

GLENWOOD COMMUNITY ASSOCIATION, INC.

ARCHITECTURAL GUIDELINES

for

EXTERIOR ALTERATIONS

&

ARCHITECTURAL COMMITTEE

Dear Resident,

The GLENWOOD COMMUNITY ASSOCIATION, INC Declaration of Covenants, Conditions, Restrictions and Easements requires homeowners to obtain prior approval from the Architectural Committee before undertaking improvements, alterations, repairs, change of paint colors, excavations or any other work which in any way alters the exterior appearance of any property within GLENWOOD COMMUNITY ASSOCIATION, INC.

The covenants also charge the Architectural Committee to consider and act upon proposals and plans submitted to it, to adopt AC rules, and to perform other duties imposed upon it by the GLENWOOD COMMUNITY ASSOCIATION restrictions.

The enclosed guidelines have been written to help both homeowner and the AC carry out the obligations that we all assumed when we decided to live in the GLENWOOD Community. The guidelines explain how the AC functions and provides homeowner with specific guidance on what alterations are acceptable and unacceptable in the community.

We, the Board of Directors, hope that all homeowners understand that the purpose of the covenants and these guidelines is to keep GLENWOOD COMMUNITY ASSOCIATION, INC. a desirable community in which to live and to help maintain property values. We invite comments from the homeowners on ways in which these guidelines can be improved.

Thank you,

GLENWOOD COMMUNITY ASSOCIATION, INC.  
Board of Directors

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## COMPOSITION OF THE ARCHITECTURAL COMMITTEE

The Architectural Committee (AC) consists of three regular and two alternate members. A member is not required to be an architect or to meet any other particular qualifications. In the absence or disability of any regular member or members the remaining member or members may designate the alternate members to act as substitutes.

The AC members are appointed and removed by the Board of Directors by the adoption of a resolution at a Board meeting identifying each new member appointed to or removed from the committee. The term of appointment is for a period of three years and until the appointment of successor. Any new member appointed to replace a member will serve that member's unexpired term.

The duties of the AC are to consider and act upon applications for alterations submitted to it, to adopt Architectural Committee Rules, and to perform other duties imposed upon it by the GLENWOOD COMMUNITY ASSOCIATION, INC. Restrictions.

The AC shall meet every two weeks to perform its duties. The vote or written consent of any two regular members shall constitute the act of the committee. The committee shall keep and maintain a written record of all actions taken. Members are not compensated for their services. This is volunteer work by Association members.

For additional information about the AC refer to the GLENWOOD COMMUNITY ASSOCIATION, INC. Declaration of Covenants, Conditions, Restrictions and Easements dated May 7, 1986.

## AREA COMMITTEES

Due to the number of residences in GLENWOOD COMMUNITY, INC., the AC may designate Area Committees, based upon architectural style of residences in each area to assist, the AC in performing its duties.

Area Committees are composed of volunteers who are genuinely interested in maintaining the integrity of the architectural style in their areas. The Area Committees will choose a person who will present the views of the committee to the AC.

The main purpose of the Area Committee is to present a forum for interested homeowners to provide their views to the AC. The AC may ask for information from the Area Committees concerning proposed rules and regulations. The AC may give alteration applications to the Area Committees to obtain their comments.

Area Committees are not required by GLENWOOD COMMUNITY Association Declaration of Covenants, Conditions, Restrictions and Easements but depend solely upon the interest and

AREA COMMITTEE (continued)

participation of the residents of GLENWOOD, the Area Committees may or may not exist at any given time. It is the hope of the AC that the interest will exist to make the Area Committees an asset to the GLENWOOD COMMUNITY ASSOCIATION, INC. A resident may contact the AC members or the Association Manager to find out which Area Committees are active.

APPLYING FOR APPROVAL OF EXTERIOR ALTERATIONS

1. Homeowner obtains application from the Association Manager.
2. Homeowner returns completed application to Association Manager.
3. Association Manager logs in application and supporting documents. If application is incomplete, the Association manager should not accept it without warning the Homeowner that it may be rejected because it lacks required or needed information. If the application is complete, or the Homeowner insists, the Association Manager will accept the application, log it in the AC Log Book, and give the Homeowner the required receipt form. The Homeowner will be advised that an answer to his application will be due thirty (30) days from the date of the receipt of the application.
4. The AC will meet twice a month.
5. All applications will be returned to the Association Manager for retention in the Association files. The Homeowner will receive notification of the approval or disapproval of his application from the Association Manager.

WHAT MAKES AN APPLICATION COMPLETE

An application is complete when it provides the AC with enough information to completely analyze the alteration applied for. Besides filling in all the required information on the application form, the homeowner will probably need to submit supporting documents. Some examples of supporting documents are as follows:

ITEM

Description of Alteration:	Required for all applications, can be detailed or simple statement depending on the complexity of the alteration and number of supporting documents.
Copy of Physical Survey:	Required for applications proposing adding new structures, relocating structures, or making landscaping changes. This will allow the AC to see how the, proposal will affect neighboring property.
Description of Materials: Contractor's proposal:	Will, allow the AC to maintain uniformity, within the area. Not required, but would provide the AC with the maximum amount of information.

## WHAT MAKES AN APPLICATION COMPLETE (continued)

This list is not all inclusive but shows some of the documents that the AC may require to support the applications.

## WHAT TO DO IF APPLICATION IS DISAPPROVED

If an application is disapproved, the homeowner has the right to appeal the decision to the Board of Directors. The homeowner should contact the Association Manager for the procedures to file an appeal.

Before filing the appeal, however, the homeowner should first consider why the application was disapproved. If the homeowner is willing to accept changes recommended by the AC (if any are made), the homeowner can submit an amended application using the previously submitted application as a supporting document, and indicating the changes that will be made to make the application acceptable. If information was missing from the application, the homeowner should resubmit the application with the required information. In any event, any applications resubmitted will start the thirty day period again.

## WHAT IF I DON'T WAIT FOR APPROVAL?

If you start alterations without first obtaining written approval of your plans, you do so at your own risk. If you fail to submit an application or if your application is turned down or modified, you may face the cost of removing the alteration plus the cost of litigation. These circumstances may also arise if your property has been altered without approval before you purchased it.

In cases such as those above, every effort is made to work out a reasonable solution to the problem.

## WHAT IS THE PROCESS FOR COVENANT ENFORCEMENT?

Enforcement of the covenants is the job of every resident, but the routines are carried out by the Covenants Committee and the Association Manager . When architectural complaints are brought to the attention of the AC and the Association Manager, they are kept confidential and are reviewed as promptly as possible. If a complaint is found to be a violation, the property owner is contacted by a formal letter and asked to correct the problem, either by removal or submission of an application, or by repair in case of a maintenance problem. Our experience is that most problems are corrected at this stage.

## HOW CLOSELY MUST I ADHERE TO THE GUIDELINES IN THIS BOOK?

The covenants give to the Architectural Committee the responsibility to set rules and procedures for architectural control, and the power to interpret the covenants and allow exceptions to their restrictions. The guidelines presented here have been written by the Architectural Committee as a part of their first responsibility.

The guidelines 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. (See sample application in the back}

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 be 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.

### MAJOR BUILDING ADDITIONS

A full application is required including drawings of the proposed addition and a copy of the homeowners physical survey.

1. Major building additions include, but are not limited to greenhouses, porches, and room additions.
2. In order to be aesthetically pleasing, the design of major additions should be consistent with the existing shape, style and size of the dwelling in the following ways:
  - a. Siding, roofing, and trim materials should be the same as, or compatible with, the existing materials of the dwelling in color and texture.
  - b. New windows and doors should be compatible with those of existing dwelling in style and color. These should also be located on walls at the same approximate height as those of the existing dwelling and be trimmed in a similar manner.
  - c. Roof eaves and fascias should be the same depth, style and approximate height as existing eaves and fascias. New roofs should be the same approximate slope as those existing on the dwelling.
3. The following conditions shall determine the acceptability of addition locations:
  - a. Additions should not significantly impair the view, amount of sunlight, or ventilation of adjacent residences or the public's use or enjoyment of open space. New windows, doors, or viewing areas from the addition should not impinge upon existing internal or external private areas of adjacent residences.
  - b. New additions should not create situations in which adjacent neighbors will have difficulty adding to, modifying or maintaining existing dwellings.
  - c: Additions must not adversely affect drainage conditions on adjacent properties through changes in grade or other significant run-off conditions.

#### Major Building Additions (continued}

#### 4. Breaking Ground

It is recommended that before any digging is initiated the applicant must call MISS UTILITY 1-800-552-7001 for existing locations of utilities.

### MAINTENANCE

References are made to the GLENWOOD COMMUNITY ASSOCIATION INC. Covenants:

"No improvements, alterations, repairs, change of paint colors, excavations, or other work which in any way alters the exterior appearance of any property within GLENWOOD COMMUNITY ASSOCIATION, INC. can be made or done without the prior approval of the Architectural Committee".

"No building or structure upon any property within the GLENWOOD shall be permitted to fall into disrepair, and each such building and structure shall at all times be kept in good condition and repair and adequately painted or otherwise finished". Please refer to Painting and Staining.

## **DEFINITIONS**

VFNP - VISIBLE FROM NEIGHBORING PROPERTIES .

"Visible from Neighboring Property" shall mean, with respect to any given object, that such object is or would be visible to a person six feet tall, standing on any part of such neighboring property, any common element or any public view, at an elevation no greater than the elevation of the base of the object being viewed".

## **ANTENNAS**

In compliance with the FCC regulations, satellite dishes 1 meter or less in diameter and television antennas do not require an application. However, the Association recommends that they be screened from view as much as possible, and dishes should be located either below the top of the fence, screened within landscaping, covered by industry rock covers, or otherwise located so as to not be VFNP.

An application must be submitted for satellite dishes over 1 meter in diameter, or for any other type of antennae.

## **ATTIC VENTILATORS, EXTERIOR**

Because any attic ventilator exteriorly installed on a unit be VFNP\*, all such ventilators require an application variance.

The following guidelines are intended to help balance economic interests with neighborhood aesthetic concerns:

1. No part of the ventilator should be visible from a street.
2. The ventilator should protrude no more than twelve (12) inches above the roof surface.
3. To camouflage the ventilator, all exposed parts should be painted the color of the surface the ventilator penetrates.
4. Blocking airflow through the ventilator should be accomplished from the inside of the unit.

## AWNINGS AND TRELLISES

Awnings and trellises can effectively control glare and excessive heat build-up on windows and doors. As a result, they may reduce both energy consumption and utility costs. However, these sun control devices can have a considerable effect on the appearance of both a unit and the surrounding neighborhood. Hence, whenever the proposed awning or trellis will be VFNP\*, a variance application must be filed.

The AC will review these applications based on the following:

1. Compatibility with the units architectural character, ie., style, color and materials, preferable cloth and/or wood.
2. Design of the sun control device should be straight forward without decorative fringes, etc.
3. Consistency with the visual scale of the unit to which the devices will be attached.
4. Effects of awning or trellises on views, sunlight and natural ventilation of neighboring properties.

If the proposed awnings will be removed for winter storage, pipe frames also must be removed. Generally, wood trellises should be left unpainted and allowed to weather. However, front yard trellises should be painted to match the unit.

## BASKETBALL BACKBOARDS

Use of basketball backboards is permitted provided they are attached to the front of the unit, over the garage. Portable goals may be used and stored in driveways, provided they are located in front of the garage, facing away from the house, in the same manner as mounted goals. At no time are goals allowed in any portion of city right of way, which includes streets.

## BOATS, TRAILERS, TRUCKS, RECREATIONAL VEHICLES & MOTOR VEHICLE REPAIRS

The covenant states, "Except with approval of the AC, no mobile home, trailer of any kind, truck, camper, boat or permanent tent or similar structure shall be kept or placed for a period of more than forty-eight (48) hours, or maintained, constructed, reconstructed, or repaired, upon any property or street (public or private) within GLENWOOD COMMUNITY ASSOCIATION, INC. in such a manner as will be visible from neighboring property, provided, however, that the provisions of this paragraph shall not apply to emergency vehicle repairs..."

Three-quarter (3/4) ton and smaller pick-up trucks will not be considered "trucks" for the purpose of this regulation, and therefore, will not require an application to be parked so as to be VFNP\* for more than forty-eight hours. However, neither combustibles nor unsightly materials nor any other nuisance material may be stored in the truck bed.

Units with garages need not apply for variances for boats, trailers, RV's or repairs provided the vehicle or repair is contained entirely within the garage, ie. the garage door must close completely. None the less, a city permit may be required. Contact the Building Codes Office of the City of Virginia Beach. No vehicle may be parked on blocks.

## DECKS

A complete application is required for a deck only if it will be VFNP\*. Applications should include the following:

1. A description of the materials to be used.
2. An illustration of the proposed deck, including railings and stairs, dimensions and height above grade.
3. An explanation of any relocations of windows or doors, meters, and heating/air conditioning units.
4. A description of any changes in exterior lighting (refer to residential lighting)
5. A description of plantings to be removed for construction of or added in conjunction with the deck.

The AC recommends that all visible portion be wood and that the wood be left natural and allowed to weather. Owners of townhouses, however, may choose to match the decks to the unit's siding colors. Finally, existing decks will not set precedent for future decks.

The City of Virginia Beach requires a building permit be obtained prior to constructing a deck. Contact the Building Codes Office for more information.

## DRIVEWAYS

Owners of homes in GLENWOOD are responsible for maintaining their respective units driveways. Driveways are constructed of Portland cement.

No application is required for driveway repairs, however, repairs must not alter driveway dimensions and they must be made with Portland cement. A variety of Portland cement mixes are available. In order to limit future maintenance problems, care should be taken to select the proper mix. Driveways, therefore, cannot be painted.

Variance applications are required for any additional driveways or extensions of existing driveways. A physical survey should be submitted along with the application. This requirement does not apply to additions or extensions made by Subdivision Builder at time of original sale.

## DOG HOUSES & DOG RUNS

Unless VFNP\*, dog houses and/or runs do not require a variance application be filed.

All dog houses and runs must be located behind the rear foundation line and within a fenced yard. They should be positioned so as not to create a nuisance. If the dog house is VFNP\*, it should be painted and roofed to match either the unit or the unit's shed.

## FENCES

In a new home community, fences can easily create an unattractive patchwork appearance. Therefore, any modification to builder installed fencing as well as any addition to such fencing requires an application to the AC. The AC suggests that exterior

fencing be allowed to weather naturally. Although the AC may make exceptions for end units, front yard fences generally will not be permitted.

No chainlink, barbed wire or other metal materials shall be used. Every application for fencing must be accompanied by the appropriate physical survey.

Modifying Builder fencing includes but is not limited to removing slats, staining fences, increasing or reducing fence height, and installing additional fencing to enlarge the enclosed area. When enlarging existing fenced areas, new fencing must be identical to original fencing. An appropriate drawing of proposed extension as well as a copy of the original physical survey must accompany each application.

No fence may be installed across, around or through pedestrian access or landscape easements as shown on plat surveys. Proposed fencing on Utility access may be removed at the owners expense by the Utility Company unless written permission is granted by said Company and AC permission is granted.

All fences must conform to the following specifications:

Fence material must be an approved type of wood or composite material.

All wood slats must be 6 inch by 1 inch for a single board dog ear, or a minimum of 4 inch by 1 inch for slats comprising a 3-Board dog earstyle.

All posts must be at least 4 inch by 4 inch

All *wood* support or brace lumber shall be 2 inch by 4 inch.

All tops of fences shall be finished in the Dog eared style, to be achieved either with the use of one dog eared board, or through the use of three boards comprising a dog eared style.

All fences must remain natural in color. No solid, colored transparent stains or paint is permissible, however fences located behind townhouses must be stained with an association approved color. Composite material must be of an approved color.

The finished side of the fence shall face the exterior of the property.

Water front lots: All fences shall be either 4 foot or 6 foot construction, depending on applicable city code, and shall be of a continuous slat construction.

All Other Lots: All fences shall be of either 4 foot or 6 foot construction depending on applicable city code and shall be of a continuous slat construction.

Finally, repairs to original or AC-approved fencing do not require an application. However, damaged fencing should be repaired within thirty (30) days of damage occurrence, and repairs must duplicate the original or approved fencing.

### GRILLS, PERMANENT

Permanent grills which are VFNP\* require an application to AC. If the grill is not VFNP\*, no application is necessary.

In general, grills should be located both behind the unit's rear foundation line and within

the fenced area. For necessary city permits, contact the City of Virginia Beach Building Codes Office.

### GUTTERS AND DOWNSPOUTS

Proper unit maintenance requires that gutters and downspouts be kept in good repair.

When replacing existing gutters and/or downspouts or portions thereof, no variance application is necessary. However, an application is required if in any way altering, eg. changing color or relocating the existing systems.

Prior to installing gutters and/or downspouts additional to those present at time of original sale, a variance application must be filed with the AC, if there will be a color change. For those units with no prior guttering, an application will not be required if the guttering and downspouts match the trim of the house.

### HEATING AND AIR CONDITIONING SOURCES

Before installing an external heating and/or air conditioning unit additional to that installed by the Subdivision Builder, a variance application must be filed with the AC. An application is also necessary when relocating the builder-installed unit. Window and wall units which will be VFNP\* are strongly discouraged.

### LANDSCAPING

Application is required if any deviations from the builders original landscaping plan is to be made. This does not mean the addition of plants to existing beds. Addition of new beds, trees or other significant landscaping (which includes landscape borders) requires approval.

It is the homeowners responsibility to keep all shrubs, trees and grass neatly trimmed, properly cultivated and free from all trash, weeds, and other unsightly materials. The homeowner is also required to maintain the grass located behind fences and easement property . Exceptions are common areas, which are maintained by the Association. Vegetable gardens may only be planted within the fenced in areas at the rear of dwellings.

The AC will consider each application on an individual basis.

### LIGHTING, RESIDENTIAL

#### 1. a. - General

The replacement of an existing light fixture, if accomplished with a realistic match to the old fixture, does not require approval from the AC. If a change in style, size, shape, color or positioning is desired, or if additional light structures are to be installed on existing structures, an application is required.

#### b. - Permanent Exterior Lighting and Wiring

Permanent Exterior Lighting and wiring requires a full application. All exterior lighting should be installed so as not to shine on adjacent property or public space, and should be esthetically planned for each location.

## 2. Security Lighting

Flood lights and various types of high output lights fall under this group. Exterior lighting of this group should be considered more carefully because of the impact on neighboring properties. Light fixtures of this type should be carefully aimed so that they illuminate only a specific area, such as a doorway. Some high output light fixtures may have to be shielded in a manner similar to some street light installations to prevent unwanted or excessive intrusion of light from one property to another. A full application is required.

## 3. Temporary Lighting

Decorative holiday and festival lighting does not require approval, however, holiday lighting shall not be illuminated prior to the, Saturday following Thanksgiving, not later than the following 7th of January.. All holiday decorations must be totally removed no later than 14 days following the holiday for which the decorations were intended. The ACC suggests that you make sure that your lighting display is not objectionable to your neighbors or adjacent properties, or across the street from you.

## 4. Breaking Ground

The AC recommends that before any digging is initiated, the applicant call MISS UTILITY 1-800-552-7001 for existing locations of utilities.

## MAILBOXES

Mailboxes shall be of colonial style wood construction or PVC as pictured. They shall be mounted on a wood or PVC post located on or near the property line. Two boxes for adjacent lots may be mounted on the same post, and all boxes must be placed in accordance with the post office specifications for location. All boxes and posts shall be painted white.

## PATIOS AND WALKWAYS

Patios and walkways should be of a natural color and/or natural wood. It should also disturb existing contours as little as possible.

Walkways which shall be extended outside of existing fences will require an application.

## PAINTING AND STAINING EXTERIOR

In accordance with the Covenant and to ensure a continued attractive neighborhood appearance, exteriors of all living units and of accompanying structures must be kept neatly and adequately painted and/or stained.

If a unit or other structure is to be repainted or restained with either the original builder color or a previous (AC) approved color for that house, no variance application is needed. However, the old and new colors must match. Otherwise, an application is necessary for any color change. A sample of the old and the proposed colors must be submitted. The Committee is guided by Article IV, Section 2E of the Declaration, which states that "The Architectural Control Committee shall have the right to refuse to approve any plans for

aesthetic or other reasons"

Hence, to both avoid unusual colors and maintain visual harmony, within the GLENWOOD change's in either paint or stain colors generally are not permitted. There is an exception to this rule: if either or both the original paint or stain color is no longer available, a color change will be permitted. However, the AC cannot approve a particular color change for a given living unit unless all other units within the given unit's neighborhood approve in writing the change.

Obtaining the necessary approvals is the responsibility of the applying unit. Approvals shall be submitted to the AC along with the variance application. The Committee recommends that new stain and/or paint colors approximate the original colors as closely as possible. Decisions on stain<sup>8</sup> will be based upon the "final color" (the product of the new stain over the existing stain).

Any change in siding and/or trim color requires a variance. This is true even if the old and new colors differ only slightly.

The Committee will consider color change applications on the basis of the following:

1. The material used to affect the change, ie. the type of paint or stain to be used.
2. The effect of the proposed color combination on neighborhood appearance.

More specifically, the Committee will review the proposed combination itself, the new combination in conjunction with the unit's shingle color, and the visual effect of the proposed colors on the immediate neighborhood.

In general, the AC recommends that proposed colors be of the same theme the subdivision of which the unit is a part. The Committee also advises using no more than three (3) different colors on a particular unit.

### RE-SIDING AND RE-STYLING

The Covenant requires all structures to be properly maintained. In addition to keeping siding adequately painted or stained, siding itself must be kept in good repair.

Whether siding is to be wholly or partially replaced, no application is necessary so long as replacement siding is identical to the original siding with respect to not only material but also dimension. If replacement siding will be a type other than the original, a variance application is required.

The AC's primary concerns will be the suitability of the proposed siding material and the visual effect of the new material on neighboring units. To preserve visual continuity, new siding should resemble original siding as closely as possible.

Replacement siding must be painted or stained the original builder color or a previously approved color. Otherwise, an application for color change is necessary.

Restyling is any relatively permanent change which alters the exterior appearance of a

unit. it includes the addition of or change in porches, porch railings, shutters, storm doors, security doors and windows, etc.

Unless the proposed alteration will not be VFNP\* a variance application must be filed. The application should be thorough and should include a detailed plan specifying the materials to be used, paint and/or stain colors, dimensions, and any other pertinent information. A sketch of the completed project should also be provided.

The AC will review each plan based upon the appropriateness of the alteration, the suitability of the proposed materials, and both the physical effects and the visual impact of the alteration on neighboring properties.

The Committee advises fashioning alterations in accordance with the unit's original style. Alterations should have minimal physical and visual effects on neighboring and adjacent properties. Finally, check with the City of Virginia Beach Building Codes Office for necessary permits.

### RESIDENTIAL IDENTIFICATION SIGNS (HOUSE NUMBERS)

In accordance with the Covenant, no more than two (2) sets of residential identification signs, ie. house numbers, are permitted on a particular unit. The total face area of each set of numbers may not exceed seventy-two (72) square inches.

In an emergency situation to aid police, fire and rescue personnel in locating a residence, the AC recommends that each unit have house numbers that are both prominently displayed at all times and adequately illuminated at night.

For specific regulations governing political signs, for sale and rent signs, zoning signs, and so on, please consult Art. IV, Sec. 2.Q of the Covenant.

### ROCK GARDENS

Since installation of a rock garden constitutes change in landscaping and because these gardens may create new and possible undesirable drainage patterns for adjacent properties, rock gardens require an application for variance.

The Committee recommends that rocks be left their natural ie. that they not be painted.

### SHEDS AND TOOL STORAGE

A shed or other storage structure in addition to that constructed by the Subdivision Builder requires a variance application only if it will be VFNP\*. The application should include a detailed plan specifying the proposed structure's lot placement, its dimensions, and the materials to be used. A sketch of the completed structure is also necessary.

Generally storage structures must be located within the fence area. The Committee recommends wood as the building material and shingles as roofing. The structure should be painted, *sided* or stained and shingled the same as the existing living unit. It should be unembellished. No shed shall be larger than 10 feet in height from the bottom of the

shed walls to its highest peak, by 10 feet in width by 12 feet in length.

The City of Virginia Beach requires that a permit be obtained prior to beginning construction. Contact the Building Codes Office.

## **SIGNS**

The following signs do not require application and are approved by the ACC: No Trespassing, Beware of the Dog, No Soliciting, and Security Company signs not to exceed one (1) square foot.

The following signs are allowed on a temporary basis as prescribed:

1-School Achievement signs not to exceed 24 inches (24") by 20 inches (20"), to be removed within 30 days after receipt of the award and placement of the sign.

2-No more than a total of two (2) political signs per any recognized city, state, or nationwide election, not to exceed 24 inches (24") by 20 inches (20") may be placed in the yard no more than 30 days prior to an election, and must be removed within 12 hours following the close of the polls. Signs may be rotated during the permitted 30 day period to demonstrate support for more than two (2) political candidates, however, no more than two (2) signs may be placed in the yard at any given time.

3-Contractor advertising signs not to exceed 24 inches (24") by 20 inches (20"), to be removed within 14 days of completion of the work performed.

4-Federally mandated signs, including but not limited to pest control and herbicide applications, which must be removed following the minimum mandated period of time.

Any other signs which are VFNP (Visible From Neighboring Property) must be approved in advance of placement.

## **SMOKESTACKS AND CHIMNEYS**

Whenever an additional chimney or smokestack is to be built, an application must be filed with the AC. In such instances, special care is needed to arrive at an architecturally suitable design. Due to differing unit styles and placements, the AC must consider applications on a case-by-case basis.

The following are some generalized guidelines:

1. New chimneys should resemble original chimney with respect to style, material, etc.
2. When a chimney is to be added on the same end of a unit as the original boxed-in chimney is located, both flues should be run through the same enclosure.

## **SOLAR COLLECTORS**

Due to the large visual impact solar panels can have on a community, solar collectors generally are discouraged.

The proposed panels should have a minimal visual effect on the immediate neighborhood. They should not readily be visible from a street. They also should lie flat on the unit's roof.

Existing solar panels shall not set precedent for future solar devices.

### STATUES, FOUNTAINS & ORNAMENTS

Any statue, fountain and/or ornament, including but not limited to flag poles, window boxes, weather vanes, bird baths, etc., requires a variance application only if it will be VFNP\*.

Proposed statues, fountains and ornaments should blend with the architectural style of the unit and should have minimal visual and physical impact on neighboring properties.

### SUNROOMS

Sunrooms are considered to be a major building addition, and as such, must follow those guidelines. The siding must match as closely as possible to the siding or trim of the house. The roof must be shingled to match the house, if the slope exceeds 4" per foot.

### SWIMMING POOLS, HOT TUBS & SPAS

Since few living units within GLENWOOD COMMUNITY ASSOCIATION, INC. have yards suitable for a private pool, both in and above ground pools generally are discouraged. If a pool is contemplated, however, a variance application must be filed. The Committee will consider these applications on a case-by-case basis looking primarily at the potential effects of the proposed pool on neighboring and adjacent properties. In particular, the AC will examine planned excavation, drainage and, if the pool will be visible from neighboring property (VFNP\*), surrounding landscaping. All pools must comply with city codes.

Neither inflatable nor plastic wading pools require an application.

Regarding hot tubs and spas, the AC recognizes both their popularity and their potential suitability for home lots. Because of both the commonly used drainage method, ie. syphoning through a gardenhose and the various lot sizes within the GLENWOOD all hot tubs and spas require a variance application.

The Committee's primary concern is the effect of drainage upon adjacent lots. Consideration for application review are:

1. Whether installation requires excavation, and if so, the effect of excavation upon adjacent properties.
2. Where syphoning into the yard will be the means of drainage, the gallon capacity of the proposed tub or spa relative to yard dimensions.
3. If the tub or spa will be VFNP\*, the visual effect on adjacent properties.

The City of Virginia Beach requires one to obtain a building permit prior to installing a pool, hot tub, or spa. Contact the Building Codes Office.

Remember that any structure to be built in conjunction with the proposed pool, hot tub or spa (eg. trellises, decks, etc.,) not only may require a building permit, but also will require a variance application if the structure will be VFNP\*. Finally, once installed, pools, tubs and spas must be operated so as not to become a nuisance.

### SWINGSETS, SANDBOXES & OTHER PLAY EQUIPMENT

Play equipment which will not be VFNP\* does not need an application for variance.

If the proposed equipment will be VFNP\*, however, a complete application is required. The following guidelines are intended to assist in both planning the play area and filing the necessary application:

1. All play equipment should be located both behind the Unit's rear foundation line and within a fenced area.
2. Wood equipment should be left unpainted and allowed to weather.

### TRASH STORAGE AND COLLECTION

In any neighborhood, garbage and trash storage is particularly important. Improper storage can lead to not only a shabby appearance, but also health and odor problems.

The Covenant requires that all garbage and trash stored on properties within GLENWOOD COMMUNITY ASSOCIATION, INC. be kept in covered containers and, except for a reasonable amount of time to permit collection, these containers at no time shall be VFNP\*. Hence, all garbage containers must be kept inside a privacy fence, shed, garage or other concealed area. They shall not be kept in either front or side yards.

The City of Virginia Beach requires that garbage containers be placed at streetside on the day of collection by 7:00 a.m., and no earlier than 5PM the day before collection. All containers must be removed from the curb on the day of collection by 5 PM. To avoid rodent and other animal problems, it is particularly important that containers, especially plastic bags and boxes, not be put at the curb prior to the morning of collection.

Only those containers approved by the City of Virginia Beach shall be used.

As far as incinerating leaves, etc. check with the Virginia Beach Codes Office for restrictions.

### VEGETABLE GARDENS

Vegetable gardens do not require approval provided the following conditions are met:

1. All plantings are located behind the unit's rear foundation line and inside the unit's rear fencing.
2. The garden is not planted on a grade which will cause damage to property below it through the flow of water onto lower property.
3. No crops exceed the height of rear fencing at its lowest point.

Should one or more of these conditions not be met, a variance application is necessary

Plant supports and dead vegetation must be removed at the end of the growing season.

### WOODPILES

Woodpiles do not necessitate filing a variance application. However, all woodpiles must be located behind their respective unit's foundation line. No woodpile shall be stored outside a unit's fencing. In no instance should a woodpile readily be visible from either a street or a neighbor's view. Woodpiles, height shall not exceed the height of the fence enclosing them. All woodpiles must contain wood that is split and ready to use, and all wood logs must be neatly stacked.

### OTHER ALTERATIONS

When a guideline is not available for the project you are proposing, a complete application should be filed.

Mailboxes shall be of wood or PVC material as pictured. They shall be mounted on a wood or PVC post approved by the association, and located on or near the property line. Two boxes for adjacent lots may be mounted on the same post, and all boxes must be placed in accordance with the post office specifications for location. All boxes and posts shall be painted white.



