

WOODLAND POND PHASE II COMMUNITY ASSOCIATION ARCHITECTURAL STANDARDS

GENERAL INFORMATION ANSWERS TO COMMONLY ASKED QUESTIONS:

Why do we have architectural standards?

The Woodland Pond Phase II Architectural Control Committee currently maintains architectural control on all **new** homes. The Developer has exerted a great deal of effort and resources to attempt to maintain the character of the neighborhood. These Standards are designed to maintain that environment and prevent any excesses and abuses, while allowing individuals creative flexibility in the use of their property. The Standards also provide important information on how to prepare your application for approval of any changes you might wish to make to your property that affect the character of the neighborhood and impact upon your neighbors. These Standards should be looked at as a road map for the approval process.

Please note 6.3 of the Declaration of Protective Covenants, Conditions and Restrictions (found on page 10 of the Restrictions) clearly indicate that any building structure, fence, curb cut, alteration, modification, grading, excavating, cutting of trees, 8" or larger in diameter, as measured 4' above ground, or improvement of any kind or nature whatsoever must be approved by the Architectural Control Committee (ACC). Obviously, minor landscaping and removal of dead trees do not require approval.

What is the Architectural Control Committee?

The ACC will now approve all **new** homes. The Architectural Control Committee (ACC), established by the Phase II Home Owner's Association Board of Directors, will handle all approvals of exterior modifications, additions, etc. Submittal forms are available from the Phase II Section of the Woodland Pond website.

How does the Architectural Process work?

The ACC will evaluate all proposed changes, using the Standards in effect at the time of application. Applications conforming to the Standards will be readily approved. Uniform standards will normally apply but special circumstances regarding your property on your request may allow the approval of an application, which might be denied at another location, or the denial of a request that might be approved elsewhere. There are no automatic approvals. The entire review process usually will take one to two weeks unless additional information is required to arrive at a decision.

What if I don't wait for approval?

Proceeding prior to obtaining written approval is a violation of the Declaration. You risk all the costs of bringing the item in question into compliance.

What if there is a violation of the Declaration or the Standards?

When a violation exists, the property owner is notified and is given specific time to correct the situation either by removal of the violation, submission of an acceptable application to bring the violation into compliance, or by repair (in the case of a maintenance problem). Most violations are resolved at this stage. However, if inadequate action is taken to correct the violation, a notice will be sent to the owners informing them that remedies will be sought to enforce the Declaration.

What if I have a complaint about someone's property?

Complaints should be brought to the attention of the Association Board of Directors or ACS West in writing. All complaints will then be turned over to the ACC.

WOODLAND POND PHASE II COMMUNITY ASSOCIATION

ARCHITECTURAL STANDARDS

Note:

- The ACC must approve all alterations/modifications prior to the homeowner seeking building permits/approval from the County. The ACC must also approve all requests for exception to these standards.
- The Exterior Alteration Form will be used with all requests and can be found on the Woodland Pond Phase II portion of the website.
- The homeowner must obtain adjacent neighbor(s) agreement to the alterations.

EXTERIOR ALTERATIONS

1. ADDITIONS

Building additions included, but are not limited to garages, chimneys, decks, storage sheds, pools, greenhouses, porches, rooms, solar panel arrays/systems and deck enclosures.

1.1 The design of additions shall be consistent with the existing shape, style, and

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

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

Roof eaves and fasciae shall be the same depth, style, and approximate height and all roof slopes should be the same as the original.

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

The architectural compatibility, how the new structure blends with the old structure in terms of the style and the design, is an important factor in the acceptability of any addition.

Additions shall not adversely affect drainage conditions on adjacent properties through changes in topography. Current and Reserve drain fields must be located to ensure that they are not affected in any way.

1.3 Docks. Lakefront owners must obtain approval for the installation of **any docks**. Please consult your neighborhood directory for the name of the President of the Lakefront Association.

1.4 Application Requirements for Additions

The following must be submitted with the completed application:

A site plan must show the relationship of the proposed and the existing construction to all property lines. If required, the Committee may ask for the location of adjacent dwellings.

Drawings should include elevation views of proposed construction including elevation views of each exterior wall including dimensions and locations of features such as doors and windows.

2. ANTENNA/SATELLITE DISHES

2.1 No satellite dish larger than one meter in diameter will be allowed on any lot. All allowed satellite dishes must be installed in the rear of the lot, out of view from the facing street if adequate signal can be received there. If the signal can only be received in the front yard, homeowners should attempt to place the dish in a location which is not easily visible from the street.

3. CLOTHESLINES (EXTERIOR)

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

4. DECORATIVE OBJECTS (EXTERIOR)

4.1 Decorative objects must compliment the architectural and landscape design of the property. Overly large statuary objects and sculptures are not allowed.

5. DOG HOUSES AND DOG RUNS

5.1 Dog houses must be located in the rear of the property, out of view from the street.

5.2 Dog houses and dog runs shall be visually screened from the facing street and adjacent properties by plantings, approved fencing, etc. They must also be at least 15 feet from all property lines.

6. PATIOS AND WALKWAYS

- 6.1 Patios and walkways must compliment the architectural and landscape design of the property.
- 6.2 Efforts should be made to retain as many trees in the owner's yard as possible.

7. ENTRANCE COLUMNS/BRICK STRUCTURES ON DRIVEWAYS

- 7.1 Entrance columns and improvements to the driveway need to be approved and meet Virginia Department of Transportation specifications:

Within the 10' clear zone (measured from the edge of the roadway's pavement out 10"), no structure embellishment will be permitted that is closer than 2' from the edge of pavement of the public street or higher than 6" above the surface of the drive.

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

8. LIGHTING (EXTERIOR)

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

9. MAILBOXES

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

- 9.1 Only the standard approved mailbox i.e. (PostMaster 11.7-in x 15-in Metal Black Post Mount Mailbox), mailbox post, and lettering shall be allowed.
- 9.2 The approved color for mailbox post paint is Benjamin Moore, vinyl acrylic, latex stain, Seagull Grey #08972.
- 9.3 Plantings or any decorative object cannot impede the home identification number or delivery of mail.

10. PAINTING AND STAINING

- 10.1 Approval is required only when the siding or trim of a house is to be painted or stained a color different from its existing color. The new paint or stain is

considered to be different if either the color of the shade differ from the original, or if paint is changed to stain or vice versa.

10.2 Application Requirements for Painting and Staining:

The following must be submitted with the completed application:

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

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

11.1 The above must be located in a low visibility area of the property and be no more than one story in height.

11.2 They must also be at least 15 feet from all property lines.

12. POOLS – PRIVATE

Note: Chesterfield County Health Department should be contacted regarding application for pools to verify and approve the location of the drain field and the reserve drain field.

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

12.2 An application will be considered using the following criteria:

The size of the pool in relationship to the house must be of reasonable proportion.

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

12.3 Application Requirement for Pools – Private:

A site plan (drawing/diagram, photograph etc) showing locations and dimensions of the pool, other related equipment, fences (including type), walkways etc., in relation to the applicant's house and property lines.

13. SIDING AND STYLING

- 13.1 The choice of material to be used, if you are using new siding is left to the discretion of the owner. It is the owner's responsibility to ascertain if this material meets Chesterfield County's building and fire codes which apply to exterior materials.
- 13.2 When the proposed siding material differs in color or texture from existing siding on the residence, or if it results in a change in architectural style it shall be consistent or compatible with the style and color of siding materials on homes immediately surrounding it.
- 13.3 The style of existing trim work at soffits, corners, eaves, windows, and doors, and of accent panels, shutters, or other stylistic features shall be retained in the residing design. This will be considered an important requirement where these elements contribute to the visual continuity of the neighborhood.
- 13.4 Vinyl is allowed as a material in siding. In the approval process of the vinyl, the ACC will evaluate the type and quality of the vinyl. It is important that the vinyl have the proper detail to maintain the existing architectural integrity of the home
- 13.5 Application Requirements for Siding and Styling:

The following must be submitted to the ACC with the completed application.

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

14. SIGNS

14.1 Standard Temporary Real Estate Signs. One Sign, no larger than six square feet, may be displayed on a lot advertising the property for sale or rent. If home improvement work/painting/addition or roofing is under way, the builder/ contractor may display a sign of no more than six square feet while construction is in progress. All signs will be removed upon completion of the work.

14.2 Political Signs. Residents may display one campaign sign in their front yard during all election campaigns held in the Dale District. Signs may be a maximum of six square feet and may not be lit. Signs may be displayed one month prior to the election and must be removed no later than one week after the election.

15. STORAGE BUILDINGS

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

15.1 Written approval is required from the ACC for construction or installation of all storage buildings.

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

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

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

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

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

15.7 Application Requirements for Storage Buildings:

The following must be submitted with the completed application:

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

16. FENCING

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

16.1 Front yard fencing is not allowed except in very unusual circumstances such as a small picket fence that works with the front of the house. Rear yard fencing is allowed. The ACC will not approve chain link wire for permanent fencing. Privacy fencing is

discouraged and will only be allowed in rare situations where there are extenuating circumstances.

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

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

16.4 The following are the types of fencing allowed: Maximum height is 5 feet

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

16.6 Application Requirement for Fences:

The following must be submitted with the completed application:

- A description of the fence, style, material, color and dimensions.
- A site plan showing the relationship of the proposed fence and gates to the existing property and property lines

16.7

Fencing should not be erected directly on the rear property lines so that the property can be easily surveyed when/if required.

17. RE-ROOFING

17.1 The current approved roofing materials for re-roofing on homes in Woodland Pond are cedar shake, cedar shingle, Owens Corning Berkshire, Grand Manor by CertainTeed (Stonegate Gray, Colonial Slate and Black Pearl are the approved colors for Phase 2 homes), imitation slate, and Hendrix tile.

18. PROPERTY MAINTENANCE

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

18.2 Each property owner has the following responsibilities:

- Seeding, weeding, and maintenance of property including turf, natural and mulched areas as appropriate. Additionally, dead trees in landscaped areas and along roadways shall be removed.
- Pruning and care of trees and shrubbery.
- Residents are expected to maintain the ditch line in front of their property on a regular basis. This includes mowing and re-seeding. This not only helps the appearance but also improves drainage and water flow.
- Painting and external care of structures and other improvements.
- Trash and other refuse is to be disposed of on a weekly basis and refuse, trash, grass clippings and bulk materials may not be accumulated or stored on any lot.
- Residents are advised they are subject to Chesterfield County ordinances regarding among other things licensing, “leash laws”, and cleanup of animal waste material.
- All complaints concerning animals must be made to the Chesterfield County Animal Control Division.
- Per the restrictions, the owner of each lot shall maintain their property in a manner that would not decrease the attractiveness of the property or surrounding area.

19. BOATS, CAMPERS, ETC.

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

19.1 Application Requirements for Screening

The following must be submitted with the completed application:

- The description of the type of screen, material, color, and dimensions.
- A site plan showing the relationship of the proposed screened area to the existing residence and property lines.

20. SOLAR PANEL ARRAYS/SYSTEMS

Solar panel arrays/systems should be installed on the rear of the home, out of view of the main road, unless they must be placed on the front of the home to maximize the efficiency and capabilities of the system.

20.1 Application Requirements for Solar Panel Arrays/Systems

The following must be submitted with the completed application:

- A completed Exterior Alteration Form
- The description of the type of material and dimensions.
- A site plan showing the relationship of the proposed solar array placement on existing residence.

VIOLATIONS OF WOODLAND POND PHASE II COVENANTS, RULES, AND REGULATIONS

There are basically three types of violations, and specific processes in place for handling each type:

1st. Type:

Grass Cutting --- A violation letter is sent out with each violation. Starting with the third, and with each subsequent violation, there is a \$20 non-compliance penalty assessment. *If the Board approves, this \$20 penalty could be raised to \$50 per incident.*

2nd. Type:

All other violations that can be quickly remedied; i.e., trailer parked in driveway, junk left out in yard, bags of leaves left in yard, front porch cluttered; portable swimming pool in front yard, wheelbarrow or other equipment left out in yard, etc. A violation letter is sent giving 48 hours after receipt to correct the violation. Starting with the second write-up of the same recurring violation, and with each subsequent recurring violation, there is a \$50 non-compliance penalty assessment. *After receipt of the third letter the property owner will receive a notice of Lien on Property.*

3rd. Type:

Violations of a more major nature that will take longer to correct; roof stains power washing needed, house needing painting, repairs needed to porch railings, bare spots on lawn, yard erosion, shutter falling off, dead tree in yard, etc. A violation letter is sent giving 14 days to correct the violation or work out an acceptable plan with the management company (ACS) to correct the violation. After the 14 days, there is a \$20 per day non-compliance penalty assessed until the violation is corrected, with a cap of \$900. If the violation is still not cured, the Board may have the Attorney seek a court order to have the violation cured.

In all cases, the violator is to notify the management company in writing or by email when the violation is corrected so a re-inspection can be conducted to verify such.

All the above processes fall within the confines of Va. POA Act, and were reviewed by Woodland Pond Phase II Attorney before being implemented by Board Approved Motions.