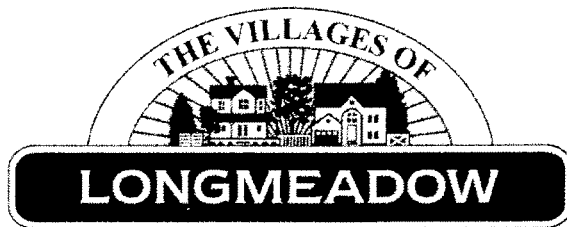


Rules and Regulations
Villages of Longmeadow Association



Community Rules and Regulations

Adopted October 22nd, 2009

In accordance with the Articles of Incorporation and the Declaration of Covenants and Restrictions of the Villages of Longmeadow Association, Inc, these Rules and Regulations are adopted to provide details for the residents of Longmeadow and the possible assessments for violations of these Rules and Regulations. Living in a Planned Unit Development is not like living in a 'typical' residential neighborhood because you share common areas and facilities with other residents. Community Rules and Regulations are, therefore, not only worthwhile, but also absolutely essential for everyone's peace, comfort, and enjoyment. Enforcement of Community Rules and Regulations will not only help make Longmeadow a desirable place in which to live, it will protect and ultimately increase the financial investment homeowners have in their homes.

The objective of these Community Rules and Regulations is to promote and seek voluntary compliance by owners and tenants of the Covenants Conditions and Restrictions (CC&R's) for Longmeadow. It is imperative that each owner read and understands the Declarations and Covenants. To that end, the Longmeadow Homeowners Association has determined the following polices and adopted them by formal resolution of the Board of Directors.

1. Design Approval / Architectural Control

Before beginning any construction of any structure or lot improvement, a completed application form including all necessary signatures and plans, must be submitted to and approved by the Architectural Review Committee (ARC). The rules, regulations, and guidelines for all Architectural Control are spelled out in a document entitled "Village of Longmeadow Architectural Standards and Guidelines" and may be downloaded from the Community Web Site www.LongmeadowHOA.com.

2. Community Rules

A. Change of Occupancy

- a. When an Owner elects to rent or lease his/her home, written notice shall be given to the Longmeadow Homeowners Association, via the Property Management Company, prior to listing the home for rent or lease.
- b. Owners must submit the final lease agreement, or a copy thereof, to the Property Management Company when renting or leasing a home. Owners will be held liable when renters or occupants are in violation of the CC&R's and By-Laws.
- c. The renters or leasers' names shall be given to the Property Management Company along with the total number of persons that will occupy the residence.

- d. Prior to moving into a home, either by lease or sale, the current owner is responsible for supplying the new resident with the following:
 - i. A copy of the CC&R's
 - ii. A copy of the "Village of Longmeadow Architectural Standards"
 - iii. A copy of this Community Rules and Regulations
- B. Vehicles and Parking
 - a. Do not park your vehicle so as to block or deny other residents access to their homes.
 - b. Vehicles in a state of obvious disrepair, which are inoperable or non-functioning, or vehicles with expired registration and/or inspection decals, may not be parked or stored anywhere other than garages or back yards, so as not to be visible from the street or adjacent property. See the Architectural Standards and Guidelines for details.
 - c. Garages and driveways should be used as the primary parking area for vehicles.
 - d. No mechanical work on vehicles is allowed in the common areas or streets. See Article 9 in the Longmeadow Architecture Standards and Guidelines for vehicle work that may be performed in open view.
 - e. Parking in the Clubhouse parking lot is not permitted during the evening hours, generally between dusk and dawn.
 - f. No personal equipment may be stored on Clubhouse property, including the Clubhouse parking lot.
 - g. Loitering in vehicles in the Clubhouse parking lot is not permitted.
- C. Recreational Vehicles
 - a. Parking of recreational vehicles, i.e. boats, trailers, motor homes, campers, utility trailers, motorcycles, etc. is not allowed in the common areas or in the streets. See the "Village of Longmeadow Architectural Standards and Guidelines" for allowable parking.
- D. Garage/Yard sales
 - a. Individual garage or yard sales are allowed in Longmeadow. If one is held and signs are posted, the signs must be removed as soon as the sale is completed. Such signs may only be posted on self-supporting posts in the ground, and not on stop signs, street signs, streetlights, or community informational boards.
 - b. An annual community-wide yard sale may be organized and held with the approval of the Advisory Committee and/or Board of Directors.
- E. Pets
 - a. Pets are allowed in the community, but are limited primarily to dogs, cats, and birds. Animals such as chickens, goats, sheep, etc., are not allowed.
 - b. Pets must be confined to an owner's property, unless being walked on leash and under positive control.
 - c. Pets that create a nuisance, i.e. bother, annoy, or disturb other residents by barking, whining, scratching, etc., or pose a threat of harm or danger to other residents will not be allowed to be kept in the community.
 - d. Residents are asked to notify Animal Control (748-1683) to pick up animals in the community who are allowed to roam unattended or are a nuisance.
 - e. It is the owner's responsibility to clean up after their pets immediately in any common areas of the community.
 - f. Any damage caused to the community by pets will be the sole liability of the pet owner.

- F. Disturbing Noises and Traffic
 - a. No person shall create any unreasonably loud or disturbing noise in the neighborhood. Noise of such character, intensity or duration as to unreasonably disturb or annoy the quiet, comfort or repose of any person is prohibited.
 - b. Traffic to and from your home must be within reason. When you entertain, be sure and keep any noise to a reasonable level as to not disturb your neighbors.
 - c. If your behavior or that of your guests disturbs or bothers other residents or interferes with their right to the quiet and peaceful enjoyment of their property, violators may be held liable via Section 14-26 of the County Code.
 - d. All noise issues shall be addressed between neighbors and if necessary the appropriate department of Chesterfield County.
- G. Fire Hazards
 - a. The use of fireworks or incendiary devices is strictly prohibited anywhere in Longmeadow and Chesterfield County. County and/or State fireworks ordinances will be strictly enforced.
- H. Smoking in Common Areas
 - a. Due to sensitivities to and harmful effects of second-hand smoke, smoking in the following areas is not permitted; inside the fenced in pool area, inside the clubhouse, and restricted to within 50 feet of the playground area.
- I. Insurance
 - a. The Homeowners Association has purchased and will continue to maintain insurance covering the common areas and facilities only. The HOA is in no way responsible for damage or loss to your personal home, property or contents kept or stored in your home. The HOA strongly suggests each homeowner purchase and maintain their own individual homeowner's insurance, and that renters carry renters insurance.
- J. Solicitation
 - a. Solicitation of any kind is subject to the Chesterfield County Code Section 15-161 thru 166. Notify the appropriate department in Chesterfield County immediately if you feel individuals soliciting within the community are not abiding by County Code. See Appendix A for County Code. Flyers in the newspaper slots are permitted. Solicitors must obtain a permit from the Chesterfield County Chief of Police to go legally door-to-door and they must carry the permit with them at all times when soliciting.
- K. Trash on Community Property
 - a. No trash or debris of any kind is allowed to be disposed of on Community Property or public streets.
- L. Skateboards, scooters, bicycles
 - a. Skateboarding is not allowed anywhere on or around the Clubhouse area, including decks, ramps, and parking lot.
 - b. Scooters and bicycles are allowed in the parking lot, but are not allowed on the decks or ramps of the clubhouse.
 - i. Scooters are defined as those used by small children that are self propelled.
- M. Clubhouse Playground Area and Equipment
 - a. Children of appropriate age only are allowed on playground equipment.
 - b. Loitering, by adults without children and teenagers on or around the playground is not permitted.

- N. Clubhouse Rear Property
 - a. This area is for general use by any resident in the community during daylight hours.
- O. Changes to the Rules and Regulations
 - a. According to the CC&R's, the Board of Directors may change, alter, amend, modify, replace, or repeal the Rules and Regulations from time-to-time. You will be given at least thirty (30) days prior written notice before any change to the Rules and Regulations becomes effective.

3. Clubhouse Rules

- A. Reservations
 - a. The clubhouse is available for use by owners, residents, and their invited guests only.
 - b. Reservations can be made by calling the Property Manager, ACS West, at 804-282-7451.
 - c. A reservation contract must be completed and returned to ACS West with the appropriate fee and deposit before a firm reservation is accepted.
 - i. The rental fee is \$100
 - ii. The deposit is \$100, returnable when the clubhouse is deemed in satisfactory shape after the event.
 - iii. The clubhouse is reserved for one day from the hours of 9 a.m. to 11 p.m.
 - d. The clubhouse may be reserved up to one year in advance
 - e. The alcohol policy on the contract must be strictly adhered to.
 - i. If alcohol is to be consumed in the clubhouse, the appropriate rules on the contract must be adhered to, and a copy of the Alcohol Beverage Commission Banquet license must be in the Property Manager's office, and the original displayed in plain view in the clubhouse during the event.
 - f. Clubhouse users must thoroughly clean (including vacuuming) the clubhouse after each use. If the clubhouse is found to be dirty following your event, the reserving owner may lose the deposit and may be charged for a professional cleaning service.
 - g. Cleaning supplies, toilet paper, paper towels, mop, broom, dustpan, trash bags, and vacuum cleaner are provided by the Association.
 - h. All functions must end and guests must vacate the clubhouse by 10 p.m. Clean up must be completed by 11 p.m.
 - i. The entrance key will be given to the renter within 24 hours of the starting time of the event, but will not open the door prior to 9 a.m. on the morning of the event. The key must be returned in the designated manner as stated by the clubhouse custodian.
- B. General Use Rules:
 - a. No children under the age of 18 are permitted in the clubhouse unless supervised by an adult resident at all times.
 - b. No more than 75 people may be in the clubhouse at any time.
 - c. A clubhouse reservation does not include the pool. A separate reservation and contract are required for a pool party.

- d. Music played in the clubhouse must be kept at a reasonable level so as not to disturb the neighbors.
- e. Alcohol is permitted only under special occasions, clearly laid out in the contract.
- f. Smoking and/or tobacco products are never allowed in the pool, clubhouse, or playground areas.
- g. The renting homeowner will be held financially responsible for repair or replacement of any damage to the facilities caused by any family members or any of their guests. Violation of these rules could result in disciplinary action including loss of privileges and possible fines. The renting homeowner is responsible for maintaining order during the event.
- h. If you have an emergency while using the clubhouse, please call 911.

4. Pool Rules

- A. The pool rules are posted on the fence inside the pool area as well as downloadable from the community web site. Each pool user is responsible for knowing the rules.
- B. There is no diving in the pool
- C. Lifeguards are in charge at all times. Disregarding lifeguard instructions may result in being prohibited for any period of time up to the remainder of the season, depending on the infraction.
- D. This is a private pool for resident use only. Any unauthorized access to the pool area will be considered trespassing and will be prosecuted to the full extent of the law, and may result in owner privileges being suspended for the remainder of the season.
- E. Pool hours are from 4 p.m. until 8 p.m. during spring before school lets out. The remainder of the season the hours are from 10 a.m. until 8 p.m.
- F. The pool is closed on Mondays for maintenance purposes, except for Memorial Day and Labor Day, and the Fourth of July if it falls on a Monday.
- G. Alcohol and smoking are prohibited in the pool area.
- H. Running, boisterous, obnoxious, unsafe, or rough play is not allowed.
- I. Spitting, blowing the nose, or discharging bodily wastes in the pool is strictly prohibited.
- J. No animals are allowed in the pool area, with the exception of service animals assisting handicapped individuals.
- K. No bikes, scooters or skateboards are allowed within the fenced in pool area. Bikes are to be kept in the bike stand outside the gate.
- L. Swimming attire should conform to conventional swimwear. No cut-offs allowed.
- M. Each homeowner will be held financially responsible for repair or replacement of any damage to the pool area caused by any family members or any of their guests.

5. HOA Enforcement Procedures and Penalty Assessments.

Violations of the Community Rules and Regulations, CC&R's, Architectural Rules and Regulations and By-Laws may result in any one or more of the penalties listed below:

- A. First Offense: Unless stated in the specific Rule, any violation of the Longmeadow Rules and Regulations will result in a warning notice with a timeframe for compliance.
- B. Second Offense: If the original violation is not corrected in the specified timeframe or if a similar violation occurs within six (6) months, a \$50.00 penalty assessment or a

recurring penalty of \$10.00 per day for up to 90 days will be levied against the homeowner.

- C. Third Offense: If the second violation is not corrected within the specified timeframe or if a similar offense occurs within twelve (12) months of the first violation, a \$50.00 penalty assessment will be levied against the homeowner.
- D. Repeat, Deliberate, Health/Safety Violations and/or Offenses Occurring More than Three times: In this situation, the Board of Directors may determine subsequent actions.
- E. Penalty Assessments will be added to the homeowners account, and interest may be added. Unpaid penalty assessments will be subject to the same collection procedures as dues.
- F. Homeowner voting rights for any matter to come before the Homeowners Association may be suspended if a dues assessment, penalty assessment, or fees incurred by the association due to Homeowner cause or negligence is more than sixty days delinquent.
- G. Clubhouse and Swimming pool use may be suspended for homeowner's failure to comply with Community Rules and Regulations, when a penalty has been assessed and becomes 60 days or more delinquent, or when dues are 60 or more days delinquent.
- H. Property owners will be given a reasonable period of time to correct the violation, depending on the violation.
- I. Property owners may appeal any warning notice or penalty assessments by requesting such, in writing, within 14 days of receiving the notice or assessment letter.
- J. The Association formally adopts Section 55-513 of the Virginia Property Owners Act - "Adoption and enforcement of rules"

"A. Except as otherwise provided in this chapter, the board of directors shall have the power to establish, adopt, and enforce rules and regulations with respect to use of the common areas and with respect to such other areas of responsibility assigned to the association by the declaration, except where expressly reserved by the declaration to the members. Rules and regulations may be adopted by resolution and shall be reasonably published or distributed throughout the development. A majority of votes cast, in person or by proxy, at a meeting convened in accordance with the provisions of the association's bylaws and called for that purpose, shall repeal or amend any rule or regulation adopted by the board of directors. Rules and regulations may be enforced by any method normally available to the owner of private property in Virginia, including, but not limited to, application for injunctive relief or damages, during which the court may award to the association court costs and reasonable attorneys' fees.

B. The board of directors shall also have the power, to the extent the declaration or rules and regulations duly adopted pursuant thereto expressly so provide, to (i) suspend a member's right to use facilities or services, including utility services, provided directly through the association for nonpayment of assessments which are more than 60 days past due, to the extent that access to the lot through the common areas is not precluded and provided that such suspension shall not endanger the health, safety, or property of any owner, tenant, or occupant and (ii) assess charges against any member for any violation of the declaration or rules and regulations for which the member or his family members, tenants, guests, or other invitees are responsible.

Before any such charges or suspension may be imposed, the member shall be given an opportunity to be heard and to be represented by counsel before the board of directors or other tribunal specified in the documents. 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.

The amount of any charges so assessed shall not be limited to the expense or damage to the association caused by the violation, but shall not exceed 50 dollars for a single offense or 10 dollars per day for any offense of a continuing nature and shall be treated as an assessment against the member's lot for the purposes of § 55-516. However, the total charges for any offense of a continuing nature shall not be assessed for a period exceeding 90 days. After the date a lawsuit is filed challenging any such charges, no additional charges shall accrue. If the court rules in favor of the association, it shall be entitled to collect such charges from the date the action was filed as well as all other charges assessed pursuant to this section against the lot owner prior to the action.

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 seven days of the hearing.”

- K. Attached is the complaint form for The Villages of Longmeadow Homeowners Association.

Appendix A Chesterfield County Code on Solicitation

ARTICLE VIII. SOLICITORS*

*State law references: Authority of county with respect to solicitors, Code of Virginia, § 15.2-913; solicitation of contributions generally, Code of Virginia, § 57-48 et seq.

Sec. 15-161. Definitions.

Chief of police: The Chesterfield County Police Chief or his designee.

Solicitor: A person who goes from door to door or location to location visiting residential premises for the purpose of selling or offering for sale any goods, wares, merchandise or services or accepting subscriptions or orders therefor.

(Code 1978, § 16.1-1; Ord. of 10-28-98, § 1)

Cross references: Definitions and rules of construction generally, § 1-2.

Sec. 15-162. Issuance of permit; renewal.

(a) No person shall enter into or upon a residential premises within the county for the purpose of soliciting, unless he has received a permit from the chief of police.

(b) Information required on the solicitor permit application shall include, but not be limited to, the following:

(1) The name, local and permanent addresses, age, date of birth, social security number, race, weight, height, hair and eye color and any other distinguishing characteristics of the applicant, which shall be verified by an automobile operator's license or other photo identification issued by a government agency.

(2) The nature or purpose for which solicitations will be made and the nature of the goods, wares, merchandise or services offered for sale.

(3) The name and permanent street address of the employer or organization represented.

(4) A photograph of the applicant and fingerprints of the applicant.

(5) A statement of whether the applicant has been convicted of any felony or misdemeanor and, if so, the nature of the offense, when and where the conviction occurred and the penalty or punishment assessed therefor.

(6) The make, model and license number of any vehicle to be used.

(7) The specific area or areas of the county where the solicitor will be working.

(8) Written authorization to conduct a background investigation of the applicant, including a criminal records check, and to investigate whether the information provided by the applicant is true.

(9) Written declaration, dated and signed by the applicant, certifying that the information contained in the application is true and correct.

(c) The applicant shall not be issued a permit if a county investigation or the information furnished in compliance with this article shows that the applicant has been convicted of a felony or a crime involving moral turpitude, had a prior permit revoked, or is not of good moral character. A permit issued under this article shall be good for 30 days from the date of issuance unless earlier revoked. Every solicitor shall carry his permit with him at all times while engaged in soliciting, and shall display such permit to any person who shall demand to see the permit while he is so engaged.

(d) A solicitor's permit which has expired may be renewed for an additional 11-month period, upon the execution of a renewal application setting forth one of the following: (i) a certification that the statements made in the original application are still true and accurate statements at the time the renewal application is filed, or (ii) all changes in the original application required by a change in facts since the date of filing the original application. Applications for renewal must be made within 15 days after the expiration of the original permit. Those applications for renewal made after this period shall be considered applications for a new permit.

(Code 1978, §§ 16.1-2, 16.1-3; Ord. of 10-28-98, § 1)

Sec. 15-163. Fees.

A fee of \$20.00 to cover the costs of investigation of the applicant and processing of the application shall be paid to the treasurer of the county when the application is filed.

(Code 1978, § 16.1-4)

Sec. 15-164. Unlawful acts and penalty.

- (a) It shall be unlawful for any person to act as a solicitor in the county without obtaining a permit as provided for in this article.
- (b) It shall be unlawful for any permittee to:
 - (1) Enter into or upon residential premises in the county under false pretenses to solicit for any purpose, including soliciting orders for the sale of goods, wares, merchandise or services.
 - (2) Remain in or on any residential premises after the owner or occupant has requested any such person to leave.
 - (3) Enter upon any residential premises for soliciting, when the owner or occupant has displayed a "No Soliciting" sign or similar sign on such premises.
 - (4) Knowingly give false information or withhold information in obtaining a permit.
 - (5) Sell, distribute, or circulate literary materials, or canvass or solicit orders for literary materials, goods or merchandise from pedestrian or vehicular traffic on or adjacent to any streets within the limits of the county, in a manner that interferes with normal and usual use of such streets.
 - (6) Engage in solicitation at any time prior to 9:00 a.m. or after 9:00 p.m., local time, of any day.
 - (7) Fail to provide a written order or invoice, in duplicate, which (i) shows the name and address of the firm represented by the solicitor, (ii) is signed by the solicitor, and (iii) is signed by the purchaser, stating the terms and conditions of the sale, describing the goods, wares, or merchandise, the quantity and price thereof, the date of sale, or the date of delivery, and the amount paid in advance, if any. The duplicate of such order or invoice shall be given to the purchaser.
- (c) Any person violating the provisions of this section shall, upon conviction, be guilty of a class 2 misdemeanor.
(Code 1978, § 16.1-5)

Sec. 15-165. Revocation of permit.

- (a) Any permit issued under the provisions of this article may be revoked by the chief of police for: (i) any fraud, misrepresentation or false statement contained in the application; (ii) any failure to observe the conditions of the permit; (iii) a conviction of any felony or a misdemeanor involving moral turpitude after the permit was issued, or violation of this article.
- (b) If the chief of police revokes a permit, he shall notify the permittee in writing of the revocation, the reasons for the revocation, and the permittee's right to request a hearing. To receive a hearing, the permittee must make a written hearing request which must be received by the chief of police within ten days of the notice of revocation. If a hearing request is not received within ten days of the revocation notice, the chief of police's decision shall be final. If a hearing is properly requested, it shall be held within ten days from receipt of the hearing request. The hearing shall be presided over by the chief of police or his designee. The permittee shall have the right to present evidence and argument or to have counsel do so. Within a reasonable time after the hearing, the chief of police shall render his decision which shall be final. The permittee must discontinue operation of its business when the decision to revoke its permit is final.
- (c) When protection of public health, safety or welfare requires such action, the chief of police may direct immediate revocation of a solicitor's permit by giving written notice to the permittee. When action is taken pursuant to this paragraph, the permittee shall immediately discontinue those activities authorized by the permit and this article, but the permittee shall have the right to a hearing as described in subparagraph (b).
(Code 1978, § 16.1-6)

Sec. 15-166. Exemptions from provisions of article.

The provisions of this article shall not apply to:

- (a) Persons who visit residential premises at the request or invitation of the owner or occupant thereof.
- (b) Members of any nonprofit religious, civic or charitable organization who have means of identification provided by such organization.
- (c) Newsboys soliciting subscriptions to any newspaper for home delivery within the county.
- (d) Route deliverymen who make deliveries to regular customers and whose solicitation is only incidental to their regular deliveries.
- (e) Persons selling fresh farm products.
- (f) Persons licensed under the provisions of Code of Virginia, tit. 38.2.
- (g) Persons engaged in canvassing for or on behalf of political candidates, or referenda.
- (h) Persons 12 years of age or under.
- (i) Persons collecting or attempting to collect a payment due from a purchaser if the collector and original seller are not the same.
- (j) Persons licensed to do business in the county under chapter 6, except for peddlers, transients and junk dealers.
- (k) Representatives of a museum which has registered with the commissioner of agriculture and consumer services as required by Code of Virginia, § 57-49, and which has been granted tax-exempt status under section 501(c)(3) of the Internal Revenue Code.
(Code 1978, § 16.1-7; Ord. of 10-28-98, § 1)

Secs. 15-167--15-170. Reserved.



**Procedure for Handling Complaints Against
The Villages of Longmeadow Homeowners Association**

1. A complaint is received against the homeowners association.
2. Management Company informs the Board of Directors of the complaint.
3. The Board of Directors reviews the complaint and if needed a meeting is held within 45 days of receiving the complaint.
4. The Board of Directors and Management Company gathers any and all information required to respond to the Ombudsman within the timeframe given.
5. Respond to the Ombudsman providing all required information by the date required. The Management Company will send all the information.

**LONGMEADOW HOMEOWNERS ASSOCIATION
COMPLAINT FORM**

*Association Community Services West, Inc.
P.O. Box 11361
Richmond, VA 23230*

Pursuant to Section 55-530(E) of the Code of Virginia, 1950, as amended, the Board of Directors of your Association has established this complaint form for use by persons who wish to register written complaints with the Association.

Legibly describe your complaint in the area provided below. Please include references to the specific facts and circumstances at issue and the provisions of the Association's documents or governing law that support your complaint. If there is insufficient space, please attach a separate sheet of paper to this complaint form. Additionally, attach any supporting documents relevant to your complaint.

If, after the Board's consideration and review of your complaint, the Board issues a final decision adverse to your complaint, please be aware that you have the right to give notice to the Common Interest Community Board ("CICB") of any final adverse decision in accordance with the regulations promulgated by the CICB. The notice shall be filed within 30 days of the final adverse decision, shall be in writing on forms prescribed by the CICB, shall include copies of all records pertinent to the decision, and shall be accompanied by a \$25.00 filing fee paid by you. The CICB's contact information is:

*Office of the Common Interest Community Ombudsman
9960 Mayland Drive, Suite 400
Richmond, VA 23233
(804) 367-8500*

Sign, date and print your name and address below and submit this completed form to the Association at the P.O. Box address listed at the top of this form. Anonymous complaints will not be accepted

COMPLAINANT:

Printed Name

Signature

Date

Address

Longmeadow Mailbox Stand Guidelines

The following mailbox guidelines are meant to be a guide to construct a mailbox that will conform to the standards in the following Villages:

Nottingham

Cavan

Kentwood Forest

Lyndhurst

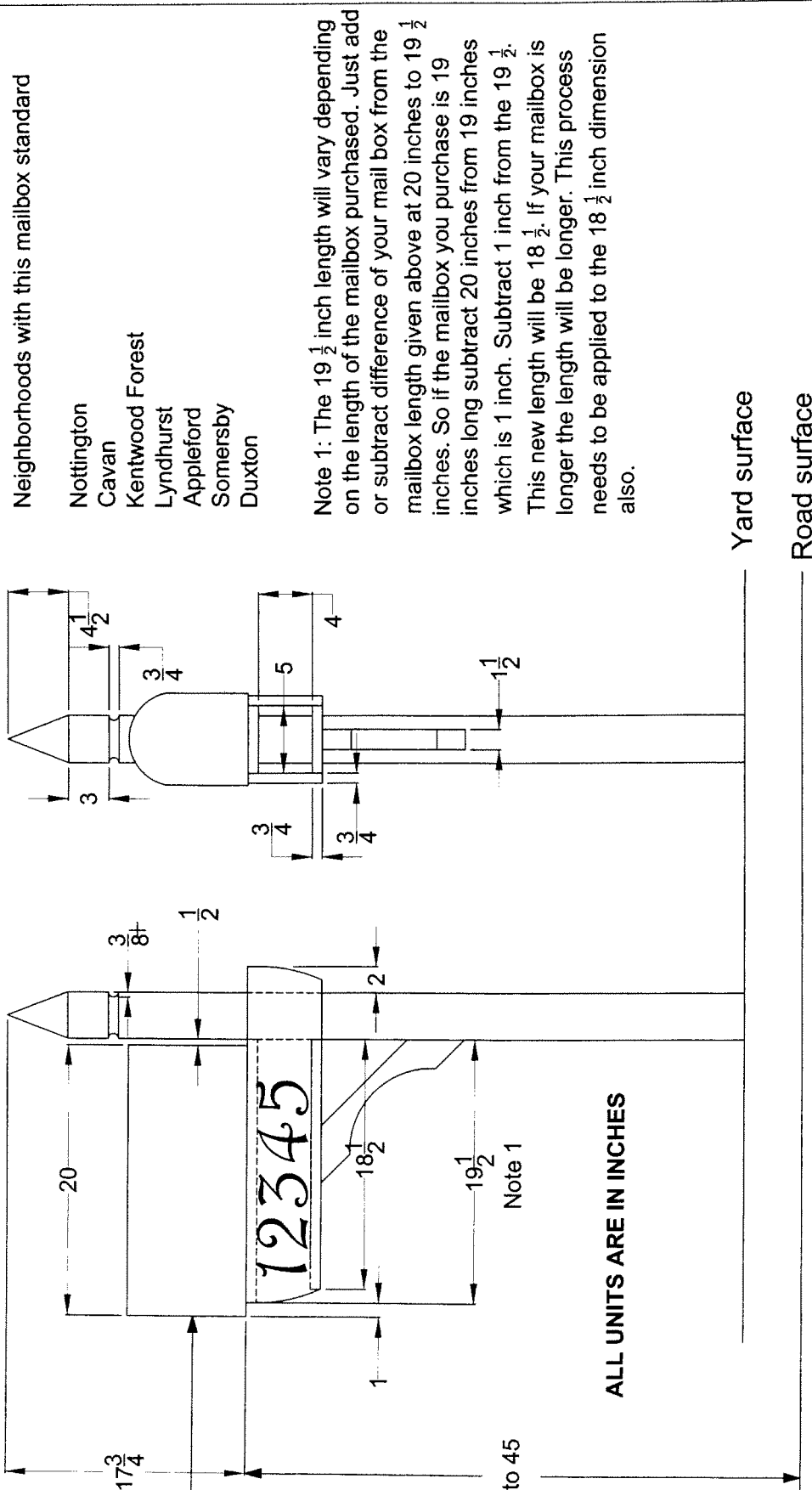
Appleford

Somersby

Duxton (this village may install either style mailbox due to the developers installing a mix of both)

The material quantities are only an estimate based on what is shown. Materials may change base on your specific case. The dimensions shown should be followed but allowances for varying mailbox length must be considered when constructing the stand as pointed out in the guideline. If there are any questions please contact a member of the Architectural Review Committee via email or through the website LongmeadowHOA.com or ACS West and they will contact someone from the Architectural Review Committee to contact you.

Older sections standard mailbox design



The mailbox should be set back 6 to 8 inches from the front face of the curb or road edge to the mailbox door, which is a USPS standard.

Distance from the bottom of the mailbox to road should be 41 to 45 inches, which is a USPS standard.

Note 1: The 19 1/2 inch length will vary depending on the length of the mailbox purchased. Just add or subtract difference of your mail box from the mailbox length given above at 20 inches to 19 1/2 inches. So if the mailbox you purchase is 19 inches long subtract 20 inches from 19 inches which is 1 inch. Subtract 1 inch from the 19 1/2. This new length will be 18 1/2. If your mailbox is longer the length will be longer. This process needs to be applied to the 18 1/2 inch dimension also.

- Neighborhoods with this mailbox standard
- Nottingham
 - Cavan
 - Kentwood Forest
 - Lyndhurst
 - Appleford
 - Somersby
 - Duxton

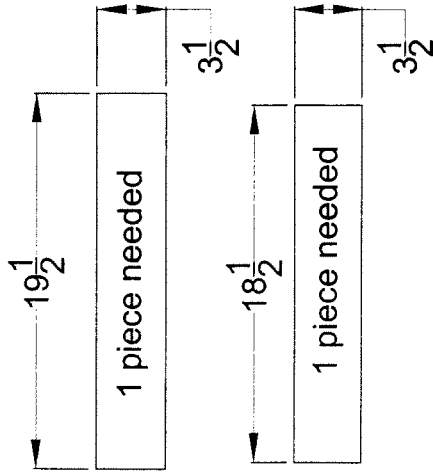
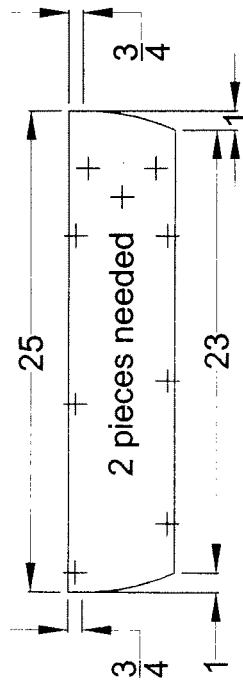
ALL UNITS ARE IN INCHES

Yard surface
Road surface

Older sections standard mailbox design

Estimated materials needed

The lengths of the pieces below will vary depending on the length of the mailbox that is purchased.

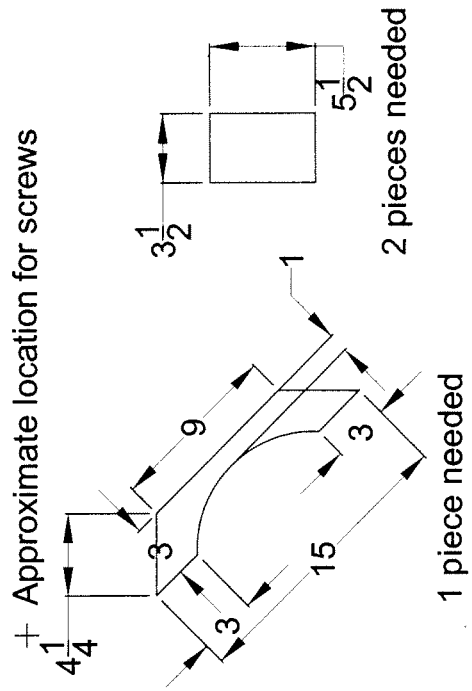


ALL UNITS ARE IN INCHES

Used treated outdoor wood

- 2 - 1" x 6" x 8' actual dimensions $\frac{3}{4}$ " x $5\frac{1}{2}$ " x 8'
- 1 - 2" x 4" x 8' actual dimensions $1\frac{1}{2}$ " x $3\frac{1}{2}$ " x 8'
- 1 - 4" x 4" x 8' actual dimensions $3\frac{1}{2}$ " x $3\frac{1}{2}$ " x 8'
- 12 - 2" screws coated for treated wood
- 8 - 3" screws coated for treated wood
- White outdoor paint
- 1- 60lb bag of concrete

Special order from the Chester Lowe's, Liberty Hardware's Brainerd house numbers, 4" high, plastic, flat black, part number 3030-X where the X represents the actual numeral. See Ed at the commercial Services desk.



Longmeadow Mailbox Stand Guidelines

The following mailbox guidelines are meant to be a guide to construct a mailbox that will conform to the standards in the following Villages:

Oxley

Littlebury

Stockleigh East

Stockleigh West

Burley Ridge

Greenham

Thornsett

Rossington

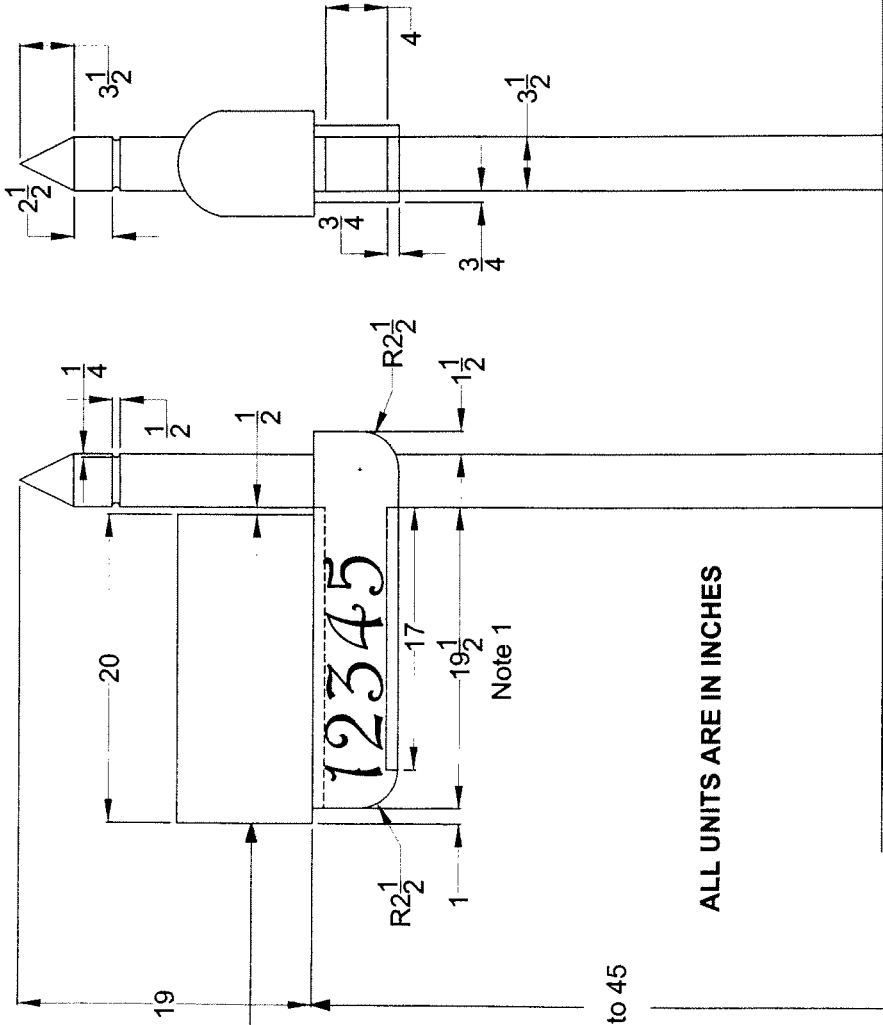
Duxton (this village may install either style mailbox due to the developers installing a mix of both)

The material quantities are only an estimate based on what is shown. Materials may change base on your specific case. The dimensions shown should be followed but allowances for varying mailbox length must be considered when constructing the stand as pointed out in the guideline. If there are any questions please contact a member of the Architectural Review Committee via email or through the website LongmeadowHOA.com or ACS West and they will contact someone from the Architectural Review Committee to contact you.

Newer sections standard mailbox design

The mailbox should be set back 6 to 8 inches from the front face of the curb or road edge to the mailbox door, which is a USPS standard.

Distance from the bottom of the mailbox to the road should be 41 to 45 inches, which is a USPS standard.



ALL UNITS ARE IN INCHES

Neighborhoods with this mailbox standard

- Oxley
- Littlebury
- Stockleigh East
- Stockleigh West
- Burley Ridge
- Greenham
- Thornsett
- Rossington
- Duxton

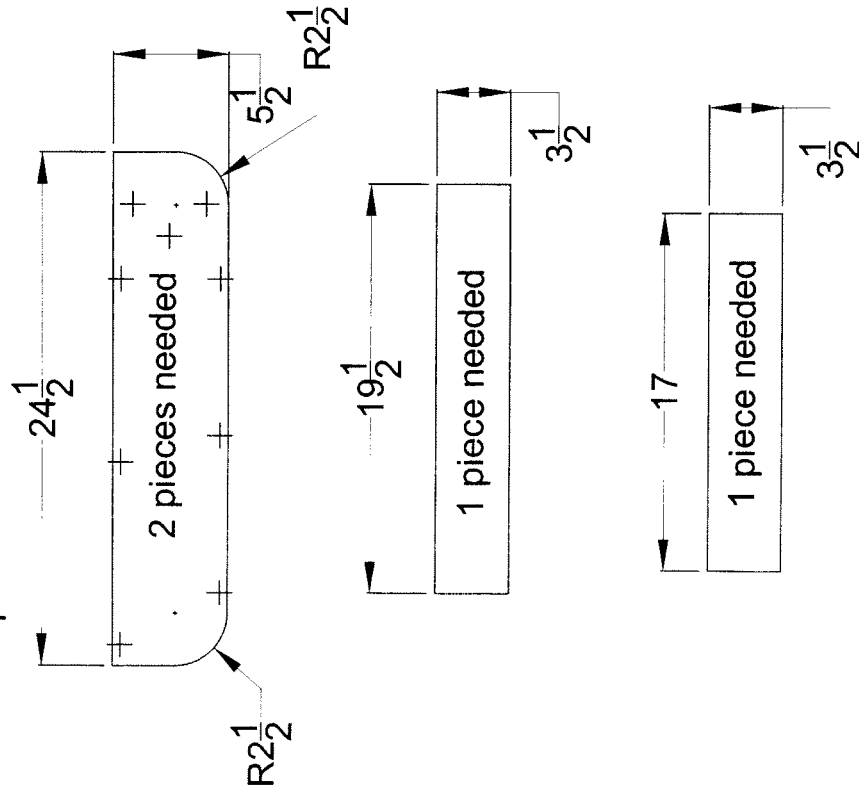
Note 1: The 19 1/2 inch length will vary depending on the length of the mailbox purchased. Just add or subtract difference of your mail box from the mailbox length given above at 20 inches to 19 1/2 inches. So if the mailbox you purchase is 19 inches long subtract 20 inches from 19 inches which is 1 inch. Subtract 1 inch from the 19 1/2. This new length will be 18 1/2. If your mailbox is longer the length will be longer. This process needs to be applied to the 17 inch dimension also.

Yard surface _____

Road surface _____

Newer sections standard mailbox design

The lengths of the pieces below will vary depending on the length of the mailbox that is purchased.



Estimated materials needed

Used treated outdoor wood

- 1 - 1" x 6" x 8' actual dimensions $\frac{3}{4}$ " x $5\frac{1}{2}$ " x 8'
- 1 - 4" x 4" x 8' actual dimensions $3\frac{1}{2}$ " x $3\frac{1}{2}$ " x 8'
- 18 - 2" screws coated for treated wood

White outdoor paint

1- 60lb bag of concrete

Special order from the Chester Lowe's, Liberty Hardware's Brainerd house numbers, 4" high, plastic, flat black, part number 3030-X where the X represents the actual numeral. See Ed at the commercial Services desk.

+ Approximate location for screws

ALL UNITS ARE IN INCHES

The Villages of Longmeadow Association, Inc. Clubhouse Reservation Contract

General Rules

1. Clubhouse hours of operation are 9:00a.m. to 11:00p.m.
2. Smoking is prohibited anywhere within the clubhouse, or within 50 feet of the Clubhouse, Pool, or Playground.
3. Excessive noise is prohibited in and around the clubhouse.
4. The clubhouse may not be used for commercial or private business purposes.
5. At NO time will unsupervised minors be allowed to use the clubhouse.
6. Maximum occupancy rate is 70 people. Do not exceed maximum occupancy.

Rules and Procedures for Private Use

1. You must be a member of the Homeowners Association and Association Dues must be current in order to reserve the clubhouse for private use.
2. There is a basic one hundred dollar (\$100.00) user fee. This fee is non-refundable if you choose not to use the clubhouse, unless notice is given at least two days before the event.
3. There is an additional one hundred (\$100.00) security deposit, which is fully or partially refundable two business days following satisfactory assessment and depending on condition in which you leave the clubhouse at the conclusion of your reservation period.
4. Reservations must be made at least fifteen (15) days prior to the planned event.
5. Payment must be received by the management office at least seven (7) days prior to your event.
6. Fees and this contract are due five (5) business days after making a reservation. If not received within five (5) business days, your reservation will be cancelled. If more than one reservation is requested for the clubhouse for the same day, the reservation will go to the person who gets their fees in first.
7. You must sign this contractual form when you make your reservation. **Your signature indicates full acceptance of responsibility for the clubhouse and its furnishings while it is under your control.**
8. Alcoholic Beverages are allowed in the Clubhouse under the following conditions.
 - a. Alcoholic beverages are not allowed in the pool, playground, or parking lot areas
 - b. Alcoholic beverages are not allowed in the clubhouse if there is anyone under the age of 21 present.
 - c. Alcoholic beverages will be allowed if the occupants are **all** over the age of 21, and only then if a proper license has been obtained from the Virginia Department of Alcohol Beverage Control at 2901 Hermitage Road, P.O. Box 27491, Richmond, VA 23261. www.abc.virginia.gov
 - d. In the event that alcoholic beverages are to be present at the event, proof of the license must be shown and properly displayed before the event takes place.
 - e. Renter(s) will be held responsible for any untoward action or behavior taken by anyone in attendance.
9. Upon entering the clubhouse, you should inspect for any previous damage. If there is any damage, you must report it to the clubhouse custodian *immediately*. Otherwise, we will assume the damage occurred during your reservation time and your (\$100.00) will be forfeited. There is a form included with this contract to assist with your inspection.

10. When you have finished using the clubhouse, clean it; bathrooms need to be swept, mopped, and all trash should be removed to the outside trash cans. There is a key to the lock on the trash bin with the key you are given to the clubhouse. The toilets and sinks should also be cleaned out with cleaners. Kitchen needs to be swept, mopped, and all trash removed to the outside trash cans. The refrigerator and freezer should be emptied and wiped out with cleaner along with the microwave, counter, and sink. The furniture should be returned to its original position. Any spills, tears or stains should be reported to the clubhouse custodian. Vacuum the carpet. Any spills should be soaked up until dry. Stains should be removed with cleaner. Any tears or pulls in carpet need to be repaired. Report all damage. 'All cleaning supplies are provided; therefore, it is mandatory that you clean thoroughly. A full refund of the deposit requires the clubhouse to be fully restored to its initial condition.
11. Return thermostat to 65 degrees in the winter and 78 degrees in the summer, and lock all windows and doors.
12. Check outside and around the clubhouse to ensure that all trash has been picked up and placed in trash cans. There are four trash cans in the trash area for disposal of your trash. Do not place bags beside the cans. Trash should be inside the cans with lids tightly closed. If trash is not properly disposed of, your deposit may be forfeit.
13. You should have the clubhouse cleaned and vacated by 11:00p.m. If it is not restored to its original state the day of your event, your deposit will be forfeit.
14. Someone from the Clubhouse Staff will contact you to make arrangements to pick up the key. Appointments must be kept, or you may forfeit your reservation and fee. The key will only be given to the person who, being a proper member of the Association, makes the reservation, or provides permission to another person in writing!!! Your key will not open the clubhouse door until 9 AM on the day of the event.
15. Once you have entrance to the clubhouse, you are responsible for the clubhouse and all of its belongings until the key has been returned.
16. The key is to be returned promptly after your event to the clubhouse custodian or the drop box so that a timely assessment of the facility may be conducted.
17. Nothing is to be attached in any way to walls, ceiling, windows, fans, tables, outside railings, or signs in the parking lot or at the front that will leave marks or tape, or damage anything. This includes staples, pins, or any kind of tape. Users may be called to return to clean it up before the deposit is returned.
18. Make sure all doors and windows are locked. If left unlocked and damage occurs, you are held responsible and your deposit (\$100.00) will not be returned and you will be held accountable for the additional expense.
19. There are 14 6-foot long tables and approximately 55 folding chairs in the closet available for your use. Please make sure they are put back, neatly, into the closet when you are cleaning up.
20. Violation of any of these rules may lead to suspension of clubhouse privileges as well as restitution for damages, if applicable.

I certify that I have read and understand all the General Rules, and Rules and Regulations for rental and use of the Clubhouse.

Signature: _____ Date: _____

Today's Date _____ Event Date/Time _____

Type of Event (ex: child's birthday party, anniversary Party) _____

Will alcoholic beverages be part of this event? (yes or no) _____

If yes, has a license been obtained? (yes or no) _____

Person Making This Reservation: (Please print legibly) _____

Name of alternate person with permission to obtain the key _____

Home address _____

Home Phone _____ Cell/Other Phone _____

Signature _____ Date _____

Return this form with payment to:

The Villages of Longmeadow
P.O. Box 11361,
Richmond, VA 23230.

All checks are made payable to The Villages of Longmeadow Association. Do NOT make your check payable to the management company.

Your rental fee and deposit should be written on **two separate checks**. Please **post date the deposit check only** to the date of your event. The \$100.00 clubhouse rental fee will be processed the day it is received in the management office. Please contact the management office, 282-7451, the week of your event to get the contact information so you can make arrangements for the key. Because there is only one key signed out at a time, you may not be able to get the key until the morning of your event. Please keep in mind that the clubhouse is run by **volunteers** from your Association. All proceeds from the rentals are set aside for capital improvements to the clubhouse.

Resident/Renter Name: _____

Date of Event: ____ / ____ / ____ Time of Event: _____

Inspected by: _____

Was any damage reported before use? __No __Yes

If yes, describe:

Who was notified and when: _____

Inspection Checklist:

	Before Event			After Event		
	Yes(√)	No(√)	Remarks	Yes(√)	No(√)	Remarks
Trash properly disposed of.						
Doors are closed and locked						
Windows are closed and locked						
Floors are clean and stain free						
Kitchen was found clean and sanitary						
Dishes are clean and in cupboards						
Bathrooms are clean						
Tables and chairs are clean and in storage room						
Heat/Air conditioning reset						
All fans are turned off						
All lights are turned off						
Porch is clean						
Key returned						

Signature of Clubhouse Custodian: _____

Signature of Renter: _____



SWIMMING POOL RULES
As of May 2012

GENERAL

1. Regular Pool hours are: **Tuesday-Friday, 11am - 7pm Saturday, Sunday and Holidays 10am – 8 pm During school Tuesday – Friday 4pm – 8pm. Closed on Mondays.** No one shall use the pool at any time other than scheduled hours when lifeguards are on duty. If any individual(s) are found to be in the pool area (inside of fencing) during non-regular hours they will forfeit their rights to use the pool for the remainder of that year. In addition they may be subject to arrest for trespassing. Private parties must be approved, contact ACS West for details 804-282-7451.
2. All LHA dues must be current prior to use of the pool. Renters will pay a \$150.00 user fee to use the pool. This fee will be paid to ACS West and will be prorated as the pool summer progresses.
3. The Homeowner's Association will not be responsible for any money or property loss sustained by members or their guests when using the pool.
4. Members are requested to instruct their children and guest's children in personal hygiene and instruct them to use the restroom facilities in the clubhouse.
5. Registration for pool admittance is mandatory and required in advance. All residents in good standing may be registered at the pool and all persons must be residents of the address specified on the respective registration form. If you fail to register prior to pool opening, you must contact the LHA Property Manager to register for pool admittance. Each member (all family members) must be registered, and use a valid **photo ID to gain admittance**. Forms of ID may be: a Drivers License (with photo), Military ID (with photo), School ID (with photo), etc. Gate guards will verify that you are a resident of Longmeadow using your photo ID against a current homeowner's log. **You must be a homeowner, have registered, and have proper identification to use the pool facilities.** In accordance with the Community Rules and Regulations Sections 4A & 5G, pool privileges will be revoked if other persons are written on the registration form that do not live at the residence listed on the registration form. All members and their guests are required to check in with the gate attendant upon entering the pool facilities. Failure to do so will result in expulsion from the pool for the remainder of the day.
6. Children under twelve (12) years of age **MUST** be accompanied by an adult (18 years+ that has the proper form of ID) unless written permission is given by the child's parents or legal guardian, in which the person accompanying the child must be 16 years of age or older. Written permission must be given to the lifeguard at the gate prior to admittance. No one under 18 years of age is permitted past the pool rope, in the deep end of the pool, without first passing a swim test administered by the lifeguard on duty. Anyone that cannot swim **is not** allowed beyond the rope in the deep end of the pool.
7. Snacks (except for unshelled seeds or nuts of any kind) may be brought from home; however all trash must be placed in the trash containers provided. **NO GLASS** of any kind is permitted in the pool area, No exceptions. The pool manager (on duty) has the authority to vacate all persons from the pool area if, at their discretion, the pool is in a condition to endanger the health and safety of the members. The pool area will remain vacated until the condition is corrected.
8. No facemasks with glass faces are allowed in the pool at any time.

9. Swim suits are required to enter the pool, swim diapers must be used for children. Exposure of underwear or any inappropriate attire including offensive, printed words is not allowed on the pool premises. Appropriate bathing attire required by a resident's culture shall be allowed.
10. ACCIDENTS should be reported to the pool manager immediately so that a report can be filed.

CONDUCT

1. Conduct at the pool must be such as to furnish the greatest pleasure for the greatest number. The head lifeguard/manager is given full authority to enforce all swimming pool regulations. The cooperation of all members is expected. Appropriate behavior is expected by all members and their guests.
2. No one **over 6 years old** is allowed to use the wading pool. Parents may accompany children in the wading pool. The lifeguard will exercise general supervision over the wading pool, but is not responsible for anyone inside of the wading pool area.
ALL CHILDREN IN THE WADING POOL MUST BE SUPERVISED BY A PARENT OR AN ADULT (18 YEARS OLD OR OLDER) WITHIN THE IMMEDIATE AREA. LIFEGUARDS ARE NOT RESPONSIBLE FOR WATCHING THE WADING POOL AREA, ONLY THE LARGE POOL.
3. Foul or abusive language to employees, or members, will not be tolerated and will result in disciplinary action by the pool manager. Major violations such as drug use, fighting, or sexual assault will result in immediate dismissal from the pool area and proper authorities will be notified. The pool manager is authorized to immediately expel violators from the pool area. Police will be called if necessary for the removal of the offender.
4. Any person guilty of physically abusing another, or stealing anything, will face immediate expulsion from the pool area with possible revocation of access to any part of the clubhouse/pool complex for the remainder of the year. The police will be called as part of the expulsion.
5. ANYONE not following the rules while at the pool will be given warnings as follows:
 - 1st Offense-Documented Verbal warning
 - 2nd Offense-Out of the pool for 5 minutes.
 - 3rd Offense-Asked to leave the pool for the day. Pool chair & parents (if under 18 years old) will be notified.
 - 4th Offense-Suspension of pool rights for one week. Pool chair & parents (if under 18 years old) will be notified.**

**Any further offenses will result in suspension of pool rights for remainder of pool year.
If the offense merits it, the punishment may be moved to a higher level, i.e. a documented verbal warning as well as a five-minute "out of the pool" may be given at the same time.

All warnings to be documented

6. **ABSOLUTELY NO DIVING IN THE POOL OR FLIPS FROM THE SIDE ARE ALLOWED AT ANY TIME.**
7. Running, pushing, dunking and rough play (as judged by the pool manager or guards), are prohibited inside the pool area.
8. Approved life jackets may be worn in the pool. Small rafts or floatation devices tubes, balls etc. shall be allowed in the pool, depending on how crowded the pool is. No hard air inflated balls are allowed in the pool area only beach ball style balls and other pool related toys are allowed. Water guns can be used in the pool but if pool patron is abusing usage of the water gun the lifeguard can revoke the right to use it. Pool manager/guards on duty will make the decision. **FLOATAION DEVICES ARE NOT TO BE USED AS A SUBSTITUTE FOR LIFE JACKETS FOR NON SWIMMERS.**
9. Everyone must leave the pool in the event of an emergency (including thunder & lightning). The signal for this is one long whistle blast.
10. No beer or alcoholic beverages may be consumed in the pool area. No one in an intoxicated state will be allowed in the pool area. Anyone intoxicated will be asked to leave the pool area.
11. No glass containers of any kind are allowed in the pool area.

GUESTS

1. Guest fees are \$4.00 per person per day, 5 years old and older. Less than 5 years of age is free. After 5pm guest fees are \$1.00 per person.
2. GUEST(S) MUST BE ACCOMPANIED BY A CURRENT VALID POOL MEMBER AT LEAST 18 YEARS OF AGE OR OLDER, WHO MUST REMAIN INSIDE THE POOL AREA SO LONG AS THE GUEST IS THERE.
3. Pool Members will have 5 free guest passes per household for the season.
4. Each household is allowed no-more than 5 guests per day.

Any violation of these rules not being properly administered by the staff (whether intentionally or unintentionally) should be reported to the Pool Manager and LHA Board giving complete details or objections of the incident in writing. Pool management and/or the Board will investigate each incident and take appropriate action as deemed necessary.

Penalty for violation of any of the rules listed above will be determined by the appropriate staff and/or board member(s).

These rules are subject to change during the operating times. Any changes will be posted in the pool area.

Life Guard Statement of Understanding:

I have read, understand and agree to enforce all the rules out lined in this document:

Printed Name

Signature



Pool Registration Form

PLEASE PRINT CLEARLY

Applicant's Name: _____ Date of Birth: _____

Co-Applicant's Name: _____ Date of Birth: _____

Address: _____

Email Address: _____ to be notified of Pool events and information.

Do you RENT or OWN this residence? _____

If Renter, please list the name and phone number of Owner. _____

List all legal residents of this house other than the applicant and co-applicant.

	Name	Date of Birth	Male/Female	Allergies
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

Applicant's Home Telephone Number: () _____

Applicant's Work Telephone Number: () _____

Name of emergency Contact other than someone in your household: _____

Emergency Contact Telephone Number: _____

- By submission of this application, I apply for pool registration at the Villages of Longmeadow.
- By submission of this application, I have read and will abide by the rules for the Villages of Longmeadow Pool. I understand that falsification of this document can lead to suspension of pool privileges.

Applicant's Signature: _____ Date: _____

Co-Applicant's Signature: _____ Date: _____

Please email or fax this form to ACS West's Lee Ann King leeann@acswest.org Fax Number: 1-804-282-9590

Longmeadow Architectural Standards and Guidelines

Notice of Violation Form

Date:

Physical Address of Violation:

Type of Violation (reference section of ARC Standards and Guidelines if possible): (Please be as descriptive as possible about the violation)

If this is a structure violation, is the construction of the structure: (Please circle one)

Complete

In Progress

Not Applicable

To the best of your knowledge have you or anyone already discussed this violation with the owner of the residence? (Please circle one)

Yes

No

Contact information of the person reporting the violation: (This section is optional but may be helpful if there are any additional questions. This information will not be distributed to anyone other than the Management Company) *This section must be completed if you want to receive a status update of the complaint.* If you have any questions call ACS West at 804-282-7451

Name _____ Phone Number _____

Address _____

E-mail Address _____

**Architectural Review Form
Villages Of Longmeadow 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 the **Villages Of 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 on a copy of your existing site plan. The drawing should specify dimensions, materials to be used and colors. This application and the drawings will be retained for the committee records. **Non-returnable paint samples are required for all exterior colors to be used or stain for decks and fences.** For any building or storage shed, exterior walls, trim and roof shingle colors will be required for all exterior colors will be required to match as close as possible to 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.

If the Requested 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: _____

Signature of Homeowner(s): _____
 Date Submitted: _____ Project Start Date: _____

Return this form, plans and samples to:

ACS West Inc
 P.O. Box 11361
 Richmond, VA 23230

Association Use Only		
Date:		
Approved:		
Denied:		
Signature:		
Signature:		

The following information *must* be included for an architectural request to be approved. Reviews and approvals are performed by volunteers – a request may require 30 days to process.

Deck Request:

Color/Stain

Location of structure on Plat Map (you can download your plat from the Chesterfield County website under the property tax assessment section).

A county permit is required for decks

Fence Request:

Color/Stain

Material

Location of structure on Plat Map (you can download your plat from the Chesterfield County website under the property tax assessment section).

Note that the placement of the fence in relation to the border of your yard and the structure of your home must comply with architectural guidelines.

Shed Request:

Color/Stain

Material

Location of structure on Plat Map (you can download your plat from the Chesterfield County website under the property tax assessment section).