Collington Architectural Standards and Guidelines

Updated: 3/2015

The following is a guideline for architectural standards in Collington and the application process that is to be followed for new construction as well as modifications to an existing home or lot. Special circumstances regarding your property at your request may allow the approval of an application, which might be denied at another location, or the denial of a request that might be approved elsewhere. There are no automatic approvals. The entire review process usually will take less than thirty days unless additional information is required to arrive at a decision. The ARB may establish and charge reasonable fees for review of applications hereunder and may require such fees to be paid in full prior to review of any application. Such fees may include the reasonable costs incurred by the ARB in having any application reviewed by architects, engineers, or other professionals.

Starting work prior to obtaining written approval is a violation of the Covenants. You risk all the costs of bringing the item in question into compliance and possible fines and/or legal fees as authorized in the Declaration.

If a violation exists, the owner is notified and is given time to correct the situation either by removal of the violation, submission of an acceptable application to bring the violation into compliance, or by repair (in case of a maintenance problem). If inadequate action is taken to correct the violation, a notice is made to the owner informing that remedies will be sought to enforce the Covenants by the Board of Directors. Thereafter, the matter may be forwarded to an attorney for action. (Remember, the Covenants are legally binding upon all property owners.) Complaints about another lot owner's property can be addressed to the ARB for attention provided it is in writing.

Each property owner is responsible for compliance with these Standards and shall be responsible for obtaining approval prior to commencement of construction. It is the property owner's sole responsibility to obtain any necessary permits from any or all governmental authorities.

The ARB retains the right to waive the review process for new homes when the builder has shown consistent compliance with the Standards and Guidelines.

Submittals prepared for consideration by the Residential ARB need to be complete and accurate. Submittals for design review must include drawings prepared as described below. The Residential ARB may require that color chips accompany applications. All requested information on the application forms needs to be furnished. The Residential ARB will reject applications that are incomplete or inaccurate.

Proper submittals include drawings that are neat, accurate, drawn to scale, and with sufficient details to adequately explain the entire design. Insufficient explanation of design, including visible details, is cause for rejection of an application. The Residential ARB, at its discretion, may accept plans that are marked-up in red with late changes to design features. However, the ARB may require that the marked-up sheets be corrected and revised, and re-submitted. As a minimum requirement, two (2) copies of each of the following drawings shall be submitted.

New Homes:
- Site Plan
- Foundation Plan
- Floor Plans
- All Exterior Elevations (Show actual ground level, Indicate finish materials.)
- Exterior Color Selection
- Finish Landscaping Plan

Additions:
- Site Plan – showing addition location, distances to property lines and tree(s) if any, to be removed. Show any changes in landscaping.
- Floor plan(s) of Addition
- All Exterior Elevations of Addition including existing house. (Show finish materials.)

Structures:
- Site Plan – showing location of new structure and existing house with distances between each, distances to property lines, and tree(s) if any to be removed.
- Floor Plan(s) – to scale
- All Exterior Elevations (Show finish materials.)

Site Work:
- Site Plan – showing location of improvement, existing structures, distances to property lines, tree(s) if any to be removed.
- Plan of Improvement (ex: deck, patio, swimming pool, etc.)-to scale

Fences:
- Site Plan – showing location, extent of fence, and tree(s) if any to be removed.
- Drawing of fence with heights, materials and sizes identified, or brochure photo.

House Colors: For changes to existing house colors, submit application form with manufacturer's names and color names. Submit color chips or picture with application.

MINIMUM OF SCALE DRAWINGS: Site plans shall be drawn to scale (min.1"=30'-0"). Drawings of structures, houses, or other improvements shall be drawn to scale (min. 1/8" = 1'0").

SUBMITTALS KEPT FOR RECORD: Submittals are kept on file for a permanent record of approved designs. Therefore submitted drawings should be copies of originals, not the originals themselves.

The Residential ARB reviews all requests submitted on the appropriate application forms together with their supporting drawings and information. Application forms are available from the Community Manager. They are also accessible online at www.collingtonhoa.info

For review of color submittals, site stakeouts, and project completion, contact the Community Manager to obtain the appropriate application form. Requests for review should be made at least thirty (45) days prior to your anticipated need for approval (to start work, close on property, etc.).

The Residential ARB bases its review of each application on its interpretation of the Covenants and these Standards and on the graphic and written information presented. Due to time constraints, Residential ARB review of all applications occurs without personal presentations by the applicants. Therefore it is incumbent upon the applicant to provide sufficient and accurate information to the Residential ARB for proper consideration. If, in the applicant's opinion, extenuating circumstances exist which would justify a variance from stated guidelines, this information should be presented with the application.

An application is approved when the Residential ARB or its designated representative gives notice to the applicant in writing. No verbal approvals are given. The Residential ARB may issue any of the following four decisions:

"Approved": means approved as submitted.

"Approved with Conditions": means approved only if stated conditions in the approval are met.

"Declined": means not approved for construction. Reasons for disapproval will be given in writing. The Residential ARB may also provide suggestions for revisions but does not provide design solutions. A disapproval action requires a re-submittal by the applicant for review before any approvals can be given.

"More Info Needed": means a review of application has taken place and information to compete the request was not included. A written request will be made letting the applicant know what is missing. All requested information must be provided to the ARB within 30 days or application will be "Declined"
.

APPEALS TO THE RESIDENTIAL ARB: Should an application be denied on the basis of the Covenants or Standards, and the applicant feels that the submittal was misinterpreted or that there are extenuating circumstances that should qualify them for an exception from these requirements, they may contact the Residential ARB to discuss it. If the Residential ARB agrees that a second review is in order, the application will be formally reexamined.

APPEALS OF A RESIDENTIAL ARB ACTION TO THE BOARD: If an applicant feels that he or she has been unfairly denied approval by the Residential ARB, an appeal may be filed with the Board of Directors in writing by contacting the Community Manager.

The Residential ARB will permit the re-use of previously approved designs within neighborhoods in Collington, but may also limit the use of such plans to avoid significant repetition. Approval of a house for a given lot does not guarantee approval on another lot. The Residential ARB may issue restrictions on the number of re-uses of a house design in a given neighborhood or in Collington as a whole. The Residential ARB reserves the right, as its option, to require significant modifications to a façade, or to reject the house design entirely, in order to control the amount of repetition.

All construction must be completed in accordance with the application and the plans as approved. Exterior changes to the subject property must receive prior written approval by the Residential ARB. Applicants requesting design change approvals should consult with the Residential ARB to determine if additional plans and specifications are required.

1. **Minimum Square Footages**

1.1. Any single family dwelling unit, except condominiums and clusters, are required to have minimum floor areas: 1700 square feet for one story and 2,000 square feet for more than one story.

2 **Foundations**

All houses must have a brick or stone foundation

3. **Chimneys and Flues**

Refer to section 17.

4. **Siding – Materials and Color**

a. Approved sidings are vinyl, stone, brick, concrete (hardiplank), or EIFS (drivit). It is the owner's responsibility to ascertain whether this material meets the Chesterfield County building and fire codes, which apply to exterior materials.
b. The number of colors used shall be limited to one (1) for siding, two (2) for trim, and a compatible accent color for the front door. Only "flat" finish paint or stain shall be used for siding and trim; semi-gloss may be used for doors.
c. Trim color shall be compatible with color of siding and selected colors shall compliment the roof color.
d. Separate or off-set and out-buildings, such as storage buildings, sheds, and dog houses, shall be repainted at the same time as the house and match the house color exactly.

Application Requirements for Residing and Restyling:
The following must be submitted with the completed application.

a. A photograph or sketch of the house as it currently appears including the color and texture of existing siding materials; also a description of the color and siding materials on immediately adjacent houses or structures.
b. A description of the proposed residing material including its color, texture, and the manner in which it will be applied. Color and texture samples must be submitted with the application. Changes in present trim size and location, and removal or addition of other stylistic features, must be noted. See paragraph 30, PAINTING AND STAINING.
c. A description of proposed treatment of outbuildings, such as a storage building. Residing or repainting of such structures may be required to match that of the house.

5. **Patios, Walkways, and Mailboxes**

5.1 All patio materials shall be of a neutral color. Materials can include; concrete, exposed aggregate concrete, stone, treated wood. All front walkways shall be concrete or exposed aggregate.

5.5 The design, location and size of patios and walkways shall conform to the design and scale of the house and neighboring structures.

5.6 Existing grades should be disturbed as little as possible. Terracing to follow existing land contours shall be constructed in small increments, and a safety railing installed as necessary.

5.7 The location of the patio or walkways shall provide reasonable visual and acoustical privacy for the neighbors. Screening, fencing or planting shall be installed to preserve such privacy.

5.8 Mailbox must be the approved design for the community.

Application Requirements for Patios and Walkways:
The following must be submitted with the completed application.

A. A site plan with dimensions showing the proposed walkway or patio in relation to existing dwellings, trees and lot lines.
B. A description and/or samples of materials to be used.
C. A proposed description of contour changes, plantings, screening, railings, benches, proposed exterior lighting, etc.

6. **Roofing**

6.1 Roofing materials and colors shall be consistent with those generally used on other houses in Collington.

6.2 Approved roofing materials vary by neighborhood, but may include cedar shakes, cedar shingles, slate, and fiberglass composition shingles. Certain neighborhoods require a 25-year, 3-tab shingle minimum. Other materials will be judged on their own merits, but are subject to disapproval by the Residential ARB.

6.3 Composition shingle colors are recommended to be in the medium-to-deep brown or grey ranges. Very light colors or strong colors may be subject to disapproval by the Residential ARB.

6.4 Gutters and downspouts shall be pre-finished to be compatible with trim colors.

6.5 Highly visible roof flashing shall be copper or pre-finished to match the adjacent building material color. Painting is acceptable for less visible flashing, however no exposed mill finished flashing is permitted.

6.6 Attic ventilators and other roof penetrations shall be low profile designs and shall be pre-finished or painted to match or blend with the roof color. See paragraph 15 "attic ventilators"

6.7 No roof penetrations or accessories shall be visible above the ridgeline of the roof (from a perspective of 10' in front of the house) nor shall they be located on the front roof plane of the house. Fireplace chimneys are not regulated by this provision.

6.8 Skylights will not be approved for the front roof plane of traditional houses. They may be approved for other styles. Specific requests for such will be considered on a case-by-case basis.

6.9 ROOF PITCH-=7/12 minimum pitch (porches excluded). All dormers will be reviewed for overall compatibility of massing of entire house. CORNICE TRIM- Return on cornice and gables wrapped on front of house. Cornice must have a partial or full return. Rake overhang on gable ends of 6" minimum. (Cluster and condominium homes not bound by this guideline.)

7. **Shutters**

7.1 Most houses require front window shutters. Where shutters would be inconsistent with the house style, the Residential ARB, or its designee, may waive this requirement or may require wider window trim, where shutters are not practical.

8. **Garages**

8.1 Garage door detailing shall be consistent with the architectural style of the house

9. **Exterior Heating and Air Conditioning Units**

9.1 Outdoor heat-exchange or air conditioning units should ideally be located in the rear of a home and as close to the house as possible.

9.2 Wall and window-type air conditioners shall be limited to locations, which are not prominently visible from any street. These units are prohibited at the front of any house.

10. **Landscaping and Foundation Planting**

10.1 Preservation of natural features, and the feeling of openness, contributes greatly to Collington's difference from typical developments. Topographic and vegetation characteristics of lots must not be altered by removal, reduction, cutting, excavation or any other means without the prior written approval of the Residential ARB.

10.2 A master plan for landscaping is recommended even if planting is to be done in stages. It is recommended even if plantings be arranged in clusters or groups rather than in straight lines in order to present a natural

effect. Care must be taken not to over plant one's lot with random plants and trees. Unnatural materials such as plastic fencing, artificial flowers and painted rock are not allowed. When having mulch or other bulk materials delivered, have items placed on your own property, not on streets, sidewalks, open space, rights-of-ways, etc.

Approval is required for, but not limited to, the following:

A. Removal of any live tree whose trunk is over six inches (6") in diameter when measured at a point two feet (2') above the ground. No prior approval is required for removal of dead or diseased trees, storm damaged trees may be removed or trimmed without prior approval only where they constitute a threat to life or property. In the case of new house construction it is understood that certain trees must be removed. However, this presumption does not extend to trees located beyond thirty feet from the perimeter of the foundation of the house. Any trees removed beyond the twenty-foot foundation perimeter without permission of the Residential ARB or its designee may require replacement with comparable natural vegetation

B. Any plantings used as a hedge or windbreak, or for screening purposes. Hedges will be considered on an individual basis, but are generally discouraged.

C. Landscaping which involves a change of grade or slope, or installation of a retaining wall or other structure.

D. Rock gardens; rocks shall be left in their natural color. For exterior ornamentation or decorative objects, see paragraph 20, DECORATIVE OBJECTS.

Application is not required for the planting of individual shrubs, foundation plants, small annual or perennial flowerbeds and ground covers.

When an application is approved with requirements for landscape screening, the following criteria are required:

A. Plants must be a fast growing variety such as waxed myrtle, white pine, or Leyland cypress, and of a density to provide immediate impact.

B. Material must be two-thirds (2/3) of the height of the object to be screened at the time of installation.

11. **Exterior Lighting**

NOTE: Commonwealth law requires locating existing utilities prior to digging for installation of underground wiring or to install light fixtures. Call Miss UTILITY of VA at 811.

11.1 General – The replacement of an existing light fixture, if accomplished with a realistic match to the old fixture, does not require approval from the Residential ARB. When a change in style, size, shape, color or positioning is desired, or if additional light fixtures are to be installed on existing or proposed structures, approval is required.

11.2 Applications for exterior additions, such as garages or carports, must include details of lighting fixtures proposed. Fluorescent lighting installed out-of-doors shall not be approved.

11.3 Proposed permanent exterior lighting and wiring requires written approval. All exterior lighting shall be installed in such a manner that it will not shine on adjacent property, open space or public rights-of-way, and shall be aesthetically planned for each location. Approval for floodlights and various types of high output lights shall be contingent upon impact on neighboring properties and roadways. Light fixtures of this type must be carefully positioned so that they illuminate only a specific area. High output light fixtures may have to be shielded in a manner similar to street light installations to prevent unwanted or excessive intrusion of light from one property to another.

11.4 Temporary lighting – Holiday and festival lighting do not require approval; however, the operation of festival and holiday lighting shall coincide with the holiday and be removed shortly thereafter.

Application Requirements for Lighting (Exterior):
The following must be submitted with the completed application.

A. A detailed drawing of exterior light placement on a site plan.
B. A drawing of picture of fixture to be installed and its location.
C. A statement defining the impact of proposed lighting on adjacent residences and public and/or common areas.

12. **Front Porches**

12.1 All front porches will be built on 12" x 12" brick piers or full underpinning.

12.2 Finished materials shall match the house. (No unfinished materials) Wood steps shall have enclosed risers, which are painted to match the trim.

12.3 All front entry stoops and extended front porches shall be constructed of finished materials to match the house. Band boards, handrails, and railings shall be painted wood or metal railing of a design to match the character and style of the house.

12.4 Cluster Sections and Section 19, Paddock Woods, front porches are not required to have lattice enclosed or full masonry if elevated above grade. All other front porches shall be lattice enclosed if elevated above grade or can be full masonry.

12.5 Columns and bases: Column width should match the cap and be proportional to the beam. Approved materials include wood, brick, or composite. Column shall be a minimum of 4 x 4.

13. **Additions**

Building additions include, but are not limited to, carports, garages, greenhouses, porches, rooms, and carport and deck enclosures. Any extension of the dwelling is to be considered an addition. A deck is not an addition; see paragraph 19 for deck installation and modifications.

NOTES: (1) Commonwealth of Virginia law generally requires locating existing utilities prior to digging for installation of underground wiring or to install light fixtures. Call Miss UTILITY of VA at 1-(800) 552-7001. (2) For building permit information contact Chesterfield County. ADDITIONS TO HOUSES – SITING REQUIREMENTS SETBACKS: No addition shall extend beyond the setback limits established for the house. EFFECTS OF LOCATION ON PRIVACY OF ADJACENT LOTS: In general the sitting of additions shall not create a breach of privacy between neighboring houses. Where this is unavoidable, the ARB may require screening of the view by the Applicant.

EFFECTS OF DESIGN ON PRIVACY OF ADJACENT LOTS: New windows or access created by the addition or modifications shall not create a breach of privacy between neighboring houses. The ARB reserves the right to reject certain openings or require screening by the applicant in situations where, in the opinion of the ARB, it is required.

CONSISTENCY OF DESIGN

To insure consistency in the design of the house and minimize visual disruption of the neighborhood, additions must match the design characteristics of the house. Specifically: The architectural style shall match the style of the house. The massing of the addition shall be similar in the use of shapes to that of the house, but proportionately smaller so to not overpower the house. Roof styles and slopes shall be similar.

Openings shall be required in additions, including windows and doors, in a similar fashion and extent as in the original house. Windows and doors shall be of matching material as those in the house. In general, windows and doors should match the style of those in the existing house. Exceptions may be granted at the discretion of the ARB for sunrooms or other specially glazed areas. Architectural elements such as corner and rake boards, soffits, eaves, window and door trim, and shutters shall match the style of the same elements on the house.
All exterior finish materials and colors shall match the house. Matching colors on dissimilar materials is not acceptable.

The space beneath any structure constructed on piers (including decks on visible corner lots) higher than 2' above grade but less than one story above grade shall be enclosed with lattice or other approved screening material.

Application Requirements for Additions:
The following must be submitted with the completed application.

A. A site plan and complete set of architectural drawings paralleling those required for Chesterfield County building permits.
B. The site plan must show relationship of proposed and existing construction to property lines and adjacent dwellings.
C. Size and location of trees in affected areas are also to be included.
D. Drawings to scale of proposed construction shall include elevation views of each proposed exterior wall including dimensions and locations of features as doors, windows, roof lines, trim and proposed exterior lighting fixture type.
E. A complete description of materials including manufacturer and type of siding materials, roof materials, trim materials, colors, etc.

14. **Antennas**

14.1 PERMITTED ANTENNAS: the Federal Telecommunications Act of 1996 permits the following antennas:

A. An antenna that is designed to receive direct broadcast satellite service, including direct-to-home satellite service, that is one meter (39") or less in diameter.
B. An antenna that is designed to receive video programming services via multi point distribution services, including multi-channel, multi point distribution services, instructional television fixed services, and local multi point distribution services, and that is one meter (39") or less in diameter or diagonal measurement.
C. An antenna that is designed to receive television broadcast signals may be mounted inside the attic.

14.2 LOCATION: To the extent feasible, antennas should not be visible from the street. The following priorities shall be observed in determining antenna locations:

A. Mounted directly on the rear of the house, on a roof plane facing the rear, or on the backside of a chimney.
B. Mounted on the ground in the rear yard.
C. Mounted on a pole, an existing other structure, or a tree in the rear yard.

14.3 APPEARANCE AND SCREENING: Insofar as possible, the visibility of antennas should be minimized using one or both of the following methods:

A. Screen the antenna from view from the street with natural plantings, trees and shrubs; to the extent they do not comprise the signal reception.
B. Use antennas with a dark or muted color, or paint the antenna a muted color to blend with the background surface or with the surrounding landscape.

14.4 NO ADDITIONAL REGULATION BY THE ASSOCIATION: Under Federal law, antennas that meet the requirements of this section may not be further regulated by the Association as to type or placement. Residents are encouraged to use care in the selection and placement of antennas to preserve the appearance standards and character of Collington.

15. **Attic Ventilators**

15.1 An application is not required for attic ventilators on the exterior of a residence provided the following provisions are met:

A. The ventilator is roof mounted and is located on the least visible side of the roof (from the public street view) and does not extend above the ridgeline.
B. No part of the ventilator protrudes more than 12 inches above the roof surface.
C. All exposed parts of the ventilator are painted to match the exterior color of the material they penetrate. Should it become necessary to block the airflow, it shall be blocked from the inside of the structure.

Application Requirements for Attic Ventilators:
The following must be submitted with the completed application.

A. All installations, which do not meet the above provisions, require an application describing the ventilator in detail and showing its location and elevation above the plane of the roof.

16. **Awnings and Sun Trellises**

16.1 Sun control devices must be compatible with the architectural character of the dwelling.

16.2 Awnings must be of straightforward design without decorative embellishments such as scallops, fringes, and contrasting colored stitches.

16.3 Awnings and trellises shall be consistent with the visual scale of the dwellings to which they are attached.

16.4 The location of any awning or trellis shall not adversely affect views, sunlight or natural ventilation or adjacent properties.

16.5 Pipe frames for canvas awnings shall be painted to match the trim or dominant color of the house. When awnings are removed for winter storage, pipe frames shall also be removed.

Application Requirements for Awnings and Sun Trellises:
The following must be submitted with the completed application:

A. A detailed drawing of the trellis or awning showing dimensions and a description of the method of support and attachment to the structure.
B. A description of the color and style of the sun control device and of the residence to which it is to be attached including a description of the materials to be used.
C. An explanation of the impact, if any, the sun control device will have on adjacent residences.

17. **Chimneys and Flues**

The purpose of this guideline is to insure that exterior chimney installations will be in harmony with the applicant's house and surrounding properties. Any of these guidelines may not apply to Cluster or Condominium homes

Collington encourages the use of masonry (i.e. brick or stone) or siding enclosed construction.

17.1 Chimneys which exit through a wall or the foundation or which run vertically along a wall:

A. The chimney shall be of brick or stone masonry construction or boxed-in with materials which are compatible with the exterior wall finish in style, size, and color.
B. No hanging chimneys are allowed.

17.2 The following criteria must be followed when using a direct gas vent fireplace:

A. The vent must be enclosed.
B. The siding and roofing enclosure materials must match similar materials on the house.

17.3 The following guidelines apply to a chimney, which exits through the roof:

A. The chimney must be boxed-in if it is to be located on the front slope of the roof or the roof ridge, or any other location where it will be highly visible from the fronting street. Chimneys located on the rear slope of the roof and not highly visible from the fronting street need not be boxed-in. Exposed metal sections must be painted black or the roof color. Conspicuous locations on the front slope of the roof should be avoided.

B. In all cases, the height of the exposed metal section or the boxed-in chimney, shall be limited to the minimum required by the Chesterfield County building and fire codes.

17.4 The following guidelines apply in addition to those above when there is no existing chimney on the house other than a builder-provided through-the-roof installation for the central heating system. Special care is needed to arrive at an architecturally suitable design when a second chimney is to be added. Each case will be considered separately, with the following criteria considered:

Dissimilar chimneys must not be used unless it is impossible to view both at the same time.

When a second chimney is to be added on the same side of a house as an existing boxed-in chimney, every effort should be made to see that both flues run through the same enclosure. When the second chimney is to be run along a different wall than the first, it shall be of the same design as the first chimney.
Applications Requirements for Chimneys and Flues:

The following must be submitted with the completed application.

A. A description of the applicant's house, including style, siding, shutters type, decorative embellishments, etc. A photograph of the front of the house and the proposed location of the chimney may be provided.
B. A site plan showing the location of the proposed chimney and its relationship to the house, property lines and adjacent structures.
C. A detailed drawing showing exterior elevations and dimensions of the proposed chimney.
D. A complete description of the proposed chimney and exterior construction materials including type and color of masonry or siding material to be used, or, the paint color of an enclosed pipe. The relationship of these materials and colors on the house must be included.

Where there is an existing chimney (other than a builder-provided through-the-roof installation), provide details as in "A" through "D" above for the existing chimney.

18. **Clotheslines (exterior)**

18.1 No exterior clotheslines shall be erected or maintained at any time on any lot.

19. **Decks**

19.1 All houses in Collington, space permitting, should have a deck or patio. The following guidelines shall apply to the construction, alteration, or expansion of decks. NOTE: Chesterfield County requires a building permit deck installation

19.2 Decks shall be constructed of durable materials such as pressure-treated wood, PVC, or vinyl. Railings may be wood, vinyl, or metal.

19.3 The color of each deck must match the primary color of the exterior of the house, the trim of the house, or be a natural wood color. If the color of the deck does not match either the primary exterior color or the trim color of the house, a color sample for the proposed deck, the house and the trim must be submitted with the application.

In addition to the above, decks will be considered on their individual merits which includes, but is not limited to: location, size, conformity with design of the house, relationship to neighboring dwellings and proposed usage.

Application Requirements for Decks:
The following must be submitted with the completed application.

A. A site plan with dimensions, showing relationship of the deck to the house, property lines and adjacent properties.
B. Any changes in window or door locations must also be shown, including the conversion of a window opening to a door opening or vice versa if applicable.
C. A descriptive drawing including dimensions, height above grade, details of railings and stairs.
D. A description of materials and color of the proposed deck and comparisons with those of the house.
E. A description of any plantings to be removed for the construction of the deck, and any equipment such as meters, air conditioners, heat pumps, etc., which will be relocated.
F. A description of proposed changes in exterior lighting.

20. **Decorative Objects (Exterior)**

20.1 Applications and approval will be required for all permanent exterior decorative objects, natural or man-made, and for any conspicuous decorative object even if temporary, i.e., bird baths and feeders, wagon wheels, sculptures, fountains, ornamental pools, sun dials, rocks, and items attached to approved structures such as weather vanes, house numbers, etc.
Objects will not be evaluated solely on aesthetics but also on siting, proportion, color, and appropriateness to

surrounding properties and environment. Holiday and festival decorations do not require approval; however, the placement of conspicuous decorative objectives shall coincide with the holiday and be removed shortly thereafter.

Application Requirements for Decorative Objects:
The following must be submitted with the completed application.

A. A site plan showing the proposed location of the object, its size, color and detailed drawing or picture of the object. In the case of temporary objects length of time object will be in place.

21. **Dog Houses and Dog Runs**

Written approval from the Residential ARB is required for construction of all doghouses and/or dog runs. The following guidelines apply. NOTE: Chesterfield County has ordinances regarding treatment of animals, leash laws, and noisy pets.

21.1 Doghouses must be of the same material and color as the house; roof material should also match that of the house.

21.2 Dog runs must be as close to the dwelling as possible and in the rear of the lot. Dog runs and doghouses shall NOT be located on or near property lines or on a public road right-of-way. Visual screening from adjacent properties is required by means of plantings, approved fencing, etc.

21.3 No dog runs or doghouses are permitted on lots contiguous to the recreation center or Cluster/ Condominium passive/active open space features.

Application Requirements for Dog House and Dog Runs:
The following must be submitted with the completed application.

A. A site plan showing relationships of dog run and/or houses to the applicant's dwelling, adjacent properties and dwellings and other identifiable landmarks, including roadways.
B. Detailed drawings of the house or run to indicate dimension; a list of materials to be used for construction, and pictures of the proposed area for the dog run in relation to the residences and adjacent properties to be submitted with application.

22. **Driveways**

22.1 An application is required for any driveway construction (includes expansion of existing driveways). If expansion of existing driveway like material must be used.

22.2 Driveways are to be constructed of brick, exposed aggregate concrete, asphalt, or concrete. Loose gravel or stone driveways, or expansion thereof are expressly prohibited.

22.3 SETBACKS: Driveways shall be held a minimum of 4' off of side property lines.

22.4 DRIVEWAY WIDTHS: Driveways shall not exceed 16' in width between the sidewalk and the garage pad.

22.5 SPECIAL DRIVEWAYS: Circular driveways, parking areas in front of the house, and other special conditions are generally discouraged where they substantially reduce the amount of front yard. The Residential ARB may approve certain applications where they feel that the front yard appearance will not be adversely affected or for other extenuating circumstances which in the sole opinion of the Residential ARB warrant such an approval as an exception.

Application is NOT required for the replacement of an existing driveway when there is no change in location, materials, size, shape or grade.

Application Requirements for Driveways:
The following must be submitted with the completed application,

A. A site plan with dimensions showing the relation to the existing structures, trees, property lines and adjacent properties.
B. A description of materials to be used, including color and texture.

C. A drawing showing the thickness and subsurface preparation is to be submitted with application.
D. Proposed changes in grade and drainage considerations must be explained in writing at the time of application.

23. **Fences**

The preservation of natural features and the feeling of openness contribute greatly to Collington's difference from typical developments. The purpose of these guidelines is to provide each residential lot with the atmosphere of a larger open area. The street side of every home is, visually, more or less public. In addition, many back yards are also visually public when related to open space or roadways. Fencing, when carelessly placed, encroaches on this feeling of openness.

23.1 Written approval is required for construction or installation of all fencing whether it be of plantings or man-made materials. The acceptable residential fence styles allowed in Collington are shown under the documents tab of the Collington website: www.collingtonhoa.info

23.2 Front yard fencing is prohibited (except when builder-installed as part of the original design concept). Rear yard fencing that will, in effect, create front yard fencing for a neighbor is prohibited. Chain link, wire or split rails with wire fences are prohibited. Additionally, privacy fencing is NOT allowed, except in rare situations where extenuating circumstances are present. The maximum permitted height of any fencing is 48", except where a privacy fence is permitted in connection with the construction of a swimming pool. The Residential ARB may approve higher fencing on a case-by-case basis.

23.3 If fencing is already constructed on the property, additional proposed fencing must be of the same material, color, and styles as the existing fence. Those fences attached to the dwelling shall be painted or stained to match the siding or dominant color of the residence or be left in a natural wood color.

23.4 Gates shall match the fence in material, color, style, and height.

23.5 All fence framing shall face inward.

23.6 All fencing shall be constructed entirely on applicant's property – NOT on the property line, or NOT on open space, or NOT on Right of Way.

23.7 All wood fencing shall be painted with two (2) coats of Olympic stain or equal. Color to be approved by developer.

23.8 In cluster sections, only picket fencing shall be permitted. Picket refers to the spacing only.

23.9 With exception for Section 19, Heat pumps and/or HVAC systems shall be screened by landscape and/or lattice so as not to be visible from the road. Whole house generators also must be screened if visible from the street. No trash cans shall be visible from the street.

Application Requirements for Fences:
The following must be submitted with the completed application.

A. A description of the fence style, material, color and dimensions including architectural style and color of the house and trim and types and colors of other fences in the immediate area must accompany the application. A brochure could be included

B. A site plan showing the relationship of the proposed fence and gates to adjacent dwellings and properties.

24. **Flagpoles**

24.1 Approval is required for any detached flagpole.

Application Requirements for Flagpoles:
The following must be submitted with the completed application.

A. A description of the flagpole style, material, color and height including the architectural style and color of the

house and trim must accompany the application.

B. A site plan showing the relationship of the proposed flagpole to adjacent dwellings and properties.

25. **Gardens-Vegetable**

25.1 Written approval is required for all vegetable gardens. Plots shall be located behind the rear sight line of the house with the exception of houses set on corner lots or on lots at angles; such application will be considered on a case-by-case basis.

25.2 Size of plots shall be limited to 150 square feet or one-quarter (1/4) of the rear lot measured from the farther protrusion of the house to the rear lot line, whichever is smaller. Most garden plots will require screening. Temporary wire fencing of welded wire mesh may be used to keep out small animals; total height, including supports, not to exceed 18 inches. Temporary fencing may be installed after April 15th and must be removed annually by October 31st.

25.3 Vegetable gardens require extensive care and maintenance. Failure to adequately maintain these plots is a violation of the maintenance provisions of the Declaration. After the first hard frost and the end of the growing season, all dead plants shall be removed and the ground put back to the original grade. It is suggested that bare earth be covered with straw mulch or similar cover to prevent soil erosion. Bulk garden materials may not be placed on streets, sidewalks, rights-of-way or open space.

Application Requirements for Gardens – Vegetable:
The following must be submitted with the completed application.

A. A plot plan with exact location of the garden in relation to the house and property lines; dimensions of the garden are to be included. Also include the dimensions of the backyard, measured from rearmost point of house and side to side.

B. Renewal applications are not required on an annual basis for small garden plots. However, any change in size or location of previously approved garden plots requires reapplication.

C. Approval may be rescinded if, in the opinion of the Residential ARB, based upon complaints received or its own knowledge, the applicant has failed to comply with this section.

26. **Greenhouses**

26.1 A detached greenhouse is considered a structure and requires approval prior to construction. See page 1 of this document, and paragraph 13 ADDITIONS.

27. **Grills and Barbecues (Permanent)**

Application Requirements for Grills and Barbecues: NOTE: Residents are advised to ensure that the location of any grill does not violate the Chesterfield County Fire Code.

27.1 Written approval is required for all permanent grills made of cast iron, aluminum, brick, masonry, or which are incorporated into any permanent structure.

The following must be submitted with the completed application for a grill.

A site plan showing the relationship of the proposed grill's location to the dwelling, adjacent dwellings and properties.

A detailed drawing of the grill showing its design, dimensions, and a list of materials to be used in construction shall be submitted with the application.

28. **Heating and Air Conditioning Units (Exterior) and Whole House Generators**

28.1 Written approval is required for the installation of any HVAC and whole house generator unit except for exact dimensional replacement of existing units. Written approval is also required for the installation of wall or window-type air conditioners. Wall and window-type air conditioners shall be limited to locations, which are not prominently visible; they are prohibited at the front of any house.

28.2 HVAC and whole house generator units should ideally be located in the rear of a home and as close to the house as possible and screened see section 23.9

Application Requirements for Heating and Air Conditioning Units (Exterior) and Whole House Generators: The following must be submitted with the completed application.

A. A site plan showing the proposed location of the unit in relation to the house.
B. A description and drawing and/or picture of the unit, including dimensions.

29. **Hot Tubs, Whirlpools and Spas**

29.1 An application is required for all exterior hot tubs, whirlpools and spas. They shall be located to the rear and between sidewalls of the residence and generally not more than twenty feet (20') from the rear of the dwelling. All such facilities shall be adequately screened from adjacent properties.

Application Requirements for Hot Tubs, Whirlpools and Spas:
The following must be submitted with the completed application.

A. A site plan showing the location of the hot tub, whirlpool or spa and its relationship to existing structures and property lines.
B. The dimensions, type and color of proposed materials.
C. Proposed screen and landscape plan.
D. Arrangements for disposal of wastewater.

30. **Painting and Staining**

30.1 Approval for repainting is required only when the siding or trim of a house is to be painted or stained a color different from its existing color or the shade differ from the original, or if paint is changed to stain or vice versa.

Applications will be considered using the following criteria.

A. The number of colors used shall be limited to one (1) for siding, two (2) for trim, and a compatible accent color for the front door.
B. Trim color shall be compatible with color of siding and selected colors shall complement the roof color.
C. Separate or off-set and out-buildings, such as storage buildings, sheds and dog houses, shall be repainted at the same time as the house and match the house color exactly.

Application Requirements for Painting and Staining:

The following must be submitted with the completed application.
A. An actual sample of the paint or stain on wood. (Paint chip or color picture is acceptable)
B. A description of the area(s) to be painted or stained, along with separate colors for trim, siding and door.

31. **Playhouses/ "Forts"**

Approval is required for any detached playhouse or "fort".

31.1 The design shall be consistent with the existing shape, style, and proportion of the dwelling as follows: Siding, roofing, and trim materials shall match the existing house materials as to finish and color.

Application Requirements for Playhouses/"Forts":
The following must be submitted with the completed application.

A. A site plan and architectural drawings.
B. A site plan must depict relationship of proposed and existing construction to property lines and adjacent dwellings. Size and location of trees in affected areas are also to be included.
C. Drawings of proposed construction to scale shall include elevation views of each proposed exterior wall, including dimensions and locations of features as doors, windows, roof lines, trim and proposed exterior lighting,

including fixture type.

D. A complete description of materials including manufacturer and type of siding materials, roof Materials, trim materials, colors, etc.

32. **POOLS – Private**

Application for private pools will be reviewed very strictly in Collington because there are very few locations where they can be placed without adversely affecting adjacent properties.

32.1 Approval is required for all permanent in-ground pools. Above ground pools are not allowed. Approval is not required for portable children's wading pools not more than six feet (6') in diameter and less than twenty-four (24") inches deep which are located in a rear yard, provided they are not visible from the street. (Chesterfield County building permit is required for pools deeper than twenty-four inches (24") or having surface area of two hundred fifty (250) square feet or more.)

An application will be considered using the following criteria:

A. The size of the pool shall be based on lot size, and must be of reasonable proportion to the house.
B. Pools must be located at the rear of the lot and not within 12 feet of a property line.
C. A four to six foot (4' to 6') solid private fence compatible with the design of the house must enclose the pool and other related pool facilities. The impact of the fence on adjacent properties must be taken into consideration. The applicant shall address safety within the pool area as well as the impact of increased noise levels and lighting on adjacent properties.

Application Requirements for Pools – Private:
The following must be submitted with the completed application.

A. A site plan paralleling that required by Chesterfield County for building permits showing location and dimensions of the pool, other related equipment, fences, etc., in relation to the applicant's house, property lines and adjacent dwellings and properties.
B. A detailed drawing of the pool, deck, lighting arrangements, walkways, fence type, proposed grading, landscaping and information concerning the water supply system, drainage and water disposal system.
C. The application shall include the approval indicated by the signatures of all adjacent property owners including the Developer indicating they have been informed concerning the applicant's intention to build a pool and that they have reviewed and approved the plans for said pool.

33. **Recreational/Play Equipment/Trampoline**

Residents are urged to use the Collington recreational facilities and tot lots.

33.1 Written approval is required for recreational equipment, which is permanent. Permanent is defined as an item, which remains in place for at least one season (e.g. swing set, large sandbox, picnic table, bench, trampoline etc.). The equipment should be located behind the house as inconspicuously as possible. It shall be at least ten feet (10') from the rear and side property lines.

33.2 Swing sets, sandboxes, and other equipment shall be of a natural wood color, or, if painted, a natural earth tone color such as dark green or brown. Metal swing sets on residential home sites are strongly discouraged, but considered on a case-by-case basis. Plastic accessories (i.e. toddler swing seats, slides and chain hand guards) in other colors may be permitted provided all such play accessories are adequately screened from neighboring lots and road frontage.

33.3 No basketball backboards shall be erected at the street. Portable or moveable backboards must be relocated off the street and put away when not in use. Portable basketball backboards shall be stored away from the street at the far ear of the driveway closest to the house when not in use. No backboard shall be attached to the home.

33.4 Skateboard/Bike ramps are discouraged and in no instance allowed in the front of any residence.

Application Requirements for Recreational/Play Equipment:
The following must be submitted with the completed application.

A. A site plan with dimensions showing the location of the play or recreational equipment relative to the applicant's dwelling, property lines, and adjacent properties and structures.
B. A picture/brochure or sketch of the proposed equipment showing dimensions.
C. The color and type of materials.

34. **Signs**

NOTE: Erection and placement of all signs must be in compliance with Chesterfield County ordinances and regulations.

34.1 No temporary or permanent sign or other advertising device of any nature shall be placed upon any property without the written approval of the Residential ARB. This includes professional temporary signs not more than three square feet (3 sq. ft.) or a sign no larger than ten square feet (10 sq. ft.) belonging to a builder or Realtor to advertise a lot and residence of sale or rent.

The provisions of paragraph 34.1 shall not apply to political campaign signs. Political campaign signs may be placed on any lot within 90 days prior to any National, State, or local general or primary election. All political campaign signs shall be removed within 72 hours of any such election.

34.2 No temporary sign shall be larger than three square feet (3 sq. ft.) nor stand more than three feet (3') above ground, measured from the top of the sign. Realtors will be permitted to use their logos, trademarks and color schemes.

34.3 Signs shall not be erected on trees, light poles, street signs, traffic signs or official neighborhood identification signs.

34.4 No more than one (1) temporary sign may be placed at any lot. One (1) directional sign is permitted on a corner leading to an open house on Saturday and or Sunday, but must be removed not later than Sunday night.

34.5 Signs will be neatly lettered, clean, have a professional appearance, and maintained in good condition.

If a sign remains standing in violation of the above regulations, the Association may remove the sign. The Association will not be responsible for loss or damage of such signs.

35. **Solar Collectors**

Solar collectors are not allowed.

36. **Storage Buildings**

NOTE: A Chesterfield County building permit is required for the construction of all sheds or storage buildings larger than 200 sq. ft.

36.1 Written approval is required for construction or installation of all storage buildings. Approval is contingent upon the applicant building or installing a sturdy, permanent structure.

36.2 Roofing, siding and trim of the storage building shall be of the same material as the dwelling.

36.3 A storage building will be the same architectural style and have the same color scheme as the residence.

36.4 The storage building shall be located in the rear of the home and as close to the house as possible; consideration will be given to other locations, however, provided that the storage building is well screened by natural coverings.

36.5 If the house is restyled, resided, or a paint color change is made, the existing storage building shall be altered to match the house.
A storage building will not be larger than ten feet by twelve feet (10'X12').

Application Requirements for Storage Buildings:
The following must be submitted with the completed application.

A. A site plan which show the relationship of the storage building to the dwelling, property lines and adjacent properties and structures.
B. A picture/brochure and/or detailed drawing of the proposed storage building including dimensions.
C. A description of materials to be used.
D. The color scheme of the proposed storage building, and house.

37. **Storm/Screen Windows and Doors**

37.1 Storm/screen windows and doors of straightforward design without decorative embellishments and which are compatible with the style and color of the house do not require prior approval. The storm/screen window or door must match the color of the house siding, exterior door, or trim. House trim constitutes two (2) or more of the following, in the same color: gutters and downspouts, shutters, corner molding, wide front door molding.

Application Requirements for Storm/Screen Windows and Doors:
The following must be submitted with the completed application.

A. Applications for storm/screen windows or doors other than those approved above must include descriptions of material, color, style, and any decorative embellishments.

38. **Tree Removal**

See paragraph 10.2.a, LANDSCAPING AND FOUNDATION PLANTING.

39. **Woodpiles**

39.1 Written approval is not required for the following woodpiles:

A. Those which are neatly stacked wholly within an enclosed or semi-enclosed area, or immediately adjacent to a permanent wall and are not visible from the street or adjacent properties. (For protection against termites, residents are cautioned against stacking firewood too close to wood-frame dwellings.)
B. Those contained in a woodbin or ring at the rear of the home. Brightly colored tarps covering the wood is discouraged.

39.2 All other woodpiles require written approval. Stacking of wood on sidewalks, driveways, rights of-way or in open space is not permitted.

Application Requirements for Woodpiles

The following must be submitted with the completed application.

A. Location, dimensions, and screening details for woodpiles, which do not meet the above Requirements.

40. **Property Maintenance**

40.1 Property maintenance includes the upkeep of lots, buildings, and other improvements consistent with good property management, proper trash disposal, and animal control.

Each Property Owner has the following responsibilities:

1. General Property and Lawn Care: Seeding, weeding, watering, and mowing of lawns, including any outer sidewalk grass strip next to street or within drainage swales which may technically be within public road rights-of-way.
2. Pruning and care of all trees and shrubbery.
3. Snow removal from adjacent sidewalks and paths.
4. Painting and external care of structures and other improvements.
5. Trash and other refuse is to be disposed of on a weekly basis and no refuse, trash or bulk materials may be accumulated or stored on any lot. Containers shall be stored in such a manner so that they cannot be seen from adjacent and surrounding property.
6. Animal Control: No wild, exotic or "game" type animals shall be kept on residential lots. No birds, animals or insects shall be kept or maintained on any lots except for domestic purposes (of or relating to a family

or household). Residents are advised that they are subject to Chesterfield County ordinances regarding among other things licensing, "leash Laws" and clean-up of animal waste material. All complaints concerning animals must be made to the Chesterfield County Animal Control Division.

7. Front Porch Furniture should be outdoor or wicker furniture and kept in good repair.

41. **Vehicles**

41.1 Campers; house, horse and utility trailers; recreational vehicles; boats; motorcycles; school buses or commercial vehicles; inoperable vehicles; any vehicle without current registration plates; or any similar items, shall not be stored or parked on any lot or common area. These types of vehicles and items can only be parked in an area identified by the Association. If the Association does not identify such an area, they must be parked outside the development.

41.2 Car Covers must be those fitted to the specific model it is covering with an approved color. Tarps or sheet plastic are not allowed.

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

41.4 Boats, campers, and recreational vehicles are permitted on residences' driveways for a twenty-four (24) hour period for preparing and cleaning purposes.