

## **The Holland Hills Architectural Review Committee General Guidelines**

### 1. Introduction

The following are the guidelines for the Holland Hills Architectural Review Committee, commonly known as ARC. As part of the legal process which all encountered when they bought their homes in Holland Hills, they agreed to be bound by a set of “Covenants & Restrictions” which govern, among other things, both the external changes which may be made to their homes and property as well as the required process for obtaining approval for these changes. Prior to the closing on your home, the external appearance of the home was a matter of negotiation between yourselves and the builder who was required to obtain approval for all building plans from the Developer. Once closing has been completed jurisdiction for external changes and appearance passed to the ARC. All were given a copy of these “Covenants & Restrictions” which are recorded in the Clerk’s office of the Circuit Court of Goochland County.

The ARC has been given the responsibility of assuring the external changes made by the homeowners are such that the overall image and property values of Holland Hills homeowners are not diminished. The “Covenants” in some instances are vague but grant latitude to the ARC to make reasoned judgments as to their implementation. These “Guidelines”, which follow, present some insight to the requirements and the process for obtaining the required prior approval for the intended change. They should not be taken as absolutes since each application is evaluated on its own particular merits and situation. Exceptions from specific requirements can be granted if in the judgment of ARC the overall image and property values of all the Holland Hills residents are not diminished.

The vast majority of Holland Hills’ residents who have submitted applications to the ARC have been well satisfied with the decisions rendered by the ARC. There is however, a procedure in place for those of you who may not be “happy” with an ARC decision. An appeal may be filed with the Holland Hills Homeowners Association, Inc. Board of Directors whose decision shall be final. The Association’s Board of Directors presently consists of three Developer representatives.

Also, we would voice a note of caution for those 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 Holland Hills 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”.

Lastly, as fellow residents of Holland Hills, the ARC values your input and questions and hopes that the following “Guidelines” provide some clarity to what has been a hazy area to many of you. Please do not hesitate to contact any of the ARC members if you have questions or concerns. Rest assured of their continued efforts to keep Holland Hills the prestigious community envisioned by the Developer.

## 2. The Application:

The application for “Review of Proposed Property Improvements” is required to be submitted for all proposed external changes to the home or property. A copy is attached as Appendix A.

The application data requirements, which are self explanatory, are spelled out on the application form. Forms are available at the Holland Hills management office. Upon return of a completed application to the Holland Hills management office, the ARC is permitted thirty days to render its decision in writing. If the application is not complete (ie., insufficient information is given to clearly describe the extent and location of the proposed changes) the process becomes lengthier. Careful attention to clarity and completeness is important. Based on past performance most applications are reviewed and responded to within a fourteen day period but you cannot count on that.

Please note that by signing the application you given permission for ARC members to enter your external property as necessary for review of the proposed modifications. Also, if there are special conditions of which we need to be aware, such as “Beware of Dog”, please note these on the application. The Holland Hills Homeowners Association, Inc. Board of Directors generally handles neighborhood complaints, modifications made not in compliance with the application, modifications not maintained, etc.

Proposed modifications must be completed within six months of the date on the letter of approval or conditional approval. Also note that in signing the application you agree to make your modification as noted in the application, maintain the modification in a manner satisfactory to the Holland Hills Homeowners Association Board of Directors, and remove the modification at your own expense if the forgoing are not complied with. Again, if there are any questions please call an ARC member.

## 3. The Guidelines

### Accessory Buildings (Sheds)

As a general rule, to minimize visual disruption of Holland Hills, accessory buildings must match the design characteristics of the house.

Roof styles and slopes shall match the style and slope of the house roof i.e., gabled roof shed with gabled roof house, roof shingles shall match the house roof shingles.

All exterior finish material and colors shall match the house.

Accessory buildings must be set on brick foundation. Skids or direct ground placement are prohibited.

Windows and doors in accessory buildings shall be similar in style to those in the house. Shed doors shall generally face the rear of the house and shall be six or eight panel doors painted to match the color of the front door of the house.

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 permitting process. However, homeowners are cautioned that these outdoor units must be completely screened from the street and adjacent homes with either lattice or shrubbery.

In the event of a planned relocation of these units, prior ARC approval will be required.

Window and thru wall air conditioning units are prohibited.

### Awnings

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

Rear of house awnings, deck or window, are subject to the ARC permitting process with major focus on compatibility of size and color(s) with existing house.

### Boats, Boat Trailers, Campers, RV's, Utility Trailers, etc,

These may not be permanently stored on the homeowner's property in such a manner that they are visible from the street. Boats and other recreational vehicles may be placed in driveways for short intervals of up to 48 hours.

Permanent storage behind the house with no street visibility will be subject to an ARC permitting process. Major consideration will be given to visibility from adjacent homes. According to the covenants, "A small boat, boat trailer, or boat on a boat trailer may be placed in the rear yard of a Residential 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."

As a general rule most owners have been able to find suitable off site storage facilities for larger vehicles and boats.

### Deck Extensions

All deck extensions or modifications are subject to the permitting requirements of ARC with major focus on compatibility with the existing deck and house and visibility from the street.

Rear decks may remain unfinished, however, staining and painting are acceptable. Decks require brick for posts.

### 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 Section. 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 house.

Doghouses shall be finished on the exterior and maintained in acceptable repair and appearance. Application to and approval by the ARC is required prior to construction or installation.

### Driveways

Paving, aggregating or other finishing of driveways is subject to the ARC permitting requirements only if there is a change in the configuration or location of the driveway as originally installed is planned.

### Exterior Siding, Trim & Shutters

All color changes are subject to the ARC permitting requirements prior to painting or vinyl replacement.

All exterior trim and shutter color changes are subject to the ARC permitting requirements.

Vinyl siding replacement or installation must have a bead and a sample must be submitted.

### Fences

There are, for the purposes of these guidelines, two kinds of fences. The first, and most common fence is the informal landscape fence that is generally unobtrusive in appearance, utilizing neutral, unfinished wood and designed to run long distances with the contours of the land. These generally follow the property lines behind the house. Split rail, turned rail and board fences are typical of this kind of fence. Also included and subject to the below noted specific requirements and restrictions are “live” fences or hedges planted by the homeowner. The second kind of fence is a formal or architectural fence that shall be considered a design extension of the house, limited in area, and is located directly behind the house. Appropriate architectural fences include picket fences, lattice fences and “live” fences or hedges.

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, fences with metal posts, stockade fences, and post and wire fences are prohibited.
- b) Fence height shall not exceed six feet.
- c) Fences shall be permitted in rear yards only and shall not extend any farther forward than the rear plane of the house. Front yard fencing is not permitted.
- d) All fences shall be constructed with the framing members facing in to the applicants side of the yard.
- e) The fence style shall be appropriate to the house and property style.
- f) Depending on existing conditions the ARC may require screening shrubbery along the outside of formal or architectural structures.
- g) Any fence constructed adjacent to an existing fence shall be the same style as the existing fence.
- h) All fencing must be maintained in acceptable standards as relates to the Holland Hills Homeowners Association repair and appearance.

## 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 do not require ARC approval.

Homeowners should note, in their design/layout considerations, that any damaged caused by snow removal or road repair by VDOT on the VDOT right-of-way will not be repaired by VDOT.

#### Landscape Maintenance & Renovations

Any significant changes in the landscape plan as installed by the builder require ARC approval. Significant changes would include, but are not limited to, the incorporation of previously wooded or grassed areas into the landscape plan. Changes in foundation plants do not require prior approval.

Any earthwork changes in topography, site drainage, or creation of ponds, pools, or other water features, must be approved by ARC.

Exterior fountains and ponds are not permitted in front yards unless approved by ARC.

Yards shall contain grass turf or planting beds. Yards may not consist of barren dirt or bare patches of dirt with sparse turf cover.

Turf may not exceed five inches (5") in height.

Homeowners are required to promote the growth of grass in their yard, which includes but is limited to aeration, seeding, fertilization and weed control.

Alternative plant material or planting beds are to be installed in areas of yards where Property Owners have not been able to establish grass.

Trees, shrubs, and planting beds are to be maintained in accordance within industry standards. Hence, shrubs and trees are to be pruned to prevent overgrowth and promote an aesthetically appealing look. Planting beds are to be weeded and plant material is to be maintained in accordance with industry standards to prevent overgrowth.

Property Owners are to maintain their entire property including ditch lines and areas adjacent to the street. Even though these areas may be in an easement area of the

Virginia Department of Transportation, it is the responsibility of all Property Owners to maintain this area by affecting all of the above requirements in the ditch lines and areas adjacent to the street, including mowing and aeration and seeding.

If a retaining wall is attached to the residence or within 6 feet of foundation, the construction materials will be the same as the residence including color.

If a retaining or culvert wall is being constructed within 25 feet of the road center line then a call to VDOT is required to insure the wall will not violate VDOT's access limits.

Patios shall be constructed so they complement and are compatible with the home.

#### Mailboxes

Mailboxes/posts must be maintained as originally installed. Color or design changes are not permitted. (See Appendix)

Experience has shown that periodic cleaning and painting are required to maintain an acceptable appearance.

#### 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. No play equipment constructed of 100% metal is allowed. For this reason, ARC requires approval of all exterior play equipment prior to placement on the lot. Play structures and equipment shall include but be limited to the following:

- Swing sets
- Sliding boards
- Jungle gyms – climbing structures
- Skate board ramps, structures
- Forts
- Tree houses
- Play houses
- Basketball goals (Limit 2)
- Trampolines
- Batting cages

Forts, tree houses, play houses and other enclosed play buildings with an exterior height not exceeding 6 feet and with a total floor area not exceeding 36 square feet shall be

considered to be play equipment. Structures exceeding these limits shall be considered Accessory Buildings and subject to the requirements of

Play equipment shall be located in rear yards only.

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. ARC consideration will be given to noise and visual impact on neighboring homes. In that regard ARC may require certain play equipment to be screened from view.

Play equipment that has fallen into disrepair or has been outgrown by children should be removed from the property. Basketball goals installed adjacent to driveways are subject to the following criteria:

- a) The goal may not directly face the street.
- b) Goals may be mounted on the side or rear face of garages or on a pole mounted on the side of the driveway facing the house and no further forward than the front corner of the house.
- c) The mounting pole must be black pre-finished metal or painted a neutral earth tone.
- d) The backboard must be gray, white or clear acrylic.
- e) Portable goals may be used in the driveway and must be stored in a garage or behind a home when not in use.

### Satellite Dishes

These outdoor units, are not subject to the ARC permitting requirements, but must be completely screened from the street and adjacent homes with lattice or shrubbery.

If roof mounting is required to assure acceptable reception, the dish must be screened by an eave or gable of the roof.

### Signs

No signs other than one standard temporary real estate sign and/or one builders sign are permitted in any yard.

### Swimming Pools

No above ground swimming pools are permitted.

In-ground swimming pools shall be located wholly behind the house so as not to be visible from the street.

Homeowners are required to certify that all regulatory requirements such as, but not limited to, those pertaining to the sanitary septic permit issued by the County Department of Health and State building codes regarding fencing will be met. Lake front properties accrue additional siting requirements.

ARC shall require screening of swimming pools to insure the privacy of the pools' owners and of neighbors.

Design, location, fence style & screening are all subject to ARC approval.

#### Trash Cans

Trash cans are to be situated in a location where they are screened from the front street and neighboring homes. Installation of screening is subject to ARC approval.

Trash cans are to be removed from the curb on the same day as trash pick-up.

#### Tree Removal

The removal of any tree or trees greater than 6 inches in trunk diameter is subject to the ARC permitting requirements.

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

In evaluating tree removal requests ARC will place major focus on maintaining the rural environment of the Holland Hills community.

#### Woodpiles

Firewood may be kept on any lot in neat woodpiles of up to one cord without prior approval of ARC. Storage of larger amounts of wood will require prior approval.

All woodpiles are to be placed in the backyard in a location not visible from the street.

#### Other Standards

#### Property Maintenance

Property maintenance includes the upkeep of lots, buildings, and other improvements consistent with good property management, proper trash disposal and animal control in order to maintain the overall image of Holland Hills and not diminish the property values of all the Holland Hills homeowners.

Each property owner has the following responsibilities:

- a) General Property and Lawn Care
  - 1) Snow removal as required
  - 2) Painting and external care of structures and other improvements
- b) Trash
  - 1) Disposal of trash and other refuse on a weekly basis. All trash must be maintained in appropriate refuse containers.
  - 2) No accumulation or storage of trash or bulk materials on any lot.
  - 3) Screening of any trash containers kept outside of the house or garage
- c) Animal Control
  - 1) Domestic pets only are permitted. No wild, or “game” type animals are permitted.
  - 2) Compliance with Goochland County animal control laws including licensing, leash laws and animal waste clean-up required.

## Vehicles

No commercially licensed vehicles, disabled vehicles (other than those awaiting near term repair), vehicles without a current state license or state inspection sticker, machinery or other equipment shall be kept on any lot unless kept within a garage.

No repairs of any vehicles (other than minor repairs or maintenance to personally owned & licensed vehicles) shall be permitted on any lot, except in a garage.

It shall be the responsibility of each owner to construct, with ARC approval, and maintain suitable and adequate parking space on his lot, and all licensed vehicles shall be parked thereon. Parking on other than paved or driveway areas is prohibited. Street parking other than for special occasions or for visitors is prohibited.

## Flags

Homeowners may display a flag at their home subject to certain conditions.

Decorative flags may be displayed on a small pole (not to exceed 5 feet) and is to be affixed to the house. These are not subject to ARC permitting requirements.

If a homeowner wishes to install a freestanding flagpole on the property, the size, kind, shape and location of the proposed pole are subject to the ARC permitting requirements for approval prior to installation. Freestanding flagpoles may only be installed in the backyard directly behind the house and may not exceed twenty (20) feet in height.

Only decorative flags and sovereign flags of the United States, Commonwealth of Virginia and Goochland County are permitted to be flown.

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