

ASHLAND PARK PROPERTY OWNERS' ASSOCIATION

ARCHITECTURAL CONTROL BOOK

January 1, 2024



ASHLAND PARK

TABLE OF CONTENTS

	Page
I. Introduction	1
II. Architectural Review Committee Description (ARC)	1
III. ARC Authority	2
IV. Applying for Approval of Exterior Alterations.....	2
V. What Makes an Application Complete	2
VI. If the Application is Disapproved	3
VII. If a Member Does not Wait for Approval	3
VIII. Compliance Enforcement	3
IX. Adherence of Member to the Standards	6
X. Antennas, Satellite Dishes.....	6
XI. Attic Ventilators	6
XII. ATV's and Recreational Unlicensed Vehicles.....	7
XIII. Awnings and Trellises.....	7
XIV. Basketball Backboards	7
XV. Building Additions	8
XVI. Clotheslines	9
XVII. Decorations Seasonal	9
XVIII. Decks, Porches, Patios	9
XIX. Driveways	10
XX. Fences.....	10
XXI. Flags.....	11
XXII. Forms	12
ARC Application and Owner's Agreement Form	21
Architectural Control Violation Complaint Form.....	22
XXIII. Gardens	12
XXIV. Generators and Propane Tanks.....	12
XXV. Grills, Grill Pits, Fire Pits.....	13
XXVI. Gutters and Downspouts	13
XXVII. Heating and Air Conditioning Sources	14
XXVIII. Landscaping	14
XXIX. Lighting.....	15
XXX. Maintenance	15
XXXI. Other Alterations	15
XXXII. Parking	15
XXXIII. Parking – Boats, Trailer, Trucks, Recreational, Commercial Vehicles	16
XXXIV. Painting	16
XXXV. Pet Policy, Doghouses.....	17
XXXVI. Play Equipment	17
XXXVII. Sanitary Container Screening.....	17
XXXVIII. Siding	18
XXXIX. Signs, Advertising.....	18
XL. Shed and Tool Storage	18
XLI. Swimming Pools, Spas and Hot Tubs.....	19
XLII. Trash Storage and Collection.....	20
XLIII. Walking Trails.....	20
XLIV. Wooded Area Clearing and Removal of Trees	20
XLV. Woodpiles	20

I. Introduction

Architectural Standards are designed to maintain the visual, aesthetic harmony, and quality of homes throughout the community. Thereby, protecting property values and enhancing the quality of lifestyle for all homeowners.

II. Architectural Review Committee Description (ARC)

Purpose:

The purpose of the ARC is to assist the Board of Directors in ensuring compliance with the Architectural Standards. The ARC shall review requests for all exterior alterations as well as subsequent requests for additions, alterations, or changes to the exterior of existing properties. However, notwithstanding anything herein to the contrary, approval of plans for initial construction of Improvements on an unimproved Lot, whether the Lot is owned by a Builder or by an individual Lot Owner, shall continue to be within the sole and absolute discretion of the Declarant (Article V).

The specific duties of the ARC are:

1. Develop and maintain current Architectural Standards within the parameters established by the Protective Covenants or approved by the Association's Board of Directors.
2. Publish the Board approved Architectural Standards and communicate the need for written permission before work commences.
3. Receive, process, and make a determination within twenty-one (21) business days of all requests for exterior modifications (5.02 (b)).
4. Maintain complete and accurate records of meetings and communications with homeowners.

Delegation of Authority:

The Board of Directors may delegate the authority for review of certain architectural modification requests to the ARC and/or the Managing Agent. Requests that are outside of the approved Standards may be referred to the Board of Directors for determination. The Board of Directors reserves the sole right to determine the final disposition of any architectural requests upon any ground incorporated within the Standard including purely aesthetic considerations, which shall be sufficient.

Composition:

The ARC shall be composed of three (3) persons from time to time appointed by the Declarant so long as its membership in the Association continues or by the Board of Directors of

the Association from and after the date on which the Declarant membership terminates or Declarant delegates this responsibility to the Association.

III. ARC Authority and Requirement to Obtain Approval for Exterior Alterations

The authority of the ARC (“The Committee”) is referenced in the Ashland Park Property Owners Association Protective Covenants, Article IV, Regulation of Improvements, 4.01 Standards. Approval for any exterior alteration must be obtained prior to the beginning of Construction of any Improvements on any Lot.

IV. Applying for Approval of Exterior Alterations

1. A member may obtain an application form from any member of the ARC, Managing Agent, or an Association website, if a website is available.
2. The member shall complete the application and return two (2) complete copies of the entire application to the ARC Chairperson. One of the two copies should be an original.
3. The ARC Chairperson logs in the application and supporting documents. If the application form is incomplete, the ARC Chairperson may explain to the member that it may be rejected because it lacks required or needed information. If the member insists that the application is complete, the ARC Chairperson will log in the application. The member shall be advised that a decision will be rendered no later than twenty-one (21) business days from the date of the receipt of the application. (Protective Covenants, Article V.)
4. The ARC shall meet as necessary. Telephone and email polls of the ARC are allowed.
5. Original applications will be retained in the association’s site files. The Member will receive a copy of the approved or disapproved application from the ARC Chairperson or Managing Agent.

V. What Makes an Application Complete

An application is complete when it provides the ARC with enough information to completely analyze the proposed alteration. Besides filling in all the required information on the application form, the member shall submit supporting documents when required. Some examples of supporting documents are as follows:

1. Description of Alteration: Required for all applications; can be detailed or simple statements depending on the complexity of the alteration and supporting information documents.
2. Copy of Physical Survey (Plat): Required for applications proposing addition of new structures, such as a shed, garage, dish, or relocating structures; this will allow the ARC to see how the proposal will affect neighboring property.
3. Description of Materials: Will allow the ARC to maintain uniformity with the area.

4. Contractor's Proposal: This is not required but would provide the ARC with additional descriptive information.

This list is not all-inclusive but indicates some of the documents that the ARC may require to support the application.

VI. If the Application is Disapproved

If an application is disapproved, the member has the right to re-submit the application with additional information. Whenever an application is not approved, the application shall be accompanied by a written statement of the reason or reasons for disapproval.

NOTE: Prior to re-submitting the application, the member should first consider why the application was not approved. If the member is willing to accept the changes recommended, (assuming changes are recommended), the member may submit an amended application as a supporting document, indicating the changes that will be made to make the application acceptable. If information was missing from the application, the member should resubmit the application with the required information. Applications resubmitted will start the twenty-one (21) business day review period again.

VII. If a Member Does not Wait for Approval

If a Member starts alterations without first obtaining written approval of their plans, they do so at their own risk. If they fail to submit an application or if the application is denied or modified, they will be responsible for the cost of removing or altering the exterior change plus the cost of litigation, if necessary.

VIII. Compliance Enforcement Procedure of Covenants, Architectural Standards and Rules and Regulations

The Protective Covenants and the State Statutes determine the procedures by which enforcement of these and other documents are accomplished. These documents change from time to time; therefore, the enforcement procedures may also change.

Enforcement is the responsibility of the Board of Directors. Should an exterior modification be made without prior approval or if there is a property maintenance concern, the complainant should approach a member of the ARC, the Managing Agent, or the Association Board with the concern. Architectural complaints are kept confidential and are reviewed promptly. Should a violation be confirmed, the member will be contacted and asked to correct the problem, either by submission of an application, removal, or repair. Below are the procedures for enforcement of the Covenants, Architectural Standards, and Rules and Regulations.

Violation Enforcement Notice Procedures:

The Board of Directors shall have the power to impose sanctions and remedies that are made available through the governing documents of the Association and the Virginia State Statutes.

1. Complaint Received in writing or by Site Inspection
 - a. A written complaint shall be date stamped when received.
 - b. When a complaint is received on the Architectural Control Violation Form, the complainant shall fill in all sections.
 - c. The ARC/Board/Agent may inform the complainant that notification of the alleged violation has been received and will be reviewed.
 - d. The ARC/Board/Agent may verbally respond to the complainant. The date of response shall be recorded along with documentation of the verbal information expressed to the complainant.
 - e. Site Inspections should be recorded on a form that shows the date of inspection referencing the alleged violation.
2. Confirmation of Alleged Violation by Site Inspection from ARC/Board/Agent
 - a. Alleged violation shall be recorded by photo(s) and/or a written date and documentation of inspection.
3. Notice of Violation without a Hearing - *1st Notice*
 - a. Written notice of the alleged violation shall be served to the violator. A return receipt notice shall be delivered to the violator by regular and certified mail to the Owner at the address of record with the Association. Notice shall allow a reasonable time frame for the member to correct the alleged violation. Ten (10) calendar days are provided for correction of the alleged violation.
 - b. Option: *1st Notice* can be a friendly reminder and sent by regular mail. Notice may include the ten (10) calendar days to remedy the alleged violation.
 - c. Notice shall contain the following:
 - i. The specific Standard/Section of the governing documents being violated.
 - ii. Contact information for the Association.
 - iii. Action that may be taken.
4. Notice of Violation with a Hearing - *2nd Notice*
 - a. Per the Protective Covenants, Article VI, Compliance and Enforcement, written notice of the violation shall be served to the alleged violator and the Member's right to a hearing. Notice shall be served at least 14 days prior to the meeting. Notice of such hearing shall be hand delivered to the Owner or mailed by registered or certified mail, return receipt requested, to the Owner at the address of record with the Association.
 - b. Notice shall state the following:
 - i. Date of original Notice mailed.

- ii. The pertinent violation.
 - iii. Failure to comply by date.
 - iv. Authorization Section of the governing documents - Protective Covenants, Article VI, Compliance and Enforcement.
 - v. Action that may be taken. Failure to remedy the violation by the due date will result in the Board of Directors initiation of charges of up to ten dollars (\$10.00) per day (up to 90 days) for a continuing violation or up to fifty dollars (\$50.00) for each single violation and shall be treated as an assessment against the Lot and enforceable as provided in Article VIII of the Protective Covenants.
 - vi. Hearing date.
 - vii. Time of hearing.
 - viii. Location of hearing.
 - ix. Purpose of hearing – Will be to determine to assess violation charges for non-compliance and/or remedy.
5. Notice of Violation with Hearing – Demand to Cease and Correct Notice – *One Notice Only*
 - a. This Notice states the violation and hearing in one letter.
 - b. Incorporates all of the items in number 4.b. above.
 6. Hearing - Protective Covenants, Article VI, Compliance and Enforcement
 - a. Proof of proper notice shall be placed in the minutes of the meeting. Copy of notice shall be deemed adequate proof, along with a statement of delivery.
 - b. The minutes shall record the results of the hearing and any sanction imposed.
 - c. No determination is given at the meeting.
 - d. After the alleged violator is dismissed, the Board discusses any action or sanctions.
 7. Determination by the Board of Directors/ARC
 - a. A written letter of determination will be delivered to the member within seven days of the hearing.
 - b. Delivery of letter shall be by registered or certified mail, return receipt requested, to the member at the address of record with the association.
 8. Common Interest Community Board (CIC) Complaint Procedure –Resolving certain written complaints from members and others concerning actions or inactions allegedly inconsistent with state laws and regulations governing common interest communities.
 9. See Forms on the Table of Contents.

IX. Adherence of Members to the Standards

The Protective Covenants give the ARC the responsibility to recommend to the Board of Directors the rules and procedures for architectural control; however, only the Association's Board of Directors or a court of law has the authority to interpret the governing documents of the Association. The Standards presented here have been created by the ARC and adopted by the Board of Directors.

Based on the policies and decisions of the Committee, the Standards will help in determining what is most likely to be approved in typical circumstances and provide important information on how to prepare your application.

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

X. Antennas, Satellite Dishes

No television antenna, satellite dish, or other antennas or receivers shall be erected or maintained on the exterior of any home or on any lot without prior written approval by the ARC. An exterior alteration application is required.

Pursuant to the Federal Telecommunications Act of 1996, residents are permitted to install television antenna or satellite dishes (less than 39 inches in diameter). To the extent possible, antennas should not be visible from the street, as well as trying to have the dish installed behind the rear foundation line of the dwelling.

Satellite dishes are required to be screened at time of installation. See Article III, 3.02 (c) of the Protective Covenants.

XI. Attic Ventilators

Since attic ventilators are installed on the exterior of a home and will be visible from neighboring property, they require an application.

1. The ventilator must be installed on the rear roof of the house.
2. The ventilator must protrude no more than twelve (12) inches above the roof surface.
3. Blocking air flow through the ventilator must be accomplished from the inside of the home.

XII. ATV's and Recreational Unlicensed Vehicles

The usage of ATVs, 4wheelers, golf carts, dirt bikes, any unlicensed or non-street legal vehicles, or any similar vehicle (collectively "Recreational Vehicles") from riding on, over or through the Property (including, but not limited to, the Common Area, any Lot, or any street is prohibited. The use of Recreational Vehicles within the Property is a violation of the Protective Covenants and will result in sanctions and other applicable charges.

Any property damages arising from the use of any Recreational Vehicles will result in sanctions and/or charges and shall be grounds for any available remedy including, but not limited to, an action or suit to recover sums due for property damages to the offending party.

XIII. 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 an effect on the appearance of both a home and the surrounding neighborhood. Hence, an application must be filed.

The ARC will review these applications based on the following:

1. Compatibility with the home's architectural character, i.e., style, color and materials, preferable cloth and/or wood.
2. Design of the sun control device; it should be straightforward without decorative fringes, etc.
3. Consistency with the visual scale of the structure to which the Devices will be attached.
4. Effects of awnings or trellises on view, sunlight, and natural ventilation of neighboring properties.
5. Harmonious and compatibility with overall community design.
6. If the proposed awning will be removed for winter storage, pipe frames also must be removed.
7. Trellis should be installed 5' off of the property line.
8. Trellis material, style and size will be consistent with the submitted proposal.
9. The garden trellis installation shall not interfere with the natural drainage of the lot or neighboring lots. Any adverse drainage issues that might result from the construction shall be remedied at the expense of the owner.
10. Maintenance of improvements shall be the responsibility of the Owner. Garden Trellis shall be maintained to a slightly condition.

XIV. Basketball Backboards

Basketball backboards may be installed. However, they are prohibited from facing the street or on the street. i.e., over the garage door facing the street is prohibited. As with all play structures visible from neighboring property, they require an application.

NOTE: Consideration for one's neighbors should be paramount when selecting a location for a Basketball Backboard.

XV. Building Additions

An application is required including drawings of the proposed addition and a copy of the member's property survey.

Major building additions include, but are not limited to garages, green houses, porches, patios, and room additions. Additions must be harmonious and consistent with the existing dwelling in design, shape, and style in the following ways:

1. Siding, roof, 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. They should be located on walls at the same height as those of the existing dwelling and be trimmed in a similar manner.
3. Roof eaves and fascias must be the same depth, style, and approximate height as existing eaves and fascias. New roofs must be the same pitch as those existing on the dwelling.
4. The following conditions shall be included in determining the acceptability of an addition location:
 - a. New windows, doors, or viewing areas from the addition must not infringe upon existing internal or external private areas of adjacent home.
 - b. New additions must not create situations in which adjacent neighbors will have difficulty maintaining dwellings.
 - c. Additions must not adversely affect drainage conditions on adjacent properties through changes in grade or other significant run-off conditions.
5. If additional exterior lighting will be installed, the lighting fixture(s) should be included in the submitted application. Lighting fixture(s) should match existing shape, style, size and be harmonious with the existing dwelling.
6. Landscaping added to the major building addition is left to the expression of the homeowner. Exceptions are alterations affecting drainage to adjacent property, elevation changes and structures. See Section XXVI. Landscaping and Landscape Maintenance.
7. All projects must be completed within 90 days with the option of extension of time, if needed. Application for an extension of time must be in writing and submitted to the ARC.
8. When breaking ground, the applicant is required to call MISS UTILITY at 1-800-552-7001 to mark existing locations of utilities (State Law).

XVI. Clotheslines

No clotheslines or other clothes drying apparatus shall be installed or placed outside of any house, or shall any clothes or wash be placed or allowed to remain outside of any house.

XVII. Decorations - Seasonal

Seasonal Decorations are encouraged and allowed per the following guidelines:

1. Christmas/Winter holiday lights and decorations are permitted on the Lot and/or building exteriors of a Lot.
2. Christmas/Winter holiday decorations may be displayed *after* Thanksgiving Day and must be removed by January 7th of the following year.
3. Other holiday decorations are permitted under the same guidelines and may not be displayed more than one week before or one week after the holiday.
4. Please ensure holiday lights do not disturb other residents.
5. No owner may place holiday decorations on any Common Area or Association Property. The Board of Directors, in its sole discretion, may allow decorations for events upon prior written approval.
6. The Board of Directors and/or the ARC may require that any decoration(s) be altered or removed if, in its sole discretion, they are inappropriate for the community.

XVIII. Decks/Porches/Patios

An application is required for all decks/porches/patios and must include the following:

1. A description of the materials to be used including paint or stain color.
2. An illustration of the proposed deck, patio, or porch (screened or unscreened), including railings and stairs, dimensions, and height above grade, along with a site plan indicating the location of the addition and the dimensions including the distance from the property lines.
3. An explanation of any relocation of windows or doors, meters, and heating/air conditioning units.
4. A description of any changes in exterior lighting (refer to lighting).
5. A description of plantings to be removed for construction of or added in conjunction with the deck or porch.

NOTE: The ARC recommends that all visible portions of wood be treated wood and that the wood be left natural and allowed to weather or painted/stained to match the house.

6. Patios are to be located in the rear of yards and shall not extend past the sides of homes and installed per guidelines and application.
7. Any adverse drainage issues that might result from the construction of a patio should be considered and remedied at the expense of the owner.

8. Retaining/seating walls shall have a maximum height of 36" and constructed of stone per application.
9. Design, material, and style will be consistent with the submitted proposal and style of home.
10. If a permit is required from the County, it is the owner's responsibility to obtain.
11. Commencement and completion of improvement must conform to Article IV, Regulation of Improvements and Article V, Approval of Plans and Commencement of Construction per the Protective Covenants.
12. Lot Maintenance shall conform to 3.04 per the Protective Covenants.

XIX. Driveways

Owners of homes in Ashland Park are responsible for maintaining their driveways. No application is required for driveway repairs; however, repairs must not alter driveway dimensions or surface type.

Applications are required for any additional driveways, extensions of existing driveways, or changes in surface composition. A property survey plat must be submitted with the application.

XX. Fences

All fences require an application with a surveyed Plat. The Plat must show the proposed fence line.

1. Chain link, barbed wire, or other metal materials shall not be approved.
2. Fences are permitted in rear yards only, starting at the rear foundation line, but may be permitted to follow side and rear property lines.
3. Fences are limited to a maximum height of 72" from the ground to the top of the fence.
4. All fences must be constructed with framing members facing the interior of the enclosed area.
5. When extending a new fence to meet an existing neighboring fence, the height of the new fence must match that of the existing neighboring dividing fence. If the above approved fence does not match the height of the neighboring fence, the approved fence shall be installed 3' from the property line with the 3' being maintained by you *or* tapered up or down to match the existing fence.
6. If a neighbor installs a fence later on, they have two options: they have to install a fence of same height of existing fence or they can install parallel fence 3 feet off of the property line. Additionally, the void area left by having the parallel fence will have to be maintained by the homeowner.
7. Modifications to builder-installed fencing as well as additions to such fencing require an application.
8. The ARC suggests that exterior wood fencing be allowed to weather naturally.

9. Modifying builder fencing, which requires prior approval, 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.
10. Fencing that is installed on corner lots must maintain a twenty five foot (25') setback from VDOT right of way on both sides facing the roadways or the side of the house.
11. Fences facing the following main roads* must maintain a twenty five foot (25') setback from the VDOT right of way.

List: * - *

*The Association reserves the right to add or delete roads from the above list at any time without prior notice.

NOTE: It is recommended that the homeowners contact their neighbor about proposed fencing along property boundaries.

Fences must be located entirely on the homeowner's property. The ARC may require a minimum setback from neighboring fencing where fenced properties meet.

Fencing placed on an easement may be removed at the owner's expense.

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

XXI. Flags

1. Only one (1) ornamental flag mounted per building, not to exceed, sixteen (16) square feet (4' x 4') or smaller may be displayed on a flagpole. Flagpoles shall be securely attached to the building.
2. Flagpoles shall be constructed of permanent, long-lasting materials and not to exceed six (6) feet.
3. The materials used for the flagpole shall be harmonious with the dwelling.
4. Flagpoles attached and/or installed in the ground are strictly prohibited.
5. All placement of mounted flags and garden flags must be approved by the Board/ARC.
6. Only three (3) garden flags placed on wrought iron garden flag stands, not to exceed, two (2) square feet or smaller may be displayed.
7. All flags shall be maintained in good repair and flown observing proper flag etiquette.
8. Any flag that has deteriorated shall be repaired, replaced, or removed.

XXII. Forms

An Exterior Alteration Application is required per the Protective Covenants, Article V, and other forms.

- ARC Application and Owner's Agreement Form
- Architectural Control Violation Complaint form

XXIII. Gardens

Gardens do not require approval; *however*, an application is necessary should one or more of the following conditions not be met:

1. All plantings must be located behind the home's rear foundation line.
2. Maintenance must be maintained throughout the growing season.
3. The garden is not planted on a grade which will cause damage to property below it through the flow of water onto lower property.
4. Gardens are not allowed on common property.

NOTE: Plant supports, and dead vegetation must be removed at the end of each growing season.

XXIV. Generators and Propane Tanks

Generators and Propane Tanks require an application and a Plat showing the location of the proposed installation. Generators and propane tanks shall not be visible from the street and neighboring properties.

1. The base of the generator will be a concrete slab provided by the generator supplier. Concrete blocks are not an acceptable base.
2. Colors of the generator shall be as neutral as possible and compatible with the color of the house. The brand of generator, location, and color must be included in the ARC application.
3. The generator and/or propane tank will be screened as not to be visible from the street or any other Lot by white vinyl fencing, wood fencing or shrubs that adequately provide coverage. Screening application shall be submitted with proposed installation.
4. Emergency generators will only be used during power failure events and for the duration of the power failure only.
5. The addition of a generator and propane tank may not alter existing drainage or divert water onto other lots.
6. The owner shall make all necessary arrangements to identify all underground utilities and any other lines prior to installation. Any modification costs to existing utility lines or other lines will be the responsibility of the owner.

7. The owner will restore the landscaping to the distributed area(s) and replace any planting(s) that have been damaged or have been removed due to the installation.
8. Position the generator so that any Carbon Monoxide gases cannot accumulate and safely dissipate to the atmosphere.
9. Testing of all generators must be done during daytime hours only.
10. All work shall be performed to the highest standards in accordance with accepted standard practices.
11. Maintenance of improvements shall be in accordance with the Protective Covenants, Article III, 3.04 (b).
12. Commencement and completion of any improvements are regulated by the Protective Covenants Article IV, 4.02.
13. Excavation is regulated by the Protective Covenants, Article IV, 4.03.
14. Installation along property line should conform to any County set back requirements.
15. It is the owner's responsibility to obtain any permits from the County, when so required.
16. For safety's sake, be sure to use the generator correctly.

From Hanover County: We are currently enforcing the 2011 National Electrical Code and 2012 Virginia Residential Code. A permit would be required for the installation of a generator. Typically, whole house generators require a supply of propane or natural gas. Residential generators can be installed nearly anywhere, with a few exceptions. The exhaust cannot be near a vent that would carry fumes back into the house, and they cannot be installed near a point or source of ignition such as the propane tank or natural gas meter. Any further questions concerning these issues contact: Casey Littlefield, Chief Electrical Inspector & MCP Hanover County 804-365-6137.

XXV. Grills, Grill Pits and Fire Pits

Permanent grills, visible from neighboring property, require an application and a Plat showing the location of the proposed installation.

1. Outdoor grills and smokers must be located behind the home's rear foundation line.
2. Grill and/or fire pit material, color scheme, style and size will be harmonious with the dwelling and submitted at time of proposal.
3. The grill pit and/or fire pit sizes including heights, inside and outside dimensions shall be included on the application.
4. The grill or fire pit installation shall not interfere with the natural drainage of the lot or neighboring lots. Any adverse drainage issues that might result from the construction shall be remedied at the expense of the owner.
5. Location should be away from neighboring yards and must meet County setback and County burning guidelines and permits when applicable.

6. Outdoor recreational fires are allowed only in professionally manufactured fire pits and cooking devices.
7. Storage of firewood shall be neatly stacked and located behind a dwelling's rear foundation line. Woodpiles are referenced in Section XLI.
8. Homeowners must have proper fire suppression equipment on hand, such as a garden hose, shovel with bucket of sand, or fire extinguisher. Adult supervision of fire is required.
9. Any hardscape area shall be 3' wider than the fire pit and shall not interfere with the natural drainage of the lot or neighboring lots.
10. Dispose of ashes properly. Do not assume the ashes are cold. Treat all ashes as hot.
11. Please review Protective Covenants, Article III, Permitted and Prohibited Uses, 3.02 (a), (2 – 6).

XXVI. Gutters and Downspouts

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

1. An application will be required if there is a change of color, location or adding additional gutters and/or downspouts.
2. When replacing existing gutters and/or downspouts or portions thereof, no application is necessary.

XXVII. Heating and Air Conditioning Sources

Proper home maintenance requires that heating and air conditioning sources be kept in good repair.

1. An application must be submitted to the ARC before installing an external heating and/or air conditioning unit in addition to that installed by the Subdivision Builder.
2. Portable air conditioning units are prohibited in any window of a dwelling or other building.
3. An application is required when relocating the Subdivision Builder installed unit.
4. All heating and/or air conditioning units should be placed in an inconspicuous area. If inconspicuous placement cannot be accomplished, screening will be required at time of installation. Screening material, size and style will be harmonious with the dwelling and must be included on the application.

XXVIII. Landscaping and Landscape Maintenance

In general, landscaping is left to the expression of the homeowner, and no application is required. Exceptions are alterations that affect drainage to adjacent property, elevation changes, and structures (such as planter or retaining walls) greater than 1 foot in height. Natural materials

should be used: rocks, vegetation, mulch, gravel, etc. Landscape timbers are acceptable but should be used with restraint. Creosote coated railroad ties are not acceptable.

Maintenance Requirements:

1. Keeping grass mowed regularly during the growing season in such a manner that it compares favorably with the neighborhood.
2. Keeping planting beds, mulch beds, and foundation planting free of weeds.
3. Removal of leaves and other tree debris in a timely manner.
4. Lawn ornaments are not allowed in the front of yard.
5. Please review Protective Covenants, Article III Permitted and Prohibited Uses, 3.04 Lot Maintenance.
6. Please review Protective Covenants, Article IV Regulation of Improvements.

XXIX. Lighting

1. The replacement of an existing light fixture, if accomplished with a realistic match to the old fixture, does not require approval from the ARC.
2. An application is required, if a change in style, size, shape, color, or positioning is desired, or if additional light structures are to be installed.
3. All exterior lighting should be installed so as not to create a nuisance to adjacent properties.

XXX. Maintenance

Property and structures must be maintained according to the community Standards; including, keeping structures, and landscaping neat and orderly so as to not detract from the appearance and value of the community.

XXXI. Other Alterations

When a guideline or standard is not available for the project you are proposing, an application must be submitted to the ARC.

XXXII. Parking

All vehicles parked on the street must be in compliance with the Protective Covenants 3.02 Prohibited Uses (c) (11) and (d) and comply with parking regulations as they apply to any public road within the State of Virginia. The parking regulation also applies to non-residents, invited guests and contractors.

XXXIII. Parking - Boats, Trailer, Trucks, Recreational, Commercial Vehicles

Unless otherwise established by the Board of Directors or with prior written consent of the Board of Directors, the parking of vehicles, including, without limitation, commercial trucks, vehicles used primarily for recreational purposes, trailers (either with or without wheels), utility trailers, campers, camper trailers, boats, boat trailers and other watercraft may be parked on a lot with the following guidelines:

1. Owners shall utilize the garage to the extent practical.
2. If the garage is not practical, the Owners shall utilize the paved driveway area behind the front foundation line serving the Owner's Lot for parking.
3. The vehicle must be currently licensed with the Commonwealth of Virginia and Hanover County.
4. Parking on any roads or dedicated roads or public streets within the Association except motor vehicles of temporary, non-resident, invited guests or contractors is prohibited.
5. Oversized Commercial vehicles (weighing in excess of ten thousand (10,000) pounds when empty), vehicles primarily used or designated for commercial purposes, tractors, mobile homes, and buses are prohibited unless stored within the Owner's garage.
6. Stored vehicles and vehicles which are either obviously inoperable, disabled or that do not have current operating licenses shall not be permitted unless stored within the Owner's garage.
7. Extensive work on any vehicle, motor or recreational vehicles, boats, trailers of any kind, campers of any kind or machines of any kind shall not be permitted outdoors on any lot. Vehicles left on blocks are prohibited.
8. Vehicles shall not be parked or maintained on any Common Area without prior written consent of the Board of Directors.

Service and delivery vehicles may be parked on the Property during daylight hours for such period of time as is reasonably necessary to provide service or to make a delivery to a Lot or a Dwelling. Any vehicle parked in violation of the Protective Covenants, or the Rules and Regulations promulgated by the Board of Directors may be towed at the Owner's expense.

Notwithstanding the foregoing, should the Board of Directors permit any such vehicle on a Single-Family lot, the Board may require an exterior alteration application, that such vehicle to be kept within a garage or an enclosed or screened area such that the vehicle shall not be visible from any street or other Single-Family lot.

XXXIV. Painting

In accordance with the governing documents and to ensure an attractive neighborhood appearance, exteriors of all homes and accompanying structures must be kept painted.

1. If a home or structure is to be repainted with the original color, no application is needed.

2. Changes in paint colors must have written ARC approval to maintain visual harmony within Ashland Park subdivision.
3. The committee will consider color change applications on the basis of the following:
 - a. The material used to affect the change, i.e., the type of paint to be used.
 - b. The effect of the proposed color combination on neighborhood appearance.

NOTE: The ARC shall review the proposed color combination.

XXXV. Pet Policy and Doghouses

All doghouses require an application.

1. Doghouses must be located behind the rear foundation line and should be positioned so as not to create a nuisance. All doghouses must be constructed of wood or plastic and must be kept in good repair.
2. No chain link fence type dog pens or runs will be allowed.
3. No owner shall permit any dog or cat to be let out of the Owner's dwelling unless the dog or cat is within a fence or on a leash. The leash shall be no longer than 6 feet. Walking pets on retractable leashes is prohibited. The Owner must be in control of their pets at all times. Additionally, when walking leashed pets in the community, Owners shall promptly clean up after their pet defecates.

XXXVI. Play Equipment i.e.: Swing sets, Sandboxes, Etc.

Play equipment requires an application. The following guidelines are intended to assist in both the planning of the play area and the submission of the necessary application.

1. Play equipment must be located behind the home's rear foundation line.
2. Wood play equipment should be left unpainted and allowed to weather or stained a natural color.
3. Maintenance of property and structures shall be in accordance with the Protective Covenants and the Architectural Control Book.

XXXVII. Sanitary Container Screening

1. Screening must be solid.
2. Screening can be vinyl or match existing fencing material.
3. When matching existing fencing material, it must match close to compatibility.
4. Screening is approximately 5' and is free standing. However, the screening must be fastened so as not to give way or become loose.
5. Screening is to be placed adjacent to garage pedestrian door. If there is no garage pedestrian door, then screening must be installed behind the front foundation line as indicated on your ARC application plat.

6. Screening placed at 90 degrees forming an "L" adjacent to the house behind the front foundation line.
7. The solid screening panels should be of sufficient size to properly screen the container(s) view from the street.
8. Commencement and completion must conform to Article IV, 4.02 Completion of Construction.
9. Article III, 3.04 Lot Maintenance – Owner shall perform all exterior maintenance and repairs to improvements.

XXXVIII. Siding

1. Siding must be kept in good repair and power washed as necessary. No mold, mildew or dirt shall be visible.
2. If the replacement siding will be a type other than the original, an application is required.
3. 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.
4. The addition of or change in porches, porch railings, shutter, windows, etc. require an application.

XXXIX. Signs, Advertising

No signs shall be erected or maintained on any lot except for signs required by law and one unlighted sign not greater than two feet by three feet (2'x 3') advertising the home for sale or lease. House number signs placed in the front yard, are considered "Lawn Ornaments" See Protective Covenants, Article III, 3.02 (c) in reference to yard ornaments.

XL. Shed and Tool Storage

An application is required for a shed or other storage structure. The application must include a detailed plan specifying the proposed structure's lot placement, its dimensions, its roof line, its color, and the materials to be used. All exterior finished and roofing materials must match the house.

Requirements:

1. Siding is to be vinyl and the same color as the main house.
2. Roof shingles and shutters are to match the main house.
3. The doors should match the color of the front door to the main house.
4. Shed style must be compatible with the main house style.
5. Shed placement must be five feet offside property lines.
6. Exposed foundation must be covered with latticework, at time of installation.
7. County permits are the responsibility of the Owner when applicable.

8. Improvements shall be maintained in a safe, clean, and wholesome condition per the Protective Covenants, Article III, 3.04, Lot Maintenance.
9. If a shed is being installed across or inside a County easement, the County has the right to take the shed down if needed to access the easement at the Owner's expense. If shed placement will be moved due to the easement placement, an amended application must be submitted.

XLI. Swimming Pools, Spas, and Hot Tubs

All swimming pools are subject to the approval of the ARC.

1. Inflatable or plastic wading pools do not require an application. Inflatable or plastic wading pools must not be visible from adjoining properties when not in use.
2. Portable swimming pools or other types of swimming pools which are constructed above ground, and which have walls or sides higher than 24 inches above ground level are not permitted on any lot. Nor shall other swimming pools be constructed or used at any location on a Single-Family lot other than on that portion of the lot located between the rear lot line and the rear facade of the residence located on the lot.
3. External hot tubs and spas require an application.

Considerations for application review are:

- a. Whether installation requires excavation, and if so, the effect of excavation upon adjacent properties.
- b. Where siphoning into the yard will be the means of drainage, the gallon capacity of the proposed tub or spa relative to yard dimensions.
- c. If the tub or spa will be visible from neighboring property, the visual effect on adjacent properties.
- d. The wall of a swimming pool should be kept an adequate distance away from adjacent property.
- e. The homeowner should consider safety within the pool area as well as the impact of increased noise levels on adjacent property.
- f. It is the homeowner's responsibility to ensure that the pool conforms to applicable local and county permits and codes.
- g. A fence must protect the pool and mechanical equipment.

NOTE: Any structure to be built in conjunction with the proposed pool, hot tub, or spa (e.g., trellises, decks, etc.) not only may require a building permit, but also will require an ARC application. Once installed, pools, tubs and spas must be operated so as not to become a nuisance. It is recommended that pools, spas, and hot tubs be kept covered when not in use.

XLII. Trash Storage and Collection

Garbage and trash storage is particularly important. Improper storage can lead to not only a shabby appearance, rodents, and insects, but also health and odor problems. Containers are required to be kept in the rear yards of dwellings (Protective Covenants, Article III, 3.02, c, 10).

1. All garbage and trash stored on properties within Ashland Park must be kept in covered containers or sealed plastic bags and, except for a reasonable amount of time to permit collection, and shall not be visible from the street. No containers or bags shall be kept in the front yard.
2. Garbage containers should be placed at street-side no earlier than the evening of the day before scheduled pickup and they should be removed as early as possible on the day of pickup.
3. Containers shall not be left at street side for more than 36 hours.

NOTE: Leaf/Trash burning is not allowed within Ashland Park.

XLIII. Walking Trails

1. Walking trails are for foot traffic (with the exception of motorized wheelchairs) and baby strollers.
2. Peddled bikes are allowed but walkers have the right-of-way.
3. Motorized bikes and off-road vehicles are prohibited.
4. No horses are allowed on the trails or on community property.
5. Misuse of the trails may result in a fine or prosecution.

XLIV. Wooded Areas Clearing and Removal of Trees

No trees measuring six inches or more in diameter at a point two feet above ground level may be removed from any lot without the prior written approval of the ARC. In addition, the topography of a lot shall not be altered by removal, excavation, fill, or any other means without the prior written approval of the ARC.

Dead or diseased trees may be removed without prior written approval if urgency is needed to prevent damage. *However*, if questioned, it shall be the homeowner's responsibility to provide evidence (such as a photo of the tree) that the tree needed to be removed.

XLV. Woodpiles

Woodpiles do not need an application. However, all woodpiles must be neatly stacked and located behind the home's rear foundation line.

**ASHLAND PARK PROPERTY OWNERS' ASSOCIATION, INC.
EXTERIOR ALTERATION MODIFICATION REQUEST FORM**

This document will become part of the Homeowners contract. Provisions of this document must be abided by any and all succeeding homeowners.

I, _____, do hereby request permission to make the following modifications to my home located at _____. Mailing address if different _____
 _____ Home Phone #: _____ Work Phone #: _____
 Cell Phone #: _____ Email: _____

DESCRIPTION OF REQUEST (One Item Per Form): _____

Attach the following, as applicable: See V. What Makes a Complete Application in the ARC Book.

- Plat Plan with proposed modification(s) to approximate scale with dimensions.
- Complete description (photos/drawings) as to construction design, materials (types & sizes), and color/finish.
- Floor Plan, Elevation, Section Drawings (i.e., footings).
- Copy of County Building Permit (if applicable).
- Information of third party vendor.

I do, by my signature, understand and agree to the following:

1. That I assume total responsibility for the upkeep and maintenance of all modification(s) made in the area. I also acknowledge that obtaining insurance for the improvement is my responsibility.
2. That I will accept total responsibility for any damage to person or property that may be caused by this modification(s).
3. That the Homeowners Association reserves the right to require removal or repair of the modification at my own expense if: 1) the modification is not constructed or installed as per specifications submitted for approval with this form; or, 2) the modification is not maintained in a safe condition; or, 3) the modification is not maintained in keeping with the surrounding structures and is not satisfactory to the Board of Directors.
4. I certify that I have read and agree to follow the rules and regulations pertaining to architectural control and review (if applicable).
5. ARC Committee/Agent may enter upon my property at any reasonable time for the purpose of inspecting the area of the proposed project, project in progress, or the completed project and such entry does not constitute trespass.

 Date Homeowner Signature(s)

**** - This form must be sent to: Ashland Park Property Owners' Association, Inc.,
 Attn: ARC Committee, 9245 Shady Grove Road, Suite 200, Mechanicsville, VA 23116**

 Date Received by Association Signature

Date _____	APPROVED by the Board of Directors, by _____	<i>OR</i>
APPROVED with the following modification(s), by _____		
Date _____	DISAPPROVED by the Board of Directors, by _____	
for the following reason(s), _____		
<i>All forms submitted must be legible and complete or forms will be returned.</i>		

Architectural Control Violation Complaint

All homeowners and residents benefit from the planning and design that were an important part in the development of the Ashland Park community. If a violation of the approved Rules & Regulations is noted, the following information must be provided to an Architectural Review Committee or Board member, or Delegate in order to take action and to inform the member displaying the alleged violation and initiate a Violation Complaint.

Section 1 – To be completed by Complainant.

Date: _____

1.1 Complainant: _____

1.2 Address/Location of alleged violation: _____

1.3 Section of governing documents being violated: (i.e., Animals, Parking, Exterior Decorative Items, Nuisances, etc.) Must have specific information to pursue. _____

1.4 How long has the violation been occurring? _____

1.5 Complainant description of alleged violation: Must be specific. _____

Section 2 – Completed by ARC/Board member or Delegate.

2.1 Date complaint received: _____

2.2 Written complaint of alleged violation received by: _____

2.3 Confirmation of alleged violation by site inspection: Yes No

2.4 Provide written documentation of inspection:
Date of site inspection: _____
Observed: _____

Attach photos (if available/appropriate).