

# ARCHITECTURAL STANDARDS

Woodland Pond  
Homeowners' Association, Inc.

## **Architectural Standards - Revised April 23, 2003**

### **1. ADDITIONS**

Building additions included, but are not limited to carports, garages, chimneys, decks, greenhouses, porches, rooms, and deck enclosures.

1.1 The design of additions shall be consistent with the existing shape, style, and proportion of the dwelling as follows:

Siding, roofing, chimneys, decking, and trim materials shall match the existing house materials as to finish and color.

New windows and doors shall match those existing as to style and color. They shall be located on walls at the same approximate height and vertical plane as the original units and be similarly trimmed.

Roof eaves and fascias shall be the same depth, style, and approximate height and all roof slopes be proportionate to the original.

1.2 The following conditions shall determine the acceptability of new addition locations:

The compatibility architecturally, or the new structure to the old structure in terms of the style and the design is an important factor in the acceptability of any addition.

Additions shall not adversely affect drainage conditions on adjacent properties through changes in topography.

It is important on additions to locate the current drainfield and reserve drainfield so they are not impeded upon.

#### **1.3 Application Requirements for Additions**

The following must be submitted with the completed application:

A site plan and complete set of architectural drawings paralleling those required for Chesterfield County building permits.

The site plan must show relationship of proposed and existing construction to property lines. In some instances the Committee may ask for the location of adjacent dwellings.

Drawings should be to scale of proposed construction including elevation views of each exterior wall including dimensions and locations of features as doors, windows, roof lines, trim and proposed exterior lighting. A complete description of materials including type of siding, roofing materials, trim materials, colors, etc.

## 2. ANTENNA/SATELLITE DISHES

2.1 No satellite dish in excess of one meter in diameter will be allowed on any lot. All allowed satellite dishes must be installed in the rear of the lot, out of view of the main road if adequate signal can be received there. (You cannot block the signal. If they can only receive the signal in the front yard, they are allowed to put it there.)

## 3. CLOTHESLINES (EXTERIOR)

3.1 No exterior clotheslines shall be erected or maintained at any time on any lot.

## 4. DECORATIVE OBJECTS (EXTERIOR)

4.1 Decorative objects must compliment the architectural and landscape design of the property.

## 5. DOG HOUSES AND DOG RUNS

5.1 Dog houses must be located in the rear of the property, out of view of the main road.

5.2 Dog houses and dog runs shall be visually screened from the main road and adjacent properties by plantings, approved fencing, etc.

5.3 Exceptions to the above will require from the ACC. It must also be at least 15 feet from all property lines.

## 6. PATIOS AND WALKWAYS

6.1 Patios and walkways must compliment the architectural and landscape design of the property.

6.2 Efforts should be made to retain as many trees as possible

## 7. ENTRANCE COLUMNS/BRICK STRUCTURES ON DRIVEWAYS

7.1 The column itself needs to be on the resident's side of the driveway culvert. This ensures better views for safety purposes. Brick that dovetails to the street pavement needs to be kept to a minimal height for safety reasons. Please note that these are being built on highway right of way (are not owned by the property owner) and the highway department has the right to ask you to change, modify, or remove these structures. The Association suggests you also contact the highway department for approval prior to installation.

7.2 Application Requirements for Driveway Columns/Entrance Brickwork: A description of any wall, proposed column, driveway lining, etc. drawn to scale must be submitted.

## 8. LIGHTING (EXTERIOR)

8.1 All exterior lighting shall be installed in such a manner that it will not intrude on adjacent property or public rights of way, and shall be aesthetically planned for each location. Flood lights and various types of high output lights shall be contingent upon impact on neighboring property and roadways.

8.2 Exception to the above requirements must have the approval of the ACC.

## 9. MAILBOXES

All mailboxes, temporary or permanent, shall be of the design and type listed below.

9.1 Only the standard approved mailbox, mailbox post, and lettering shall be allowed.

9.2 The approved color for mailbox post paint is Benjamin Moore, vinyl acrylic, latex stain, Seagull Grey #08972.

9.3 Planting or any decorative object cannot impede the identification number or delivery of mail.

## 10. PAINTING AND STAINING

10.1 Approval is required only when the siding or trim of a house is to be painted or stained a color different from its existing color. The new paint or stain is considered to be different if either the color of the shade differ from the original, or if paint is changed to stain or vice versa.

10.2 Application Requirements for Painting and Staining:

The following must be submitted with the completed application.

- An actual sample of the paint or stain on wood similar to the dwelling siding (no longer than 8”).
- A description of the area(s) to be painted or stained, along with separate colors for trim, siding, and door.

## 11. PLAYHOUSES, FORTS, TRAMPOLINES, PLAYGROUND EQUIPMENT, SWING SETS, ETC.

11.1 The above must be located in the rear of the property.

11.2 Exceptions to the above guidelines must be approved by the ACC.

## 12. POOLS – PRIVATE

NOTE: Chesterfield County Health Department should be contacted regarding application for pools to verify the location of the drainfield and the reserve drainfield.

12.1 Approval is required for all permanent in-ground pools. Above ground pools are not allowed.

12.2 An application will be considered using the following criteria:

- The size of the pool in relationship to the house must be of reasonable proportion.
- Pools must be located at the rear of the house and as close to the house as feasible.
- Fencing is required by Chesterfield County and that will also have to be approved. The usual type of fencing is either picket or wrought iron.

12.3 Application Requirement for Pools – Private:

A site plan paralleling that required by Chesterfield County for building permits showing locations and dimensions of the pool, other related equipment, fences, etc., in relation to the applicant's house and property lines.

A detailed drawing of the pool, deck, lighting arrangements, walkways, fence type, proposed grading, landscaping, and information concerning the water supply system, drainage and water disposal system.

## 13. RESIDING AND RESTYLING

13.1 The choice of material to be used in residing is left to the discretion of the owner. It is the owner's responsibility to ascertain this material meets Chesterfield County's building and fire codes which apply to exterior materials.

13.2 When the proposed residing material differs in color or texture from existing siding on the residence, or if it results in a change in architectural style, it shall be consistent or compatible with the style and color of siding materials on homes immediately surrounding it.

13.3 The style of existing trim work at soffits, corners, eaves, windows, and doors, and of accent panels, shutters, or other stylistic features shall be retained in the residing design. This will be considered an important requirement where these elements contribute to the visual continuity of the neighborhood.

13.4 Vinyl is allowed as a material in re-siding. In the approval process of the vinyl, the Committee will evaluate the type and quality of the vinyl. It is important that the vinyl have the proper detail to maintain the existing architectural integrity of the home.

13.5 Vinyl for dormers must be specified prior to approval.

13.6 Application Requirements for Residing and Restyling:

The following must be submitted with the complete application.

- A photograph of the house as it currently appears including the color and texture of existing siding material; also a description of the color and siding materials.
- A description of the proposed residing material including its color, texture, and the manner in which it will be applied. Color and texture samples must be submitted with the application. Changes in present trim size and location, and removal or addition of other stylistic features must be noted.
- A description of proposed treatment of outbuildings, such as a storage building. Residing or repainting of such structures may be required to match that of the house.

#### 14. SIGNS

14.1 No sign shall be displayed on any lot except one sign of not more than six square feet advertising the property for sale or rent. If addition-type work/painting or roofing is under way the builder/contractor may display a sign of no more than six square feet while construction is in progress. All signs need to be removed upon completion of the work.

14.2 All signing pertaining to the entranceway and common area must be approved by the ACC prior to display.

#### 15. STORAGE BUILDINGS

NOTE: Chesterfield County building permit is required for the construction of all sheds or storage buildings.

15.1 Written approval is required for construction or installation of all storage buildings. Approval is contingent upon the applicant building or installing a sturdy, permanent structure.

15.2 Roofing, siding, and trim of the storage building shall generally be of the same material as the dwelling.

15.3 A storage building will be of the same architectural style/family and have a compatible color scheme as the residence.

15.4 It is important that the storage building either be on a concrete slab, brick foundation, or a salt treated foundation where the structure is given a solid and level appearance from the street and adjacent neighbors.

15.5 The storage building shall be located in the rear of the property.

15.6 A storage building shall not be larger than twelve (12) feet by sixteen (16) feet. Anything larger will be treated as a garage.

15.7 Application Requirements for Storage Buildings:

The following must be submitted with the completed application:

- A site plan which shows the relationship of the storage building and property lines.
- A picture and/or detailed drawing of the proposed storage building including dimensions.
- A description of the materials to be used.
- Any exceptions can be approved by the ACC.

## 16. FENCING

The preservation and natural features and the feeling of openness contribute greatly to Woodland Pond's appearance. The purpose of these guidelines is to provide each residential lot with an atmosphere of larger open areas. The street side of every home is visually public when related to open space or roadways. Fencing, when carelessly placed, encroaches on this feeling of openness.

16.1 Written approval is required for installation of all fences.

16.2 Front yard fencing is not allowed except in very unusual circumstances such as a small picket fence that works with the front of the house. Rear yard fencing is allowed. The ACC will not approve chain link wire for permanent fencing. Privacy fencing is discouraged and will only be allowed in rare situations where there are extenuating circumstances.

16.3 If fencing is already constructed on the property, additional proposed fencing must be of the same material, color, and style as the existing fence.

16.4 Gates shall match the fence material, color, style and height.

16.5 The following are the types of fencing allowed:

A three rail, split board fence. Black or dark green wire can be utilized on the inside of this fence to control animals.

Three or four board traditional fencing that is generally painted. As above, dark green or black wire can be installed on the inside to restrain animals.

Traditional picket fences.

16.6 Application Requirement for Fences:

- The following must be submitted with the completed application:
- A description of the fence, style, material, color, and dimensions.
- A site plan showing the relationship of the proposed fence and gates to the existing property and property lines.

16.7 Fencing should not consume the entire rear areas, so as to define property lines.

## 17. RE-ROOFING

17.1 The current approved roofing materials for re-roofing on homes in Woodland Pond are cedar shake, cedar shingle, Grand Manor by CertainTeed (Stonegate Gray, Colonial Slate, Brownstone, and Black Pearl are the approved colors), imitation slate, and Hendrix tile.

17.2 The approved roofing materials for new construction in Woodland Pond are as above with the exception of cedar shake and cedar shingle.

17.3 Any deviations from the above require approval by the Architectural Control Committee (ACC).

## 18. PROPERTY MAINTENANCE

18.1 The property maintenance includes the upkeep of lots, buildings, and other improvements consistent with good property management, property trash disposal, and animal control.

18.2 Each property owner has the following responsibilities:

- Seeding, weeding, and maintenance of property including turf, natural and mulched areas as appropriate. Additionally, dead trees in landscaped areas should be removed.
- Pruning and care of trees and shrubbery.
- Painting and external care of structures and other improvements.
- Trash and other refuse is to be disposed on a weekly basis and no refuse, trash, or bulk materials may be accumulated or stored on any lot.
- Residents are advised they are subject to Chesterfield County ordinances regarding among other things licensing, “leash laws”, and clean up of animal waste material.
- All complaints concerning animals must be made to the Chesterfield County Animal Control Division.

## 19. BOATS, CAMPERS, ETC.

Boats, boat trailers, campers, recreational vehicles, oversized vehicles or utility trailers may be on a residential lot but only within an improved enclosed or screened area such that they are not generally visible from adjacent properties. Plans for such enclosed or screened areas including the size, design, specification, exterior color, finish and location must be approved by the ACC prior to construction.

### 19.1 Application Requirements for Screening

The following must be submitted with the completed application:

- The description of the type of screen, material, color, and dimensions.

- A site plan showing the relationship of the proposed screened area to the existing property and property lines.

**Woodland Pond Homeowners' Association  
P.O. Box 136  
Chesterfield, VA 23832**

July 22, 2002

RE: Woodland Pond Homeowners Association Violation and Appeal Policy

Dear Association Member:

Attached to this letter is the Woodland Pond Homeowners Association Violation and Appeal Policy. It delineates the protocol for enforcement of Woodland Ponds governing documents—the establishment of rules and regulations, the reporting of violations, and the enforcement of compliance with our covenants.

This policy should be reviewed in detail and added to the WPHA governing documents as pps. 81-83. Should you have any questions about this Policy or any other matter relating to the WPHA, please feel free to contact any director of the WPHA Board.

Sincerely,  
Board of Directors  
Woodland Pond Homeowners Association

WOODLAND POND HOMEOWNERS' ASSOCIATION, INC.

**Violation and Appeal Policy**

WHEREAS, Section 55-513 (A) of the Code of Virginia (The Virginia Property Owners' Association Act) provides that the Board of Directors of the Association has the power to establish, adopt and enforce rules and regulations regarding common areas and other areas of responsibility assigned by the Declaration; and,

WHEREAS, Section 5513 (B) of the Code of Virginia (The Virginia Property Owners' Association Act) provides that the Board of Directors of the Association has the power to assess charges against Members for violations of the declaration or rules and regulation for which the member, his family members, tenants, guests or other invitees are responsible; and,

WHEREAS, Article II of the Articles of Incorporation of Association, Inc. provides that the Association shall conduct any and all business of the corporation under the Virginia Non-Stock Corporation Act; and,

WHEREAS, Article I of the Declaration provides that all owners shall be Members of the Association; and,

WHEREAS, Article IV of the Declaration provides that every Member has the right to enjoy the common area subject to the right of the Association to adopt and enforce rules and regulations including the imposition of fines for violations; and,

WHEREAS, Article XI of the Declaration provides that the Association has the power and duty to make and enforce rules and regulations governing the use of Common Area; and,

WHEREAS, Article VIII, of the Bylaws provides that the Board of Directors has the power to adopt and publish rules governing the use of Common Area and facilities, and the personal conduct of the members and their guests thereon, and to establish penalties for the infractions thereof; and,

NOW THEREFORE, the Board of Directors desires to create and establish a procedure by which the Declaration, By-Laws, and Rules and Regulations (the governing documents) can be enforced, and where community residents (Owners [Members] and tenants) can report their observations and make complaints regarding matters which appear to be in violation of the governing documents, and,

further, that the Board of Directors desires to establish a procedure by which facts and information pertaining to an alleged violation, are brought to the attention of the responsible Owner and that Owner be given a chance to cure an identified violation, and,

further, that if no such cure is made, the Board of Directors, or a committee appointed by the Board on behalf of the Association, can review related facts and information, and attempt to resolve the matter, prior to an Owner or the Board bringing any legal action.

BE IT RESOLVED, that the Declaration and Rules Violation and Appeal Procedures are as they appear below and on the following pages which are attached and made a part hereof.

1. Any Association Member who believes that another Member or guest is in violation of the Articles of Incorporation, Declaration, By-Laws or Rules (governing documents) should first tell the Member their thoughts and request that the person comply with the appropriate governing document.
2. If the matter is not corrected, the Association Member who believes that a violation has occurred should call the Vice President of the Board of Directors (or Committee Chair of a Rules Committee) and inform him or her of the details of the matter. The Vice President will investigate the matter and if it is of a minor nature, the Vice President will call the alleged violating Member and request his or her cooperation in curing the suspected violation. Notes must be kept related to any such conversations. If an emergency situation is reported, the Vice President or his designee is to call the Board President or Managing Agent immediately. NOTE: All verbal or written reports by Members reporting suspected violations will be confidential and held in the Association files kept by the Managing Agent for the Association.
3. The Vice President or Managing Agent is to review the matter with the Board President and with the Board President's approval the first Notice of Violation is to be mailed by the Managing Agent to the alleged violating Member. This notice shall advise the alleged violating Member that a \$25.00 administrative fee will be charged after 30 days should a second letter be necessary.
4. The Vice President is to monitor the situation and if no cure is made within the period of time specified in the letter, he or she will direct the Managing Agent to mail the Second Notice of Violation and Notice of Hearing to the alleged violating Member. The Second Notice must give the alleged violating Owner at least 14 days notice. Notice of a hearing, including the charges or other sanctions that may be imposed, shall be hand delivered or mailed by registered or certified mail, return receipt requested, to the Member at the address of record with the Association at least fourteen days prior to the hearing.
5. On the date of the ensuing Board of Directors' meeting, an executive session for the purpose of holding a hearing, will be scheduled prior to the normal business meeting. The Vice President will present facts, and other information relating to the alleged violation and will review each of the notices mailed to the suspected violating Member. The suspected violating Member will present facts, and other information related to the matter. The suspected violating Member may also bring and be represented by an attorney.
6. After hearing all facts and other information, the Board will meet privately for the purpose of reviewing facts and the information presented and to make a determination of

what, if any, further action is to be taken. Any course of action determined by the Board must be within the scope of authority and power available to them through Commonwealth law and the governing documents. Some options available to the Board are:

- a. Removal of membership rights to the use of recreational amenities
- b. Removal of membership rights to vote
- c. Fines for violations to \$50 for a single offense or \$10 per day for any offense of a continuing nature, not to exceed a period of ninety days
- d. The Board may use the liens process to collect outstanding fines.

7. The hearing result shall be hand delivered or mailed by registered or certified mail, return receipt requested, to the Member at the address of record with the Association within three days of the hearing.