



**THE VILLAGES OF LONGMEADOW
HOMEOWNERS ASSOCIATION**

**ARCHITECTURAL STANDARDS AND
GUIDELINES**

Approved October 22, 2009

LONGMEADOW ARCHITECTURAL STANDARDS AND GUIDELINES

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ARTICLE I

1.1 GENERAL

Each property owner within the community is responsible for keeping his property in compliance with the Covenants and the Architectural Standards and Guidelines which includes exterior appearance, maintenance and repairs. All exterior improvements made to a property must first be submitted by the property owner and approved by the Architectural Review Committee (ARC) in order to maintain compliance. This is true regardless of whether the work is being performed by the property owner directly or by a contractor. Use the following checklist to determine the applicability in your case. For any proposed construction that is not listed, contact the Chairman of the ARC to determine if approvals are required.

- 1.1.1 NEW HOME CONSTRUCTION - These shall be submitted directly to the ARC for approval.
- 1.1.2 EXTERIOR PAINTING - Approval required for repainting existing structures a new color. Repainting with the same colors does not require review.
- 1.1.3 EXTERIOR MODIFICATIONS TO HOUSE, ROOM ADDITIONS, PORCHES/RAILINGS AND STORM DOORS - Approval is required.
- 1.1.4 ACCESSORY BUILDINGS, GARAGES, SHEDS, PAVEMENTS, WALKS, PATIOS, DRIVEWAYS ó Approval is required.
- 1.1.5 DECKS, DECK ADDITIONS, GAZEBOS, SITE STRUCTURES, SWIMMING POOLS, SPAS, HOT TUBS ó Approval is required.
- 1.1.6 FENCES, WALLS, HEDGES, TRELLISES, DOG RUNS - Approval is required.
- 1.1.7 HIGH INTENSITY EXTERIOR LIGHTING, MECHANICAL AND ELECTRICAL EQUIPMENT ó Approval is required in most cases.
- 1.1.8 EXTERIOR PLAY EQUIPMENT, PLAYHOUSES, DOGHOUSES, LANDSCAPING, GARDENS - Approval NOT required if guidelines are followed.
- 1.1.9 HOMEOWNER RESPONSIBILITY In addition to compliance with these Standards, you or your contractor may be required to obtain other permits such as a county building permit. It is not the responsibility of the Homeowner's Association or the ARC, to obtain any other permits for you, nor to provide any guarantees or waive any legal requirements for compliance with any state or county law, or with the Covenants or these Standards.

ARTICLE II
THE ARCHITECTURAL REVIEW BOARD
PROCEDURES

2.1 POLICIES AND PROCESS

Any Association Member who believes that another Member is in violation of the governing documents should first tell the Member their thoughts and request that the suspected violating Resident comply with the appropriate governing document.

If the matter is not corrected or the Member is uncomfortable addressing the suspected violating Member, the Association Member who believes that the Member is in violation should call the Managing Agent and inform him or her of the details of the matter. The Managing Agent should investigate the matter and, if it is of a minor nature, the Managing Agent will contact the reported violating Member and request his or her cooperation in curing the suspected violation. Notes will be kept in the file related to any such conversations. If an emergency situation is reported, the member is to call the Managing Agent immediately. For example, a report is received that someone is cutting trees twelve (12) inches in diameter on common area.

In all other situations, the Member must write the details of their observations (including addresses, times, dates, telephone numbers, etc.) and deliver that report to the Managing Agent, Architectural Review Committee member or a Board member. E-mails are permissible. All verbal or written reports by residents reporting suspected violations will be confidential and held in the Association files kept by the Managing Agent for the Association. The Managing Agent or the Board designee should then investigate the matter.

Upon receipt of a written complaint, a conference should take place-between the Managing Agent, the ARC Chair or Board designee to review the matter. With the Managing Agent and ARC Chairperson or designee's authority, the first Notice of Violation is to be mailed by the Managing Agent.

The Managing Agent is to monitor the situation and if no cure is made within 10 days or other amount of time as directed by the ARC chairperson or Board of Directors, then the Managing Agent, as directed by the ARC chairperson or Board of Directors, may send out a second violation letter. The Board retains the right to offer an opportunity to have a hearing to the owner. If the owner does not request a hearing as per the second violation letter within two (2) weeks of receiving the letter, then the hearing may be waived and the penalty imposed.

2.2 REVIEW MEETINGS

The ARC shall review all Architectural Review Forms within thirty (30) days of receipt. The ARC shall meet as necessary to discuss new Architectural Review Forms, non-compliance notices or other emerging issues. Contact the Chairman of the ARC for meeting times and dates. Application forms can be obtained from any ARC member, the community manager or the community website. To be included on the agenda, notice must be submitted no later than five (5) days before the meeting.

The ARC bases its review of each application on its interpretation of the Covenants and these Standards only. Due to time constraints, ARC review of all applications occurs without personal presentations by the applicants. Therefore, it is incumbent upon the applicant to provide sufficient and accurate information to the ARC for proper consideration. If, in the applicant's opinion, extenuating circumstances - not caused by the applicant - exist which would require a variance from stated guidelines, this information should be presented with the application.

2.3 APPEALS

2.3.1 DENIED REVIEW FORMS

Should an application be denied by the ARC on the basis of the Covenants or Standards, and the applicant feels that there are extenuating circumstances that should qualify them for an exception from these requirements, they may contact the ARC representative. If the ARC agrees that a second review is in order, they will schedule a meeting, within thirty (30) days, to discuss the denied application. The applicant may be present at that second meeting to state his reasons for appeal.

If an applicant feels that he or she has been unfairly denied approval by the ARC, an appeal hearing may be scheduled with the Board of Directors (BOD), as per the Virginia Property Owners Act, by contacting any member of the BOD. The appeal will be heard at the next regular board meeting. The BOD will review the actions of the ARC and the circumstances of the request to determine that the ARC acted within its authority with reasonable care and due process. They will also determine if any extenuating circumstances exist which would warrant an exception, in the sole opinion of the BOD, to the ARC ruling. The BOD's role in an appeal is to take into account the position of the ARC and, based on the Covenants and Standards, make a fair and equitable decision. Any ruling of the Board of Directors shall be final.

2.3.2 NOTICES OF NONCOMPLIANCE

If any Member feels that he or she has been unfairly delivered a notice of noncompliance an appeal hearing may be scheduled with the ARC. If the noncompliance notice is still upheld by the ARC the Member may schedule an appeal hearing with the Board of Directors (BOD), as per the Virginia Property Owners Act, by contacting any member of the BOD. The appeal will be heard at the next regular board meeting. The BOD will review the actions of the ARC and the circumstances of the request to determine that the ARC acted within its authority with reasonable care and due process. The Managing Agent or ARC Chair will present the 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. The BOD's will also determine if any extenuating circumstances exist which would warrant an exception, this will be the sole opinion of the BOD. The BOD's role in an appeal is to take into account the position of the ARC and, based on the Covenants and Standards, make a fair and equitable decision. Any ruling of the Board of Directors shall be final.

2.4 PENALTY ASSESSMENTS AND ACTION

Following the hearing or continuous violation of the ARC Guidelines and Standard, the Board of Directors or designated committee will review all facts and information presented and make a determination of what, if any, further action is to be taken. Any course of action determined by the Board, or designated committee, 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:

- 2.4.1 Imposing a penalty assessment of up to \$50.00 for a single violation or \$10.00 per day for any violation of a continuing nature. A penalty assessment for an offense of a continuing nature may be assessed daily from the date of the first notice of the violation until the violation is cured but may not exceed 90 days in duration. The type of penalty to be assessed will be on a case by case basis and indicated in writing to the resident with the second notice of violation.

- 2.4.2 The Board shall have the right to waive the penalty assessment if the violation is cured prior to, or within a reasonable period of time following, the Hearing.
- 2.4.3 Pursue enforcement through the Commonwealth judicial process. It is important to note here that the Board must be consistent with the imposition of enforcement actions. Also, the type and date of the Notice of Hearing, and by whom given, will be recorded in the minutes of the Board of Directors.

Any penalty assessment will be added to the Member's assessment account and be collectible in the same manner as any other assessment. Any penalty assessment shall be paid within 60 days of receiving notice of final penalty assessment balance. If the penalty assessment is not paid within the 60 day timeframe residents rights and community amenity privileges may be restricted.

2.5 DURATION OF APPROVAL

Written approvals issued by the ARC for proposed projects are effective for a period of one (1) year from the date of approval. Applicants who have not completed a project within this time may be required to reapply for approval. Such re-application for approval will not be unreasonably denied but may be subject to denial if conditions affecting the applicant's property have changed.

2.6 PREPARATION OF SUBMITTALS

Submittals prepared for consideration by the ARC shall be complete and accurate. Submittals for design review must include drawings prepared as described below. Submittals for color review must include color chips. In every case all requested information on the application forms will be furnished. The ARC may return applications that are incomplete.

For consideration by the ARC, drawings must be neat, accurate, drawn to scale, and with sufficient detail to adequately explain the entire design. Insufficient explanation of a design, including all visible details, is cause for rejection of an application. As a minimum requirement, the following drawings shall be submitted:

2.6.1 ADDITIONS:

- Site Plan - showing addition location and distances to property lines.
- Floor plan(s) of Addition
- Elevations of Addition including existing house.

2.6.2 ACCESSORY STRUCTURES:

- Site Plan - showing location of new structure and existing house, with distances between each and distances to property lines.
- Floor Plan(s)
- Elevations

2.6.3 OTHER SITE IMPROVEMENTS:

- Site Plan - showing location of improvement, existing structures, and distances to property lines.
- Plan of Improvement (ex: deck, patio, swimming pool, etc.)

2.6.4 FENCES:

- Site Plan - showing location and extent of fence.
- Elevation view of fence.

2.6.5 DRAWING QUALITY - Site plans shall accurately describe the lot and may require, at the Boards discretion, a scale drawing.

2.6.6 SUBMITTALS NOT RETURNED - Only one copy of each drawing is required for submittal and is kept on file as a record of approved designs. Submittals will not be returned.

2.7 COMPLAINTS

The ARC does not police the neighborhood seeking out violators to the standards. We are responsible for acting on written or verbal complaints from residents regarding violations and disrepair of homes in the community. Our goal is to have an aesthetically pleasing neighborhood that is geared towards attracting homeowners to the neighborhood and keeping property values up while maintaining the Design Standards.

ARTICLE III

PRIMARY DESIGN GUIDELINES

3.1 PURPOSE

This document sets forth many guidelines that are really rules to follow when making improvements to property in the community. These rules are not arbitrary, but rather are based on three primary guidelines of good design as it relates to single-family residential communities. Further, it is not possible nor is it advisable to make a rule for every possible situation. Therefore, the ARC uses these primary guidelines in the judgment of each design submittal. To the greatest extent possible, this eliminates review based on subjective viewpoints and provides a means of testing every decision. This benefits the ARC, the community and the applicant by insuring a continuity of approach regardless of how the membership of the ARC changes over the years.

Each of these primary guidelines is defined below. On the pages that follow, specific guidelines are provided for common situations that occur for property improvements. The specific guidelines for each type of improvement are organized under subheadings that relate to the primary guidelines. The ARC shall be the sole judge of compliance with these principles in questions of appearance, aesthetics, or infringement by design upon the rights of other residents.

3.2 THREE PRIMARY GUIDELINES OF ARCHITECTURAL REVIEW

3.2.1 Form and Context

All structures shall be of a size and use that is consistent with the standards of the community. All structures and site improvements shall be designed in styles, shapes, massing, materials, products and colors that are harmonious with each other, supportive of the architectural style, and appropriate to the residential architecture in this community.

3.2.2 Siting for Community and Privacy

Each structure or site improvement shall be located to create a proper setting within each lot, consistent with the density and setbacks of the community, so as not to unduly restrict the view from neighboring properties, and so as not to compromise the privacy of any other lot below the general level enjoyed by other members of the community.

3.2.3 Environmental Protection

Approval for clearing and alteration of existing lots shall be made only for approved structures, site improvements, landscaping, and access, and may not be performed in a manner that will result in erosion of soils, excessive water runoff, discharge of wastes into the soils or waters, stagnation or standing water, or substantial removal of indigenous vegetation.

3.3 WORKMANSHIP

3.3.1 All construction must be performed in a workman-like manner in material, style and form and must remain true to the original approval in quality and workmanship.

3.3.2 Any screening shrubbery required as part of an approval is to be maintained in a viable manner. Any plant material that dies after installation is to be replaced with a size comparable to the existing screening shrubbery.

ARTICLE IV

ADDITIONS AND MODIFICATIONS TO EXISTING HOUSES

4.1 GENERAL

The ARC must approve all additions and exterior modifications to homes. This includes any new construction, demolition, or changes to existing finishes (repainting). This does not include routine maintenance work or repainting with the same colors.

The following guidelines apply to additions and modifications to existing houses. They are specific requirements that are in support of the Covenants. The ARC has the authority to waive requirements where it deems appropriate.

4.2 FORM AND CONTEXT

4.2.1 Use of Addition

No proposed addition or modification shall change the permitted use of the property from single family detached residential.

4.2.2 Size of Addition

Additions shall not increase the lot coverage or the height of structures beyond those limits established by County zoning. Approval of large additions will be judged by appearance size in relation to the house, and by siting considerations in the following paragraphs.

4.2.3 Style of Addition

The architectural style of any addition or modification shall match that of the house. The massing of the addition shall be similar in the size and use of shapes as that of the house, in proportion to other elements of the house so as not to overpower the existing design. Roof styles and slopes shall be similar and complimentary to the existing house.

4.2.4 Roof Types/Styles Permitted

Replacement, of shingles with a style and color that differs from the original, requires written approval from the ARC.

4.2.4.1 The standard shingle used in the neighborhood is commonly known as a "three tab shingle".

4.2.4.2 Any layered asphalt shingle with a varied texture or appearance than what is stated above will be reviewed by the ARC on a case by case basis.

4.2.4.3 No other materials other than asphalt shingles may be used as a roof covering on residential homes.

4.2.5 Windows and Doors

4.2.5.1 Windows and doors in additions shall be of matching material and style as those in the house.

- 4.2.5.2 Storm doors must be submitted for approval. The style of the storm door must match the style of the house. Full view or divided full view storm doors are acceptable. Exceptions may be granted at the discretion of the ARC for sun rooms or other specially glazed areas.
- 4.2.6 Trim Styles
- Architectural elements such as corner and rake boards, soffits, eaves, window and door trim, and shutters shall match the style of the same elements on the house.
- 4.2.7 Colors
- 4.2.7.1 All exterior colors must be approved in writing by the ARC prior to painting or the application of any new pre-finished materials.
- 4.2.7.2 The same siding color may not be used on adjacent houses nor on houses directly across from each other. The ARC may also reject a proposed siding color if it determines that the color has been used on too many houses in the same neighborhood.
- 4.2.7.3 Color selections are not limited to a restricted list, however, colors should generally be muted in hue, especially for large areas such as siding.
- 4.2.7.4 Colors selected must be harmonious with each other and with other finishes such as masonry foundations, and roof colors.
- 4.2.8 Decks
- Decks constructed at or below the first floor level of a house may be constructed entirely of unfinished treated lumber. Decks or balconies constructed above the first floor level shall be finished to match the house.
- 4.2.9 Porches
- Covered decks, open porches, stoops and screened porches shall all be constructed from deck level up, of compatible materials to match the house. Substructure and decking may be of unfinished treated wood. Synthetic decking, aluminum railings and vinyl railings may be used at the discretion of the ARC.
- 4.2.10 Greenhouse Windows
- Greenhouse window additions shall be constructed of finished wood framing or of a pre-finished metal consistent with the house exterior color scheme.
- 4.2.11 Awnings
- Awnings or other sun screen devices shall be consistent with the architectural character of the house. Brightly colored awnings will not be approved.
- 4.2.12 Vinyl Siding
- 4.2.12.1 Replacement of existing siding with similar style and color does not require the approval from the ARC.

- 4.2.12.2 Requests for approval of replacement of vinyl siding with a different style or color must be accompanied by manufacturers' product specification sheet, physical samples of the product, the style and color desired, and details and samples of proposed trim pieces and locations.
- 4.2.12.3 The submitted product must be the manufacturer's premium grade vinyl products as evidenced by manufacturer's printed literature, in order to be considered by the ARC for approval.
- 4.2.12.4 Unless otherwise noted in the ARC's written approval for the use of vinyl product, the following conditions shall automatically apply to each approval:
1. In any clear run of siding measuring 12 feet or less (between openings, corners, projections, etc.) only single length panels shall be used. No vertical joints are permitted.
 2. In clear runs of siding over 12 feet, joints may be provided in a random pattern in the wall. In clear runs greater than 12 feet but less than 18 feet in length, a maximum of one vertical joint is permitted in any horizontal line of siding. In clear runs greater than 18 feet but less than 30 feet, a maximum of two joints are permitted in any horizontal line of siding.
 3. On the left and right sides of the house all joints shall face to the rear of the lot. On the front of the house, joint directions should be mixed.
 4. All trim except J-moldings at the ends of siding, may be formed aluminum or vinyl, in which case the following conditions shall apply:
 - a. Trim pieces shall be manufacturer's standard preformed vinyl trims and manufacturer's standard pre-finished aluminum sheet.
 - b. Formed angles and edges of the metal trim sheet shall be fastened flat; and "dimpling" or "oil canning" shall be minimized.

4.3 SITING FOR COMMUNITY AND PRIVACY

- 4.3.1 Setbacks: No addition shall extend beyond the minimum setback requirements established for the house.
- 4.3.2 Privacy: In general the siting of additions shall not create a breach of privacy between neighboring houses. Where this is unavoidable, the ARC may require screening of the view by the Applicant. New windows, doors, or routes of access created by the addition or modification shall not create a breach of privacy between neighboring houses. The ARC reserves the right to reject certain openings or require screening by the application situations where, in the opinion of the ARC, it is required.

4.4 ENVIRONMENTAL PROTECTION

4.4.1 Removal of Trees

Except for areas specifically approved for construction or as otherwise permitted in this section, no existing living trees over 20 inches in circumference (6 inches in diameter) measured at a point 24 inches above the ground shall be removed from any site in the community without prior approval from the ARC.

4.4.2 General Clearing

General clearing for construction of additions shall extend no farther than 15' outside of the actual footprint. Beyond the general clearing limits described above for structures and access, clearing of existing vegetation for additional landscape and view shall not materially alter the natural characteristics of the community.

4.4.3 Drainage

Alteration of existing topography will be generally permitted as required to create positive drainage away from the house. Other requests to alter the topography of a lot will be reviewed on a case-by-case basis by the ARC.

ARTICLE V

ACCESSORY BUILDINGS

5.1 GENERAL

Any free standing enclosed structure on any lot, not a part of the main house, is an accessory building (except as defined in later articles). Only one accessory building is permitted on the property.

The following guidelines apply to accessory buildings. They are specific requirements that are in support of the Primary Guidelines. The ARC has the authority to waive requirements where it deems appropriate.

5.2 FORM AND CONTEXT

5.2.1 Use

No proposed accessory building shall change the permitted use of the property from single family detached residential. Examples of permitted types of accessory buildings include, but are not limited to:

- Garage (maximum 2 car)
- Work Shop
- Storage Shed

5.2.2 Size

Accessory buildings shall not overpower the house or the lot. The ARC may disapprove any structure based on excessive size.

5.2.2.1 Plastic or synthetic material sheds may not total more than fifty (50) square feet.

5.2.3 Style

The architectural style, massing, and roof slopes of the accessory building shall match those of the house in style and color. The ARC has the authority to waive requirements where it deems appropriate.

5.2.3.1 Plastic or synthetic material sheds must have a neutral color and should match the house color as close as possible.

5.2.4 Foundation

In general, accessory buildings shall be constructed on solid masonry foundations to match the house. Small sheds may be constructed on concrete blocks or salt-treated foundations if set plumb and true, and provided that the under structure is screened from view if constructed on a sloping lot. All accessory buildings must be level and secured to the ground to prevent movement of the structure.

5.2.5 Windows and Doors

Windows and doors in accessory buildings shall match the house in style and color to those of the existing house.

5.2.6 Trim

Architectural elements such as corner and rake boards, soffits, eaves, window and door trim, and shutters shall match the style of the same elements on the house.

5.2.7 Color

All exterior finish materials and colors shall match the house. Matching colors on dissimilar materials will be at the discretion of the ARC on a case-by-case basis.

5.3 SITING FOR COMMUNITY AND PRIVACY

5.3.1 Setbacks

No accessory building may be constructed farther forward on the site than the rear plane of the house. No accessory building shall extend beyond the minimum setback requirements established for the house by the County zoning requirements. Accessory buildings constructed on corner lots must be a minimum of thirty (30) feet from the street curb.

5.3.2 Privacy:

In general the siting of accessory buildings shall not create a breach of privacy between neighboring houses, nor shall it create a visual nuisance to neighboring houses. Where this is unavoidable, the ARC may require screening of the view or the structure by the Applicant. New windows, doors, or routes of access created by the accessory building shall not create a breach of privacy between neighboring houses. The ARC reserves the right to reject certain openings or require screening by the applicant in situations where, in the opinion of the ARC, it is required.

5.4 ENVIRONMENTAL PROTECTION

5.4.1 Clearing

Except for areas specifically approved for construction or as otherwise permitted in this section, no existing vegetation shall be removed from any site in the community. General clearing for construction of accessory buildings shall extend no farther than fifteen (15) feet outside of the actual footprint. Beyond the general clearing limits described above for structures and access, clearing of existing vegetation for additional landscape and view shall not materially alter the appearance of the community.

5.4.2 Drainage

Alteration of existing topography will be permitted generally as required to create positive drainage away from the structure. Other requests to alter the topography of a lot will be reviewed on a case-by-case basis by the ARC.

ARTICLE VI

OTHER PROPERTY IMPROVEMENTS

6.1 GENERAL

The ARC must approve most permanent property improvements or changes to existing improvements. The following guidelines apply to property improvements. They are specific requirements that are in support of the Primary Guidelines. The ARC has the authority to waive requirements where it deems appropriate.

6.2 FORM AND CONTEXT

6.2.1 Permitted site structures may include, but are not limited to, the following:

- Patios
- Driveways
- Walks
- Free standing decks
- Gazebos and open pavilions
- Spas, hot tubs
- Swimming pools
- Large permanent climbing play structures (not swing sets)
- PODS: Portable on Demand Storage

6.2.2 Additional structures shall not increase the lot coverage, or the height of any structure beyond those limits established for the community. Allowable size may also be affected by appearance considerations and by siting considerations. Maximum lot coverage requirements shall not apply to Swimming pools.

6.2.3 Structures shall not be dominant forms, nor highly visible from other lots.

6.2.4 Site structures above ground shall be constructed primarily of the acceptable materials listed below:

- Pressure treated southern pine (unfinished, clear finish, or stained) and synthetic decking material approved for decks and railings.
- Redwood, Cedar, Cypress, Fir and Synthetic Decking Material - clear, stain, or paint finish - approved for gazebos, pavilions or other structures.

6.2.5 Above ground structures may be constructed on masonry foundations or on pressure treated wood posts. Creosote treated wood products are not permitted.

6.2.6 Fences required for in-ground swimming pools shall be reviewed on a case-by-case basis at the discretion of the ARC.

6.2.7 Fences required for above-ground pools shall be reviewed on a case-by-case basis at the discretion of the ARC.

6.2.8 Approved pavements for walks and patios include:

- Exposed aggregate concrete

- Patterned embossed concrete (to look like brick or stone pavers)
- Brick pavers
- Interlocking concrete pavers
- Flagstone (set in mortar)
- Slate or cut stone (set in mortar)

6.2.9 Miscellaneous paths in rear yards only and constructed as part of an overall landscape plan may be constructed of any approved materials listed above, or also of:

- Loosely laid stone or brick
- Fine gravel with solid continuous borders (landscape edging, brick or treated wood)

6.2.10 Approved pavements for driveways include:

- Asphalt
- Exposed aggregate concrete
- Patterned embossed concrete (to look like brick or stone pavers)
- Brick pavers
- Interlocking concrete pavers
- Gravel driveways are only permitted where the Developer did not originally install a solid surface driveway. No existing paved driveway may be removed and then graveled.
 - Excessive weed or grass growth in gravel driveways is not permitted so as to keep the general appearance of the driveway clean and defined.

6.2.11 Additions to existing paved areas shall be of the same material as existing.

6.2.12 Wing Walls (structure placed on or around a culvert running under a driveway to prevent erosion). Recommended materials are brick, stone, or other such material excluding plain concrete, cement or asphalt. Any additional structure, including treated wood, which rises above the level of the driveway, must be submitted for design and material approval.

6.2.13 PODS (portable on demand storage) or like storage is permissible but may only remain on the residential property for 30 days.

6.3 SITING FOR COMMUNITY AND PRIVACY

6.3.1 The following minimum setback requirements shall apply to Site Structures:

Front Yard: No farther forward than the front plane of the house.

Corner Side Yard: No closer to the street than the side of the house.

Side and Rear Yard: Determined on a case-by-case basis.

6.3.2 In general the siting of site structures shall not create a breach of privacy between neighboring houses, nor shall it create a visual nuisance to neighboring houses. Where this is unavoidable, the ARC may require screening of the view or the structure.

6.3.3 Swimming pools, spas, hot tubs, or other bathing structures shall be screened from view.

6.4 ENVIRONMENTAL PROTECTION

6.4.1 Except for areas specifically approved for construction or as otherwise permitted in this section, no existing living trees over six (6) inches in diameter as measure twenty-four (24) inches from the ground shall be removed from any site in the community without prior approval from the ARC.

6.4.2 General clearing for construction of site structures shall extend no farther than fifteen (15) feet outside of the actual footprint.

6.4.3 Beyond the general clearing limits described above for structures and access, clearing of existing vegetation for additional landscape and view shall meet the requirements of this document.

6.4.4 Alteration of existing topography will be generally permitted as required to create positive drainage away from the structure.

ARTICLE VII

FENCES

7.1 GENERAL

Any structure or planting designed to define or enclose land area, or screen view to an area of land, shall be defined as a fence for purposes of review and approval. This may include, but is not limited to, rail fences, picket fences, board fences, polyvinyl fences, lattice, trellises, solid walls not enclosing a structure, hedges, and shrubs or trees planted in a row. The ARC must approve construction of any fence. For continuity, the fence that is constructed in Appleford, which faces Longmeadow Circle, shall not be removed or replaced with any other type fencing material or style other than that which is already installed. The ARC reserves the right to deny requests that otherwise conform to all of the standards to ensure uniformity.

The following guidelines apply to fences. They are specific requirements that are in support of the Primary Guidelines. The ARC has the authority to waive requirements where it deems appropriate.

7.2 FORM AND CONTEXT - The following fences are permitted to define property lines: Split Rail, Board Rail, Picket and Solid Board. Construction of fences shall be as specified below.

7.2.1 Split Rail

- Maximum height - 4'-0"
- Maximum number of rails - Must be 3; the bottom rail of the three rail fence shall be a maximum of 10" above the ground. Minimum number of rails allowed - must be 2; the bottom rail of two rail fence shall be a maximum of 14" above the ground and top rail shall be at 4'-0" height.
- Maximum spacing of posts - 8'-0".
- Post should extend 4 to 6 inches above rail.

7.2.2 Board Rail

- Maximum height - 4'-0".
- Maximum number of rails - must be 3: bottom rail to be a maximum of 10" above the ground.
- Horizontal board rails to be 1ö X 6ö boards.
- Maximum spacing of posts to be 8'-0". Posts shall be 4ö X 4ö with a 1ö X 4ö vertical face over rails.

7.2.3 Picket

- Maximum height - 4'-0" (top of pickets).
- Maximum spacing of posts - 8'-0". Posts shall be decorative style.
- Decorative posts shall extend 4 to 6 inches above the pickets.
- Pickets shall face to outside of fence.

7.2.4 Solid Board

- Maximum height - 6'-0".

- Maximum spacing of posts - 8'-0".
- Vertical boards shall be 1 1/2" X 6".
- Decorative posts shall be no larger than 6" X 6". They may extend up to 6" above the fence.
- Square post shall not extend above the top of the fence.
- Square cut boards are not desired. Board tops should have angled corners, pointed tops, or shall be sculptured.
- Vertical boards shall face to the outside of the fence.

7.2.5 Generally, fences shall be constructed of treated wood, redwood or poly vinyl. Stained or painted fences, not constructed to property lines, will be considered on a case-by-case basis.

7.2.5.1 Poly vinyl shall be virgin vinyl that contains titanium dioxide to prevent ultra-violet degradation.

7.2.6 Fences other than those defined above will be considered on a case by case basis.

7.2.7 Boat Enclosures may be constructed of salt treated solid board fence stock or white poly vinyl. The structure must be high enough to conceal the boat. These structures will be considered on a case-by-case basis. An Exterior Modification Application must be submitted to the ARC for review and approval prior to construction. Screening shrubbery may be required at the discretion of the ARC.

7.2.8 Dog runs/pens may be no larger than 12' X 12'. Board rail and split rail styles with welded wire are permitted. A five (5) foot maximum height is allowed. Pens/runs may not be highly visible from the street. Screening shrubbery may be required to screen the pen/run from unsightly view. The ARC reserves the right to decide if shrubbery is required.

7.3 SITING FOR COMMUNITY AND PRIVACY

7.3.1 No continuous fence may be constructed in any area of the yard in front of the front plane of the house. Exceptions may be granted for discontinuous sections of decorative fence or posts incorporated as part of an overall landscape plan.

7.3.2 Siting guidelines for split rail, board rail, picket and solid board fences shall be as follows:

7.3.2.1 Fences that are intended to define property lines shall be constructed up to the property line, but not on it. The applicant is responsible for determining the location of the property lines.

7.3.2.2 No further forward than ten (10) feet from the respective front corners of the house.

7.3.2.3 Fences which are not intended to define property lines shall not be constructed closer than 6'-0" to any property line, in order to provide room for adequate maintenance of property outside of the fence.

7.3.2.4 In cases where an adjacent lot already has a fence up to their property line, the applicant will be asked to bring his fence up to that fence if the fence styles are compatible. This is intended to reduce the visual clutter that can be caused by adjacent fences. If parallel fences are necessary, the adjoining section of fence shall go up to, but not over, the property line.

7.3.2.5 On corner lots and lots that back up to a road, a fence placed parallel to the street side property line shall be held back a minimum of 10'-0" for 4" fences and 25" for fences

greater than 4000 from the street curb. No fence is allowed to be constructed within twenty 2000 in either direction from a street corner per County Code.

7.4 ENVIRONMENTAL PROTECTION

- 7.4.1 Clearing is permitted only as required to establish a line for construction of the fence. Fences should be located to avoid mature trees.
- 7.4.2 Hedges are not encouraged but will be permitted only in areas devoid of sufficient natural vegetative screening.

ARTICLE VIII

LANDSCAPING, SITE FURNISHINGS, PLAY STRUCTURES

8.1 GENERAL

All work defined in this article shall meet the requirements established for it herein, however, review and approval by the ARC (ARC) is not required prior to construction. The following limitations and restrictions should be read carefully. Work included under this Article is limited to the following:

- General Landscaping
- Vegetable Gardens (Permitted in rear yards only)
- Site Furniture - Benches, Planters, Tables, Decorative Objects
- Temporary Party Tents
- Children's Play Equipment and Sports Equipment
- Play Houses (Under 36 Square Feet)
- Dog Houses
- Wood Piles
- Exterior lighting
- Bric-a-brac
- Flagpoles
- Satellite Antennas

8.2 WORK NOT DEFINED

Any proposed work that is not defined in this Article nor in any other Article of these Standards, should be submitted to the ARC for determination as to whether it is a permitted use in the community.

8.3 WORK NOT SPECIFIED

Any proposed work that falls under one of the above listed categories but which does not meet the guidelines specified below, shall be submitted to the ARC for review.

8.4 APPLICABLE GUIDELINES

The following guidelines apply to this Article. They are specific requirements that are in support of the Primary Guidelines. Every requirement may not apply in every case, and the ARC has the authority to waive requirements where it deems appropriate, or to add requirements to the extent that either action does not contradict any of the Primary Guidelines.

8.5 FORM AND CONTEXT

The following size limitations apply to the work of this Article.

- 8.5.1 Landscaping - none. Comply with Section 8.7 of this Article.
- 8.5.2 Gardens - none within siting limits specified in Section 8.6 of this Article.
- 8.5.3 Site Furniture - No objects greater than 8' in height.
- 8.5.4 Mailboxes

- 8.5.4.1 Mailboxes Approval: No mailbox shall be erected or maintained until the mailbox design, color, and location has been approved by the ARC. No alteration in the exterior appearance of any mailbox shall be made without prior written approval by the ARC.
- 8.5.4.2 Materials: Post will be natural wood. There are currently two accepted versions, but they both follow the same basic design. Stick-on numbers are not allowed. The address must be visible.
- 8.5.4.3 Color: The mailbox and the numbering will be black and the post will be white.
- 8.5.4.4 Location: Mailboxes must be placed so they can be safely and conveniently served by carriers without leaving their vehicles. They must be on the right-hand side of the road in the direction of travel of the carrier in all cases where traffic conditions are such that it would be dangerous for the carriers to drive to the left to reach the boxes, or where their doing so would constitute a violation of traffic laws and regulations.
- 8.5.4.5 Orientation: The Mailbox must comply with applicable governmental regulations Postmaster Regulations. Black mailbox approved by the Postmaster General that is 19 inches long, 6 1/2 inches wide, and 9 inches high with a newsletter ("newspaper box") slot under the mailbox. The mailbox is mounted on a white Gothic style post. The base of the mailbox is 42 to 48 Inches from the ground. The front of the mailbox must be set back 6 to 9 inches from the curb. The house number should be clearly marked on Post below the mailbox with black Aphasia style numbering. The Post will be numbered on the right-hand side of the road as traveled by the mail carrier. The Post may be numbered on the left-hand side, but must be similar to the right-hand side numbering. Painted numbers or stickers are not allowed. It is the homeowner's responsibility to check with the governmental authorities. Advertising on a mailbox or the Post is prohibited.
- 8.5.4.6 It is the homeowner's responsibility to ensure that the Mailbox conforms to any additional state laws and regulations.
- 8.5.5 Party tents - No size limitation within siting limits specified in Section 8.6. Continual use is prohibited. May be erected for a maximum of 4 days.
- 8.5.6 Play Equipment - Open structures such as swing sets or climbing structures up to 12'. Skateboard ramps and similar structures - up to 5'. Equipment with a height greater than previously stated shall be first reviewed by the ARC.
- 8.5.7 Sports Equipment ó One (1) Basketball backboard may be mounted on a fixed or self supporting pole per lot. All sports equipment shall remain on the respective residential lot and be no closer than five (5) feet to the street curb. For any other permanently mounted sports equipment, contact the ARC for requirements.
- 8.5.7.1 Playing in the street is not permitted per Virginia State Code thus sports equipment is not permitted in the street since it promotes this activity.
- 8.5.8 Play Houses - No larger than 36 square feet in floor area, interior no higher than 6', elevated no higher than 6' off the ground. All structures larger than 36 square feet are considered an accessory building and shall be reviewed accordingly.
- 8.5.9 Dog Houses - No larger than 20 square feet in floor area. No higher than 4'.
- 8.5.10 Wood Piles - Kept neat, no higher than three (3) feet, and six (6) feet long and two (2) rows deep.

- 8.5.11 Lighting - Exterior post lamps, low intensity landscape lights, and low intensity floodlights mounted on the house are permitted. High intensity pole or building mounted area lights are not permitted except at the discretion of the ARC.
- 8.5.12 Bric-a-brac - Applications and approval will be required for all permanent exterior decorative objects, natural or manmade, that cover more than one (1) square foot of ground area and/or are greater than two (2) feet in height.
- 8.5.13 Flagpoles - Approval is required for any detached flagpole. No flagpole over twenty (20) feet in height is allowed. The pole may be no closer than twenty (20) feet to any street curb.
- 8.5.14 Site furniture, play equipment, playhouses, and doghouses shall be neat and orderly in appearance, constructed of finish grade materials, and finished in muted colors to be consistent with the overall design standards of the community.
- 8.5.15 Any structure brought to the attention of the ARC by complaint, will be reviewed to determine if it is a visual nuisance by design or location. The ARC reserves the right to require screening or relocation in such cases.

8.6 SITING FOR COMMUNITY AND PRIVACY

- 8.6.1 General Landscaping may be undertaken in the areas of the site defined in Section 8.7 below.
- 8.6.2 All other permitted work excluding landscaping, flagpoles, mailboxes and bric-a-brac in this Article shall be located in rear yards only, behind the rear wall of the house, and within side and rear house setback lines. Any exceptions to the aforementioned will be handled on a case by case basis.
- 8.6.3 In general, the siting of any work of this document shall not create a breach of privacy between neighboring houses, nor shall it create a visual nuisance to neighboring houses. Where this is unavoidable, the ARC may require screening of the view or of the structure.

8.7 ENVIRONMENTAL PROTECTION

- 8.7.1 Except for areas specifically approved for construction, or as otherwise permitted in this section, no existing living trees shall be removed from any site in the community without prior approval from ARC.
- 8.7.2 No general clearing will be permitted for any work of this document unless approved in advance by the ARC. Landscape features and play structures shall be placed in areas already cleared.
- 8.7.3 Alteration of existing topography will not be permitted unless reviewed and approved by the ARC prior to any work.

8.8 SATELLITE ANTENNAS

- 8.8.1 Permitted Antennas: The Federal Telecommunications Act of 1996 permits the following antennas:
 - 8.8.1.1 An antenna that is designed to receive direct broadcast satellite service including direct-to-home satellite services that is one meter (39") or less in diameter.
 - 8.8.1.2 An antenna that is designed to receive video programming services via multi point distribution services, including multi channel, multi point distribution services, instructional

television fixed services, and local multi point distribution services, and that is one meter (39") or less in diameter or diagonal measurement.

- 8.8.1.3 An antenna that is designed to receive television broadcast signals.
- 8.8.2 Location: To the extent feasible, antennas should not be visible from the street. The following priorities shall be observed in determining antenna locations:
 - 8.8.2.1 Mounted directly on the rear of the house, on a roof plane facing the rear.
 - 8.8.2.2 Mounted on the ground in the rear yard.
 - 8.8.2.3 Mounted on a pole, and existing other structure, or a tree in the rear yard.
 - 8.8.2.4 If no clear signal may be obtained in any of the above locations, mounted on the ground or, if necessary, on a pole, in the front yard, or on the front plane of the house. ARC approval of such location shall be required.
- 8.8.3 Appearance and Screening: In so far as possible, the visibility of antennas should be minimized using one or both of the following methods:
 - 8.8.3.1 Screen the antenna from view from the street with natural plantings, trees or shrubs, to the extent that they do not compromise the signal reception.
 - 8.8.3.2 Use antennas with a dark or muted color, or paint the antenna a muted color to match with the background surface or with the surrounding landscape.
- 8.8.4 No Additional Regulation by the Association: Under Federal law, antennas that meet the requirements of this section may not be further regulated by the Association as type to type or placement. Residents are encouraged to use care in the selection and placement of antennas to preserve the appearance and character of the community.

ARTICLE IX

OTHER STANDARDS

9.1 HOME BUSINESSES

In accordance with the County Code, home businesses are permissible, within the County Code and following guidelines:

- 9.1.1 It must be clearly incidental to, or secondary to, the residential use of the dwelling unit. No materials related to the business may be left outside the residence which is visible from the street or adjacent residences.
- 9.1.2 No sign or other advertising device of any nature shall be placed on the lot or structure.
- 9.1.3 No work related to the business may be conducted outside the dwelling with the exception of a childcare provider.
- 9.1.4 No alterations of the dwelling in any way which would make it unsuitable for future use as a residence or require the construction of accessory buildings or building additions or added parking not suitable for normal residential uses.
- 9.1.5 It must be of a type which is customarily and traditionally carried on within a residential dwelling unit by one or more occupants of the dwelling, except that in connection with the practice of a profession. No more than one person not residing in the dwelling may be employed and work at the residence.
- 9.1.6 The business shall not be of a type which involves the sale of goods or merchandise on premises.
- 9.1.7 It cannot be of a type which will create unpleasant odors, undue noise, pedestrian or vehicular traffic, or which will make unusual demands on community facilities or services.
- 9.1.8 It cannot require the use of more than one (1) commercial-type vehicle greater than 6000 lbs and two (2) axles to be parked on the property.

9.2 PROPERTY MAINTENANCE

Property maintenance includes the upkeep of lots, buildings and other improvements consistent with good property management, storm damage repair, exterior appearance, proper trash disposal and animal control.

Each Property Owner has the following responsibilities:

- 9.2.1 General Property and Lawn Care:
 - 9.2.1.1 General lawn care maintenance of mowing and weeding, which includes removing weeds that come up in the drainage swales at the streets edge which may technically be within public road rights-of-way shall be performed.
 - 9.2.1.2 Grass in the yard area surrounding the residence may not be taller than eight (8) inches in height, when measured from the ground. The only areas that are excluded from the eight (8) inch height restriction are located in Rossington where the Developer has planted Love Grass on the hillsides to prevent erosion. These areas are too steep to maintain with standard

lawn equipment. These areas should have excessively tall weeds removed to help keep a consistent appearance on the hillside.

- 9.2.1.3 Pruning and care of all trees and shrubbery. Removal of dead trees and shrubbery.
- 9.2.1.4 Painting and external care of all structures and other improvements.
- 9.2.1.5 Disposal and storage of lawn debris is not allowed on residential property unless it is used being used for composting purposes. If the material is being used for composting the composting area and/or equipment must be screened from adjacent properties and not visible from the street. No debris of any kind shall be disposed of on the Associations Property.
 - A. Composting equipment and/or area shall be no taller than four (4) feet in height and shall not cover more than 32 square feet.
- 9.2.2 Storm Damage Repair:
 - 9.2.2.1 General repairs due to storm damage shall be performed. Such repairs may include but are not limited to roofing, fascia covering, siding, shutters, aluminum trim and fencing.
 - 9.2.2.2 Heavily delayed or non-repair of structures with excessive storm damage will be dealt with on a case by case basis.
- 9.2.3 Exterior Appearance:

The general appearance of a residential yard shall be kept tidy and uniform. Excessive amounts of toys, items, furniture or debris that do not go with the overall landscaping plan are not permitted.

Holiday and festival decorations do not require approval; however, the placement of conspicuous decorative objects shall coincide with the holiday and be removed shortly thereafter.
- 9.2.3 Trash:
 - 9.2.3.1 Trash and other refuse is to be disposed of on a weekly basis and no refuse, trash or bulk materials may be accumulated or stored on any lot.
 - 9.2.3.2 Trash containers may not be visible from the street. Containers must be screened or stored in an enclosed area. Any structure for screening must be approved.
 - 9.2.3.3 Curbside trash pickup is permissible; the trash container may not remain at the curbside more than 24 hours after the day of pickup.

9.3 VEHICLES

- 9.3.1 No more than a total of two (2) campers, utility trailers, recreational vehicles & boats may be stored in the rear of any residential property. If any of the previous types of equipment stored in the rear of the property are greater than four (4) feet in height, as measured from the ground, the equipment must be screened from adjacent property or the rear yard must have a six (6) foot privacy fence installed. Any of the previous equipment less than four (4) feet in height does not require a screen. Campers, recreational vehicles and boats per County Code must be kept in the rear yard.
- 9.3.2 School buses, commercial vehicles over 6,000 pounds, or vehicles that tow or haul disabled, wrecked or junk vehicles, may not be parked on residential property or parked in the street.

- 9.3.3 Only one unlicensed vehicle may be kept on a residential lot but the unlicensed vehicle fee must be paid to the County. Any unlicensed and/or inoperable vehicle must be kept in the garage or rear of the residence. If the vehicle is parked in the rear of the residence the vehicle must be covered or shielded from view as approved by the ARC.
- 9.3.4 Parking in the front or side yards is not permitted. Parking must be kept to the garage, driveway and street.
- 9.3.5 Major vehicle repairs may not be undertaken except in enclosed garages. Minor repairs and maintenance may be performed as to not last more than two (2) days in duration.

9.4 ANIMAL CONTROL

- 9.4.1 No wild, exotic or game type animals shall be kept on residential lots. No birds, animals or insects shall be kept or maintained on any lots except for domestic purposes (of or relating to a family or household).
- 9.4.2 Residents are advised that they are subject to Chesterfield County ordinances regarding among other things licensing, leash laws and clean-up of animal waste material.
- 9.4.3 All complaints concerning animals must be made to the Chesterfield County Animal Control Division.

APPENDIX A
ARCHITECTURAL REVIEW FORM

ARCHITECTURAL REVIEW FORM

Longmeadow Homeowners Association Architectural Review Committee

The Declaration of Covenants, Conditions and Restrictions Require that a property owner obtain the written approval from the Architectural Review Committee for any and all exterior alterations or additions to the property within Longmeadow as stated in the Declaration of Covenants, Conditions and Restrictions, Part 1, Section 1.1.

To comply with the Declaration of Covenants, Conditions and Restrictions please complete the form below. Attach a detailed drawing or blueprint of the proposed alteration or addition as well as a copy of your existing site plan (**this is required, usually referred to as a plat map**) showing the location on the property of the change(s). The drawing should specify dimensions, materials to be used and colors. This application, drawings, and plat map will be retained for the committee records. Non-returnable paint samples are required for all exterior colors to be used or stain for decks or fences. For any building or storage shed, exterior walls, trim and roof shingle color will be required to match as close as possible to the exterior color of the existing structure and samples will also be retained for the committee records.

The committee has thirty (30) days from receipt of this form to reply to your request. Please be sure to include all information and a phone number so that you may be contacted should additional information be required.

NO WORK OR CHANGE MAY BE STARTED UNTIL APPROVAL IS GRANTED IN WRITING!!

If the request change is approved, the homeowner agrees to complete the alterations or additions within one (1) year from the date of approval. The homeowner agrees to comply with all applicable County and State building codes and laws, and to obtain all necessary building permits required.

Name(s) of Homeowner: _____

Address: _____

Home Phone: _____ Daytime Phone: _____

Desired Alteration or Addition: _____

NO WORK OR CHANGE MAY BE STARTED UNTIL APPROVAL IS GRANTED IN WRITING!!

Signature of Homeowner(s): _____

Date Submitted: _____ Projected Start Date: _____

Return this form, plans and samples to:
ACS WEST INC.
P.O.Box 11361
Richmond, VA 23230

| | |
|------------------------------------|----------------------------------|
| Association Use Only: | Request # _____ |
| Approved: <input type="checkbox"/> | Denied: <input type="checkbox"/> |
| Signature: _____ | Date: _____ |
| Signature: _____ | |

