

ARBOR LANDING HOMEOWNERS ASSOCIATION
ARCHITECTURAL STANDARDS AND GUIDELINES

TABLE OF CONTENTS

ARC POLICY

SQUARE FOOTAGE - Minimum finished size ----- 7
FOUNDATIONS ----- 7
CHIMNEYS AND FLUES----- 7
GAS VENT/FIREPLACE ----- 7
SIDING - MATERIALS AND COLOR ----- 8
PATIOS, DRIVEWAYS AND WALKWAYS ----- 8
ROOFING ----- 9
SHUTTERS ----- 9
GARAGES ----- 9
EXTERIOR HEATING/AIR-CONDITIONING UNITS ----- 10
LANDSCAPING AND FOUNDATION PLANTING----- 10
EXTERIOR LIGHTING----- 10
SOLAR COLLECTORS ----- 11
ADDITIONS ----- 12
ANTENNAS----- 14
ATTIC VENTILATORS ----- 15
AWNINGS AND SUN TRELLISES----- 15
CLOTHESLINES (exterior) ----- 15
DECKS ----- 15
DECORATIVE OBJECTS (exterior) ----- 16
ANIMAL CONTROL----- 16
DOG HOUSES AND DOG RUNS ----- 16
DRIVEWAYS ----- 17
FENCES ----- 17
FLAG POLES ----- 18

ARBOR LANDING HOMEOWNERS ASSOCIATION
ARCHITECTURAL STANDARDS AND GUIDELINES

TABLE OF CONTENTS – continued

GARDENS – VEGETABLE	18
GREENHOUSE/GRILLS AND BARBECUES (permanent)	19
HEATING AND AIR CONDITIONING UNITS (exterior)	19
HOT TUBS, WHIRLPOOLS AND SPAS	19
LANDSCAPING AND PLANTINGS	20
LIGHTING (exterior)	21
MAILBOXES	22
PAINTING AND STAINING	22
PATIOS AND WALKWAYS	22
PLAYHOUSES/FORTS	23
POOLS – Private	23
RECREATION AND PLAYGROUND EQUIPMENT	24
RESIDING AND RESTYLING	24
ROOFING	25
SHUTTERS	25
SIGNS	25
STORAGE BUILDINGS	25
STORM/SCREEN WINDOWS AND DOORS	26
WOODPILES	26
 <u>OTHER STANDARDS</u>	
PROPERTY MAINTENANCE	26
TRASH	27
VEHICLES	27

ARBOR LANDING HOMEOWNERS ASSOCIATION
ARCHITECTURAL STANDARDS AND GUIDELINES

GENERAL INFORMATION

Why do we have Architectural Standards and Guidelines?

The Ironbridge Protective Covenants establishes an Architectural Review and Control Committee to oversee the aesthetic review and enforcement of all architectural aspects of construction, landscaping or any other exterior change for the entire Ironbridge development. This Committee has the authority to establish criteria for architectural changes and property maintenance and to appoint a Subcommittee to handle architectural review and control of single residential sites. The Residential ARC has obtained approval for the Arbor Landing Architectural Standards and Guidelines which are designed to prevent excesses and abuses, while allowing individuals creative flexibility in property use. Based upon the established policies of the Residential ARC, the Standards and Guidelines will help you through the process. The Standards also provide important information on how to prepare your application for approval of any changes or alterations you might wish to make to your property.

What is the Residential Architectural Control Committee?

The "ARC", is composed of members appointed by the Ironbridge Architectural Review and Control Committee (Ironbridge ARC) in accordance with the Covenants. The Arbor Landing Architectural Review Committee (referred to as ARC) is an "arm of the Ironbridge ARC", and they are responsible for preparing rules and procedures for architectural control for Arbor Landing, the single family residential portion of Ironbridge, and for the review and approval of all exterior alterations to existing properties. They are also charged with administering the adopted rules and procedures for Arbor Landing.

Who must comply with the Standards and Guidelines?

All lot owners, including builders constructing new houses within Arbor Landing must comply with the "Standards and Guidelines for Lot Owners."

How does the architectural review process work?

When applications are received by the ARC, they are reviewed by the committee for completeness and with the requirements of the "Standards and Guidelines". The ARC will evaluate all proposed changes, using the "Standards and Guidelines" in effect at the time of the application. Special circumstances regarding your property or your request may allow the approval of an application which might be denied at another location, or the denial of a request which might be approved elsewhere. There are no automatic approvals. The entire review process usually will take two weeks unless additional information is required to arrive at a decision.

Does the Architectural Review Committee give me a building permit?

No, the ARC does not. However, certain additions and alterations to your property will also require you to comply with Chesterfield County rules and regulations pertaining to the

ARBOR LANDING HOMEOWNERS ASSOCIATION
ARCHITECTURAL STANDARDS AND GUIDELINES

application for, and issuance of, County permits to proceed. The County may require the Association's approval in writing prior to the issuance of permits.

What if I don't wait for approval?

Proceeding prior to obtaining written approval is a violation of the Covenants and in certain cases a violation of Chesterfield County rules and regulations. You risk all the cost of bringing the item in question into compliance and possible fines as authorized in the Declaration and related fines from the County.

What if there is a violation of the Covenants or the "Architectural Standards and Guidelines"?

When a violation exists, the property owner is notified and is given a specific time to correct the situation either by removal of the violation, submission of an ARC 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 is made to the owner informing that remedies will be sought to enforce the Covenants. Thereafter, the matter may be forwarded to an attorney for action. (Remember, the Covenants are legally binding upon all property owners.)

What if I have a complaint about another lot owner's property?

Complaints, which will be treated confidentially, should be brought to the attention of the community manager at Community Partners of Virginia, who oversees violations. The ARC approves alterations but does not enforce violations.

When is it acceptable to make changes without submitting an application? Application is not needed to repair or replace features of your lot that are damaged with the same product. This applies to exterior finishes such as siding or painting, structures such as decks or fences, and landscape plantings. If the size, style, material or location is changed, an application is required.

RESPONSIBILITY FOR OBTAINING APPROVALS: PROPERTY OWNER IS

RESPONSIBLE: Each property owner within Arbor Landing is responsible for his or her property's compliance with these Standards. Any proposed improvements to be made to that property may affect that compliance, and the Covenants require that the Owner obtain approvals from the Association prior to making the improvements, to maintain compliance. This is true regardless of whether the work is being performed by the Owner directly or by a Contractor.

PROPERTY OWNER TO COMPLY WITH OTHER LAWS: In addition to approvals from the Association, other approvals and permits may be required by the County, such as a building permit. It is not the responsibility of the Association or the ARC to obtain any other permits for you, nor to provide any guarantees or waive any legal requirements for compliance with any state or county law, with the Declaration or with these Standards.

ARBOR LANDING HOMEOWNERS ASSOCIATION
ARCHITECTURAL STANDARDS AND GUIDELINES

SUBMITTAL REQUIREMENTS AND REVIEW PROCESS

Submittals prepared for consideration by the ARC need to be complete and ARC accurate. Submittals for design review must include drawings prepared as described below. The ARC may require that color chips accompany color applications. All requested information on the application forms needs to be furnished. The ARC will reject applications that are incomplete or in-accurate.

Proper submittals include drawings that are neat, accurate, drawn to scale, and with sufficient detail to adequately explain the entire design. Insufficient explanation of a design including all visible details is cause for rejection of an application. The ARC, at its discretion, may accept plans that are marked-up in red with late changes to design features. However, the ARC may require that the marked-up sheets be corrected and revised and re-submitted.

All applications to the ARC should include the following:

ADDITIONS:

- Site plan showing proposed location of addition, distance to property lines and tree(s) if any, to be removed.
- Show any changes in landscaping.
- Floor plan(s) of Addition
- All Exterior Elevations of Addition including existing house. (Show finish materials, dimensions and colors).

ACCESSORY BUILDING INSTRUCTIONS:

- Site plan showing location of new structure and existing house, with distance between each, distances to property lines, and tree(s) if any to be removed.
- Floor Plan(s)
- All Exterior Elevations (Show finish materials, dimensions and colors).

OTHER SITE IMPROVEMENTS:

- Site plan showing location of improvement, existing structures, distances to property lines, tree(s) if any to be removed.
- Plan of Improvement (ex: deck, patio, etc.)
- Color samples, dimensions and description of materials to be used.

FENCES:

- Site Plan showing location in relation to property lines, extent of fence, and tree (s) if any to be removed.
- Drawing of fence with heights, materials and sizes identified.

HOUSE COLORS:

- For changes to existing house colors, submit application with manufacturer's color and include a color chip.

ARBOR LANDING HOMEOWNERS ASSOCIATION
ARCHITECTURAL STANDARDS AND GUIDELINES

MINIMUM SCALE OF DRAWINGS:

- Site plans shall be drawn to scale (min. 1" = 30'0".) Drawings of structures, houses, or other improvements shall be drawn to scale (min 1/8" = 1'-0").

Submittals are kept on file for a record of approved designs. Therefore, **submitted drawings should be copies of originals, not the originals themselves.**

REVIEW PROCEDURES

The ARC reviews many plans for modifications, additions and ARC accessory buildings digitally. Meetings are scheduled on an as needed basis and are not open to non-committee members. Application forms are available from the Association Manager, at the clubhouse office or on the community website.

REVIEW BASIS

The ARC bases its review of each application on its interpretation of the Covenants and these Standards and on the graphic and written information presented. Due to time constraints, ARC review of all applications occurs without personal presentations by applicants. Therefore, it is incumbent upon the applicant to provide sufficient and accurate information to the ARC for proper consideration. If, in the applicant's opinion, extenuating circumstances exist which would justify a variance from stated guidelines, this information should be presented with the application.

APPROVALS

An application is approved when notice is given to the applicant in writing by community management. No verbal approvals are given. The ARC may issue any of the following four decisions:

“Approved”: means approved as submitted.

“Approved with Limiting Conditions”: means approved only if stated conditions in the approval letter are met.

“Not Approved”: means not approved. Reasons for disapproval will be given in writing. The ARC may also provide suggestions for revisions but does not provide design solutions. A disapproval action requires a re-submittal by the applicant for review before any approvals can be given.

APPEALS

APPEALS TO ARC: Should an application be denied based on the Covenants or Standards, and the applicant feels that the submittal was misinterpreted or that there are extenuating circumstances which should qualify them for an exception from these requirements, they may request a second review after additional information or clarification is provided.

ARBOR LANDING HOMEOWNERS ASSOCIATION
ARCHITECTURAL STANDARDS AND GUIDELINES

APPEALS OF AN ARC ACTION TO THE BOARD: If an applicant feels that he or she has been unfairly denied approval by the ARC, an appeal may be filed with the Board of Directors by contacting the community management.

CONSTRUCTION CHANGES

All construction must be completed in accordance with the application and the plans as approved by ARC. Exterior changes to the subject property must receive prior written approval by the ARC. Applicants requesting design change approvals should consult with the ARC to determine if additional plans and specifications are required.

All lots in Arbor Landing have been improved upon. In the unfortunate event that a home must be rebuilt, the original requirements will be enforced.

SQUARE FOOTAGE — Minimum finished size

- a. All houses in Sections 1, 2, 3, 4, 5, 6, 7 and 8 of Arbor Landing must have a minimum finished square footage of 1750 sq. foot. A “finished space” excludes porches (screened or unscreened), garages, unheated spaces and unfinished "bonus rooms." Additionally, all houses built in Sections 1, 2, 3, 4, 5, 6, 7 and 8 must be comparable in finished square footage to the existing houses adjacent to and across from the house to be built.
- b. All homes in Section 9 and 10 of Arbor Landing must have a minimum finished square footage of 1600 square foot.

CHIMNEYS AND FLUES

- a. Exterior chimney installations shall be in harmony with the applicant's house and surrounding properties.
- b. The chimney shall be of brick or stone masonry construction or boxed-in with materials which are compatible with exterior wall finish in style, size and color.

FOUNDATIONS *

All houses must have a brick foundation skirt. Concrete or other type slab construction will not be approved

GAS VENT/FIREPLACE

The following criteria must be followed when using a direct gas vent fireplace:

- a. The vent must be enclosed
- b. The siding and roofing enclosure materials must match similar materials on the house

ARBOR LANDING HOMEOWNERS ASSOCIATION
ARCHITECTURAL STANDARDS AND GUIDELINES

SIDING/RESIDING - MATERIALS AND COLOR

When the proposed residing material differs in color or texture from the 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 adjacent homes. Siding must meet local fire and building codes. The style of existing trim work at soffits, corners, eaves, windows and doors, and of adjacent panels, shutters, or other stylistic features shall be retained in the residing design.

- a. The choice of material to be used at the residence is left to the discretion of the owner. It is the owner's responsibility to ascertain whether this material meets the Chesterfield County building and fire codes which apply to exterior materials.
- b. Colors from the "Williamsburg Collection" (Benjamin Moore) color chart are required for all houses.
- c. The number of colors used shall be limited to one (1) for siding, one (1) for trim and a compatible ARC accent color for the ***front door and shutters***. Only "flat" finish paint or stain shall be used for siding and trim; semi-gloss may be used for doors and shutters.
- d. Trim color shall be compatible with color of siding and selected colors shall complement the roof color.
- e. Separate or off-set and out-building, such as storage buildings or sheds, shall be repainted or resided at the same time as the house and match the house color exactly.

RESTYLING

When applicants propose to alter the stylistic features of the existing façade — for example, by adding shutters on adjacent panels — the ARC will render a decision based on the following criteria:

- a. The overall appearance of the house in relation to existing and proposed materials.
- b. The styles and siding materials of the homes immediately surrounding the residence.
- c. The visibility of the residence from nearby public and private properties.

PATIOS, DRIVEWAYS AND WALKWAYS

- a. ALL MATERIALS shall be of a neutral color, such as undyed concrete, exposed aggregate concrete, stone, brick or treated wood. All front walkways shall be exposed aggregate concrete. Driveways are to be constructed of brick or similar pavers, exposed aggregate concrete, asphalt or concrete. Loose gravel or stone driveways, or expansion thereof are expressly prohibited.

ARBOR LANDING HOMEOWNERS ASSOCIATION
ARCHITECTURAL STANDARDS AND GUIDELINES

- b. **SETBACKS:** Driveways shall be held a minimum of 5' off side property lines, increasing to a minimum of 10' at the street unless an exception is granted by the ARC for difficult lot conditions. See required landscape screening defined below. Driveways to rear entry garages shall also be held a minimum of 3' off the side of the house.
- c. **DRIVEWAY WIDTHS:** Driveways shall not exceed 16' in width between the sidewalk and the garage pad. At side entry garages the width of the pad, extending out from the door, shall be a minimum of 20' (25' recommended). At rear entry garages the pad width extending out from the door shall be a minimum of 25' (30' recommended).
- d. **SPECIAL DRIVEWAYS:** Circular driveways, parking areas in front of the house, and other special conditions are generally discouraged where they substantially reduce the amount of the front yard. The ARC may approve certain applications where they feel that the front yard appearance will not be adversely affected or for other extending circumstances which in the sole opinion of the ARC warrant such an approval as an exception. The design, location and size of patios and walkways shall conform to the design and scale of the house and neighboring structures.
- e. **EXISTING GRADES** should be disturbed as little as possible. Terracing to follow existing land contours shall be constructed in small increments, and a safety railing installed as necessary. The location of the patio or walkway shall provide reasonable visual and acoustical privacy for the neighbors. Screening, fencing or planting shall be installed to preserve such privacy.

ROOFING

Roofing materials and colors shall be consistent with those generally used on other houses in the Arbor Landing Community.

GARAGES

All houses in Arbor Landing must have an attached garage capable of housing at least one automobile.

EXTERIOR HEATING AND AIR CONDITIONING UNITS

Outdoor heat-exchange or air conditioning units should ideally be in the rear of a home and as close to the house as possible. Should it be necessary to locate a unit on the side of the house, it shall be adequately screened from adjacent properties.

Wall and window-type air conditioners shall be limited to locations which are not prominently visible. These units are prohibited at the front of any house.

ARBOR LANDING HOMEOWNERS ASSOCIATION
ARCHITECTURAL STANDARDS AND GUIDELINES

LANDSCAPING AND FOUNDATION PLANTING

Preservation of natural features, and feeling of openness, contributes greatly to Arbor Landing's difference from typical developments. Topographic and vegetation characteristics of lots must not be altered by removal, reduction, cutting, excavation or any other means without the prior written approval of the ARC.

A master plan for landscaping is recommended even if planting is to be done in stages. It is recommended that plantings be arranged in clusters or groups rather than in straight lines to present a natural effect. Care must be taken not to over plant one's lot with random plants and trees. Unnatural materials such as plastic fencing, artificial flowers and painted rock are not allowed.

When having mulch or other bulk materials delivered, please have items placed on your own property, not on streets, sidewalks, open space, rights-of-way, etc.

Approval is required for, but not limited to, the following:

- a. Removal of any live tree whose trunk is over six inches (6") in diameter when measured at point two feet (2') above the ground. No prior approval is required for removal of dead or diseased trees, storm damaged trees may be removed or trimmed without prior approval only where they constitute a threat to life or property. Any trees removed beyond the twelve-foot foundation perimeter without permission of the ARC or its designee must be replaced with comparable natural vegetation.
- b. Any plantings used as a hedge or windbreak, or for screening purposes. will be considered on an individual basis but are generally discouraged.
- c. Landscaping which involves a change of grade or slope, or installation of retaining wall or other structure.
- d. Rock gardens; rocks shall be left in their natural color. For exterior ornamentation or decorative objects.
- e. Shrubs or trees which will be over four feet (4') tall at maturity.

Application is not required for the planting of individual shrubs which will be less than four feet (4') tall at maturity, foundation plants, small annual or perennial flower beds and ground covers.

When an application is approved with requirements for landscape screening the following criteria are required:

- a. Plants must be a fast-growing variety such as hemlock or white pine, and of a density to provide immediate impact.

ARBOR LANDING HOMEOWNERS ASSOCIATION
ARCHITECTURAL STANDARDS AND GUIDELINES

- b. Material must be two-thirds ($\frac{2}{3}$) of the height of the object to be screened at the time of installation.

The following trees are not approved for planting due to undesirable growth characteristics.

NOTE: Additional plants and trees may from time to time 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

SOLAR COLLECTORS

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 to conceal it.

- a. Collectors must be located to give maximum advantage to the user and minimum visibility.
- b. Large collectors on sloping roof must appear to be flush with the roof and not laying on top. Collectors on a flat roof must be set back and concealed with a parapet unless integrated with the roof design of the structure. Smaller collections may be laid on top of a sloping roof and finished to appear like a skylight.
- c. Collectors must be constructed of glass with wood or metal trim. All trim must be painted to match the background color of the roof or house trim to conceal it. Plexiglas is not ARC acceptable as it sags and yields an unsatisfactory appearance. All piping must be concealed.
- d. Freestanding collectors must be located behind the structure and completely concealed from the roads and adjacent properties or working with another architectural element.

Application Requirements for Solar Collectors:

The following must 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 which describe the dimension of, the material used to construct the collector and how the edges of the collector meet the roof.

ARBOR LANDING HOMEOWNERS ASSOCIATION
ARCHITECTURAL STANDARDS AND GUIDELINES

ADDITIONS

Building additions include, but are not limited to garages, greenhouses, porches, rooms, and carport and deck enclosures. Any extension of the dwelling is to be considered an addition. A deck is not an addition; see “Decks” for more deck guidelines.

NOTES: (1) Commonwealth of Virginia law generally requires locating existing utilities prior to digging for installation of underground wiring or to install light fixtures. Call Miss UTILITY of VA at 1-800-552-7001. (2) For building permit information contact Chesterfield County.

ADDITIONS TO HOUSES — SITE REQUIREMENTS

- a. **SETBACKS:** No addition shall extend beyond the setback limits established for the house.
- b. **EFFECTS OF LOCATION ON PRIVACY OF ADJACENT LOTS:** In general, the siting of additions shall not create a breach of privacy between neighboring houses. Should buffers between lots need to be cleared to allow for the addition, landscape plans need to be submitted to the ARC indicating re-establishment of that buffer at the owner's expense.
- c. **EFFECTS OF DESIGN ON PRIVACY OF ADJACENT LOTS:** New windows or ARC access created by the addition or modification shall not create a breach of privacy between neighboring houses. The ARC reserves the right to reject certain openings or require screening by the applicant in situations where, in the opinion of the ARC, it is required.

CONSISTENCY OF DESIGN

To ensure consistency in the design of the house and minimize the design characteristics of the house. Specifically:

- a. The architectural style must match the style of the house. The massing of the addition must be similar in the use of shapes to that of the house, but proportionately smaller to not overpower the house. Roof styles and slopes must be similar.
- b. Openings are required in additions, including windows and doors, in a similar fashion and extent as in the original house. Windows and doors shall be of matching material as those in the house. In general windows and doors should match the style of those in the existing house. Exceptions may be granted at the

ARBOR LANDING HOMEOWNERS ASSOCIATION
ARCHITECTURAL STANDARDS AND GUIDELINES

- discretion of the ARC 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 same elements on the house.
 - d. All exterior finish materials and colors shall match the house. Matching colors on dissimilar materials is not ARC acceptable.
 - e. The space beneath any structure constructed on piers (including decks on lots bordering Ironbridge Parkway) higher than 2' above grade but less than one story above grade shall be enclosed with natural wood lattice or other approved screening material.

Application Requirements for Additions:

- a. A site plan and complete set of architectural drawings paralleling those required for Chesterfield County building permits.
- b. The site plan must show relationship of proposed and existing construction to property lines and adjacent dwellings. Size and location of trees in affected areas are also to be included.
- c. Drawing of proposed construction must be to scale and shall include elevation views of each proposed exterior wall including dimensions and locations of features such as doors, windows, rooflines, trim, finished grades, downspouts, gutters, and proposed exterior lighting, including fixture type.
- d. A complete description of exposed materials including type of siding, roof materials, trim materials, colors, etc.

ANTENNAS

PERMITTED ANTENNAS: The following antennas are permitted by the Federal Telecommunications Act of 1996:

- a. An antenna that is designed to receive direct broadcast satellite service, including direct-to-home satellite services that is one meter (39") or less in diameter.
- b. An antenna that is designed to receive video programming services via multipoint distribution services, including multi-channel, multipoint distribution services, instructional television fixed services, and local multipoint distribution services, and that is one meter (39") or less in diameter or diagonal measurement.
- c. An antenna that is designed to receive television broadcast signals.

ARBOR LANDING HOMEOWNERS ASSOCIATION
ARCHITECTURAL STANDARDS AND GUIDELINES

LOCATION: To the extent feasible, antennas should not be visible from street. The following priorities shall be observed in determining antenna locations:

- a. Mounted directly on the rear of the house, on a roof plane facing the rear, or on the backside of a chimney.
- b. Mounted on the ground in the rear yard.
- c. Mounted on a pole, an existing other structure, or a tree in the rear yard.
- d. If no clear signal may be obtained in any of the above locations, mounted on the ground or, if necessary, on a pole, in the front yard, or on the front plane of the house.

APPEARANCE AND SCREENING: Insofar as possible, the visibility of antennas should be minimized using one or both of the following methods:

- a. Screen the antenna from view from the street with natural planting, trees and shrubs; to the extent they do not comprise the signal reception.
- b. Use antennas with a dark or muted color or paint the antenna a muted color to blend with the background surface or with the surrounding landscape. **NO ADDITIONAL REGULATION BY THE ASSOCIATION:** Under Federal law, the Association may not further regulate antennas that meet the requirements of this section. Residents are encouraged to use care in the selection and placement of antennas to preserve the appearance standards and character of Arbor Landing.

ATTIC VENTILATORS

An application is not required for attic ventilators on the exterior of a residence provided the following provisions are met:

- a. The ventilator is roof mounted and is located on the least visible side of the roof (from the public street view) and does not extend above the ridgeline.
- b. No part of the ventilator protrudes more than 12 inches (12") above the roof surface.
- c. All exposed parts of the ventilator are painted to match the exterior color of any material they penetrate.
- d. Should it become necessary to block the airflow, it shall be blocked from the inside of the structure.

ARBOR LANDING HOMEOWNERS ASSOCIATION
ARCHITECTURAL STANDARDS AND GUIDELINES

AWNINGS AND SUN TRELLISES

- a. Sun control devices must be compatible with the architectural character of the dwelling.
- b. Awnings must be of straightforward design without decorative embellishments such as scallops, fringes and contrasting colored stitches.

CLOTHESLINES (exterior)

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

DECKS

All houses in Arbor Landing must have a deck. The following guidelines shall apply to the construction, alteration, or expansion of decks.

NOTE: Chesterfield County requires a building permit for the installation of a deck.

- a. Decks shall be constructed of durable materials such as pressure-treated wood, or other durable wood-like material as may be approved by the ARC.
- b. If not a clear sealant, colors of decks shall be of a semi-transparent natural tone stain. No solid stains or paints are permitted.
- c. In addition to the above, decks will be considered on their individual merits which include, but is not limited to: location, size, conformity with design of the house, relationship to neighboring dwellings and proposed usage.
- d. Decks which are visible from Ironbridge Boulevard or Ironbridge Parkway shall have adequate screening provided between the deck and the finished grade around the deck-either by use of plantings or wood of the same color and texture as the deck, e.g., lattice.
- e. Decks three feet (3') or higher than grade are to be screened with matching lattice or plantings.

DECORATIVE OBJECTS (Exterior)

- a. Applications and approval are required for all permanent exterior decorative objects, natural or man-made, and for any conspicuous decorative object even if temporary; e.g. bird baths, wagon wheels, sculptures, fountains, ornamental pools, sun dials, and rocks.
- b. Items attached to approved structures such as weather vanes, house numbers, etc. also require approval.
- c. Objects will not be evaluated solely on aesthetics, but also on-location,

ARBOR LANDING HOMEOWNERS ASSOCIATION
ARCHITECTURAL STANDARDS AND GUIDELINES

- proportion, color, and appropriateness to surrounding properties and environment.
- d. Holiday and festival decorations do not require approval; however, the placement of conspicuous decorative objects shall coincide with the holiday and be removed shortly thereafter.

ANIMAL CONTROL

No wild, exotic, or "game" type animals shall be kept on residential lots. No birds, animals or insects shall be kept on any lots except for domestic purposes.

Chesterfield County has ordinances relating to domestic animals in residential areas. Residents are reminded to adhere to all leash laws, animal waste laws, and other requirements. Violations will be reported to the county animal control officer.

DOG HOUSES AND DOG RUNS

Written approval from the ARC is required for construction of all doghouses and/or dog runs.

Note: Chesterfield County has ordinances regarding treatment of animals, leash laws, and noisy pets. The following guidelines apply:

- a. Dog houses must be of the same material and color as the house; roof material must match that of the house if visible from the road or adjoining properties
- b. Dog runs must be located in the rear of the lot. Visual screening from adjacent properties is required by means of approved plantings, approved fencing, etc.

Application Requirements for Dog Houses and Dog Runs:

- a. The following must be submitted with the completed application.
- b. A site plan showing relationship of dog runs and/or dog houses to the applicant's dwelling, adjacent properties and dwellings and other identifiable landmarks, including roadways.
- c. Detailed drawing of the house or run to indicate dimensions; a list of materials to be used for construction; and pictures of the proposed area for the dog run in relation to the residence and adjacent properties.

DRIVEWAYS

An application is required for any new driveways, including alterations and expansions. Driveways are to be constructed of brick or similar pavers, exposed aggregate concrete, asphalt or concrete. Loose gravel or stone driveways, or expansion thereof are expressly prohibited.

Application is NOT required for the replacement of an existing driveway when there is no change in location, materials, size, shape or grade.

ARBOR LANDING HOMEOWNERS ASSOCIATION
ARCHITECTURAL STANDARDS AND GUIDELINES

SETBACKS: Driveways shall be held a minimum of 5' off side property lines unless the ARC grants an exception for difficult lot conditions. See required landscape screening defined below.

Driveways

to rear entry garages shall also be held a minimum of 3' off the side of the house.

DRIVEWAY WIDTHS: Driveways shall not exceed 12' in width between the sidewalk and the garage pad. Aprons between the sidewalk and the curb may flair to 14' wide. At side entry garages the width of the pad, extending out from the door, shall be a minimum of 20' (25' recommended). At rear entry garages the pad width extending out from the door shall be a minimum of 25' (30' recommended).

SPECIAL DRIVEWAYS: Circular driveways, parking areas in front of the house, and other special conditions are generally discouraged where they substantially reduce the amount of the front yard. The ARC may approve certain applications where they feel that the front yard appearance will not be adversely affected.

FENCES

The preservation of natural features and the feeling of openness contribute greatly to Arbor Landing's attractiveness. The purpose of these guidelines is to retain that openness. The street side of every home is, visually, public; especially the main thoroughfares of Ironbridge Parkway and Arbor Landing Drive. In addition, many backyards are also visually public in relation to open space or roadways. Any fences constructed must be well maintained as to not negatively affect neighboring property.

- a. Written approval is required for construction or installation of all fencing whether it be of plantings or man-made materials.
- b. Front yard fencing is prohibited. Rear yard fencing which will in effect; create front yard fencing for a neighbor is prohibited. Chain link, wire, or wires with head type fences are prohibited. Privacy fencing is NOT allowed. The maximum permitted height of any fencing is 48".
- c. If fencing is already constructed on the property, additional proposed fencing must be of the same material, color, and styles as the existing fence. Those fences attached to the dwelling should all be stained a natural wood color.
- d. Gates shall match the fence in material, color, style, and height.
- e. All fencing shall be constructed at least 6" within applicant's property —NOT on the property line.
- f. Underground electric fencing does not require ARC approval.

ARBOR LANDING HOMEOWNERS ASSOCIATION
ARCHITECTURAL STANDARDS AND GUIDELINES

FLAGPOLES

Approval is required for any detached flagpole.

GARDENS — VEGETABLE

- a. Written approval is required for vegetable gardens greater than 25 square feet. Plots shall be located behind the rear sight line of the house except for houses set on corner lots or on lots at angles; such application will be considered on a case-by-case basis.
- b. Size of plots shall be limited to 120 square feet.
- c. Garden plots will require screening. Temporary wire fencing of welded wire mesh may be used to keep out small animals if total height, including supports, does not exceed 48 inches. Temporary fencing may be installed after April 15th and must be removed annually by October 31.
- d. Vegetable gardens require extensive care and maintenance. Failure to adequately maintain these plots is a violation of the maintenance provisions of the Declaration. After the first hard frost and the end of the growing season, all dead plants shall be removed, and the ground put back to the original grade. Bare earth must be covered with straw or mulch to prevent soil erosion and weed growth.
- e. Bulk garden materials, such as mulch, topsoil, and/or manure may not be placed on streets, sidewalks and right-of-way or open spaces.

GREENHOUSES

A detached greenhouse is considered a structure and requires approval prior to construction. See paragraph 1, ADDITIONS. (page 7)

GRILLS AND BARBECUES (Permanent)

NOTE: Residents are advised to ensure that the location of any grill does not violate the Chesterfield County Fire Code.

- a. Written approval is required for all permanent grills made of cast iron, aluminum, brick, masonry, or which are incorporated into any permanent structure.
- b. Permanent grills shall be located at least twenty feet (20') behind the rear sight line of the house at least ten feet (10') from any property line.

ARBOR LANDING HOMEOWNERS ASSOCIATION
ARCHITECTURAL STANDARDS AND GUIDELINES

HEATING AND AIR CONDITIONING UNITS (Exterior)

Written approval is required for the installation of any outdoor heat exchange or air conditioning unit except for exact dimensional replacement of existing units. Wall and window-type air conditioners are prohibited on the front of a home and discouraged if in view of neighboring properties.

Outdoor heat-exchange or air conditioning units shall be located in the rear of a home and as close to the house as possible. Should it be necessary to locate a unit on the side of the house, it must be adequately screened from adjacent properties and the street.

HOT TUBS, WHIRLPOOLS AND SPAS

An application is required for all exterior hot tubs, whirlpools and spas. They shall be located to the rear and between side walls of the residence and not more than twenty feet (20') from the rear of the dwelling. All such facilities shall be adequately screened from adjacent properties and shall not be visible from roadways.

Screening of proposed hot tub, whirlpool, or spa must be done at time of installation if approved.

- a. A site plan showing the location of the hot tub, whirlpool or spa and its relationship to existing structures and property lines.
- b. The dimensions, type and color of proposed materials.
- c. Proposed screen and landscaping plan.
- d. Diagram showing arrangements for disposal of wastewater.
- e. Diagram showing manufacturer, style, and type.

LANDSCAPING AND PLANTINGS

Topographic and vegetation characteristics of lots must not be altered by removal, reduction, cutting, excavation or any other means without the prior written approval of the ARC. **Front foundation plantings containing evergreen material are required on all homes.**

A master plan for landscaping is recommended even if planting is to be done in stages. Plantings should be arranged in clusters or groups rather than in straight lines to present a natural effect. Care must be taken not to over plant one's lot with random plants and trees. Unnatural materials such as plastic fencing, artificial flowers and painted rock are not allowed. When having mulch or other bulk materials delivered, items must be placed on your own property, not on streets, sidewalks, open space, right-of ways, etc.

ARBOR LANDING HOMEOWNERS ASSOCIATION
ARCHITECTURAL STANDARDS AND GUIDELINES

Approval is required for, but not limited to, the following:

- a. Removal of any live tree whose trunk is over six inches (6") in diameter when measured at point two feet (2') above the ground. Removal of dead or diseased trees. (Storm damaged trees may be removed without prior approval only where they constitute a threat to life or property.) Any plantings used as a hedge or windbreak, or for screening purposes. (Hedges are defined as the use of one variety of plant for enclosing or defining the property, thus creating a wall.) Hedges will be considered on an individual basis, but are generally discouraged. Screening with plant material shall be ARC accomplished with a variety of plant material in mass to provide a natural appearance.
- b. Landscaping which involves a change of grade or slope, or installation of a retaining wall or other structure.
- c. Rock gardens. Rocks shall be left in their natural color.
- d. Shrubs or trees that will be over four feet (4') at maturity.

Application is not required for small annual or perennial flowerbeds and groundcovers.

When an application is approved with requirements for landscape screening the following criteria are required:

- a. Plants must be a fast-growing variety such as hemlock or white pine, and of a density to provide immediate impact.
- b. Material must be at least one-half (1/2) of the height of the object to be screened at the time of installation.
- c. Screening must be installed upon completion of the approved project requiring such screening.

LIGHTING (Exterior)

NOTE: Virginia law requires locating existing utilities prior to digging for installation of underground wiring or to install light fixtures. Call Miss Utility of VA at 1(800) 5527001.

The replacement of an existing light fixture with a realistic match to the old fixture, does not require approval by the ARC. When a change in style, size, shape, color or positioning is desired, or if additional light fixtures are to be installed on existing or proposed structures, approval is required.

Applications for exterior additions, such as garages, must include details of lighting fixtures proposed. Fluorescent lighting installed out-of-doors shall not be approved.

ARBOR LANDING HOMEOWNERS ASSOCIATION
ARCHITECTURAL STANDARDS AND GUIDELINES

- a. Proposed permanent exterior lighting and wiring requires written approval. All exterior lighting shall be installed in such a manner that it will not shine on adjacent properties, open space or public rights-of way, and shall be aesthetically planned for each location. Approval for floodlights and various types of high output lights shall be contingent upon impact on neighboring properties and roadways. Light fixtures of this type must be carefully positioned so that they illuminate only a specific area and do not face towards a public roadway. High output light fixtures may have to be shielded in a manner similar to street light installations to prevent unwanted or excessive intrusion of light from one property to another.
- b. Temporary lighting — Holiday and festival lighting do not require approval; however, the operation of festival and holiday lighting shall coincide with the holiday and be removed within two weeks following the holiday event. Otherwise, the lighting is considered permanent and requires approval.
- c. Low voltage in-ground landscape lighting with fixtures no taller than 18" for the purposes of outlining beds, walks, drives, and other hard surfaces • does not require approval.

MAILBOXES

- a. All numbers (addresses) shall be the following range: 2" to 4" in height and black in color. They may be stick on or metal. No tile with numbers or similar shall be allowed.
- b. Numbers are to be posted on both sides of the mailbox.
- c. The mailbox itself shall be black in color. The post and paper box shall be white.
- d. All mailboxes shall be regulation size with the paper box underneath the mailbox.
- e. Acrylic posts are ARC acceptable as long as the post is very similar to the standard wood posts.
- f. Oversized mailboxes are not permitted.
- g. The proper maintenance of the box and the post are required.

PAINTING AND STAINING

Colors from the "Williamsburg Collection" (Benjamin Moore) color chart are required for all houses. Approval is required only when an existing color scheme is to be changed.

Applications will be considered using the following criteria:

The number of colors used shall be limited to one (1) for siding, one (1) for trim, and a compatible ARC color for the shutters and front door.

**ARBOR LANDING HOMEOWNERS ASSOCIATION
ARCHITECTURAL STANDARDS AND GUIDELINES**

- a. Only "flat" finish paint shall be used for siding and trim; semi-gloss may be used on doors
- b. Trim color shall be compatible with siding color and both colors shall complement to roof color.
- c. Separate structures such as storage buildings, sheds and dog houses shall be repainted or re-sided at the same time as the house and match the house color exactly.

PATIOS AND WALKWAYS

Approval is required for all proposed patios and walkways and changes to existing patios and walkways. Applications will be considered using the following criteria:

- a. All materials shall be of a neutral color, such as exposed aggregate concrete, stone, brick, or treated wood. All front walkways shall be exposed aggregate concrete or brick.
- b. The design, location and size of patios and walkways shall conform to the design and scale of the house and neighboring structures.\
- c. Existing grades should be disturbed as little as possible. Terracing to follow existing land contours shall be constructed in small increments, and a safety railing installed as necessary.
- d. The location shall provide reasonable visual and acoustical privacy for the neighbors. Screening, fencing or planting shall be installed to preserve such privacy.

PLAYHOUSES / FORTS

- a. Approval is required for any playhouse or fort.
- b. The design shall be consistent with the existing shape, style and proportion of the dwelling. Siding, roofing and trim materials shall match the existing house as to finish and color.
- c. Playhouses shall not impair the view, amount of sunlight, or ventilation of adjacent dwellings or the public's use or enjoyment of open space.

POOLS

Permanent in-ground pools and above ground pools are prohibited because there are very few locations where they can be placed without adversely affecting adjacent properties. Approval is not required for portable children's wading pools not more than six feet (6') in diameter and less than twenty-four (24") inches deep, which are in a rear yard. (Homeowners are advised to check with Chesterfield County for permit requirements.)

ARBOR LANDING HOMEOWNERS ASSOCIATION
ARCHITECTURAL STANDARDS AND GUIDELINES

For Permanent in-ground pools: Applications will be considered using the following criteria:

- a. The size of the pool shall be based on lot size and must be of reasonable proportion to the house.
- b. Pools must be located at the rear of the lot and not within 25 feet of a property line.
- c. A four to six-foot solid privacy fence compatible with the design of the house must enclose the pool and related pool facilities. The impact of the fence on adjacent properties must be considered. The impact of increased noise levels and lighting on adjacent properties must be considered.

Note: Application must include the signatures of all adjacent property owners to ensure that all potentially impacted residents are aware of the application.

RECREATIONAL / PLAY EQUIPMENT

- a. Residents are urged to use the Arbor Landing recreational facilities and tot lots. Approval is required for permanent recreational equipment. Permanent is defined as an item that remains in place for at least one season, e.g. swing set, large sandbox, picnic table, bench, basketball backboard, etc.
- b. The equipment should be located behind the house as inconspicuously as possible. Items shall be at least ten feet from the rear and side property lines. Playsets are required to be well maintained and in functioning order.
- c. State law prohibits the placement of basketball backboards or any other play equipment in the street. Backboards may be placed above garage doors or near the top of a driveway but require written approval by the ARC.
- d. Skateboard/bike ramps are discouraged and in no instance allowed in the front of any residence.

Application Requirements for Recreational/Play Equipment:

The following must be submitted with each application:

- a. A site plan with dimensions showing the location of the equipment relative to the applicant's dwelling, property lines and adjacent properties and structures.
- b. A picture or sketch of the proposed equipment showing dimensions.
- c. The color and type of materials.

RESIDING AND RESTYLING

When the proposed residing material differs in color or texture from the 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 adjacent homes. Siding must meet local fire and building codes. The style of existing trim work at soffits, corners, eaves, windows and doors, and of adjacent panels, shutters, or other stylistic features shall be retained in the residing design.

ARBOR LANDING HOMEOWNERS ASSOCIATION
ARCHITECTURAL STANDARDS AND GUIDELINES

When applicants propose to alter the stylistic features of the existing façade — for example, by adding shutters on adjacent panels — the ARC will render a decision based on the following criteria:

- d. The overall appearance of the house in relation to existing and proposed materials.
- e. The styles and siding materials of the homes immediately surrounding the residence.
- f. The visibility of the residence from nearby public and private properties.

Application Requirements for Residing and Restyling:

The following must be submitted with each application:

- a. A photo or sketch of the house as it currently appears including color and description of existing siding and a description of the color and siding materials on adjacent houses or other structures.
- b. A description of the proposed new siding material including color, texture, and installation method. Color and texture samples of proposed siding must be submitted. Changes in present trim size and location, and removal or addition of other stylistic features must be noted.
- c. A description of proposed treatment of outbuildings, such as storage sheds. Residing or repainting of such structures may be required to match that of the house.

ROOFING

Roofing materials and colors shall be consistent with those generally used on other houses in Arbor Landing.

SHUTTERS

All houses shall have shutters on the front windows. Where shutters would be inconsistent with the house style, the ARC may waive this requirement.

SIGNS

- a. Signs are prohibited on trees, light poles, street signs, traffic signs, or official neighborhood identification signs.
- b. Permitted signs shall be neatly lettered, clean, have a professional appearance, and maintained in good condition. One “For Sale” signs shall be permitted upon an improved lot. One directional sign for an Open House is permitted on weekends at the nearest intersection but must be removed by Sunday night.
- c. Signs in violation of the above may be removed by the HOA, which shall not be responsible for loss or damage to such signs.

ARBOR LANDING HOMEOWNERS ASSOCIATION
ARCHITECTURAL STANDARDS AND GUIDELINES

STORAGE BUILDINGS

Note: A Chesterfield county building permit is also required for certain storage buildings and sheds.

- a. Written approval is required for all storage buildings. Approval is contingent upon the applicant building or installing a sturdy, permanent structure.
- b. Storage building roofing, siding and trim shall be of the same material, style, and color as those of the main dwelling. Size is limited to 10 by 12 feet (10' X 12').
- c. Storage buildings shall be located in the rear of the home and at least six inches from property line. Other locations may be permitted provided the storage building is well screened with approved vegetation.
- d. If the house is restyled, resided or repainted, the existing storage building shall be altered to match the house.

STORM/SCREEN WINDOWS AND DOORS

Storm/screen windows and doors of straightforward design without decorative embellishments and which are compatible with the style and color of the house do not require prior approval. The storm/screen window or door must match the color of the house siding, exterior door, or trim. House trim constitutes two (2) or more of the following in the same color: gutters and downspouts, shutters, corner molding, wide front door molding.

Applications for storm/screen windows or doors that do not meet the above must include descriptions of material, color, style, and any decorative embellishments.

WOODPILES

- a. All woodpiles shall be contained in a woodbin or ring at the rear of the home or are neatly stacked wholly within an enclosed or semi-enclosed area, or immediately adjacent to a permanent wall and are not visible from the street or adjacent properties. For protection against termites, residents are cautioned against stacking firewood too close to wood-frame dwellings.
- b. Stacking of wood on sidewalks, driveways, rights-of-way or open space is not permitted.

OTHER STANDARDS

PROPERTY MAINTENANCE

Each lot owner covenants to the Association and every other lot owner to maintain the lot and structures located on that lot in an attractive, neat, and orderly appearance and condition.

ARBOR LANDING HOMEOWNERS ASSOCIATION
ARCHITECTURAL STANDARDS AND GUIDELINES

To that end, each lot owner shall regularly and properly effect the following to and on their property:

- a. General lawn maintenance including:
 - i. Regular and proper seeding, weeding, watering, and mowing of lawns, including any outer sidewalk grass strip next to street or within drainage swales that may technically be within public road rights-of-way.
 - ii. pruning and care of all trees and shrubbery.
 - iii. Snow removal from adjacent sidewalks and paths.
- b. The cleaning, painting, and general maintenance and repair of the exterior of the residence and every other structure on the lot.
- c. The prompt repair of all walls and fences on the lot.
- d. The prompt maintenance, repair and cleaning of all walks, curbs, stoops, and steps on the property.

TRASH

- a. Trash is to be disposed of weekly and no refuse, trash, or bulk materials may be accumulated or stored on any lot.
- b. Trash containers shall be stored so that they cannot be seen from adjacent properties or from the street.
- c. Trash cans may be moved to the street only on the day of the scheduled pickup and must be removed at the end of the same day.

VEHICLES:

The following may not be stored or parked on any lot or common area in Arbor Landing:

- Campers
- House, horse and utility trailers
- Recreational vehicles
- Boats
- Motorcycles
- School buses
- Commercial vehicles over 6,000 pounds
- Inoperable or unregistered vehicles

Major vehicle repairs may not be undertaken except in garages. Minor vehicle repairs such as battery charging or changing, replacing a flat tire, and jump-starting are permitted in the open on any lot.

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