

## ARB GUIDELINES

Revised 6/1/09

## HOLLYMEADE ARCHITECTURAL GUIDELINES

A GUIDE FOR HOLLYMEADE  
RESIDENTS ON THE PLANNING  
AND DESIGN OF EXTERIOR  
ADDITIONS AND ALTERATIONS

This document's overall objective is to serve as a guide to aid members of the Architectural Review Board, and residents in maintaining and enhancing Hollymeade's carefully designed environment. The guidelines described in this booklet address improvements for which homeowners most commonly submit applications to the Architectural Review Board. They are not intended to be all inclusive or exclusive, but rather serve as a guide to what may be done.

The specific objectives of this booklet are:

1. To increase resident's awareness and understanding of the Hollymeade Declaration.
2. To describe the organizations and procedures involved with the architectural standards established by the Hollymeade Declaration.
3. To illustrate design principles which will aid residents in developing exterior improvements that is in harmony with the immediate neighborhood and the community as a whole.
4. To assist residents in preparing an acceptable application to the Architectural Review Board.
5. To relate exterior improvements to the plans for open space.
6. To provide uniform guidelines to be used by the Architectural Review Board in reviewing applications in light of the goals set forth in the founding Documents of the Hollymeade Association of Chesterfield, Inc. and actions of the Board of Directors.

## AMENDMENTS TO THE ARCHITECTURAL GUIDELINES

These Guidelines may be amended. It is anticipated that the changes will involve clarification rather than substantive modification of the existing Guidelines. They may also be amended to reflect changed conditions or technology.

The ARB will conduct a yearly evaluation of the Guidelines to determine if amendments are required. Owners should also submit to the ARB requests for additions or changes to the Guidelines. The actual amendment proceedings will involve public

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discussions and review by the Association and shall be adopted as were the original Guidelines by the Board of Directors.

### THE ARCHITECTURAL STANDARDS SET FORTH ARE FOR THE HOMEOWNERS IN THE HOLLYMEADE OF CHESTERFIELD ASSOCIATION, INC.

The covenants give the ARB the responsibility to set rules and procedures for architectural control, and the authority to interpret the covenants and allow exceptions to their restrictions. The architectural standards should be understood as guides to be used by residents in preparing an application for exterior alteration. Based upon the policies and previous decisions of the ARB they will tell you what is most likely to be approved in typical circumstances, and also give you important information on how to prepare your application.

Special circumstances regarding your property may allow the approval of an application, which might be denied at another location, or the denial of one which might have been approved elsewhere. The fact that your plan has been approved for use at another location does not mean that it is automatically approved for you.

The members of the ARB and the Board of Directors, in the final analysis, are human beings. We need your help and cooperation in every facet of our work.

### STRUCTURES

A structure shall be defined to include any building or portion thereof, wall, fence, pool, shed, deck, pavement, driveway, or appurtenance to any of the aforementioned.

No structure, modification or addition to a structure shall be erected or externally improved on any Lot until the plans and specification, including elevation, material, color and texture and site plan showing the location of all proposed improvements, with grading modifications, if any, are filed with and approved in writing by the ARB.

No alterations, additions, or improvements shall be made to any garage which would defeat the purpose for which it was intended. All swings, decks, and protruding structures must be located behind the dwelling unit and may not be visible from the street in front of the dwelling.

### REVIEW PROCEDURES

A complete application is required and must include:

1. Dimensions and location(s).
2. Color and style of structure(s).
3. Color (sample if possible) and description of materials to be used.
4. Detailed drawings of trellis(es) or awning(s).
5. Description of method to support an attachment to the structure.

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All applications can be mailed to:

Hollymeade Association of Chesterfield, Inc.  
PO Box 2598  
Chesterfield, VA 23832

Each application will be checked for complete information by the ARB before the following processing occurs.

Applications must have the necessary and applicable signatures (4); conform to the Guidelines and include all the information required by the Guidelines (clear and concise drawings, explanation of style, or color). Applications are checked by a member of the ARB assigned on a rotating basis. Approved applications are copied and sent back to the applicant. The entire process for conforming applications should not take longer than thirty (30) days. The procedure provides for rapid processing of those applications which are filled out by residents who have carefully read the Guidelines and provided all information necessary for a rapid and fair decision.

All applications that are considered "Special" will be copied and sent to all ARB members for their review and a site visit before the next meeting. Applicants with special cases will be notified and asked to be present for the meeting concerning their case. The decisions of the Architectural Review Board will be sent by letter to the address on the application, whether or not the applicant attends the meeting.

An Appeals procedure exists for those affected by an ARB decision who feel that any of the following criteria were not met by the Board when reviewing their application:

1. Proper procedures were followed during the administration and review process.
2. The applicant and any other affected residents attending the meeting were given a fair hearing.
3. The ARB decision was not arbitrary, but had a rational basis.

To initiate the appeals procedure, applicants must submit a written request for an appeal within ten (10) days to the Board. The Board of Directors will review these cases and will hold a hearing.

### **ENFORCEMENT PROCEDURE**

The Hollymeade Declaration requires the ARB to insure compliance of all lots with the architectural standards. The following enforcement procedures have been adopted by the Board of Directors:

1. All violations will be confirmed by the ARB.

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2. The sources for reporting of violations will be in writing to the ARB or Board of Directors from:
  - a. Concerned residents
  - b. Committee members
  - c. Members of the Board of Directors
3. A letter will be sent for the first offense with a fifty (50) dollar fine attached, requesting that the resident contact the ARB Administrator as soon as possible concerning the violation. The ARB will contact the resident in violation. (In those cases involving violations which are subject to increase or enhancement with the passage of time, a violation notice will be sent immediately by certified mail.)
4. If no contact has been made within 15 days, a second notice will be sent by certified mail.
5. After another 15 day period with no contact, the Board will transfer the delinquent account to the Association's attorney for further legal action.

**FENCES****Material:**

No chain link or metal fencing is permitted. All fences must be of wood or vinyl PVC construction. The fencing material must be treated with natural stain or a clear wood preservative finish. If it is left to weather naturally, the wood used must be cedar, locust or redwood. Metal screening may be applied to the inside of the picket or 2 or 3 rail fence, but it must be galvanized or vinyl coated wire mesh and may not extend above the top rail. Ten to sixteen gauge, rectangular or square mesh must be used. Galvanized mesh may be painted black or left unpainted. Vinyl coated mesh must be green or black.

**Location:**

Only one fence is to be put on a common property line. Placing perimeter fences ON the property line is highly recommended. Adjacent neighbors shall be permitted to tie-in to existing fences to preclude two (2) fences along the common property line.

A complete application is required for ALL fences. The application must include the following:

1. A drawing of the lot showing the placement of the house and lines indicating where the fence is to be installed (include all dimensions).
2. The style of fence.
3. The height and color (natural or painted white).
4. Indicate if wire mesh is to be attached and what type and color it will be.

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5. Indicate where gates will be located. Gates should compliment the fence material in style, color, and height.
6. Indicate the types, locations, and colors of all adjacent neighbors' fences, if any.
7. Indicate the location at adjoining houses or storm water management pond fences for unusual lot shapes or special situations.

### **MAJOR BUILDING ADDITIONS**

Major building additions include but are not limited to greenhouses, porches, rooms, storage sheds, etc. The design of major additions must be consistent with existing shape, style, and size of the dwelling in the following way:

1. Siding, roofing, and trim materials must be the same as, or compatible with, the existing materials of the dwelling in color and texture.
2. Windows and doors must be compatible with those of the existing dwelling in style and color. These should also be located on walls that are the same appropriate height as those of the existing dwelling, and be trimmed in a similar manner.

Roof eaves and fascias should be the same depth, style, and approximate slope as those of the existing dwelling.

### **PATIOS, DECKS, AND WALKWAYS**

This guideline refers to any new or expanded patios, decks, and walkways, or to any material changes in existing patios, decks, and walkways. All new materials should be of a simple material of a neutral color, such as natural concrete, stone or clay brick, or treated wood.

1. Decks and patios may be constructed of treated wood, masonry, stone, concrete, providing that the color and texture of the materials is in harmony with tile adjacent structures. A sample of deck stain may be needed. All hardware must be galvanized.
2. Decks and patios must be located to the rear of the dwelling.
3. The height of the deck or patio is limited to the finished floor line single-story dwelling or the second story finished floor line on a two three story dwelling.
4. An application is not required if a patio, deck, or walkway replaces existing structure with identical material, similar in color and texture is tile same or smaller in dimension.

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5. An application must be completed for all other patios, decks, or walkways. Generally, new patios, decks, or walkways should:
  - a. Disturb existing contours as little as possible. Terracing to follow existing land contours should be limit in small increments, or railings should be provided.
  - b. Be located to provide reasonable visual and acoustical privacy both applicants and their neighbors.
  - c. Screening or plantings should be considered where it is necessary to preserve privacy.

**SHEDS**

Sheds must be located in the rear yard.

1. A 12 x 16 foot shed is the maximum size permitted. This limits the maximum area to 168 square feet.
2. The maximum height for all shed walls is eight (8) feet. Roof peaks should be no taller than 10 feet. Sheds may be screened by evergreen trees or shrubs which are at least 80% as tall the shed at their initial planting.
3. If a shed is to be located immediately adjacent to the dwelling, then one wall must be in common with the dwelling and it must be constructed of the same material the dwelling. The siding, doors, and trim must be the same size, color, and texture as that of the dwelling. The roof must be the same color and have same pitch as that of the dwelling.
4. Metal sheds are not permitted.
5. Wooden sheds must be sided and the roof shingled to match the home.
6. One shed per lot.
7. If the house is restyled, resided, or a paint color change is made, the existing shed should be match.
8. Approval is contingent on a resident's commitment to build a sturdy permanent structure.

A full application is required for all sheds which must include:

1. A site plan which shows the relationship of the shed to the adjacent house and property lines.

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2. A picture and/or detailed drawing of the shed to include dimensions.
3. A description of materials to be used.
4. The color of shed and house.
5. The method of screening to be used.
6. A planting plan for landscaping to be used adjacent to the shed.

**DOG HOUSES AND RUNS**

Dog houses should be compatible with the applicant's house in color and material, and should be located where they will be visually unobtrusive. The same criteria apply to dog houses as to storage sheds.

Chain link fences for dog runs will be considered if erected inside solid privacy fencing. Any visible dog run shall meet criteria for privacy fencing.

**AIR CONDITIONER UNITS FOR WINDOWS**

There are no air conditioner units for windows permitted on the front of homes visible from the street. However, if the original air conditioner of the home is being repaired/replaced, air conditioner units for windows are permitted for up to thirty (30) days.

**FIREWOOD**

Firewood shall be kept neatly stacked and shall be located to the rear or side of the residence and located in such a manner as to minimize visual impact. In certain cases, screening may be required.

Firewood piles shall be kept off the building at least 6 to 12 inches in order to prevent termites from leaving the firewood and entering the house, thus voiding the termite protection.

**VEHICLES**

Inoperable vehicles; any vehicle without current registration plates and or tags; or any similar items, shall not be stored or parked on any lot, common area or street.

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These types of vehicles and items can only be parked in an enclosed structure not visible from the road. Car Covers must be those fitted to the specific model it is covering. Tarps or sheet plastic are not allowed.

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

**SWIMMING POOLS AND WATER AREAS**

Pools for swimming will be located in rear of the house.

Approval is required for all permanent in-ground pools and enclosed by fence. Approval is not required for portable children's wading pools that are not more than six feet (6) in diameter and less than forty-eight (48) inches tall deep which are located in a rear yard. Any other portable pool bigger than the (6) in diameter or more than forty-eight (48) inches in depth needs to be fenced off with an approved fence. The fence may be the pool structure itself provided it is forty-eight (48) inches tall, or may be a removable fence or barrier mounted on top of the pool structure.

**Application Contents**

Fencing: A fence from 4 feet to 6 feet high and compatible with the design style of the house may be required to enclose a pool used for swimming and related pool equipment. Pool owners, who desire to maximize the area enclosed by a pool-enclosing fence, shall apply for fences meeting the fencing criteria of these guidelines. Approval of the fence is contingent upon completion of the pool, especially with respect to property line set back and landscaping. The applicant shall address safety within the pool area as well as the impact of increased noise levels and lighting on adjacent properties

Applications must include as a minimum:

1. Signatures of all property owners affected by the proposed pool (in the event that more than the usual four are affected).
2. A site plan showing location and dimensions of the pool, other related equipment, fences, etc., in relation to the applicant's house, property lines and adjacent dwellings.
3. Detailed drawings and plans of the pool, deck area, lighting arrangements, walkways, fences, etc., and pertinent information concerning water supply system, drainage and water disposal system.
4. Planting plan for outside (exterior) of fencing.
5. Estimated completion date.



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**RECREATION AND PLAY EQUIPMENT**

The desire for swings, basketball backboards, tot lots, etc. or common property is frequently expressed. Most equipment of this sort is commercially available but is often less than pleasing in appearance. Creatively designed equipment is encouraged. The guidelines listed below are provided in an effort to reconcile the need for play equipment with the goal of minimizing its visual impact.

**Location and Size:**

1. Such equipment should be placed in rear yards. Consideration will be given to lot size, equipment size and design, amount of visual screening, etc.
2. Basketball backboards may be secured to detached houses or garages provided that proper consideration is given to color as noted below.
3. Material and Color
4. Play equipment constructed of wood is encouraged.

Metal play equipment, exclusive of the wearing surfaces (slide poles, climbing rungs, etc.), free standing basketball backboards and their poles should be painted dark earth tones to blend with the natural surroundings or, if located adjacent to a dwelling or fence, painted to match the background or screening structure. Other play equipment colors will be considered, contingent upon location and landscaping. Basketball backboards secured to detached houses, carports or garages should be painted to match or blend with the background. A contrasting rectangular color outline may be painted on the backboard behind the goal.

**Application to ARB should include:**

1. Site plan showing relation of proposed play equipment to adjacent property lines, applicant's house and adjacent house.
2. Photograph and/or sketch of proposed play equipment.
3. Dimensions.
4. Color and material.
5. Screening plan.
6. Estimated completion data.

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**LAWN ORNAMENTS AND LAWN EMBELLISHMENTS**

Lawn ornaments and embellishments over two (2) feet in height must be submitted for approval and must be located in the rear yard. Temporary decorations for holidays and special occasions do not require a formal application. They may be displayed for a period not to exceed six weeks. After the period of use, all temporary decorations shall be removed. All lawn ornaments and embellishments two (2) feet in height and under must be in keeping with the architectural and aesthetic character of the neighborhood. This includes ornamentation on a patio, porch, and outside steps.

**MAINTENANCE GUIDELINES**

Property ownership includes the responsibility for maintenance of all structures and grounds which are a part of the property. This includes, but is not limited to items such as mowing grass, removal of trash, and structural maintenance. Maintenance affects the visual character and economic values of the property and neighborhood, and in some cases, safety. These issues can often be dealt with best at a neighborhood level. Violations of maintenance standards are violations of the Hollymeade Declaration.

**Exterior Appearance**

Residents are responsible for maintaining the exterior of their dwellings and any other structures on their lots, such as decks, fences, sheds, playground type of equipment, etc. While it is difficult to provide precise criteria for what the Association deems as unacceptable conditions, the following cases represent some of the conditions which would be considered a violation of the Hollymeade Declaration:

1. Peeling paint on exterior trim.
2. Dented mailboxes, or mailboxes and/or stands in need of repainting.
3. Playground equipment which is either broken or in need of repainting.
4. Fences with either broken or missing parts.
5. Sheds with broken doors or in need of painting or other types of repair.
6. Decks with missing or broken railings or parts, or parts in need of restraining.
7. Concrete or masonry block foundations and, in attached units, party walls in need of repainting.

Most residents, undoubtedly, would not allow any of the above conditions to exist, as they seek to preserve and protect their investment in their homes and to limit their personal liability by keeping all improvements on their lots in good condition. The Association expects that all residents will do this necessary maintenance to prevent any of the cited conditions from occurring in Hollymeade.