that is not demonstrating four-sided architecture and adequate design variety will not be approved by the ARC. Each builder should strive to design a home that has integrity, continuity, and a sense of proportion. Openings should be properly placed and spaced, the home should be compatible with surrounding structures, and have well executed details that are consistent with the architectural style.

3.2 Home Positioning on Lot. Positioning of the house should take advantage of sun and views and create attractive off-lot impacts, considering sight lines of other homes and the golf course. The ARC may require maintenance of sight lines of other homes to account for natural or built amenities. Site surveys and topographical information are the responsibility of the builder who must use a qualified surveyor to obtain this information and to locate trees and sensitive site conditions. Site and drainage plans should be designed to ensure adherence to the final grading plans. The house and garage should be located on the lot so as to avoid unreasonably steep driveways and garages floor elevations that are lower than the adjacent street.

3.3 House Facades. Each house facade shall have an enhanced architectural design presentation that is more prevalent and a garage front facade that is less predominant. Although no specific architectural style is required, these Architectural Guidelines do require that each home facade contain appropriate detailing consistent with its style to provide significant interest in the facade when viewed from all directions, with the greatest emphasis on the view from the street. It is imperative that houses located on home sites backing onto open public spaces or other highly visible rear orientations such as the golf course have rear and side facades incorporating the style, materials, and detail used on the front facade to capitalize on the architecture and consider the design of the home as a whole rather than a sequence of unrelated elevations. Interesting, articulating lines and shapes, porches, porticos, stoops, bays and balconies are characteristic of homes desired in the Community. In no case shall any building facade consist of an unarticulated blank wall or a series of garage doors. Exterior walls may incorporate any of the following: brick, stucco, stone, wood, James Hardie® fiber cement siding or an approved equivalent. Bricks should be earth-tone in color and should not have contrived surfaces. Except on homes where a distinct architectural style would lend the use of brick or stone out of character, all homes shall have brick or stone on some portion of their street facade. The placement of brick and stone should serve as an integral architectural element and not be provided merely to meet this requirement. Brick must wrap around the house corners by a minimum of 24 inches. It is encouraged that any masonry or stone facing used as a veneer material on the front of a residence return around a corner to a logical point of termination such as an inside corner. Columns must be sized appropriate to their height and building mass supported.

3.4 Roof Materials and Pitches. Atlas shingles is a preferred vendor for asphalt shingles. Owners or builders must allow Atlas to bid on asphalt products but are not mandatory to use. Atlas Glass Master 30 year product will not be eligible for use. Cedar shake or other high quality roof components are preferred. Lighter color shades of asphalt shingles such as silver and off-white are prohibited. Colors should be muted, dark shades with shadow coloring. The use of identical colored shingles on adjacent structures is discouraged, but permitted if the colors and styles of the body of the houses are distinctly different. Except where architectural theme dictates otherwise, the minimum roof pitch of the structures primary roof shall be 10/12. Gutters and downspouts must be integrated to the color and style of the house.

3.5 Doors, Windows and Detail Items. Andersen Windows® are the window requirement at the Community. All windows and patio doors in the homes shall be Andersen Windows “clad” products inclusive of 200 Series, 400 Series, A-Series or E-Series. All windows should be trimmed out with materials of substance to avoid an inadequate frameless look and to add significance and dimension to the home’s exterior design. The entry door is expected to be a dominant feature. Sidelights and transoms are encouraged. All exterior light fixtures shall be of a design and construction consistent with the house style and of size consistent with the mass of the house.

3.6 Decks/Patios/Terraces. Particular consideration shall be given to the architectural design of deck systems. Decks must be consistent with home design/style and should be an extension of the home. Hand railing design and detailing should be consistent with the home’s chosen style. Cedar, wood composite, and other long lasting materials are encouraged. The deck posts, railing, skirting and newels must be finished with paint or stain in a color palate that matches the body or the trim color of the home. The color palate of the deck posts and railing components if not the same as the home or trim should complement those colors used for the home itself. Deck designs shall enhance the design integrity of the adjacent facade of the home rather than appear as a mere addition composed of different materials and style from that expressed by the elements of the home itself. Installation of a rim joist and a guard covering a patio door at the location of a planned deck is not permitted. The deck must be built and finished at the time of the completion of the home. (This provision does not prohibit the ARC from approving a deck as part of a remodeling after the home is complete).

3.7 Siding, Soffits and Facia. The only maintenance-free siding permitted on homes in the Community is Hardiplank manufactured by James Hardie® Siding Products or an approved equal such as Smartside® siding. Aluminum and vinyl siding products are prohibited. Wood, stone, brick and stucco are acceptable siding products. Maintenance-free aluminum soffits and facias are permitted, however vinyl facias are not permitted. All corner and window trim elements must have the look of dimension lumber. It is permitted to use construction grade lumber as dimensional relief for corner and trim elements if it is finished with Hardiplank or an approved equal.

3.8 Fireplaces. Fireplaces should reflect the home’s style. Decorative chimney caps/screens are encouraged. Flue pipes greater than six (6) inches are required to be encased with a chimney

enclosure. Direct vent fireplaces are permitted but boxed out “dog house” forms are discouraged.

3.9 Garage Doors/Garages. All garage doors shall conform to the architectural style of each home. The use of flush panel doors is prohibited unless it is part of the architectural theme of the home. All single family homes garages shall have a minimum of three stalls. Garage doors may be located on another side of the dwelling (“side” or “rear” loaded”) provided that the side of the garage facing the front street has windows and other architectural details synonymous with the features of the living portion of the dwelling. The position of garages should reduce their visual impact on the street. Garage positioning that emphasizes house and minimizes garage can include: 3 car L-shaped garages with tandem spaces, turned garages at side streets, side load garages and limited use courtyard of garages (where lot width permits).

3.10 Driveways, Paving and Flat Work. Concrete, exposed aggregate or pavers shall be used in the construction of all driveways and parking areas. Decorative or colored paving is encouraged. This includes decorative expansion joints, break lines, stamped and colored concrete, brick colored concrete, and interlocking pavers. Blacktop driveways are not allowed nor are looped driveways except in the event two or more lots are being combined for one home. Care should be taken in material selection when the driveway and parking area will be a focal point. Driveway width at the curb shall be no more than 18 feet wide. Driveway locations should be coordinated with neighboring lots to avoid concentrating paved surfaces and to maintain a safe distance between curb cuts.

3.11 Required HVAC Systems. Trane® is the required HVAC supplier of all HVAC units in the community.

3.12 Minimum Home Size Requirements.

<u>Neighborhood</u>	<u>Style</u>	<u>Minimum Square Feet</u>
Single Family Homes	Two Story	3,300 (above grade)
Single Family Homes	Rambler	2,000

Notwithstanding the foregoing to the contrary, for each phase of the project the Developer may designate certain off course single-family lots to allow for a lesser square footage requirement than that as stated above; provided, however, that the single-family homes built on such designated lots must have a minimum of 3,000 square feet (above grade) if a two-story and 1,800 square feet if a Rambler. For Phase 1, the following lots are subject to this lesser square footage requirement: Lots 13-15, Block 6 and Lots 8 - 15, Block 5.

4. LANDSCAPING. Subject to Paragraph 4.9 below, a Landscape Plan is required as a part of the Plan submittal to the ARC.

4.1 Budgets. Although not the sole determinant, the budget for the landscape planting plan should roughly equal 2.5% of the purchase price of the home and lot combined (for example,

\$700,000 package price = \$18,750 landscape budget). The cost for any retaining walls shall not be considered part of the landscape budget.

4.2 Plans. Prior to commencement of landscaping, builder or home owner must submit a Landscape Plan and budget to the ARC committee for review and approval, prepared by a competent professional landscape designer or landscape architect. The ARC reserves the right to require additional landscaping (above the minimum landscape budget) on lots where side and rear house elevations are highly visible to views from the golf course or other critical areas off-lot, and/or where lack of architectural design or detailing must be offset/screened with vegetation. If the home owner chooses to do the installation himself or herself, the home owner must follow the plan design as approved, taking note of tree caliper, shrub container sizes and plant sizes. All work should be performed in a timely manner.

4.3 Plantings. Site planting plans must include a plant list containing scientific names, sizes and planting conditions (i.e. balled and burlapped, potted, bare root, container grown, tree spade, etc.). Front yard landscapes are to respond to and enhance the approved development plantings. Front yard planting must include foundation planting as well as both overstory, deciduous and coniferous trees, understory trees and shrubs. Your Landscape Plan must include the following:

4.3.1 Deciduous trees must be a minimum 2.5" - 3" dbh. Evergreen trees must be a minimum of 6' in height and ornamental trees must be a minimum of 1-1.5" dbh. At least four (4) deciduous shade trees, evergreen or combination of the two must be planted on the lot as part of the single family resident design plan. Corner home sites require one additional shade tree on the side yard.

4.3.2 All yard areas except natural areas, planting beds, decks, garden, play areas and pavements, must be sodded. No seeding is permitted; including broadcast, hydro and slit seeding. All vegetable gardens and play areas must be located in the rear yard.

4.4 Irrigation Systems. Lot irrigation systems are mandatory for all residences in the Community.

4.5 Retaining Walls. In the ARC review submittals, show the top and bottom elevations of proposed retaining walls. Retaining walls should preserve trees and compliment home design with materials and slopes. All retaining walls shall adhere to applicable City of Lake Elmo engineering standards. Railroad tie and cinder block retaining walls are not permitted. Do not locate any portion of a retaining wall below the 100-year high water elevation of any wetland or stormwater pond.

4.6 Timing of Installation. Each Lot shall be fully sodded and landscaped within thirty (30) days after installation of the driveway on the Lot, provided that in the event the home on the Lot is completed between October 15 and June 1 of any year, then the Lot shall be fully sodded on or before the July 31 following completion of the home on the Lot. The builder will be responsible for all erosion control and clean up until the yard is fully sodded.

4.7 **Landscape Screening.** The ARC in its sole discretion may require a man-made structure to be screened with landscaping. Type, species and amount of landscaping will be dependent on the structure and location of structure in relation to the neighbors and/or public views.

4.8 **Corner and Golf Course Lots.** Corner lots will have special review ensuring that each exposure to the street has received equal landscaping attention. Similarly, golf course lots will have special review ensuring that exposure from the golf course has received adequate landscaping attention.

4.9 **Landscape Statement in Lieu of Landscape Plan.** Notwithstanding anything set forth herein to the contrary, at the time of the initial Plan submittal, rather than submitting a full Landscape Plan, the builder/owner may submit a signed “**Landscape Statement**,” in the form of *Exhibit A*, a copy of which is attached hereto. If the builder/owner submits the Landscape Statement in lieu of the Landscape Plan at the time of the initial Plan submittal, the builder/owner shall then have 90 days after issuance of a building permit for the Lot to submit its Landscape Plan to the ARC for its review and approval. During such time, the builder/owner may commence site work and construction but the builder/owner must submit its Landscape Plan and budget to the ARC for review and approval within such 90 day period and shall not commence landscaping until the Landscape Plan has been approved by the ARC. Nothing contained in this Paragraph 4.9 shall act to delay the timing of the installation of landscaping pursuant to Paragraph 4.6 above.

5. **GRADING.** It is the builder’s and then the owner’s responsibility to prevent erosion and assure positive drainage. All plan submittals to the ARC must show an erosion control plan, depicting locations of topsoil stockpiles and fill soil stockpiles, and proposed silt fences. The following items are required to be shown on the proposed grading plan:

5.1 The location of the building, driveway, tree cover, wetlands, drainage ways or ditches, city streets, neighboring structures, easements, including trail, conservation, drainage and utility and other significant features.

5.2 The existing elevation of the building pad, neighboring structures, top of curb at the driveway, wetlands elevation, all lot corners and any drainage structures.

5.3 The proposed elevation of the first floor, lowest floor, garage floor, walk-out (if any), high or low points (breaks in grade). Percent grade of driveway.

5.4 Drainage arrows showing the route of run off across the lot with proposed elevations (Mean Sea Level) MSL of drainage swales.

5.5 If the lot is adjoining a wetland, the plan should show how erosion will be controlled. Normally a silt fence or other erosion control method will be required along the flow path to the wetland.

5.6 Any retaining walls with top and bottom wall elevations; steep slopes; and other special grading features should be denoted. For retaining walls with exposed heights of 4 feet or more, provide engineering calculations and safety fence at top of wall.

5.7 Name of contractor and landscaper who does final grade.

5.8 Immediately after completing grading, submit an as-built grading plan, which verifies all items listed above. The following items are required to be submitted on the as-built grading plan:

5.8.1 Location of water service and sanitary service connection to the house.

5.8.2 Ties to any bends in the sanitary service line.

5.8.3 The location of the building, driveway, tree cover, wetlands, drainage ways or ditches, city streets, neighboring structures, and other significant features.

5.8.4 As-built elevation of all lot corners.

5.8.5 As-built of the first floor, garage, basement or walkout.

5.8.6 Elevation of swale with drainage arrows verifying minimum slope.

6. BOULEVARD TREE POLICY. The boulevard trees are planted in regular intervals by the Developer as part of the amenity features to frame the streets and sidewalks and complete the streetscape. The boulevard trees are planted near the curb and in front of the sidewalk on those sides of the street where sidewalks are located. The tree locations, spacing and species have been designed as part of the neighborhood image. The trees are installed in each phase after the curbs are set, streets are installed, the small utilities are trenched and the sidewalks are installed. The trees are warranted for two years from installation by the Developer's vendor. All home sites are sold "as is" with the resident taking into consideration that all trees are not created equal and adjacent lots can have similar trees of different health, vigor, shape, color, etc.

6.1 Warranty. During summer construction, if long dry periods are experienced, the boulevard trees should be watered by the builder or home owner. Once the home owner occupies the home, irrigation, mowing, weeding, fertilizer and herbicide practices can all affect the continued health of the boulevard trees. If trees are severely damaged or killed during the home construction process or due to negligence after the resident occupies the home, the ARC will require that they be replaced with the same variety and size of tree by the builder or home owner.

6.2 Moving Boulevard Trees. The builder or owner may decide to design the home such that the boulevard trees need to be moved to accommodate the driveway placement. The builder or owner may have the trees moved laterally along the street with the ARC's prior written approval and at the builder or owner's expense. The procedure to move a boulevard tree is as follows: (a) builder/owner to stake proposed new location; (b) builder/owner to have utilities

located; and (c) builder/owner to have a new location approved by the ARC and the City of Lake Elmo.

6.3 Removal of Boulevard Trees. The ARC does not permit the removal of boulevard trees unless they are to be replaced with equal or better trees. If a boulevard tree dies of natural causes (disease, insects, or environmental stress) within two years after the Developer sells the lot to the builder or home owner, the Developer will replace the tree in an appropriate size and species. Thereafter, the builder/owner shall be responsible to replace the tree.

7. FENCES. Fences are permitted in certain locations with the prior approval of the ARC. Black ornamental wrought iron “type” fencing is recommended. Cedar or redwood fencing will be considered but are discouraged. Wrought iron and wood fencing shall not exceed 6’ feet in height. All chain link fencing shall be prohibited. All fence installation must meet any requirements of the City of Lake Elmo and the Governing Documents. “Invisible fences” are encouraged and should be used for dog enclosures.

8. MAILBOXES. Mailboxes and mailbox clusters will be provided by the Developer and shall conform to the standard design for mailboxes for the Community which shall be approved by the ARC. Replacement of mailboxes shall be at the Association’s expense and shall be identical or substantially similar to the original mailboxes.

9. TRASH ENCLOSURE. Trash and recycle bins shall not be stored where visible from the street or the golf course except on collection days. Accommodate garbage and recycle bins through added garage width or depth, wing-wall extensions, fence enclosure extensions or retaining walls.

10. EXTERIOR LIGHTING. Exterior pool and landscape lighting must not be visible from other Lots or materially affect the use or enjoyment of other Lots. All accent lighting should utilize direct task type fixtures and they should be as close to grade as possible. All exterior lighting must be approved by the ARC prior to installation and must comply with the applicable ordinances of the City of Lake Elmo.

11. SOLAR ENERGY. Solar collectors must be aesthetically integrated into the design forms when exposed to view, and must be hidden from view whenever possible. Solar collector panels should be carefully designed to relate to the architectural mass to which they are attached. Panels shall be the same pitch as the roof and detailed to be as unobtrusive as possible. The ARC will discourage or reject any collector of any size, shape, or color that is insensitively designed or located. All solar equipment other than the panels must be screened from adjacent homesite views in some fashion acceptable by the ARC.

12. DOG HOUSES AND RUNS. Dog runs may be permitted with written ARC approval. Chain link style fencing will not be approved. The dog kennel may be no larger than 6’ x 15’ and be located immediately adjacent to the homeowners building. It is required that dog kennel fencing be constructed of materials similar to the home and in such a manner as to give the appearance that the kennel is an extension of the home. Home owners shall be required to install perimeter landscaping to screen the kennel. Plant materials must be placed at least 3’ on center

along the perimeter of the kennel and must at maturity, grow to a minimum height of 4'. Dog runs must be placed in locations that minimize impact on neighboring structures.

13. POOLS, SPAS AND HOT TUBS. Design, materials and layout must be submitted for ARC review. All pools and hot tubs should be fitted to the landforms, terraces, porches and decks. Diving boards or structures intended for diving are not permitted. The location of swimming pools, therapy pools, spas and hot tubs should address the relationships between indoor/outdoor features, setbacks, wind, sun and site's terrain. They must be naturally screened from adjacent homesites. A site plan showing exact location, complete construction details and a Landscape Plan are required with all submissions. Pool and equipment enclosures must be architecturally related to the house and other structures in their placement, mass and detail. Pool equipment enclosures are not allowed within twenty (20) feet from the rear and fifteen (15) feet from the side property lines, and may not exceed five (5) feet in height. Pool decks may not encroach into setback areas to any property line. Pool equipment, tools, hoses, chemicals, etc. are to be located completely out of site. Any pool drain hose must be located to insure drainage remains on the homesite property and not on adjoining homesite properties or easement areas. Pump motor location is to provide minimal noise disturbance to adjoining properties. All swimming pools, therapy pools, spas and hot tubs must be installed at grade level.

14. TENNIS AND SPORTS COURTS. Tennis courts are not permitted on homesites. All sport courts must be approved by the ARC prior to their installation and will be considered on a case-by-case basis. A site plan showing the sport court location as well as all proposed grading and screening must be provided to the ARC. Sport courts are required to be set back a minimum of twenty (20) feet from the rear and fifteen (15) feet from the side property lines. Surface colors must blend with nature and not be highly reflective. Night lighting will not be permitted. General maintenance and appearance of the sport court is the responsibility of the home owner. If the sport court is not maintained, the ARC may remove or maintain the sport court at homeowner's expense.

15. BASKETBALL BACKBOARDS, TRAMPOLINES AND GAZEBOS. All permanent or removable basketball backboards, trampolines and gazebos must be approved by the ARC prior to installation and will be approved on a case-by-case basis. Permanent trampolines installed on homesites must be built into the ground at grade level. Removable backboards and trampolines must be stored indoors and out of sight during the winter months. The location of gazebos should address the relationships between indoor/outdoor features, setbacks and site terrain. The minimum setback is twenty (20) feet from the rear property line and fifteen (15) feet from side property lines. The structure should be constructed and designed to complement the house and stained/painted to match the house.

16. PLAY STRUCTURES/ACCESSORY BUILDINGS. Play structures are allowed in certain locations with the prior approval of the ARC and should be placed only in a manner that limits the impact on neighboring views. The colors of the play structures shall be only neutral in color and blend with and compliment the home. No loud or garish colors are permitted on the play structure. All free-standing accessory or detached storage buildings are prohibited. A site plan showing the exact location of a proposed play structure is required with all submissions. The minimum setback from the rear property line is twenty (20) feet and the side property line is

fifteen (15) feet. General maintenance and appearance of the play structure and/or gym set is the responsibility of the owner. If the play structure and/or gym set is not maintained, the ARC may remove or maintain at the owner's expense. No playhouses or tents of any type are permitted.

17. SITE CONSTRUCTION CONSIDERATIONS. During construction each home site will be kept clean and free of debris. Each builder will furnish adequate portable restrooms for its workers on site. Each builder will be held responsible for debris that blows off the site and should police the site. If the Developer must clean up, the appropriate charges will be passed on. Every builder is responsible to provide erosion control per all regulations.

18. OTHER PREFERRED VENDORS/PRODUCTS. The Developer encourages, but does not require, the use of the following preferred vendors/products:

- Kohler® plumbing fixtures;
- James Hardie® Siding Products;
- Advance Light & Sound for audiovisual, security and automatic shade systems; and
- Roofing contractor, JTR Roofing.

Every builder/owner shall meet with a representative of the above-listed preferred vendors at least once prior to construction for approximately one hour to learn more about their products and services.

(Remainder of page intentionally left blank.)

Exhibit A

Landscape Statement

Lot: _____ **Block:** _____

Builder: _____ **Date:** _____

1. By signing below, Builder agrees to submit a Landscape Plan and budget in full compliance with the Architectural Guidelines to the ARC within 90 days of the issuance of the building permit for the Lot identified above, including but not limited to the following:

1.1 **Landscape Budget.** Projected landscaping budget excluding retaining walls (should generally be about 2.5% of the purchase price of the home and lot combined):

\$ _____

1.2 **Trees.** Landscape Plan will include four (4) deciduous shade trees, evergreen or combination of the two. Deciduous trees must be a minimum of 2.5"-3" dbh, evergreen must be a min. of 6' in height, and ornamental trees must be a minimum 1-1.5" dbh. Corner lots will include an additional shade tree in the side yard.

1.3 **Sod Not Seed.** Landscape Plan will show all yard areas will be sodded, not seeded.

1.4 **Irrigation System.** Landscape Plan must include irrigation system.

1.5 **Landscape Screening.** Landscape Plan should contemplate screening man-made structures on the Lot, if any, with landscaping.

2. Builder also agrees not to commence landscaping until the Landscape Plan has been approved by the ARC and to complete the required landscaping pursuant to the approved Landscape Plan within the time limits set forth in Paragraph 4.6 of the Architectural Guidelines.

Signature: _____ **Date:** _____