

COURTHOUSE SQUARE
HOMEOWNERS ASSOCIATION OF GLOUCESTER, INC.

ARCHITECTURAL GUIDELINES

ORIGINAL 06-23-2006

REVISED 05-15-2014

TABLE OF CONTENTS

COURTHOUSE SQUARE HOMEOWNERS ASSOCIATION OF GLOUCESTER, INC.

ARCHITECTURAL GUIDELINES

ARTICLE I

INTRODUCTION

1.1.	Authority	1
1.2.	Governing Documents	1
1.3.	Application Procedure	1
1.4.	Composition	2
1.5.	Consultation with Architects, etc; Administrative Fee	3
1.6.	Similar Improvements	3
1.7.	Compliance with all Laws and Building Codes	3
1.8.	Erosion Control and Drainage	3
1.9.	Breaking Ground	3

ARTICLE II

2.1.	Animal Control	3
2.2.	Antennas/Satellite Dishes	4
2.3.	Attic Ventilators, Exterior	5
2.4.	Awnings and Trellises	5
2.5.	Basketball Goals/Backboards	5
2.6.	Chimneys and Fireplaces	6
2.7.	Clothes Posts and Clotheslines	6
2.8.	Decks and Sunrooms	6
2.9.	Dog Runs/Pens and Doghouses	6
2.10.	Driveways	7
2.11.	Exterior Siding	7
2.12.	Fences	7
2.13.	Flags	9
2.14.	Foundations and Masonry	9
2.15.	Gutters and Downspouts	10
2.16.	Heating and Air Conditioning Sources	10
2.17.	Landscaping	10
2.18.	Trees	10
2.19.	Lighting, Residential	11
2.20.	Mailboxes	11
2.21.	Major Building Additions	11
2.22.	Maintenance	12
2.23.	Painting and Staining Exterior	12
2.24.	Patios and Walkways	12

2.25.	Playground Equipment	12
2.26.	Re-siding and Re-styling	13
2.27.	Residential Identification Signs (house numbers)	13
2.28.	Roof Pitches	13
2.29.	Roof Shingles Colors	13
2.30.	Shed and Tool Storage	13
2.31.	Solar Collectors	14
2.32.	Statues, Fountains and Ornaments	14
2.33.	Storm Doors	14
2.34.	Swimming Pools and Hot Tubs	14
2.35.	Trash Storage and Collection	16
2.36.	Yard Storage	16
2.37.	Fire Pits	17
2.38.	Other Alterations	17
EXHIBIT A		
A-1	Exterior Alteration Application	A-1

ARCHITECTURAL GUIDELINES

ARTICLE I INTRODUCTION

Preliminary Matters

1.1. Authority

Section 6.5 of the Declaration of Protective Covenants and Restrictions for Courthouse Square (the “Declaration”) provides that no Improvement (as defined in Section 6.2 of the Declaration reprinted in section 1.3 below) shall be constructed, erected, installed, or maintained on any Lot or Parcel, nor shall any Improvements be altered, enlarged, demolished or removed unless the Application, Plans, and construction schedule therefore have been approved by the Architectural Review Board (the “ARB”). Section 6.1 of the Declaration establishes the ARB for the purpose of reviewing, and, as appropriate, approving or disapproving all Plans (as defined in the Declaration) submitted by Owners in accordance with Article VI of the Declaration. Pursuant to Section 6.6 of the Declaration, the ARB may, in its discretion, establish guidelines and standards to be used in considering whether to approve or disapprove Plans. Accordingly, by the resolution effective December 29, 2005, the ARB adopted the following guidelines and standards (the “Architectural Guidelines”) to facilitate its review of Plans. Owners are cautioned that the Architectural Guidelines are guidelines only, and, subject to the terms and provisions of the Governing Documents, as defined herein, the ARB may exercise its sole discretion in determining whether to approve or disapprove any Plans.

1.2. Governing Documents

These Architectural Guidelines should be considered together with the Declaration, the Articles of Incorporation of the Association (the “Articles”), the Bylaws of the Association (the “Bylaws”), and the Rules adopted by the Association from time to time. The foregoing documents are collectively referred to as the “Governing Documents.” If any provision of these Architectural Guidelines conflicts with the terms or provisions of any of the Governing Documents, the terms and provisions of the applicable Governing Document(s) shall control. Owners contemplating the submission of Plans to the ARB in connection with the construction or alteration of Improvements are urged to take special note of Article VI (Architectural Controls) of the Declaration.

1.3. Application Procedure

a. Section 6.2 of the Declaration sets forth the application procedure for obtaining ARB approval as follows:

“Section 6.2. Plans to be Submitted. Before commencing the construction, erection, planting or installation, as applicable, of any building, addition, patio, deck, fence, wall, animal pen or shelter, landscaping, exterior lighting, sign, mailbox or mailbox support, improvement or other structure (each of the foregoing being hereinafter referred to as an “Improvement”) on any Lot, including any site work in preparation therefor, and before commencing any alteration, enlargement, demolition or removal of an Improvement or any portion thereof in a manner that alters the exterior appearance (including paint color) of the Improvement or of the Lot on which it is situated, each Owner, other than

Developer, shall submit to the Architectural Review Board a completed application on the form provided by the Architectural Review Board (the “Application”), a proposed construction schedule and at least three sets of plans and specifications of the proposed construction, erection, installation, alteration, enlargement, demolition or removal, which plans and specifications shall include (unless waived by the Architectural Review Board): (i) a site plan showing the size, location and configuration of all Improvements, including driveways and landscaped areas, and all setback lines, buffer areas and other features required under the Zoning Ordinance or the guidelines adopted by the Architectural Review Board, (ii) as to Improvements initially constructed on a Lot, landscaping plans showing the trees to be removed and to be retained and shrubs, plants and ground cover to be installed, (iii) architectural plans of the Improvements showing exterior elevations, construction materials, exterior colors, driveway material, (iv) a sediment and erosion control plan, and (v) a tree protection plan and such other information as the Architectural Review Board in its discretion shall require (collectively, the “Plans”). The Architectural Review Board may, in its sole discretion, waive the requirement that any or all of the required Plans be submitted in a particular case where it determines such Plans are not necessary to properly evaluate the Application. The Architectural Review Board shall not be required to review any Plans unless and until the Application has been submitted in completed form with the proposed construction schedule and the Plans contain all of the required items. The Application, Plans and the proposed construction schedule must be submitted to the Architectural Review Board at the address of Developer in the same manner as notices are to be sent to Developer pursuant to Article XII, for so long as all members of the Architectural Review Board are appointed by Developer, and thereafter the Application, Plans and the proposed construction schedule may be submitted to the Architectural Review Board at the address of the Association in the same manner as notices are to be sent to the Association pursuant to Article XII.”

b. The required ARB Application forms are set forth in the Appendix.

c. When reviewing an application the ARB may, in its absolute and sole discretion, require plans, specifications and other information in addition to any requirements listed in these Architectural Guidelines.

1.4. Composition

The ARB is composed of three (3) persons. During the Period of Developer Control (as defined in the Articles), the ARB is appointed by the Developer. After the Period of Developer Control, the ARB is appointed by the Board of Directors of the Association. The Developer or the Board of Directors, as the case may be, may appoint one (1) alternate member to the ARB who may vote only in the absence of a regular member. The members of the ARB shall serve for such terms as may be determined by the Developer or the Board of Directors, as the case may be.

1.5. Consultation with Architects, etc; Administrative Fee

The Declaration provides that the ARB may engage or consult with architects, engineers, planners, surveyors, attorneys and others, and any person seeking the ARB's approval agrees to pay all fees incurred by the ARB in connection with such approval. In addition, the Declaration authorizes the ARB to charge a reasonable administrative fee as a condition to its review of any Plans.

1.6. Similar Improvements

The ARB is not required to approve Plans for Improvements which are the same or substantially the same as Improvements previously approved by the ARB for another Lot or Parcel.

1.7. Compliance with all Laws and Building Codes

Before commencing the construction, erection or alteration of any Improvement, Owners must contact the appropriate local building code compliance agency to determine whether a building permit and/or land use permit or approval is required. Owners are responsible for ensuring that the Improvements are constructed, erected or altered in accordance with all applicable local, state and federal laws and regulations, and any violation of such laws and regulations shall constitute a violation of these Guidelines and may result in local and/or other disciplinary action being taken by the ARB or by the Board of Directors. It is important to note that both Municipality and ARB approval may be necessary and that approval by the Municipality does not guarantee approval by the ARB and vice versa.

1.8. Erosion Control and Drainage

Owners must take appropriate erosion control measures as required by the local building code compliance agency during the construction, erection or alteration of any Improvement. Any Improvement shall not adversely impact the proper drainage of the Owner's Lot or that of any adjoining property.

a. No additional clearing shall occur beyond that cleared by the developer. Individual homeowners will be responsible for any storm drainage issues that might arise from the clearing of additional areas.

1.9. Breaking Ground

It is required that before any digging is initiated, the applicant must call MISS UTILITY 1-800-552-7001 for existing locations of utilities. In addition, in neighborhoods with private streets, Owners should contact the Association's offices for existing locations of private utilities.

ARTICLE II

2.1. Animal Control

- a. Only domestic pets will be permitted. No wild, exotic or “game” type animals are permitted.
- b. All Owners must comply with the Municipality control laws including licensing, leash laws and animal waste clean up.
- c. Any complaints concerning animals shall be made directly to the Municipality Animal Control Division.

d. Animals must not be stored in pens or cages except in accordance with Section 2.9 below.

2.2. Antennas/Satellite Dishes

a. The following antennas are permitted without ARB approval:

- i. An antenna that is designated to receive direct broadcast satellite service, including direct-to-home satellite services, that is one meter (39”) or less in diameter.
- ii. An antenna that is designed to receive video-programming service via multipoint distribution services, including multichannel, multipoint distribution service. Instructional television fixed services and local multipoint distribution service and that is one meter (39”) or less in diameter or diagonal measurement.
- iii. An antenna that is used to receive television broadcast signals.

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

- i. Mounted directly on the roof of the house, on a roof plane facing the rear, or on the backside of a chimney.
- ii. Mounted on the ground in the rear yard.
- iii. Mounted on a pole, an existing structure or a tree in the rear yard.
- iv. If no clear acceptable quality signal may be obtained in any of the above locations, mounted on the ground or, if necessary, on a pole in the front yard, or on the front plane of the house.

c. In so far as possible, visibility of antennas should be minimized using one or both of the following methods:

- i. Screen the antenna from view from the street with natural plantings, trees and shrubs, to the extent they do not preclude an acceptable quality signal. It is encouraged that existing trees and shrubs be utilized, when possible.
- ii. Use antennas with a dark or muted color, or paint the antenna a muted color to blend with the background surface of the surrounding landscape.

d. If any of the provisions of this section:

- i. Cause unreasonable delay in installation, maintenance or use;
- ii. Cause unreasonable cost in installation, maintenance or use; or
- iii. Preclude reception of transmission of an acceptable quality signal

then such provision is deemed to be waived in that instance.

e. Satellite dishes that are greater than one meter in diameter do require prior ARB approval.

f. Residents are encouraged to uphold Courthouse Square's high standards when considering placement of an antenna or satellite dish.

2.3. Attic Ventilators, Exterior

a. All attic ventilators require an Application.

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

i. Ventilators should be located on the backside of the dwelling.

ii. The ventilator should protrude no more than twelve (12) inches above the roof surface.

c. To camouflage the ventilator, all exposed parts should be painted the color of the surface the ventilator penetrates.

d. Blocking airflow through the ventilator should be accomplished from the inside of the unit.

2.4. Awnings and Trellises

a. All awnings and trellises require an Application.

b. The ARB will review these Applications based on the following:

i. Compatibility with the unit's architectural character, i.e., style, color and materials, preferably cloth and/or wood.

ii. Design of the sun control device should be straight-forward without decorative fringes, etc.

iii. Consistency with the visual scale of the unit to which the devices will be attached.

iv. Effects of awning or trellises on view, sunlight and natural ventilation of neighboring properties.

v. Drawings of the proposed awning or trellises.

If the proposed awnings will be removed for winter storage, pipe frames also must be removed.

2.5. Basketball Goals/Backboards

Basketball goals/backboards do not require an Application and should meet the following criteria:

- a. Free standing (portable) installations; goal should be located within the homeowner's driveway area. They are to be stored away out of view from the outside when not in use.
- b. Permanent (fixed) installations; the post shall be permanently installed in the ground, made of metal and painted black, and located within the driveway area.
- c. The basketball goal is to be maintained in a consistent good condition.

2.6. Chimneys and Fireplaces

a. Direct Vent Fireplaces. For direct vent gas fireplace boxes which protrude beyond the exterior plane of the house, the frame structure must have a foundation to match the house foundation, and all the exterior materials and finishes used to enclose the fireplace box must match the adjacent façade.

b. Foundations. Cantilevered frame chimneys are not permitted.

c. Metal Flue Requirements. Unenclosed metal flues shall not extend more than 36" above their roof penetration and shall not be visible from the front of the house. Where higher flues are required by code, they shall be enclosed in an approved chimney structure. These flues must be finished to match the color of the roofing material.

2.7. Clothes Posts and Clotheslines

Clothes posts and clotheslines shall not be permitted.

2.8. Decks and Sunrooms

A complete Application is required for a deck or sunroom. Applications should include the following:

- a. A description of the materials to be used.
- b. Drawings of the proposed deck or sunroom (to include site plans and house elevations, railings, stairs, dimensions and height above grade).
- c. An explanation of any relocations of windows or doors, meters, and heating/air conditioning units.
- d. A description of any changes in exterior lighting (refer to residential lighting).
- e. A description of plantings, trees and/or landscaping features to be removed for construction of or added in conjunction with the deck or sunroom.

2.9. Dog Runs/Pens and Doghouses

a. Dog runs and pens are not permitted. Doghouses require an Application and approval by the ARB and must meet the following criteria:

- i. Doghouses must be located within the rear yard and may not be located within the

side yard setback, the rear yard setback or within any easement, unless they are located within a fenced yard, in which case they may be located within such fenced in area. The fence must comply with the fence guidelines.

2.10. Driveways

- a. All driveways require an application for ARB approval.
- b. No Application is required for driveway repairs; however, repairs must not alter driveway dimensions and they must be made with material compatible with the original material.
- c. Variance applications are required for any additional driveways or extensions of existing driveways. A physical survey should be submitted along with the Application.

2.11. Exterior Siding

- a. Primary Facades. Primary facades shall be faced to match as installed by the developer. Houses with more than one primary façade shall use materials consistently on all primary facades.
- b. Secondary Facades. Secondary facades may be faced to match as installed by the developer.

2.12. Fences

[Definitions: Boundary: periphery of fence in relationship to the property line]

[Setback: position of the fence across the side yard in relationship to the front of the house.]

[ARB: Architectural Review Board]

- a. No fence may be higher than 6 feet, ("approximately" 75 inches from ground level including free space under the fence).
- b. No fence setback may extend further forward than eight (8) feet from the rear corner of the house unless constructed to conceal utilities or mechanical equipment, and then in no case may a fence extend further than the front corner of the house. In addition, on all corner lots, no fence shall be installed beyond the sideyard Building Setback Line (BSL) of the adjoining street.
- c. Fence boundaries shall follow the property line except for the adjoining street side on all corner lots. On all corner lots, no fence boundary shall extend beyond the sideyard Building Setback Line (BSL) of the adjoining street noted on the plat. It is recommended to place all fences approximately 3 inches inside of the property line to avoid potential boundary disputes.
- d. Should properties adjacent to the proposed fence have an existing sideyard setback, the new fence must use the same setback or request an exemption and provide justification.
- e. If properties adjacent to the proposed fence have an existing fence, permission must be requested to connect to the existing fence. If adjoining property owners cannot agree, the Board of Directors of the Association will rule on the behalf of the requestor, answering if the new fence request follows Association and county guidelines and may join the existing fence for cosmetic AND functional concerns and preserve the appearance of the neighborhood.

f. If properties adjacent to the proposed fence have an existing fence along the boundary, the new fence cannot be placed 3-6 inches away creating a 6-12 inch hallway between fences. This is a maintenance concern and A visual detractor to the neighborhood. In cases where a new fence is proposed along a property line where a fence already exists, must consult county ordinance for what distance is required between fences, gain county approval an AND also must gain ARB approval before construction may commence.

g. If the fence panel is located on a hill it may be necessary to position the panel level making one side higher than another. When this occurs part of the proposed plan should indicate how the fence panels would be placed to best fit the hills contours. The ARB may request changes when there is extreme gap underneath the fence panels on steep hills.

h. If the homeowner erecting the fence has a neighbor who is also erecting a fence, both fences must match setback dimensions for adjoining side yards.

i. Setback on one side of a yard may be different than setback on another side of the same yard. It is visually apparent the setback of adjoining fences but not as much for side yards separated by a house [were this stipulation not stated, every yard would need to apply the identical setback for side yard fences.]

j. Except as specifically approved by the ARB, fencing material shall be wood, vinyl, aluminum, iron or brick in either a split rail, board on board, solid board, or picket style with all bracing supports and structural member facing the interior of the Lot.

k. Barbed wire, chain link and all other wire, metal, industrial, farming or livestock fences are specifically prohibited

l. Fence designs must be types of fence documented by fence contractors for private homes. Fences must be built of fence materials. No “similar” material substitutes, no “unique designs” and no “unique or uncommon colors” will be permitted in order to protect the character of the neighborhood.

m. No fence or any portion thereof shall be constructed with a maintenance easement area without express written variance from the Board of Directors of the Association. Construction of the fence must be completed within ninety (90) days of the date of the ARB’s written approval of such fence; otherwise, the Owner must reapply to the ARB for approval of such fence.

n. Fences must be regularly repaired/maintained to a “like new” condition. No warped, rotted, loose, or damaged boards, pickets, rails, or posts shall be permitted. Painted fences shall be regularly painted, same color as installed. Fences will not be permitted to have faded or chipped paint. If fence is not properly maintained by the owner after proper written notice to maintain has been given by the Association, the Association may at its discretion, correct the issue and assess the owner the cost of the repair as a special assessment as allowed in the governing documents.

o. Damaged fencing should be repaired within thirty (60) days of damage being reported, and repairs must duplicate the original or approved fencing.

p. Any modification or addition to existing fencing requires an Application to the ARB.

q. Except as herein provided or as otherwise specifically approved by the ARB, must fully comply with applicable law as to construction, design, height, location, and/or other requirements.

r. Not following these rules or county ordinance, the Association reserves the right to report any incident to allow county law to correct the non-compliance.

2.13. Flags

a. Owners may display flags up to 3 flags provided they are bracket mounted on the house.

b. Flags may not be hung from windows, gutters, railings or fences, nor may they be displayed from rooftops. In addition, no flag may be placed within any residence so as to cover a door or window in whole or in part.

c. Only the following flags may be flown:

- i. The United States of America
- ii. The Commonwealth of Virginia
- iii. Any active branch of the Armed Forces of the United States (Army, Navy, AirForce, Marine Corps and Coast Guard).
- iv. A military valor or service award of the United States
- v. Seasonal or Decorative Flags.
- vi. Country flags from other nations

No other flag may be flown without the prior consent of the ARB acting in its sole and absolute discretion.

No flag shall be greater than 4' x 6'.

d. Only flags that are in good condition may be flown. The ARB may require the removal of any flag it finds that does not meet the requirements of subsection (c) above or that is torn, frayed, tattered, stained, faded or otherwise damaged. Residents must replace or remove such flags within ten (10) days after receiving notice to do so from the ARB.

e. If the flag of the United States of America is flown, it must be flown in compliance with the provisions of the American Flag Code. The ARB may require the removal of any flag not being flown in compliance with any provision of the American Flag Code. Residents must remedy any violation(s) of such code within ten (10) days after receiving notification to do so by the ARB.

f. Flag Poles require ARB application to be filed.

2.14. Foundations and Masonry

All homes throughout the entire development must be constructed with concrete stamped brick painted to match siding.

2.15. Gutters and Downspouts

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

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

2.16. Heating and Air Conditioning Sources

a. Before installing an external heating and/or air conditioning unit, an Application must be filed with the ARB. An Application is also necessary when relocating a unit. Generally, all heating and/or air conditioning units shall be located behind the unit's rear foundation line and should be suitably screened from view.

b. Window and through-wall air conditioning units are prohibited.

2.17. Landscaping

a. Installation of new landscaping requires an Application. Changing or adding to existing landscaping does not require an Application

b. Lawns shall be cut to maintain a uniform appearance. The lawn shall not exceed 4" in height.

c. It is the Owners responsibility to keep all shrubs, trees and grass neatly trimmed, properly cultivated and free from all trash, weeds and other unsightly materials. The Owner is also required to maintain the grass located behind fences and easement property.

2.18. Trees

a. No trees larger than six (6) inches in diameter at a point measured twelve (12) inches from the ground shall be removed without ARB approval.

b. No flowering trees (such as dogwoods) larger then three (3) inches in diameter at a point measured twelve (12) inches from the ground shall be removed without ARB approval.

c. . Foundation Trees: Defined as the "Willow Oak", or "Red Maple", or Lacebark Elm trees that were installed as part of the initial subdivision landscape plan (in the front and side of houses by the developer). They were designed to establish a consistency throughout the subdivision. No "Foundation Tree" may be removed or relocated. If a "Foundation Tree" dies, it must be replaced with another "Foundation Tree" of similar height.

d. Accent Trees: Any tree not defined as a "Foundation Tree". Homeowners may install "Accent Trees" within the landscape provided on their property. Weeping Willows or Flowering Willows plantings require an application submitted and approved by the Architectural Board. The application must clearly outline the "type" of tree and the location where such tree will be installed on said property.

f. Limitation on number of trees: When a homeowner decides to plant more than 10 new (not replacement) trees they must obtain permission from the ARB. An application is required for planting more

than 10 additional trees on the homeowners property.

2.19. Lighting, Residential

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

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

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

d. Temporary Lighting. Decorative holiday and festival lighting does not require approval; however, holiday lighting shall not be operative prior to the 26th of November in any year, and removed not later than the following 7th of January.

2.20. Mailboxes To match as installed by the Developer unless an application for a change to the original mailbox has been approved by the ARB.

a. No newspaper tubes may be placed on the posts supporting mailboxes.

b. House number shall be posted on at least one side of the mailbox post (preferable both sides) and shall not be less than three inches (3”) in height and shall be made of durable and clearly visible material. The numbers shall be conspicuously placed on, above, or at the side of the main entrance or within view of the main entrance so that the number is discernible from the street. The position of the numbers that were installed by the builder should not be altered unless an application for a change has been approved by the ARB.

2.21. Major Building Additions

a. A full Application is required, including drawings of the proposed addition and a copy of the Owner's physical survey.

b. Major building additions include, but are not limited to, greenhouses, porches, and room additions.

c. In order to be aesthetically pleasing, the design of major additions shall be consistent with the existing shape, style and size of the dwelling in the following ways:

i. Siding, roofing, and trim materials should be the same as, or compatible with, the existing materials of the dwelling in color and texture.

- ii. New windows and doors should be compatible with those of the existing dwelling in style and color. These should also be located on walls at the same approximate height as those of the existing dwelling and be trimmed in a similar manner.
 - iii. Roof eaves and fascias should be the same depth, style and approximate height as existing eaves and fascias. New roofs should be the same approximate slope as those existing on the dwelling.
- d. The following conditions shall determine the acceptability of addition locations:
- i. Additions should not significantly impair the view, amount of sunlight, or ventilation of adjacent residences or the public's use or enjoyment of open space. New windows, doors, or viewing areas from the addition should not impinge upon existing internal or external private areas of adjacent residences.
 - ii. New additions should not create situations in which adjacent neighbors will have difficulty adding to, modifying or maintaining existing dwellings.
 - iii. Additions must not adversely affect drainage conditions on adjacent properties through changes in grade or other significant run-off conditions.

2.22. Maintenance

As provided in Section 6.2 of the Declaration, each Owner shall keep all Lots and Parcels owned by him, and all Improvements therein or thereon, in good order and repair, free of debris, all in a manner and with such frequency as is acceptable to the Association and consistent with first-quality development.

2.23. Painting and Staining Exterior

To ensure a continued attractive neighborhood appearance, exteriors of all living units and of accompanying structures must be kept neatly and adequately painted and/or stained.

If a unit or other structure is to be re-painted or re-stained with the original color, no Application is needed. Any color change requires an Application.

2.24. Patios, Walkways and Driveways

Patios may be “brush” or “broom” finished concrete or exposed aggregate. Walkways and driveways may be “brush” or “broom” finished concrete.

2.25. Playground Equipment

Playground equipment will not be allowed in front or side yards of any Lots. Generally, the ARB will limit the location of the equipment to within the building setback, unless the yard is fenced. The equipment shall be placed such that persons using the equipment will not cross adjoining property while using the playground equipment. Equipment must be kept up in good condition and removed when that is no longer possible.

2.26. Re-siding and Re-styling

No Application is necessary for siding replacement, provided replacement siding is identical to the original siding with respect to not only material, but also dimension. If replacement siding will be a type other than the original, an Application is required. Replacement siding must be painted or stained the original color. Otherwise, an Application for color change is necessary.

Restyling is a change which alters the exterior appearance of a unit. It includes the addition of, or change in porches, porch railings, security doors and windows, etc., and requires that an Application be filed.

2.27. Residential Identification Signs (house numbers)

a. Except as otherwise provided in the Declaration, all permanent signs except for house numbers require an Application.

b. No more than three (3) sets of house numbers are permitted. The combined total face area of both sets of numbers may not exceed 36 square inches.

c. For specific regulations governing political signs, for sale and rent signs, and zoning signs, please consult the Declaration and/or the Rules.

d. House number shall be posted on at least one side of the mailbox post (preferable both sides) and shall not be less than three inches (3") in height and shall be made of durable and clearly visible material. The numbers shall be conspicuously placed on, above, or at the side of the main entrance so that the number is discernible from the street.

2.28. Roof Pitches

To match that of existing primary structure.

2.29. Roof Shingle Colors

To match the original shingles of the primary structure. Otherwise, an Application for color change is necessary.

2.30. Sheds and Tool Storage

a. A shed or other storage structure requires an Application. The Application should include a detailed plan specifying the proposed structure's lot placement, its dimensions, and the materials to be used. A sketch of the completed structure (to include site plans, elevations, dimensions and height above grade) is also necessary. Applications should include one copy of plot of survey with shed location drawn on plot with dimensions of the shed clearly written.

b. The review period for storage buildings shall be 60 to 90 days after a complete Application has been submitted.

c. The storage building must be placed inside the rear yard (in accordance with Municipality Codes) within the building line shown on the plan submitted with the Application.

d. The storage building shall be of wood frame construction with roof pitch to match the house (“A” frames are permitted, flat roofs are not) . No metal buildings are allowed

e. The exterior materials used on the storage building shall match the exterior finishes of the house in all aspects (material, color, texture, roofing materials, etc.) The storage building shall have the same color scheme as the existing house. Specifically, the window trim, fascia and rake boards shall match the trim color of the existing house. All other surfaces including doors, hinges, shutters and exterior walls shall match the color of the exterior walls of the existing house.

f. Shed must be secured to the ground by concrete floor with anchor bolts; or wood floor mounted on concrete / wood piers. Applicants must verify and comply with all Municipality codes and requirements before submitting shed application to the Architectural Review Committee.

2.31. Solar Collectors

a. Solar panels/collectors require an Application.

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

c. The proposed panels (i) should have a minimal visual affect on the immediate neighborhood; (ii) should not readily be visible from a street; (iii) should lie flat on the unit's roof; and (iv) must be located on the rear roof.

2.32. Statues, Fountains and Ornaments

Any statue, fountain and/or lawn ornament, larger than 2’ x 2’, requires an Application.

2.33. Storm Doors

Storm doors shall be compatible with the units that they cover and with the style and color of the house. Excess ornamentation not consistent with other ornamentation on the house is prohibited.

2.34. Swimming Pools and Hot Tubs

Outdoor swimming pools are required to have a barrier around them that complies with, but is not limited to, these general provisions (see the actual code for the definitive provisions):

Minimum height:

- 48 inches above grade measured from the outside face of the barrier.
- For above-ground pools, the side of the pool may qualify as the barrier if the pool is 48 inches tall, or the barrier may mount on top of the pool structure. In each case, the ladder must be removable when not in use or have a gate that meets requirements listed under “Access Gates”.

Maximum opening size:

- 2 inches between grade and bottom of barrier
- 4 inches between top of above-ground pool wall and bottom of barrier when barrier is attached to the top of pool wall.
- All other openings shall not allow the passage of a 4-inch diameter sphere.

Climbability:

- Solid barriers (stone walls, etc.) must have no protrusions or indentations.

- Horizontal members less than 45 inches apart must be located on the inside face of the barrier. In such cases, the space between corresponding vertical members must be 1.75 inches or less.
- Chain-link or lattice-type barriers with diagonal members must have openings less than 1.75 inches measured horizontally or 1.25 inches measured diagonally. Slats may be placed in openings to reduce size to the required dimension.
- Decorative cutouts within a vertical member must not have openings greater than 1.75 inches.

Access Gates:

- Must meet height, opening and climbability requirements for barriers.
- Must be self-closing and self-latching, and must open outward away from pool.
- Latches less than 54 inches from the bottom of the gate must be located on pool side at least 3 inches from the top of the gate. There shall be no openings ½ inch or greater within 18 inches of the latch.
- Latches located greater than 54 inches from the bottom of the gate may be located on both sides.
- For above-ground pools where the side of the pool is the barrier, the ladder shall be capable of being removed or secured to prevent access, or be surrounded by a barrier that meets the above requirements.

Door alarms:

- Only applies where the house serves as part of the barrier:
- Must sound immediately and continuously for 30 seconds
- Must be heard throughout the house
- Must reset automatically
- Must be able to be temporarily, but not permanently, deactivated. Mechanism to deactivate must be 54 inches above the door threshold.

Spas and Hot Tubs:

- Safety covers may be substituted for barriers provided such covers meet standard ASTM F1346.

Some pools may have circulation systems that may create hazardous entrapment situations for swimmers if not protected. The following are some of the entrapment protection requirements:

- Suction outlets are designed to produce circulation throughout the pool or spa. Single-outlet systems, such as automatic vacuum-cleaner systems, or multiple suction outlets, whether isolated by valves or otherwise, shall be protected against user entrapment.
- Pool and spa suction outlets shall have a minimum 18-inch by 23-inch drain grate or other approved system to protect against user entrapment.
- Single or multiple outlet circulation systems shall be equipped with an atmospheric vacuum relief should grate covers located therein become missing or broken.
- Single or multiple circulation systems shall have a minimum of two suction approved outlets at least 3 feet apart. These suction outlets shall be piped so that the water is drawn through them simultaneously through a vacuum-relief-protected line to the pump(s).
- Where provided, vacuum or pressure-cleaner fitting(s) shall be located in an accessible position(s) at least 6 inches and not more than 12 inches below the minimum operational water level or as an attachment to the skimmer(s).

There are many specific electrical requirements for a pool based on the type and complexity of the installation.

If you are unfamiliar or uncomfortable with these requirements, you are strongly encouraged to seek the services of a licensed electrical contractor. Below are a few of the basic requirements as per Gloucester Code and compliance:

Power for circulation pumps, filtration system, etc.:

- An accessible power disconnect shall be provided within sight of the pool equipment, not closer than 5 feet and not more than 10 feet from the pool.
- All receptacle outlets shall be single, GFCI, locking and grounding type. They are not permitted closer than 5 feet from the pool.
- Switches shall not be located within 5 feet of the pool unless separated by a fence or wall.

Convenience power (for lights, radios, etc):

- There shall be at least one GFCI, 125 volt, 15-20 amp, general purpose receptacle not closer than 10 feet nor farther than 20 feet from the pool. It shall not be more than 6.5 feet above the pool apron.
- In no case should extension cords ever be within 10 feet of the pool. Extension cords are not permitted to operate a swimming pool. They are temporary use only when setting up the swimming pool.
- No light or fan shall be mounted over the pool except if it is at least 12 feet above the water level.

2.35. Trash Storage and Collection

- Trash and other refuse shall be disposed of on a weekly basis.
- There shall be no accumulation or storage of trash or bulk materials on any Lot.
- Trash containers kept outside of the house or garage shall be in approved or similar containers.

No trash shall be exposed.

2.36. Yard Storage

a. Temporary Materials Storage. Temporary storage of construction, yard work or landscape materials is permitted in the rear yard only. Material may be covered with natural (green, tan or brown) colored tarpaulins. Bright colored tarpaulins are not permitted.

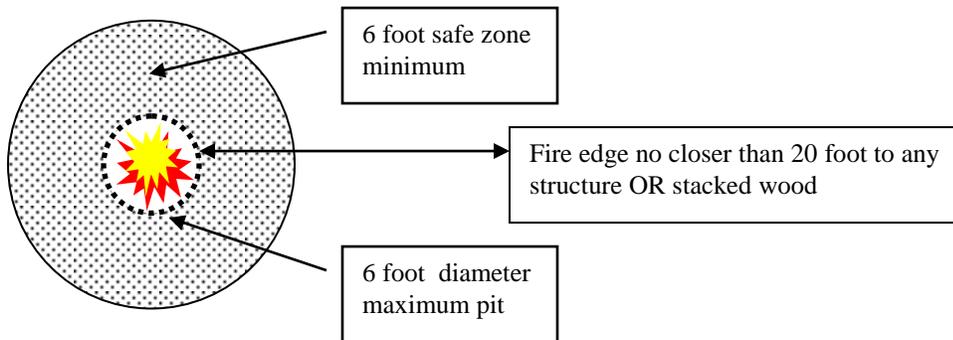
b. Vehicles/Recreational Vehicles. The following vehicles may not be parked or stored on any lot; house trailers, horse and utility trailers, recreational vehicles, boats, or motorcycles unless they are screened from view with an ARB approved fence constructed in accordance with Association rule, regulations, and guidelines. Homeowner's driveways are not acceptable as a storage space for any recreational vehicle or trailer. Any commercial vehicles over 6,000 lbs. net vehicle weight (including school buses) or with dual wheels, inoperable vehicles, vehicles without current registration, or similar items may not be stored at any time, on any lot. 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 jump-starting are permitted in the open on any Lot.

- Woodpiles. Firewood may be stored on Lots in the rear yard only, and no closer than 10' from any side property line or 20' of any fire pit. The ARB will consider the design and location of covered structures for woodpiles. Fabric tarpaulins may not be used for continuous cover of woodpiles.

2.37 Fire Pits

A complete application is required for a permanent fire pit. Movable fire pits do not require an application but do require the following guidelines “d” item “v” and “e” all items to be adhered too. Applications for permanent fire pits should include the following:

- a. A description of the materials to be used.
- b. Drawings of the proposed pit (to include diameter, distance from structures, and where wood pile would be stored).
- c. A description of plantings, trees and/or landscaping features to be removed for construction of fire pit.
- d. A permanent fire pit (not underbrush burn off pit) must meet ALL the following conditions:
 - i. IF the pit contains the fire BELOW GROUND LEVEL by at least 6 inches
 - ii. AND no larger than six (6) feet in diameter
 - iii. AND completely enclosed with cinderblocks (or other equal containment wall material)
 - iv. AND there is a six (6) foot deep circle surrounding the pit, free of flammable material (stones or other nonflammable groundcover to be used)



- v. AND the fire pit containment wall is no closer than twenty (20) feet from any combustible structure. (permanent structures, not chairs)
- e. The owner agrees:
- i. that they accept responsibility that fires will only be initiated when wind and weather conditions are favorable to safe use.
 - ii. that they accept responsibility that all fires will be continuously monitored.
 - iii. that they accept responsibility that fires will have a working garden hose available, able to quench the fire instantly.
 - iv. that they accept responsibility that the wood intended to be burned in the pit must not

be stacked neatly no closer than twenty (20) feet to the fire (the pit containment wall).

- v. that they accept responsibility that the pit will be built at least twenty (20) feet from any structure.
- vi. If damage results from a fire built in windy weather, or not monitoring the fire, or not putting the fire out prior to retiring or any other circumstance where fire risk was increased, the owner is fully accountable to the law.
- vii. Suppression costs associated with any escaped fire will be the responsibility of the fire starter and/or homeowner.

2.38, Other Alterations.

When a guideline is not available for the project you are proposing, a complete Application is required.

**COURTHOUSE SQUARE HOMEOWNER'S ASSOCIATION
of GLOUCESTER, INC.
ARCHITECTURAL REVIEW APPLICATION**

The Declaration of Covenants, Conditions, and Restrictions require that a property owner obtain written approval from the Architectural Review Board (ARB) for any exterior alterations, additions, or improvements prior to installation.

To comply with the covenants, please complete this application and attach the following documents:

- Detailed plans and specifications, including type of material, dimensions, & colors to be used
- Survey, Site Plan or Plot Plan showing location of addition or alteration in relation to existing structures
- Illustration of any new or replacement components such as windows, doors, lighting, gutters, etc.
- Description of plantings/trees to be removed or added
- Copy of Building and Zone Permits
- Photographs/Drawings

Owners (s): _____

Address: _____ Lot Number _____

City, State, Zip: _____

Phone (home/cell): _____ E-mail address: _____

In accordance with the Declaration of Covenants and Restrictions, I/we are requesting approval for the following alteration/change/addition, and have enclosed the required documents listed above: (Description of project):

Signature of Homeowner _____ Dated Submitted: _____

Estimated Start Date: _____

Submit form and documentation to:

Property Management Associates
Courthouse Square HOA of Gloucester – ARB
4605 Pembroke Lake Circle, Suite 302
Virginia Beach, VA 23455
Fax# 757-351-0023 Phone# 757-646-6247 email: info@thinkpma.com

PLEASE NOTE THE FOLLOWING:

APPROVAL OF ANY EXTERIOR ALTERATIONS BY THE ARB DOES NOT EXCLUDE YOUR COMPLIANCE WITH ANY OTHER FEDERAL, STATE OR LOCAL REGULATORY AGENCIES.

ARCHITECTURAL REVIEW COMMITTEE USE ONLY:

APPROVED: APPROVED w/Conditions: DENIED: ADDITIONAL INFO NEEDED:

Comments: _____

Signed By: _____, Title: _____ DATE: _____