



# **COMMUNITY ASSOCIATION, INC.**

## **ARCHITECTURAL STANDARDS AND GUIDELINES**



**14 November, 2017**

**This update of the Standards and Guidelines includes all previous revisions**

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## 1. ADDITIONS

Notes:

(1) Commonwealth of Virginia law requires locating and marking underground utilities prior to digging for any reason. Notify Miss Utility of Virginia at least three working days before the planned work. Miss Utility may be contacted by calling 811 between 7:00 AM and 5:00 PM weekdays, except Virginia and Federal holidays.

(2) Contact the appropriate Chesterfield County Government Offices to ascertain requirements for and issuance of building permits.

Building additions include, but are not limited to, carports, garages, greenhouses, porches, rooms, carports and deck/patio enclosures. Any extension of the dwelling is to be considered an addition. For deck construction see Section 7 below.

### ***1.1 SITE REQUIREMENTS.***

- a. No addition shall extend beyond the setback limits established for the house.
- b. In general, the location of additions shall not create a breach of privacy between neighboring houses. Where this is unavoidable the ACC may require the applicant provide screening of the view.
- c. New windows or access created by an addition or modification shall not create a breach of privacy between neighboring houses. The ACC reserves the right to reject certain openings or require screening by the applicant in situations where, in the sole opinion of the ACC, such is required.

***1.2 CONSISTENCY OF DESIGN.*** To ensure consistency in the design of the house and minimize visual disruption of the neighborhood, additions shall comply with the following.

- a. The architectural style shall match the style of the house. The mass of the addition shall be similar in the use of shapes to that of the house, but proportionately smaller so to not overpower the house. Roof styles and slopes shall be similar.
- b. Window and doorway openings shall be required in a similar fashion and extent as in the original house. Windows and doors shall be of matching material and style of those in the existing house. Exceptions may be granted at the discretion of the ACC for sunrooms or other specially glazed areas.
- c. Architectural elements such as corner and rake boards, soffits, eaves, window and door trim and shutters shall match the style of the existing house.
- d. All exterior finish materials and colors shall match the existing house. Matching colors on dissimilar materials is not acceptable.
- e. Open space beneath a structure built on piers/columns/posts shall be enclosed with lattice or other approved screening material if the opening is more than two (2) feet above grade but less than one story above grade.

**1.3 APPLICATION REQUIREMENT.** An application for approval of an addition shall be submitted to the ACC and written approval received prior to the start of any construction. The following shall be submitted with the application.

- a. A site plan and complete set of architectural drawings paralleling those required for Chesterfield County building permits. The site plan shall show the relationship of proposed construction to existing structure, property lines and adjacent houses. Size and location of trees in affected areas shall also be reflected in plan.
- b. Scale drawings of proposed construction shall show elevation views of each proposed exterior wall including dimensions and locations of features such as doors, windows, roofs, trim and proposed exterior lighting including fixture type.
- c. A complete detailed description of materials including manufacturer and type of siding, roof, trim, colors, etc. Samples may be required.

## 2. ANTENNAS

Under the Over-the-Air Reception Devices (OTARD) rules developed by the Federal Communications Commission, certain restrictions and preemptions have been devised for home antennas. Antennas allowed and controlled by these rules are listed in Paragraph 2.1 below. Community restrictions in Paragraphs 2.2 and 2.3 below shall be followed unless they cause unreasonable delays, unreasonable increases in cost or preclude receiving an acceptable quality signal from an antenna covered under the rule.

**2.1 PERMITTED ANTENNAS.** The following antennas are permitted by the Federal Telecommunications Act of 1996.

- a. Dish antenna. A dish antenna one (1) meter (39.37") or less in diameter and is designed to receive direct broadcast satellite service, including direct-to-home satellite service, or to receive fixed wireless signals via satellite.
- b. Wireless antenna. An antenna that is one (1) meter or less in diameter or diagonal measurement and is designed to receive video programming services via broadband radio service (wireless cable) or to receive fixed wireless signals other than via satellite.
- c. Other antennas. An antenna designed to receive local television broadcast signals.

**2.2 LOCATION.** To the extent feasible, antennas shall not visible from the streets within Bel Arbor. The following priorities shall be observed in determining antenna locations.

- a. Mounted directly on rear of house or on a roof plane facing the rear.
- b. Mounted in back yard on a pole, existing structure or tree.
- c. If no clear signal can be obtained in any of the above locations, the antenna may be mounted on the front plane of the house. The ACC shall be notified in advance by the homeowner in any case where

the required location of an antenna covered by these standards and guidelines will be visible from the streets within Bel Arbor.

**2.3 APPEARANCE AND SCREENING.** Insofar as possible, the visibility of antennas should be minimized using the following methods.

- a. Screen the antenna from street view with natural plantings, e.g., trees and shrubs, to the extent they do not compromise signal reception.
- b. Use antennas with a dark or muted color, or paint the antenna a muted color to blend with background surfaces or surrounding landscape.
- c. Under Federal law, antennas meeting the requirements of this section may not be further regulated by an Association as to type or placement. Residents are encouraged to use care in selection and placement of antennas to preserve the appearance standards and character of Bel Arbor.

### **3. ATTIC VENTILATORS**

**3.1 APPLICATION NOT REQUIRED.** An application is not required for attic ventilators on the exterior of a residence provided the following provisions are met.

- a. Ventilator(s) is mounted on the portion of roof that is least visible from the public street and does not extend above the ridgeline. In addition, no part of the ventilator shall protrude more than twelve (12) inches above the roof plane.
- b. All exposed parts of the ventilator are painted to match the exterior color of the roofing material penetrated.
- c. If an owner desires to block airflow through a ventilator, it shall be blocked from inside the structure.

**3.2 APPLICATION REQUIRED.** An application for approval of a roof mounted attic ventilator is required for all installations which do not meet the requirements of Paragraph 3.1 above. The application shall describe the ventilator in detail and show its proposed location and elevation above the plane of the roof. A manufacturer's brochure shall also be included.

### **4. AWNINGS, SUN TRELLISES AND PERGOLAS**

**4.1 DESIGN, COLOR AND LOCATION.**

- a. Sun control devices shall be compatible with the architectural character of the house.
- b. Awnings shall be of straightforward design without decorative embellishments such as fringes and contrasting colored stitching.
- c. Awnings, sun trellises and pergolas shall be consistent with the visual scale of the house to which they are attached.



d. The location of any awning, sun trellis or pergola shall not adversely affect views, sunlight or natural ventilation of adjacent properties.

e. The finish color of wooden sun trellises or pergolas shall be consistent with trim color or stain on the house. Frames for canvas awnings shall be painted to match the trim or dominant color of the house. If awnings are removed for winter storage, frames shall also be removed.

**4.2 APPLICATION REQUIREMENTS.** The following shall be submitted with the completed application.

1. A detailed drawing of the pergola, sun trellis or awning showing dimensions and a description of the method of support and attachment to the house.
2. A description of the color and style of the sun control device and house to which it is to be attached, including a description of the materials to be used. Material samples may be required.
3. An explanation of the impact the sun control device will have on adjacent properties.

**4.3 INSTALLATION AND RESPONSIBILITIES.** Installation shall be performed by a licensed and insured professional installer. The homeowner assumes all responsibility and liability for all required maintenance and any damage caused to his/her or neighbor's property during or subsequent to installation of awnings, pergolas and/or sun trellises.

## **5. CHIMNEYS AND FLUES**

The purpose of this guideline is to ensure exterior chimney installations are in harmony with the applicant's house and surrounding properties.

**5.1 CHIMNEY EXITING THROUGH WALL/FOUNDATION.** Chimney shall be boxed-in with materials which are compatible with exterior wall finish, style, material and color.

**5.2 DIRECT VENT GAS FIREPLACE.** The following criteria shall be followed when using a direct vent gas fireplace.

- a. Vent piping shall be enclosed.
- b. Siding and roofing enclosure materials shall match similar materials on the house.

**5.3 CHIMNEY EXITING THROUGH ROOF.**

a. The chimney shall be boxed-in if it is to be located on the front slope of the roof, roof ridge or any other location where it will be highly visible from the front of the house. Chimneys located on the rear slope of the roof and not highly visible from the front need not be boxed-in. Exposed metal sections shall be painted, and subsequently maintained, to match the exterior color of the roofing material penetrated.

b. The height of the exposed metal section or boxed-in chimney shall be no more than the minimum required by the Chesterfield County Building and Fire Codes.

**5.4 OTHER REQUIREMENTS.** The following guidelines apply in addition to those above when there is no existing chimney on the house other than a builder installed through-the-roof installation for the central heating system. Special care shall be taken to arrive at an architecturally suitable design when a second chimney is to be added. Each case will be considered separately, and the following criteria shall be considered.

- a. Dissimilar chimneys shall not be used unless it is impossible to view both from any angle at the same time.
- b. If a second chimney is to be added on the same side of a house as an existing boxed-in chimney, every effort shall be made to ensure both flues run through the same enclosure.
- c. When a second chimney is constructed on a different wall than the first chimney, it shall be of the same design as the first chimney.

**5.5 APPLICATION REQUIREMENTS.** The following shall be submitted with the completed application.

- a. A description of the applicant's house including style, siding, shutter type, decorative embellishments, etc. A photograph of the front of the house and the proposed location of the chimney shall be provided.
- b. A site plan showing the location of the proposed chimney and its relationship to the house, property lines and adjacent houses.
- c. A detailed drawing showing exterior elevations and dimensions of the proposed chimney.
- d. A complete description of the proposed chimney and exterior construction materials including type and color of masonry or siding material to be used, or the paint color of an enclosed pipe. The relationship of these materials and colors to the house materials and colors must be included. Material samples may be required.

## **6. EXTERIOR CLOTHES LINES**

No exterior clothes lines of any type shall be erected or maintained at any time on any lot. All other types shall not be visible from streets or neighbor's homes.

## **7. DECKS AND PATIOS**

Notes:

(1) Commonwealth of Virginia law requires locating and marking underground utilities prior to digging for any reason. Notify Miss Utility of Virginia at least three working days before beginning the planned work. Miss Utility may be contacted by calling 811 between 7:00 AM and 5:00 PM weekdays except Virginia and Federal holidays.

(2) Contact the appropriate Chesterfield County Government Offices to ascertain requirements for and issuance of building permits.

All houses in Bel Arbor, space permitting, shall have a deck or patio. The following guidelines shall apply to the construction and alteration of decks, deck stairways and patios.

**7.1 CONSTRUCTION.** Decks and stairways shall be constructed of durable materials such as pressure-treated lumber or an industry accepted composite substitute.

a. The color of each deck, and stairway if applicable, shall match the primary color of the exterior of the house, be left natural or stained a color approved by the ACC.

b. Decks, and stairways if applicable, shall be considered on their individual merits, which include but are not limited to, location, size, conformity with design of the house, relationship to neighboring houses and proposed usage.

c. Open space beneath a deck built on piers/columns/posts shall be enclosed with lattice the same color as the deck or other approved screening material, if the opening is more than two (2) feet above grade but less than one story above grade.

d. All stairways shall be constructed entirely within a home's property lines and no portion of a stairway shall extend over a vertically extended property line.

**7.2 APPLICATION REQUIREMENTS.** The following shall be submitted with the completed application.

a. A site plan with dimensions showing the relationship of the deck to the house, property lines and adjacent houses.

b. All window or door locations shall be shown including the conversion of a window opening to a door or vice versa, if applicable.

c. A descriptive drawing including dimensions, height above grade, details of railings and stairway.

d. A description of materials to be used and color of the proposed deck as well as colors used on the house. Samples may be required.

e. A description of any trees and plants to be removed for construction of the deck and any equipment such as meters, air conditioners, heat pumps, etc., which will be relocated.

f. A description of proposed changes to exterior lighting. See Section 19 below.

## **8. EXTERIOR DECORATIVE OBJECTS**

Application and approval are required for all permanent exterior decorative objects, natural or man-made, and for any conspicuous decorative object even if temporary, except as allowed in sections 8.1 and 8.2 below. No decorative object may be placed where it will interfere with association vendors in the performance of their contract duty.

**8.1 PRE-APPROVED DECORATIVE OBJECTS.** No application will be necessary for exterior decorative objects meeting the following requirements:

- A. Up to two (2) concrete, heavy metal, or wooden chairs/benches are allowed on the front porch or on the walkway.
- B. Containers of live plants that do not exceed thirty-six (36) inches overall in height. The diameter of a round container may not exceed eighteen (18) inches anywhere, and a measurement around the exterior of any other shaped container, at any point, may not exceed one hundred (100) linear inches. Vegetables or fruit bearing plants are not permitted in front yards. Other restrictions applying to vegetable gardens are contained in Section 13.
- C. Statuary objects that do not exceed thirty six (36) inches in height and six (6) inches in width.
- D. Objects are allowed only on the front porch and walkway, the front porch wall, at the sides of the garage door, and in builder installed front plant beds adjacent to the house. Small wall mounted fountains are allowed on front porches only. No objects are allowed anywhere else in the front yard area without written approval.
- E. The total number of objects allowed without an approved application may not exceed five (5).

**8.2 SPECIAL APPROVED AND DISAPPROVED ITEMS.**

- A. A seasonally appropriate wreath or door decoration, either live or artificial may be displayed on the front door or wall adjacent to the door and does not count as one of the five (5) objects allowed in Section 8.1.
- B. Up to two (2) additional objects up to eighteen (18) inches square protruding no more than six (6) inches above the surface of the mulch, may be placed in the front bed area in addition to the five (5) objects allowed in Section 8.1.
- C. Fixtures used for walkway and other home or yard lighting must meet the requirements of Section 19- EXTERIOR LIGHTING, and do not count as one of the five (5) objects allowed in Section 8.1.
- D. Signs, as allowed in Section 26 - SIGNS, do not count as one of the five (5) objects allowed in Section 8.1.
- E. A garden flag, as allowed in Section 12 - FLAGS AND FLAGPOLES does not count as one of the allowed five (5) allowed in Section 8.1.
- F. Bird Baths, bird feeders, stand-a-lone fountains, gazing balls, and elevated sun dials and bright-colored objects will not be allowed in the fronts of the homes.

Applications must be submitted for approval for all objects not specifically allowed or for exception to the quantities allowed in Sections 8.1 and 8.2.

**8.3 CONSIDERATIONS.** Objects will not be evaluated solely on aesthetics but also on location, proportion, color and appropriateness to surrounding properties and environment.

If any decorative objects are deemed to be out of harmony with the architectural style of the homes in the community, or are reported as objectionable by neighboring homeowners, the ACC can request that the homeowner alter or remove the offending items.

**8.4 HOLIDAY AND SPECIAL DECORATIONS.** Exterior holiday and festival decorations do not require approval. However, display of exterior decorations shall begin no earlier than two (2) weeks before a holiday/festival and removal of such decorations shall be no later than one (1) week after the holiday/festival. Due to the abundance of holidays/festivals celebrated during December, temporary decorations will be allowed from Thanksgiving through the weekend following New Year's Day.

If a spot or flood light is used in conjunction with holiday decorations it must conform to the guidelines in the new Section 19, specifically 19.7

**8.5 APPLICATION REQUIREMENTS.** The following shall be submitted with the completed application.

A. Location, size, color and detailed drawing or picture of the object.

B. In the case of temporary objects, specific length of time object will be in place.

## **9. DOG HOUSES AND DOG RUNS**

Note: Bel Arbor residents are responsible for complying with county ordinances regarding treatment of animals, leash laws, noisy pets, etc.

Written approval is required for construction/placement of any dog house and/or run within Bel Arbor. The following guidelines apply.

### **9.1 CONSTRUCTION**

a. The exterior of a dog house shall be of the same material and color as the applicant's house. Roof material shall also match that of the applicant's house.

b. Dog runs shall be located in back yards and as close as possible to the owner's house. Dog runs and dog houses shall not be located on or within ten (10) feet of property lines or on public road rights-of-ways. Visual screening from adjacent houses is required by means of approved plantings, fencing, etc.

**9.2 APPLICATION REQUIREMENTS.** The following shall be submitted with the completed application.

a. A site plan showing relationship of the dog house and/or dog run to the applicant's house, property lines, adjacent houses and other identifiable landmark's including roadways.

b. Detailed drawings of the house or run shall include dimensions, list of materials to be used for construction and pictures of the proposed area for the dog house/run in relation to the applicant's house and adjacent houses.

## **10. DRIVEWAYS**

Note: The homeowner is responsible for contacting the Virginia Department of Transportation (VDOT) to ascertain if a survey, permit, etc., is required before performing any desired work.

**10.1 REQUIREMENTS.**

- a. An application is required for any new driveway construction including expansion of the footprint of an existing driveway.
- b. Driveways shall be constructed of only plain, uncolored concrete.
- c. An application is not required for the replacement of an existing driveway if there is no change in location, materials, size, shape or grade.
- d. Driveways shall be a minimum of five (5) feet off of side property lines, increasing to a minimum of ten (10) feet at the street unless the ACC grants an exception due to lot conditions. See required landscape screening defined below.
- e. Driveways shall not exceed fourteen (14) feet in width.

**10.2 APPLICATION REQUIREMENTS.** The following shall be submitted with the completed application.

- a. A site plan with dimensions showing the relationship to the house, existing trees, property lines and adjacent houses and driveways.
- b. The specifications shall describe the concrete strength, thickness, reinforcement bar positioning and size, subsurface preparation, etc.
- c. Any proposed changes in grade and drainage shall be explained and justified.

## 11. FENCES

The preservation of natural features and the feeling of openness contribute greatly to Bel Arbor's difference from typical developments. The purpose of these guidelines is to provide each lot with the atmosphere of a larger open area. The street side of every home is, visually, more or less public.

**11.1 APPROVAL REQUIREMENT.** Written approval is required for construction or installation of any and all fencing whether it be of plantings or man-made materials.

**11.2 PROHIBITED FENCING.** Front yard fencing is prohibited, except for replacement of that originally installed by the builder. Chain link, wire or wire with head type fences are prohibited on any lot.

**11.3 FENCE ADDITIONS.** If fencing is already constructed on a lot, additional proposed fencing must be of the same material, color and style as the existing fence. Such additional fencing shall not be constructed on property lines and shall be entirely on applicant's property.

**11.4 GATES.** Gates shall match the fence in material, color and style.

**11.5 APPLICATION REQUIREMENTS.** A completed application with a site plan showing the relationships of the proposed fence and gate(s) to applicant's house, adjacent houses and property lines are required.

## 12. FLAGS AND FLAGPOLES

No flagpoles shall be erected or maintained on any lot. No more than two flags, each not to exceed three (3) feet by five (5) feet in size, may be flown from poles no longer than six (6) feet and attached to the rear of the dwelling. One garden type flag, the top of which is no more than three (3) feet above ground level, may be placed in a front yard flower bed.

## 13. VEGETABLE GARDENS

**13.1 APPROVAL REQUIREMENT.** Written approval is required for all vegetable gardens. Plots shall be located behind the rear sight line of the house.

**13.2 GARDEN SIZE.** Size of plots shall be limited to one-quarter (1/4) of the rear lot area determined by the width of the dwelling footprint and the shortest distance from the rear lot line to the deck or patio.

**13.3 GARDEN MATERIALS DELIVERY.** When having bulk garden materials delivered, such materials shall not be placed on other's property, streets, common areas, rights-of-ways, etc. The homeowner shall be responsible for any damage done to his/her or adjacent property, to include lawns and irrigation systems, during storage and movement of such materials.

**13.4 APPLICATION REQUIREMENTS.** The following shall be submitted with the completed application.

- a. A plot plan reflecting the exact location of the garden in relation to the house and property lines, and dimensions of the garden.
- b. Renewal applications are not required on an annual basis for small garden plots. However, any change in size or location of previously approved garden plots requires the submission of a new application.
- c. Approval may be rescinded if, in the sole opinion of the ACC, the applicant has failed to comply with requirements of this section.

## 14. GREENHOUSES

A detached greenhouse is considered a structure and requires approval prior to construction. See Paragraph 1 ADDITIONS.

## 15. GRILLS (PERMANENT OUTDOOR)

Note: It is the homeowner's responsibility to ensure the location and installation of any grill is in compliance with county building or fire codes.

**15.1 APPROVAL REQUIREMENT.** Approval is required for all permanently installed grills.

**15.2 APPLICATION REQUIREMENTS.** The following shall be submitted with the completed application.

- a. A site plan showing the relationship of the proposed grill location to the house, adjacent houses and property lines.
- b. A detailed drawing of the grill showing its design, dimensions and a list of materials to be used in construction.

## **16. HEATING AND AIR CONDITIONING UNITS (EXTERIOR)**

### **16.1 LOCATION.**

- a. Installation of wall or window-type air conditioning units shall be limited to locations not prominently visible from adjoining properties, streets within Bel Arbor, Ironbridge Boulevard or Ironbridge Parkway. No such units are permitted at the front of any house.
- b. Replacement exterior units of heat pump or air conditioning systems should be placed in the same location as the units being replaced.

**16.2 APPLICATION REQUIREMENTS.** Approval for installation of an exterior unit is required only if an additional unit is being installed or a replacement unit is to be located at other than the location of the unit being replaced. The following shall be submitted with the completed application.

- a. Site plan showing location of currently installed exterior unit(s) and proposed location for replacement or additional exterior unit(s) in relation to the house, adjacent houses and property lines.
- b. A description, drawing and/or picture of the additional exterior unit, including dimensions.
- c. A description of any proposed screening material, if required.

## **17. EXTERIOR HOT TUBS, WHIRLPOOLS AND SPAS**

**17.1 APPROVAL REQUIREMENT.** Approval is required for all exterior hot tubs, whirlpools and spas.

**17.2 INSTALLATION REQUIREMENTS.** Installation, to include plumbing and electrical, shall conform to all national and local codes, be performed by a licensed and insured contractor, and any required permits obtained by the applicant.

**17.3 APPLICATION REQUIREMENTS.** The following shall be submitted with the completed application.

- a. A site plan showing the location of the unit in relation to the house, other houses and property lines.
- b. Unit dimensions, type, color and proposed screening/landscaping plan.



- c. Plan for wastewater disposal.

**17.4 PERMITS AND INSPECTIONS.** Copies of all county required permits and inspections shall be provided to the ACC upon completion of the project.

## 18. LANDSCAPING AND PLANTING

**18.1 GENERAL.** Preservation of natural features contributes greatly to Bel Arbor's difference from typical developments. Topographic and vegetation characteristics of lots shall not be altered by removal, reduction, cutting, excavation or any other means without prior written approval of the ACC.

**18.2 REQUIREMENTS.** A master plan for landscaping is required when planting is to be accomplished in stages. Plantings are to be arranged in clusters or groups, not in straight lines, to present a more natural appearance. Care shall be taken not to over plant a lot with random plants and trees. Materials such as plastic fencing, artificial flowers and painted rocks are not permitted. Mulch or other bulk materials being delivered shall not be placed on adjacent property, streets, common areas, rights-of-ways, etc. The homeowner shall be responsible for any damage done to his/her or adjacent property, to include lawns and irrigation systems, during storage and movement of such materials.

**18.3 APPROVAL REQUIREMENTS.** Approval is required for, but not limited to, the following.

- a. Removal of any live tree whose trunk is four (4) inches or more in diameter when measured at a point one (1) foot above the ground. No prior approval is required for removal of dead or diseased trees; however, the ACC shall be advised at least ten (10) days in advance of taking any such action. Storm damaged trees may be removed or trimmed without prior approval only when they constitute an immediate threat to life or property.
- b. Installation of any plantings to be used as a windbreak or for screening purposes. Hedges will be considered on an individual basis, but are generally discouraged.
- c. Landscaping which involves a change of grade or slope and installation of a retaining wall or other structure.
- d. Use of rocks, boulders, etc. For exterior ornamentation or decorative objects, see Section 8 above.
- e. Installation of shrubs or trees that will be over four (4) feet tall at maturity.
- f. Also refer to Paragraph 7.8, Amended and Restated Protective Covenants, dated 14 January 2009.

**18.4 PLANT MATERIAL.** When an application is approved with requirements for landscape screening, the following is required.

- a. Plants must be a fast growing variety and of such density to provide immediate impact.
- b. Material must be two-thirds (2/3) of the height of the object to be screened at the time of installation.

**18.5 TREES.** The following trees are not approved for planting due to undesirable growth characteristics. Additional plants and trees may be added to this list.

Thorny Locust	Silver Maple
Standard Weeping Willow	Box Elder
Sycamore Maple	Tulip Poplar
Black Cherry	Black Locust
Osage Orange	Poplars

**18.6 APPLICATION REQUIREMENTS.** The following shall be submitted with the completed application.

- a. Description of the number, type and size of plantings to be installed and a plan showing the location of all plantings in relation to the applicant's house, property lines and adjacent houses.
- b. Description of any tree to be removed and explanation for the removal.
- c. Description of any retaining wall or similar structure to be built complete with materials to be used, construction method, dimensions and location with relation to applicant's house, adjacent houses and property lines.

## 19. EXTERIOR LIGHTING

Note: Commonwealth of Virginia law requires locating and marking underground utilities prior to digging for any reason. Notify Miss Utility of Virginia at least three working days before the planned work. Miss Utility may be notified by calling 811 between 7:00 AM and 5:00 PM weekdays except Virginia and Federal holidays.

**19.1 GENERAL** The installation of any new or the replacement of any existing exterior lighting fixture requires submission of an application to the ACC before any work is begun. Any lighting fixture used on the exterior of a home or in landscape lighting must meet the requirements listed in the applicable section below. Installation and/or modification of electrical wiring and components require extra safety precautions and it is recommended that the work be done by a qualified electrician. It is the homeowner's responsibility to determine if any codes apply and to acquire any permits that may be required. Copies of any permits and inspections must be supplied to the ACC upon completion.

**19.2 FRONT PORCH AND GARAGE LIGHTS.** Replacements for existing light fixtures on either side of the garage door or hanging over the front porch must either be one chosen from the Pre-Approved fixture list available from an ACC member, or meet the following requirements:

1. The wall fixtures must not project more than 11 inches from the garage wall at the bottom of the fixture.
2. The distance from the ground to the bottom of the wall fixture must not be less than 60 inches.

3. The overall height of the fixture must be no greater than 24 inches for hanging fixtures and 21 inches for wall mounted fixtures.
4. The glass in the fixtures must be clear or seeded with NO tint.
5. The color of the fixtures must be bronze or black if not made entirely of brass.
6. There must be two or three bulbs in each of the fixtures.

APPLICATION REQUIREMENTS. Application for additions or changes to front porch or garage lights with a pre-approved fixture must show the collection name, fixture model number, and color as listed on the pre-approved list but no supplementary fixture details or pictures are required. Approval requests for any other fixture must contain details of the fixture to show compliance with the above specifications, as well as a picture. Further information may be required as determined by the ACC.

**19.3 OTHER EXTERIOR DOOR LIGHTS** Replacements for light fixtures beside doors that are located behind the privacy fences, must be consistent with the size and design of the fixture being replaced. It is preferred, but not required, that the fixture be from the same collection as those on the front of the home.

APPLICATION REQUIREMENTS. Application for additions or changes to rear and side door are subject to the same requirements as those in Section 19.2 above, but may have one bulb.

**19.4 TEMPORARY LIGHTING** Exterior holiday and festival lighting does not require approval. However, display of exterior lighting shall begin no earlier than two (2) weeks before a holiday/festival and removal of such lighting shall be no later than one (1) week after the holiday/festival. Due to the abundance of holidays/festivals celebrated during December, temporary lighting will be allowed from Thanksgiving through the weekend following New Year's Day.

**19.5 LAMP POSTS** No lamp posts other than those installed by the developer or Virginia Dominion Power during the original construction of the community and replacements thereof are permitted.

**19.6 LANDSCAPE LIGHTING** All landscape lighting shall be installed in such a manner that light will not shine on adjacent properties, common areas or public rights-of-way and shall be aesthetically planned for each location. All materials must be approved for exterior wet locations. Wiring must be buried deep enough and fixtures must be positioned out of the way to prevent possible damage by the lawn maintenance provider. Fixtures in the front yard shall not exceed 16" in height and the ACC reserves the right to limit the wattage and number of fixtures of any installation. No lighting may be aimed in the direction of or allowed to shine into a street.

APPLICATION REQUIREMENTS. Applications for landscape lighting will require detailed plans showing the location, type, coverage and wattage of each planned fixture. Specifications of the power supply and location and routing of the power cables must be shown on the plan. Professional installation is highly recommended. Signatures of all neighbors who may be affected by the lighting are required.

**19.7 YARD, PORCH AND PATIO LIGHTING** A single spot/flood light may be used in the front yard to illuminate the front door area of a home only as part of the Temporary Lighting allowed in Section 19.4 above, and does not require an application for this use. In no case may a spot/flood light be positioned to allow light to reach a neighbor's property, or the street. Spot/flood lights may be permanently used in the rear of the home to illuminate the deck, patio or yard. All fixtures and wiring must be suitable for wet locations.

**APPLICATION REQUIREMENTS.** Application for installation of light fixtures in this section must include a plan showing the fixture locations, and the proposed area to be illuminated by each fixture. Professional installation is highly recommended. Signatures of all neighbors who may be affected by the lighting are required. Replacement of a spot/flood light fixture with one of the same size, color, and number of bulbs does not require an application to be submitted.

**19.8 LIGHT BULBS** All bulbs used on the exterior lighting of a home will be clear or frosted with no coloring. As the government is phasing out all small wattage incandescent bulbs, it will soon be necessary to replace our present bulbs with those using other technology. The most common is presently the Compact Florescent Bulb (CFL). Another upcoming option is the Light Emitting Diode (LED) bulb. These bulbs are available in many configurations, and it is important that care be taken to use the proper replacement. Any bulb you use outside should be designated as ‘for outside use’. CFL’s are available in several “temperatures” similar to a standard bulb’s Bright or Cool White; Soft or Warm White; etc. The light given by middle temperature CFL is the one closest to that given by the bulbs presently used in our fixtures. Care must be taken with High Output bulbs which are made for many Spot/Flood Light fixtures. These may require fixture readjustment to prevent light from shining on adjacent properties, common areas or public rights-of-way. Shielding may be required in extreme situations.

## **20. MAIL BOXES**

The ACC shall approve the design and type of all mailboxes.

## **21. EXTERIOR PAINT AND STAIN**

Colors and application types (paint or stain) of the original neighborhood theme shall be maintained. Front door trim shall be painted with a color matching the original. Front doors shall be stained in a finish consistent with the original color. Approval is required before changing any exterior application type, finish or color.

**21.1 APPLICATION REQUIREMENTS.** The following shall be submitted with the completed application.

- a. A description of the house area(s) to be painted or stained and a color photograph of the area(s).
- b. Color description and samples, and location on the house where each color is to be applied.

## **22. PATIOS AND WALKWAYS**

**22.1 APPROVAL REQUIREMENTS.** Approval is required for all proposed patios and walkways, and changes to existing patios and walkways.

**22.2 APPLICATION CRITERIA.** An application shall be considered using the following criteria.

- a. All material shall be of a neutral color such as non-colored concrete, exposed aggregate concrete, stone, brick or treated wood.
- b. The design, location and size of patios and walkways shall conform to the design and scale of the applicant's house and neighboring houses.
- c. Existing grades shall be disturbed no more than absolutely necessary. Terracing shall be accomplished in such increments as to follow existing land contours. Safety railings shall comply with county building codes.
- d. The location shall provide reasonable visual and acoustical privacy for neighbors.

**22.3 APPLICATION REQUIREMENTS.** The following must be submitted with the completed application.

- a. A site plan with dimensions and showing the proposed walkway or patio in relation to the applicant's house, property lines, adjacent houses and existing trees.
- b. A description and/or samples of materials to be used.
- c. A description and location of proposed lawn contour changes, plantings, screening, railings, benches, proposed exterior lighting, etc.
- d. Design review and drawings by a professional landscape firm/designer may be required when considering some landscape proposals.

## **23. RESIDING AND RESTYLING**

**23.1 CRITERIA.** In those cases in which residents wish to alter the stylistic features of the existing façade, the ACC shall render a decision based on the following criteria.

- a. Appearance of the house in relation to existing and proposed materials.
- b. Variety of styles and siding materials of the houses in the area of the applicant's house.
- c. Overall visibility of the residence from nearby public and private properties.

**23.2 APPLICATION REQUIREMENTS.** The following shall be submitted with the completed application.

- a. A color photograph and description of the house as it currently appears including the color and texture of existing siding materials, and a photograph and description of the color and siding materials on immediate adjacent houses.
- b. A description of the proposed siding material including its color, texture and the manner in which it will be applied. Color and texture samples shall be submitted with the application. Changes in present trim size and location, and removal or addition of other stylistic features, must be noted. See Section 21 above.

## 24. ROOF SHINGLES

When roof shingles are replaced, the replacement shingles shall be of the same or higher quality and of the same style and color as those being replaced.

## 25. SHUTTERS

Approval is required for first time installation. No approval is necessary for replacement of shutters installed during initial construction as long as replacements are of like kind and color. See Section 23 above.

## 26. SIGNS

Note: Erection and placement of all signs must be in compliance with this document and county ordinances and regulations.

**26.1 APPROVAL REQUIREMENTS.** Except as noted below, no temporary or permanent sign or other advertising device of any nature shall be placed on any property without written approval of the ACC.

**26.2 POLITICAL SIGNS.** An owner may place a political campaign sign on his/her property no more than ninety (90) days prior to a national, state or local general or primary election. All political campaign signs shall be removed within seventy-two (72) hours after any such election. No sign may exceed three (3) square feet in size.

**26.3 SECURITY SIGNS.** One professionally made sign no more than one (1) square foot in size may be placed in the front yard flower bed so as to be visible by those approaching the front porch.

**26.4 SALE AND RENTAL SIGNS.** One temporary sign no larger than six (6) square feet in size and standing more than five (5) feet above ground level, measured from the top of the sign, may be installed on a property.

**26.5 SIGN PLACEMENT.** Signs shall not be placed on trees, light poles, street signs, traffic signs, fences or official neighborhood identification signs.

**26.6 NUMBER OF SIGNS.** One (1) permanent security sign is allowed on a lot. No more than one (1) temporary sign may be placed on any lot at any one time. One (1) directional sign is permitted on a corner leading to an open house on Saturday and/or Sunday and shall be removed not later than the Sunday night of the open house.

**26.7 APPEARANCE.** Signs shall be neatly lettered, clean, have a professional appearance and be maintained in good condition.

**26.8 SIGN REMOVAL.** If a sign is in violation of these guidelines, the Association may remove the sign. The Association shall not be responsible for loss or damage of such sign.

**26.9 APPLICATION REQUIREMENTS.** The following shall be submitted with the completed application.

- a. A description of the size and color of the proposed sign and the materials to be used for its construction.
- b. A drawing of the sign showing the message and any graphics to be displayed.
- c. A description of where the sign will be located on the lot and the time period for display.

## **27. SOLAR COLLECTORS**

**27.1 GENERAL.** Solar collectors represent a large visual impact on a structure due to their size. Therefore, it is important to properly integrate the collector into the design of the house so as to conceal it, to the extent possible, from view.

**27.2 APPEARANCE.** Large collectors on a roof shall appear to be flush with the roof and not lying on top. Smaller collectors on a roof may be finished to give the appearance of a skylight.

**27.3 CONSTRUCTION AND COLOR.** Collectors shall be constructed of glass with wood or metal trim. All trim shall be painted to match the background color of the roof or house trim, as appropriate, to conceal the collector. Plexiglas is not acceptable as it sags and yields an unsatisfactory appearance. All piping shall be concealed.

**27.4 FREE STANDING COLLECTORS.** Freestanding collectors shall be located behind the residence and completely concealed from roads and adjacent properties or designed and placed so as to blend with architectural elements of the residence.

**27.5 CODES AND PERMITS.** Installation shall meet all county codes and be performed by a licensed and insured professional installer. All required permits must be obtained by the homeowner and copies provided to the ACC following completion of the project.

**27.6 APPLICATION REQUIREMENTS.** The following shall be submitted with the completed application.

- a. A site photograph or drawing of the house including elevations showing the location and appearance of the proposed solar collector.
- b. Details as to dimensions, material used to construct the collector, methods to be used to screen the existence of the collector, etc.

## **28. STORAGE BUILDINGS**

**28.1 PERMANENT STORAGE BUILDINGS.** Permanent storage buildings are not permitted on any lot.

**28.2 TEMPORARY STORAGE CONTAINERS.** One temporary commercial storage container such as “PODS” is permitted for a period not to exceed seven (7) days. Use of temporary storage containers must meet the following requirements.

- a. Container shall be placed in the driveway as close to the garage as possible while still allowing for access to the front walkway and the container opening.
- b. The homeowner is responsible for any damage that may occur during delivery or retrieval of the container.

## **29. COMBINATION STORM/SCREEN DOORS**

### **29.1 APPROVAL REQUIREMENTS**

Installation or replacement of a screen or storm door on the exterior of a home shall require submission of an application and receipt of approval before any installation or replacement is initiated.

### **29.2 APPLICATION REQUIREMENTS FOR SCREEN AND STORM DOORS**

#### **A. New Installation**

- a. Submission of an application for the installation of a new screen or storm door between the garage and interior of the home is not required.
- b. Submissions for installation of a new screen or storm door to be installed on any exterior door of a home, with the exception of the front door ( see paragraph iii, below, ) must include information as to the proposed manufacturer, design, material, color, location and intended installer. Due to their reduced exposure to the public, there are fewer requirements for approval. A drawing and brochure may be required.
- c. Submissions for installation of a new storm or combination screen/storm door to be installed on the front door of a home must meet the following requirements:
  - (1) Fullview with a single full length glass (removable to substitute a full length screen) or one half glass and one half-glass/screen.
  - (2) At least 1 1/4" thick aluminum frame
  - (3) Bright brass hardware
  - (4) Clear ( non-etched ) glass with no designs
  - (5) White in color
  - (6) Professionally installed

As modification to the original door moldings is usually required during installation, and/or the door frame may not be a close match to the existing frame color, some painting may be needed.



A list of acceptable storm doors is available from an ACC member. Request for approval of any door not on this list, will require submission of additional information from the proposed supplier/installer.

d. Replacement Installation

(1) Submission of an application for the replacement of an existing screen or storm between the garage and interior of the home is not required.

(2) Submission of an application for the replacement of any screen or storm door on any exterior door of a home is required and must meet all of the requirements of a new installation.

**Acceptable Front Screen/Storm Doors**

**Manufacturer: Anderson Corporation**

Style: Fullview - Single Clear Glass/Screen

Series: 4000 , 3000 and 2000 models

Hardware: Brass

Color: White

Supplier: Home Depot

Description: Single interchangeable glass and screen panels.

**Manufacturer: Anderson Corporation**

Style: Fullview - Self-storing Slideaway Screen / two glass panels

Series: 3000 and 2000 models

Hardware: Brass

Color: White

Supplier: Home Depot

Description: When upper glass is lowered, screen extends from the upper frame.

**Manufacturer: Lawson Manufacturing**

Style: Fullview - Single Clear Glass/Screen

Series: Signature and Williamsburg models

Hardware: Brass

Color: White

Supplier: Lowes

Description: Single interchangeable glass and screen panels.

**Manufacturer: Lawson Manufacturing**

Style: Fullview - Self-storing retractable Screen / two glass panels

Series: Tradewinds

Hardware: Brass

Color: White

Supplier: Lowes

Description: When upper glass is lowered, screen extends from the upper section.

**Manufacturer: Pella Window Corporation**

Style: Fullview - Single Clear Glass/Screen

Series: Meadowview model 3020

Hardware: Brass

Color: White

Supplier: Lowes

Description: Single interchangeable glass and screen panels.

**Manufacturer: Pella Window Corporation**

Style: Fullview - Self-storing ®Rollscreen / two glass panels

Series: Montgomery model P56-60

Hardware: Brass

Color: White

Supplier: Lowes

Description: When upper glass is lowered, screen extends from the upper section.

Fullview with a single Glass and Interchangeable Screen

Fullview with Lower Half Glass and Upper Half Glass / Screen

## **30. PROPERTY MAINTENANCE**

**30.1 GENERAL.** Property maintenance includes the upkeep of grounds and buildings, proper trash disposal and animal control.

**30.2 PROPERTY OWNER RESPONSIBILITIES.**

a. Proper watering of lawns, shrubs and trees and adjustment of irrigation system controls to meet changes in watering needs of vegetation or requirements of the county due to draught conditions. Replacement of lawns, shrubs, flowers or trees in front yards which die as a result of improper watering shall be the responsibility of the homeowner. Fines resulting from failure to adhere to watering restrictions are the responsibility of the homeowner.

b. External care and maintenance of the house and other improvements on the property.

c. Curbside pickup of trash is provided as part of the Association assessments. Owners are responsible for moving trash and recycling containers to the curb after 6:00 PM the evening before the scheduled pick-up day and removing the containers from the curb by the end of the day of pick-up.

d. Trash containers are to be stored in such a manner that they cannot be seen from the street or adjacent/surrounding houses.

**30.3 ANIMAL CONTROL.**

a. No wild, exotic, farm or “game” type animals shall be kept on any property. No birds, animals or insects shall be kept or maintained on any property except as pets of homeowners and members of their households.

b. Residents are subject to county ordinances regarding maintaining, licensing, controlling, etc., pets. Each homeowner, to include his/her lessee, shall ensure animal waste in their yard is collected and properly disposed of as frequently as necessary to preclude unsanitary conditions and odors which may be offensive to neighbors.

c. All complaints concerning animals shall be directed to the Chesterfield County Animal Control Division by the complainant.

## **31. VEHICLES**

**31.1 PROHIBITED VEHICLES.** Travel, horse, boat, utility, etc., trailers; recreational vehicles; boats; motorcycles; school buses or commercial vehicles over 7,000 pounds having dual wheels; inoperable vehicles; vehicles with expired registration plates or any similar vehicles shall not be stored or parked on any lot or common area.

**31.2 TEMPORARY PARKING.** Campers, recreational vehicles, boats on trailers, and utility trailers may be parked in the driveway or on the street in front of the registered owner’s house while loading and unloading.

**31.3 MOTOR VEHICLE REPAIRS.** Major vehicle repairs shall not be undertaken except in enclosed garages. Minor emergency repairs such as battery charging, changing a flat tire and jump-starting are permitted

**31.4 PARKING.** Residents are requested to park vehicles in their garage. Residents are also encouraged to keep their garage doors closed to the extent possible. When parking space in addition to that available in garages and driveways is required, care must be taken not to impede vehicular traffic on streets and cul-de-sacs, especially for emergency, postal and delivery vehicles. Residents and their visitors parking on streets must consider and provide sufficient space for neighbor's to safely and easily exit and enter their driveways.

## **32. GENERATORS**

### **32. PORTABLE GENERATORS**

UL approved generators are approved for temporary use during power outages without need for application. Generators should be used with all due caution to prevent damage possible from possible fire or carbon monoxide poisoning. Consideration of noise created by the running engine should be made when placing the generator so as not to unduly disturb your neighbors.

### **32.2 WHOLE HOUSE GENERATORS**

An application is required for the installation of any whole house (permanent) generator. The generator should be placed within the property lines of the home owner, behind the privacy fence and positioned to provide the least disturbance to a neighbor.

In the event that a generator must be placed on a neighbor's property, a 'permanent private easement' must be obtained from the neighbor and properly recorded at the Chesterfield County Courthouse. (Information on how to obtain such an easement may be obtained from the ACC.)

#### **a. APPLICATION REQUIREMENTS:**

- (1) Signatures of each home owner likely to be affected by the noise of the generator.
- (2) A site plan showing proposed location of the unit in relation to the house, adjacent houses and property lines.
- (3) If a "permanent private easement" is required, approval may be given conditionally, upon the applicant's agreement to submit a copy of the recorded easement to the ACC prior to beginning actual installation.

#### **b. ADDITIONAL REQUIREMENTS:**

- (1) Installation, to include plumbing and electrical, shall conform to all national and local codes, be performed by a licensed and insured contractor and any required permits obtained by the applicant.
- (2) Copies of all county required permits and inspections shall be provided to the ACC upon completion of the project.
- (3) Notify Miss Utility of Virginia at least three working days prior to any digging. Miss Utility may be contacted by calling 811 between 7:00 AM and 5:00 PM weekdays, except Virginia and Federal holidays. In addition, the home owner and/or contractor shall be responsible for repairs to any unmarked utility or irrigation lines disturbed by the work.

(4) Maintenance shall be performed as needed to assure operation within the parameters of its design, especially those associated with attenuation of noise during generator operation.

### ***33. EXTERIOR SECURITY CAMERAS***

***33.1 GENERAL REQUIREMENTS.*** The installation of any new or the replacement of any existing Security Camera and/or supplementary motion detection or lighting equipment anywhere on the exterior of the home or property requires submission of an application to the ACC and their approval before any work is begun.

***33.2 COMMON REQUIREMENTS:*** Front, Rear and Side Yards

- a. Cameras should be as small as possible
- b.. Cameras should blend into the area to which they are mounted as far as practical.
- c. Cameras must be positioned to respect your neighbor's privacy.
- d. Cameras should be capable of night vision and may contain infrared lamps for nighttime illumination.
- e. Detailed drawing showing the make, model number, location of each camera, the area of coverage by each camera, type of illumination and method of power must be provided. Photos or links to camera information may be required.

***33.3 FRONT YARD REQUIREMENTS AND RESTRICTIONS.***

- a. Security cameras with built-in or attached visible spectrum lighting are not allowed
- b. Lighting fixtures such as flood/spot lights emitting visible spectrum light may not be used in the front of any home with the exception of the garage and front porch lights allowed in Section 19.2 and the single light allowed in Section 19.7 of these *Standards and Guidelines*.

***33.4 PERMIT REQUIREMENTS.***

If the camera, its motion sensor, or supplemental lighting system require direct wiring to the homes AC wiring system, County electrical permits and inspections will most likely be required. It is the owner's responsibility to determine if there is a requirement and to see that any and all required permits are obtained prior to beginning of installation. Copies of all permits and inspections are to be supplied to the ACC on completion.

UPDATED BY THE BEL ARBOR COMMUNITY ASSOCIATION, INC., BOARD OF DIRECTORS  
TO INCLUDE ALL CHANGES AND ADDITIONS SINCE 9 SEPTEMBER 2009

14 November, 2017