

Architectural Standards

Woodland Pond

Homeowners' Association, Inc.

Adopted March 30, 2015

Woodland Pond Homeowners' Association Architectural Standards

Introduction

The purpose of this document is to provide standards for residents to use in making changes to and maintaining their properties and residences. These standards supersede the existing Architectural Standards dated April 23, 2003. The new standards are intended to clarify and expand the original standards where necessary.

Per these standards, all modifications require submission and approval of an Exterior Alteration Form. These documents are reviewed by the Architectural Review Committee (ARC) on a monthly basis. The ARC is referred to as Architectural Control Committee in the Declarations of Covenants. It is the intention of the Committee to respond to requests within 30 days, but a maximum of 45 days may be required. Submission of a signed Exterior Alteration Form by residents allows, when necessary, ARC members to visit the site. Contact with residents will be made before any site visits occur. Approved projects must be completed within six months of approval; notification of completed projects must be made to the Committee after which site visits will be made if necessary.

Upon reading Exterior Alteration Requests, the members will vote and the following actions will be taken.

- Request will be approved allowing the project to commence.
- Request will be approved with conditions which must be met before project can commence.
- Request will be denied with specific reasons communicated to resident in writing.

If a request is denied, it may be appealed to the Committee allowing residents to make specific points regarding the request.

If the request remains denied after the appeal, it may be brought to the Board whose decision is considered final.

Exterior alterations cannot commence without written approval from the Committee, which is duly appointed by the Board of Directors for an indeterminate term. The Committee consists of three (3) residents, one of whom must be a Board member. The Coordinator of the Committee does not have to be the Board member.

Residents are bound by these standards, and should read them carefully. Any questions of interpretation should be submitted to a Committee member before work commences. This step is crucial to avoiding non-compliant activities being pursued without ARC approval. Some typical actions that residents pursue unilaterally are tree removal, installation of play equipment and parking of boats, campers and other over-sized vehicles.

A1. Additions

A1.1 Building additions include, but are not limited to garages, decks, porches, deck enclosures and rooms. Greenhouses will only be approved upon extenuating circumstances. *ARC application form required.*

A1.2 A site plan showing the relationship of the addition to the residence and property lines is required.

A1.3 The design and appearance of the addition shall be consistent with the shape, style and proportion of the residence.

A1.4 Detailed drawings must be submitted showing all elevation views, door and window details, foundation details, roof pitches, roofing materials and lighting. Roof pitches and materials must match the main residence.

A1.5 Drain fields should be located before the expense of drawing preparation begins, since on occasion the County has declined to issue a building permit because of intrusion into drain fields. Note that the ARC is not involved with building permits. They are, when required, the responsibility of the resident or resident's contractor.

A1.6 If exterior lighting is installed on the structure, information on the placement of lights must be included in application. Lights in general should not intrude on adjacent properties. Also, they must not intrude on public rights of way. Care must be exercised when using flood lamps or other high output lights.

A2. Awnings and Canopies

A2.1 Awnings or door canopies are not permitted on the front of residences or areas that are visible from the street.

A2.2 They are permitted on the rear of residences. *ARC application form required.* Drawings and photos must accompany the application. Approval will depend on compatibility of color, size and texture with the residence.

A3. Boats, Boat Trailers, Campers, RV's, Oversized Vehicles, Utility Trailers, etc.

A3.1 These may not be stored on a homeowners' property unless they are kept within an enclosed area or stored in such a way that they are not visible from the street or adjacent properties. *If homeowner is constructing an enclosed area, ARC application form required.*

A3.2 The application must include detailed construction drawings showing the dimensions, materials, elevation drawings and a site plan showing the relationship of the screening structure to the residence and property line.

A3.3 The screening structure must be compatible aesthetically and architecturally to the residence.

A4. Dog Houses and Dog Runs

A4.1 Dog houses must be located in the rear of the property and out of view of the main street. Their exteriors must be finished and well maintained.

A4.2 Only one dog run per residence will be permitted.

A4.3 Fencing material used to construct dog runs/pens must be approved by the ARC. Upon evaluation of the location of dog run/pen, screening plants may be required.

A4.4 Runs/pens must be a minimum of 15' from property lines.

A5. Fencing

A5.1 An ARC application Form must be submitted and approved before installation of any fence can occur.

A5.2 Front yard fencing is not permitted, except for small picket or decorative fences that work aesthetically with the front of the residence.

A5.3 Back yard fencing is permitted but cannot extend further forward than the rear plane of the residence.

A5.4 If fencing is already present on the property, additional proposed fencing must match the existing fence.

A5.5 A site plan showing the relationship of the proposed fence and gates to the existing property and property lines must be included in the Alteration form.

A5.6 Fencing should not consume the entire rear area of a residence, so as to define property lines.

A5.7 The following fence types are permitted:

- Three rail, split board fence
- Three or four rail traditional fencing
- Picket fences
- Wrought iron fences require ARC approval prior to installation

A5.8 Open fencing may have black or dark green wiring to control animals

A5.9 Rail or board fences must be made of wood; picket fences may be made of wood, vinyl, aluminum or wrought iron.

A5.9 Wood fences may be left natural, painted or stained.

A5.10 Vinyl and metal fences can be white, black or brown.

A5.11 Fences shall not be higher than five (5) feet (excluding finials or caps).

A6. Mailboxes

A6.1 All mailboxes are required to meet the USPS mailbox guidelines on height and distance from the curb.

A6.2 Only the standard, approved mailbox, mailbox post and numbering are permitted; the mailbox post is a custom design and can be purchased from contractors listed in the Woodland Pond phone directory. They can also provide the correct style numerals.

A6.3 The only approved stain for the mailbox post is Benjamin Moore Seagull Gray (#08972).

A6.4 Plantings cannot impede the street number or the delivery of mail.

A6.5 One decorative flag (12" by 16") can be mounted on mailbox post.

A6.6 Two security alarm company signs may be mounted on either side of mailbox post.

A6.7 Mailboxes and posts must be maintained as originally installed. Cleaning posts and restraining are required to maintain original appearance Replacement of rusted mailboxes is required.

A7. Play and Sports Equipment

A7.1 Play and sports equipment includes playhouses, forts, trampolines, playground equipment, swing sets, basketball goals, skate board ramps, etc.

A7.2 Equipment MUST be located in the rear of the property.

A7.3 Play and sports equipment that has fallen into disrepair or has been outgrown by children or is no longer used by residents should be removed from the property.

A7.4 *Exceptions to these guidelines MUST be approved by the ARC.*

A8. 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.

A8.1 *Approval is required for all permanent in-ground pools. Above ground pools are NOT allowed. Applications for private pools will be considered using the following criteria:*

- Pools MUST be located at the rear of the house and as close to the house as possible. Included in the application is 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. The application should also include 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.
- 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.

A9. Property Maintenance

A9.1 Property maintenance is the upkeep of residences, lots, other buildings, driveways and improvements consistent with good property management methods, which are described in the following sections, in order to maintain the overall image of Woodland Pond and not diminish property values.

A9.2 All yards shall contain: (a) turf grass, (b) planted ground cover, (c) mulched planting beds, or (d) naturally wooded areas. Yards may not consist of barren dirt or bare patches of dirt with sparse turf cover. Alternative plant material or planting beds are to be installed in areas where owners have not been able to establish grass.

A9.3 Grass may not exceed eight (8) inches in height.

A9.4 Trees, shrubs and planting beds are to be maintained in accordance with industry standards. Trees and shrubs are to be pruned to prevent overgrowth

and provide an aesthetically appealing appearance. All planting beds and foundation beds are to be weeded.

A9.5 *Removal of live trees over eight (8) inches in diameter (as measured 4 feet above ground) requires approval by the ARC unless the tree is within 10 feet of the home on the lot. Before approval is granted, an ARC member will visit the residence to evaluate the request. Trees to be removed must be marked with colored ribbon or paint. Trees removed from front yards must have the stumps ground; stumps from trees in backyards may remain.*

A9.6 Because of the danger, removal of dead and severely damaged trees must be accomplished by residents expeditiously and does not require approval by the ARC.

A9.7 Painting and general maintenance of residences, other structures and improvements must be accomplished. Chipping paint and faded shutters are not acceptable. Deteriorating driveways must be repaired. 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. *An actual sample of the paint or stain on wood similar to the dwelling siding (no longer than 8 inches) as well as a description of the area(s) to be painted or stained, along with separate colors for trim, siding, and door must be submitted with the ARC application form.*

A9.8 Trash, garbage and other waste must be kept in sanitary containers maintained in a neat and orderly manner and must be removed from the lot regularly to prevent an excessive or unusual accumulation of trash on the lot and to keep the lot free of any condition that would decrease the attractiveness of the property or that would create a condition that is unsanitary, poses a health risk, or emits an odor that is detectable from outside the lot. Trash cans must be situated in a location where they are screened from the front street.

A9.9 Piles of sticks, fermenting grass and branches in view from the street and adjacent neighbors are not acceptable.

A9.10 Stacks of firewood must be adjacent to the residence and not viewed by neighbors or from the street. Specific wood storage structures are encouraged. *The design and location of which must be approved by the ARC.*

A9.11 Only domestic pets are permitted. Chesterfield County Animal Control laws are to be heeded. This includes licensing, the number of pets, leash laws and waste clean-up. Residents must rely on the County to enforce its ordinances; only in rare circumstances will the HOA become involved.

A9.12 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.

A9.13 No exterior clotheslines shall be erected or maintained at any time on any lot.

A9.14 Decorative objects must complement the architectural and landscape design of the property.

A10. Re-roofing

A.10.1 The only materials approved for re-roofing residences follow:

- CertainTeed Grand Manor Asphalt Shingles
- Cedar Shakes
- Cedar Shingles
- Imitation slate
- Hendrix tile

A10.2 When requests are submitted the color of the roofing material must also be included.

A11. Re-siding and Re-styling

A.11.1 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.

A.11.2 When the proposed re-siding 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.

A11.3 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 re-siding design. This will be considered an important requirement where these elements contribute to the visual continuity of the neighborhood.

A.11.4 Vinyl is allowed as a material in re-siding. In the approval process of the vinyl, the ARC 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.

A.11.5 Vinyl for dormers must be specified prior to approval.

A.11.6 Application requirements for re-siding and restyling require the following be submitted with the complete ARC application form:

- 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.

A12. Signs

A12.1 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 underway 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.

A12.2 All signing posted in the entranceways and/ or common areas MUST be approved by the ARC prior to display.

A13. Storage Buildings (Sheds)

A13.1 A storage building must match the design characteristics of the residence and not detract from the aesthetics of it. *An ARC application form is required.*

A13.2 The roofing, siding, color and trim of the storage building must match the residence. Windows and doors in the storage building must also match the residence.

A13.3 The pitch of the storage building roof must match the main pitch of the residence, and should generally be a minimum of 10/12; however, the ARC may allow reasonable exceptions.

A13.4 The location of the storage building will be judged by visibility from the street and adjacent properties. The storage building will generally be located in the rear of the property; however, the ARC may allow reasonable exceptions.

A13.5 The storage building must be placed on a foundation consisting of a concrete slab, a brick foundation or treated wood. Skids or direct ground placement are prohibited.

A13.6 The following information must be included with the ARC form: a site plan showing the relationship of the storage building to the residence and property lines, detailed drawings, including materials, the details of the foundation, and a photo of the building.

A13.7 The maximum dimension allowed is 12' x 16'. Exceptions may be allowed by the ARC for larger structures. Note that any building larger than 200 square feet will require that the resident obtain a building permit from the County.

A14. Walls, Retaining Walls, Driveway Walls, Columns, Patios, and Sidewalks

A14.1 Walls, retaining walls, patios and sidewalks visible from the street shall be constructed on a base of concrete or compacted stone. It is important that walls complement the appearance of the residence. *An ARC application form with detailed drawings, including materials must be submitted to the ARC for approval.*

A14.2 Driveway walls and columns must also complement the appearance of the residence. Detailed plans for them must be submitted. Additionally, VDOT must be contacted by the resident to ensure setback requirements are met.

A14.3 Walls shall not exceed 42 inches in height.

ARC = Architectural Review Committee