

**The Holland Hills Homeowners' Association
Architectural Review Committee**

General Guidelines

1. Introduction

These are the guidelines for the Holland Hills Architectural Review Committee, commonly known as "ARC". (The ARC is the same as the ACC or the Architectural Control Committee as defined in the "Declaration of Covenants, Conditions and Restrictions"). Homeowners in Holland Hills are bound by the Declaration of Covenants, Conditions and Restrictions, hereinafter "Covenants and Restrictions" which govern, among other things, both the external changes which may be made to homes and property as well as the required process for obtaining advance approval for these changes. For homes purchased directly from the builder, the external appearance of the home was a matter of negotiation between the homeowner and the builder who was required to obtain approval for all building plans from the Developer. Once closing was completed, the process of making external changes and appearance to the homes in Holland Hills became subject to the pre-approval process by the ARC. These guidelines are the Association's effort to inform all of the homeowners and the ARC members of the review and approval process as well as provide everyone a more specific outline of what are acceptable improvements and alterations that may be made in our community.

The ARC voices a note of caution for homeowners who may have inadvertently overlooked the requirements and made external changes without obtaining the required ARC approval. Residents can be faced with unexpected complications upon resale of the home when the legally required presale inspection and certification notice to the perspective purchaser indicates that external changes had been made that were not in conformance with the "Covenants & Restrictions."

2. Application for ARC Approval

A completed application for "Review of Proposed Property Improvements" is required for all proposed improvements, alterations, changes or other work which in any way alters the exterior appearance of any Lot or the exterior of any improvement located on any Lot. A copy of the Application form is attached as Appendix A.

The application form is available on the web at http://hollandhillshoa.org/review_form.html, or at the Holland Hills management office:

Stellar Community Management
Attn: Holland Hills Architectural Review Committee
5396 Twin Hickory Road
Glen Allen, VA 23059

Upon receipt of a completed application to the Holland Hills management office , the ARC will communicate with the homeowner, by email or in writing, informing the homeowner as to the date of receipt of the application. In the case of an incomplete application, the management office will return the application informing the homeowner/applicant that the application is not ready to be reviewed by the ARC.

After receipt of the application, the ARC has twenty-one (21) days to render a decision in writing. That decision will be either an approval of the proposed change, a rejection of the proposed change, or a request for the homeowner to provide more information or a clarification. If the proposed change is not governed by the Covenants and Restrictions the homeowner will be advised by the HH HOA management office.

If the ARC fails to act upon the application within the permitted time, the homeowner will be deemed to have complied fully with the requirements in Article VI of the Covenants and Restrictions. However, if the ARC deems that the application is not complete or clear, (for example, insufficient information is given to clearly describe the extent and location of the proposed changes) the ARC will ask for more information or clarification. Once ARC requests that the homeowner provide additional information or clarify something on the application, the 21 day period is suspended until the ARC reports that it is satisfied that the requested information or clarification has been provided. A new 21-day review period begins when the ARC communicates to the homeowner that the clarification and/or additional information is adequate for the review to continue. Careful attention to clarity and completeness is important.



By signing the application you are giving permission for ARC members to enter the external area of your property as necessary for review of the proposed improvements/alterations.

If there are conditions of which we need to be aware, such as “Beware of Dog”, these must be noted on the application.

Summary of Steps in Application Process

1. Homeowner completes and submits Application form, with any samples, to HH HOA management office.
2. HH HOA management office will promptly forward application to each member of the ARC committee.
3. HH HOA management office will notify the homeowner of the date that application was received.
4. The ARC will review the application and respond to the homeowner within 21 days. A site visit may be part of the ARC’s review process. ARC’s response will be: APPROVAL, or DENIAL, or a request for clarification or for additional information from the homeowner.
5. Upon ARC’s approval, homeowner must complete the modifications within 12 months of the approval date.

3. **Appealing an ARC Decision**

For homeowners who feel that the ARC incorrectly rendered an unfavorable decision on their application, an appeal may be filed with the Holland Hills Homeowners' Association, Inc. Board of Directors. The appeal should be in writing and delivered to the President of the Association within 60 days of the date of the ARC's decision. **The decision of the Board, which must be rendered within sixty (60) days of receipt of the appeal, is final.** Failure of the Board to render a decision within the sixty days, is the equivalent of a decision in favor of the homeowner's request.

The appeal process may also be utilized in cases where the homeowner believes that the ARC has unreasonably insisted upon clarification or asked for more information in connection with an application. As this would be an issue when an application is pending before the ARC, there is no time limit on when an appeal may be filed.

4. **The Guidelines**

The following are the guidelines, by various categories, of what improvements, alterations, landscaping or other work that will alter the exterior appearance of any Lot or improvement on the Lot are permitted and/or what is not permitted. These are guidelines, and as such are not a comprehensive list of what might be included on an application. Decisions by ARC should always be focused on the members' interpretation whether the application is proposing an improvement, alteration, etc. that will not diminish the overall image and property values of the properties in Holland Hills.



Compliance with applicable building codes and other government regulations that may impact the proposed improvements or alterations is always the responsibility of the homeowner.

Within the sections below, the front yard is defined as any space between the street of address and the parallel plane from the front door, extending in both directions to the property line. The back yard is defined as any space between the parallel plane from the rear face of the house (extending in both directions to the property line) and the rear property line.

Accessory Buildings (Sheds)

As a general rule, to minimize visual disruption of Holland Hills, accessory buildings should be similar in style to the design characteristics of the house. While no structures of a temporary character are allowed, the fact that it may be possible to move a shed, will not in and of itself be cause for rejection of the application. The ARC should consider whether the structure will have an appearance of permanence and the more that the features of the structure blend into the home and other surroundings, the more consideration the ARC should give to approval.

- Roof styles and slopes should be similar in style to the style and slope of the house roof; roof shingles should be similar in style to the house roof shingles.
- All exterior finish material and colors should be similar in style to the house.
- Windows and doors in accessory buildings should be similar in style to those in the house.
- Shed doors generally should face the rear of the house.
- Metal sheds are not permitted.
- Sheds without brick foundations must have live foundation plantings around the perimeter to emphasize their appearance of permanence.
- All sheds must be placed in backyards only.

The size and location of accessory buildings will be judged on the potential for impact on adjacent properties and the visual streetscape.

Air Conditioning & Heating Equipment

These units are generally installed as part of the initial house construction and as such are not subject to the ARC approval process.

- Homeowners are reminded that the outdoor HVAC units must be completely screened from the street and adjacent homes with either lattice or shrubbery.

Addition of new outdoor units or relocation of existing outdoor units, are governed by the ARC approval process.

Window and thru wall air conditioning units, regardless of location, are prohibited.

Awnings

Awnings and door canopies that are fully visible from the street are not permitted.

Applications for the addition of rear of house awnings, deck or window, will be reviewed with the focus on compatibility of size and color(s) with the house, and the extent of visibility from the street and from other lots.

Boats, Boat Trailers, Campers, RV's, Tractors, Utility Trailers, and Yard Equipment

Except as set forth below, these items may not be stored on the homeowners' property without ARC approval.

- Trailers, campers and yard equipment (e.g., log splitter, leaf vac), if in proper operating condition, may be stored on the property provided that the item when stored is not visible from the street.
- One small boat, boat trailer, or boat on a boat trailer may be placed in the back yard of a Lot without being enclosed by a screened area if such boat, boat trailer, or boat on a boat trailer does not exceed an overall height of four (4) feet above ground level without the ARC approval. All required licensing must be current.

Note: Boats and other recreational vehicles, with all current licensing, may be placed in driveways for short intervals of up to 48 hours.

Deck Additions and Extensions

All deck extensions or modifications are subject to ARC's approval process. The major focus will be on compatibility (style and color) with the existing deck and house and visibility from the street.

- Unfinished wood is not, alone, a reason to reject an application for a deck modification or addition.

Dog Pens & Dog Houses

Fences constructed specifically as dog pens or dog runs must be approved as to location and must conform to the fence design requirements of Article VI, Section 3 (c) of the Covenants and Restrictions (no chain link fences). The ARC may require screening of the pen with shrubbery.

- Only one dog pen will be permitted per lot.
- Dog pens and doghouses may only be situated behind the rear plane of the house.
- Doghouses shall be finished on the exterior and maintained in acceptable repair and appearance.

Driveways

Paving, aggregating or other finishing of driveways is subject to the ARC approval process ONLY if there will be a change in the configuration or location of the driveway as originally installed.

Exterior Siding, Trim & Shutters

All color changes are subject to the ARC approval process prior to painting or vinyl replacement. Replacement/repair of siding with the same material, color and style is not subject to the ARC approval process.

- All exterior trim and shutter color changes are subject to the ARC approval process. Consideration will be given to the variety of colors of the homes in the surrounding area.
- Vinyl siding replacement or installation must have a bead. Hardiplank or brick is also a suitable replacement.

Fences

The purpose of these guidelines is to promote the appropriate use of each type of fence. The ARC judges the acceptability of a fence request on the basis of these guidelines.

- a. Chain link fences, barbed wire fences, stockade fences, and post and wire fences are not permitted.
- b. Fences taller than six feet are not permitted.
- c. No fence may impede the drainage or natural flow of surface water or conflict with utilities or utility easements.
- d. Fences are not permitted in the front yard.
- e. Fences taller than four feet may not be located closer to the front yard than the rear building corner.
- f. Four feet tall or shorter fences shall not be located closer to the front yard than 20 feet behind the front building corner.
- g. All fences shall be constructed with the framing members facing in to the home.
- h. Depending on existing conditions the ARC may require screening shrubbery along the outside of the fence.
- i. Any fence constructed adjacent to an existing fence shall be the same style as the existing fence.
- j. Fences shall not interfere with the site line of motorists.

Flags

Homeowners may display a flag at their home without prior approval from ARC as follows:

- Small decorative flags may be displayed on a small wooden or finished metal pole, affixed to the house or placed vertically in the ground (not to exceed 5 feet in length or height).
- Flags of the United States, Commonwealth of Virginia and Goochland County, decorative flags, college/university flags, armed services flags, or other organizations may be flown on a wooden or finished metal pole affixed to the house or installed in the ground. Flags will not exceed 3'x 5' and should be intact and clean (as opposed to faded or worn). The U.S. and state flags should be flown in accordance with applicable laws.
- No flags offensive in nature. Determination to be made by the Holland Hills Board if brought to their attention.

The ARC approval process is required for any other type of flag display, including the installation of any freestanding flagpole on the property.

- Flagpoles in excess of 20' are not permitted.

Home Additions

To assure consistency in the design of the house and to minimize visual disruption to the neighborhood, additions must compliment or be similar to the design characteristics of the house.

The mass of the addition shall be similar in the use of shapes to that of the house, but proportionately smaller so as not to overpower the house.

Roof styles and shapes shall be similar.

All home additions, including but not limited to decks, screened porches and gazebos shall be subject to the ARC permitting requirements.

Irrigation Systems

In-ground irrigation systems are not subject to the ARC approval process.

Landscape Maintenance & Renovations

Any significant changes in the landscaping require ARC approval. Significant changes would include, but are not limited to, the incorporation of previously wooded or grassed areas into the landscape plan.

Applications should include a plat map of the lot that identifies the location of the septic drain field that serves the home.

- Changes in foundation plants do not require ARC approval.
- Removal of underbrush in wooded areas does not require ARC approval.
- Any earthwork changes in topography, site drainage, or creation of ponds, decorative pools or fountains, or other water features, are subject to the ARC approval process. Ponds and decorative pools are not allowed in the front yard.
- The addition of vegetable gardens on any lot, not visible from the street does not require prior approval of ARC. Note: such use is also subject to the provisions in Article VII Section 1(b) of the Covenants and Restrictions.

The proposed design should indicate efforts to minimize barren dirt or bare patches of soil.

Patios and retaining walls shall be complementary in style and compatible with the home.

Play Equipment

Play structures and equipment are often highly visible, and depending on their design and application, they may defeat many of the aesthetic and environmental goals that our Holland Hills community has sought to achieve. Play equipment constructed of primarily metal are not permitted. For this reason, ARC requires approval of all exterior play equipment prior to placement on the lot. Play structures and equipment shall include, but is not limited to, the following:

- Swing sets
- Sliding boards
- Jungle gyms – climbing structures
- Skate board ramps, structures
- Forts
- Tree houses
- Play houses
- Basketball goals
- Trampolines

Forts, tree houses, play houses and other enclosed play buildings with an exterior height not exceeding 8 feet and with a total floor area not exceeding 64 square feet shall be considered to be play equipment. Structures exceeding these floor area limits shall be considered Accessory Buildings and as such are subject to the requirements of Accessory Buildings and Sheds as set forth elsewhere in these Guidelines.

- Play equipment should be finished in muted colors and constructed of wood. Metal framed swing sets for example are not permitted.
- Play equipment should be located away from property lines adjacent to neighboring homes or streets.
- Play equipment should never be located in the driveway (except for basketball goals as detailed below), nor may it be kept or placed in the front yard.
- Play equipment should be located in backyards only.

The ARC should give consideration to noise and visual impact on neighboring homes, and may require certain play equipment to be screened from view.

Basketball goals are subject to the following criteria:

1. The goal may not be placed directly on the street, in any easement, or impede normal traffic flow in any way.
2. Goals may be mounted on the side or rear face of the house or on a pole mounted behind the front plane of the house.

3. The mounting pole must be black or gray pre-finished metal or painted a neutral earth tone.
4. The backboard must be gray, white or clear acrylic.

Satellite Dishes

Satellite dishes less than 1 meter in diameter are not subject to the ARC approval process. Larger-sized dishes are not permitted.

Signs

Signs, which are very restricted as set forth in Article VI Section 3 (k), are not governed by the ARC, and as such the ARC will not accept applications regarding signage.

Swimming Pools

The design, location, fence style and screening of pools are all subject to the ARC approval process. The application should address all of these aspects.

In the application for the addition or alteration of a swimming pool, homeowners must certify that all regulatory requirements such as, but not limited to, those pertaining to the sanitary septic permit issued by the Goochland Department of Health and State building codes regarding fencing will be met. Lake front properties have additional siting requirements.

- Above ground swimming pools are not permitted.
- In-ground swimming pools shall be located behind the rear plane of the house.

Tree Removal

The removal of any tree greater than 6 inches in trunk diameter is subject to the ARC approval process. The ARC will encourage the keeping of trees in a manner consistent with maintaining the rural environment of the community. Therefore, if there is a safety issue or a functional concern (e.g. interference with septic system, diseased or dead tree, etc.), the homeowner should explain the reason for the proposed removal in the application. Notwithstanding the foregoing:

- Dead trees or trees that impose an imminent threat of harm to the home or persons may be removed on an emergency basis without approval from ARC.

Woodpiles

Firewood may be kept on any lot, in the backyard in a location not visible from the street, in neat woodpiles of up to one cord without prior approval of ARC. Storage of larger amounts of wood requires the ARC approval process.