

COURTHOUSE SQUARE  
HOMEOWNERS ASSOCIATION OF GLOUCESTER, INC.

ARCHITECTURAL STANDARDS

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# ARCHITECTURAL STANDARDS

## ARTICLE I INTRODUCTION

### Preliminary Matters

#### 1.1. Authority

For the purpose of this document the Terms Architectural Review Board (ARB) and Architectural Review Committee (ARC) are deemed one in the same.

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 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 standards and standards to be used in considering whether to approve or disapprove Plans. Accordingly, by the resolution effective October 06, 2006, the ARB adopted the following standards and standards (the “Architectural Standards”) to facilitate its review of Plans. Owners are cautioned that the Architectural Standards are standards, 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 Standards shall 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 Standards 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

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 standards 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 Architectural Modification Request forms are set forth in Appendix A.

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 Standards.

d. The authority to approve any applications lies solely with the ARB and **not** the Property Management Company.

#### 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.

a. This is defined to mean that an approval for one Lot or Parcel does not automatically garner an approval for another.

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 Standards 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. Additional clearing beyond that cleared by the developer requires an application. Individual homeowners will be legally and financially responsible for any storm drainage issues that might arise from the clearing of additional areas without an approved application.

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 shall 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. NEIGHBORS are strongly encouraged to attempt to resolve issues amongst one another prior to involving any local authorities.

d. Any complaints concerning animals shall be made directly to the Municipality Animal Control Division. Animal Control can be contacted at 804-693-5290 during normal duty hours and at 804-693-3890 for emergencies after normal duty hours, weekends, and holidays.

e. Animals will 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 shall 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 shall 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 standards are intended to help balance individual economic interests with neighborhood aesthetic concerns:

- i. Ventilators shall be located on the backside of the dwelling.
- ii. The ventilator shall protrude no more than twelve (12) inches above the roof surface.

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

d. Blocking airflow through the ventilator shall 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 shall 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.

vi. If the proposed awnings are removed ~~for~~ permanently, pipe frames also must be removed.

#### 2.5. Basketball Goals/Backboards

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

a. A free standing goal shall 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. 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 facade.

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 are not permitted.

## 2.8. Decks and Sunrooms

A complete application is required for a deck or sunroom. Applications shall 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

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

a. 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 standards.

2.10. Driveways

- a. All driveway modifications and or additions 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 shall 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

**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.

- 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 exceed the front boundary of the house.
- c. Fence boundaries must follow the property line, it is recommended to place the fence 3 inches onto the owner's property, so the location of the fence cannot be questioned by owners of adjacent properties.
- d. Should properties adjacent to the proposed fence have an existing side yard setback, the new fence must use the same setback or request an exemption and provide the reason.
- 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 HOA can and will rule on the behalf of the requestor, answering if the new fence request follows HOA and county standards, it may join the existing fence for cosmetic AND functional concerns to preserve the appearance of the neighborhood]
- f. If properties adjacent to the proposed fence have an existing fence along the boundary, the new fence will not 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 shall 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 that 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, or brick in either a board on board, solid board, or picket style with all bracing supports and structural member facing the interior of the Lot. Only new materials, no recycled materials are allowed.

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 or the HOA reserves the right to hire a private contractor to repair the fence and bill the homeowner.

o. Damaged fencing shall be repaired within thirty (30) 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 HOA reserves the right to report any incident to allow Gloucester County Code compliance to correct the non-compliance.

### 2.13. Flags

a. Owners may display flags up to 4 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, Air Force, 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

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

d. Only flags that are in good condition may be flown. The ARB will 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 five (5) 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 U.S. Code Title 4. Flag and Seal, Seat of Government, and the States chapter 1. The Flag Section 8. Respect for flag. Residents must remedy any violation(s) of such code within five (5) days after receiving notification to do so by the ARB.

f. No freestanding flag poles are permitted.

#### 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 required. However, an Application is required if in any way altering, e.g., 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 shall 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.

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.

d. Grass and Tree clippings are required to be cleaned up immediately and not left on the streets and sidewalks. This material directly impacts the longevity of the Storm Water Detention Pond otherwise referred to as the Best Management Practice (BMP). The cost for dredging our BMP could range in the area of 15-30 thousand dollars, if that were to become necessary the cost would be shared by all 85 homeowners of Courthouse Square as a one-time fee imposed by the board of directors. The cost would be offset by any fines collected from homeowners violating this requirement.

#### 2.18. Trees

a. Trees larger than six (6) inches in diameter at a point measured twelve (12) inches from the ground shall not be removed without ARB approval.

1. Trees that are damaged by insects, weather or age that in the opinion of the homeowner pose a danger to people and damage structures may be removed with approval of the BOD President and or the ARC Chair, using the Emergency ARC Ticket form (Appendix A-3). Only one of those two individuals may grant permission in this specific case. The ticket is required to be attached to the application. The Home owner has five (5) days after removal to submit the application to include request for approval of replacement tree that identifies tree type. New Tree installation shall not occur prior to approval form ARB No flowering trees (such as dogwoods) larger than three (3) inches in diameter at a point measured twelve (12) inches from the ground shall be removed without ARB approval.

b. 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.

c. 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.

d. 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 homeowner’s 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 shall be installed so as not to shine on adjacent property or public space and shall 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 shall be considered more carefully because of the impact on neighboring properties. Light fixtures of this type shall 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 streetlight 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 festive lighting do not require approval;

However, holiday lighting shall not be operative prior to the 15th of October for Halloween and 15th of November for Christmas in any year to allow for participation in the Best Decoration contests that occur each year. The Decorations are required to be removed not later than the following 19th of January.

2.20. Mailboxes

Shall match as installed by the Developer.

a. Black Mailbox on a white wood post examples shown below that allow the homeowner to have a couple options to choose from.



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

c. Numbers shall be posted on both sides of the mailbox post and shall not be less than three inches (3") in height and shall be made of durable and clearly visible material black in color.

d. House 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 shall not be altered.

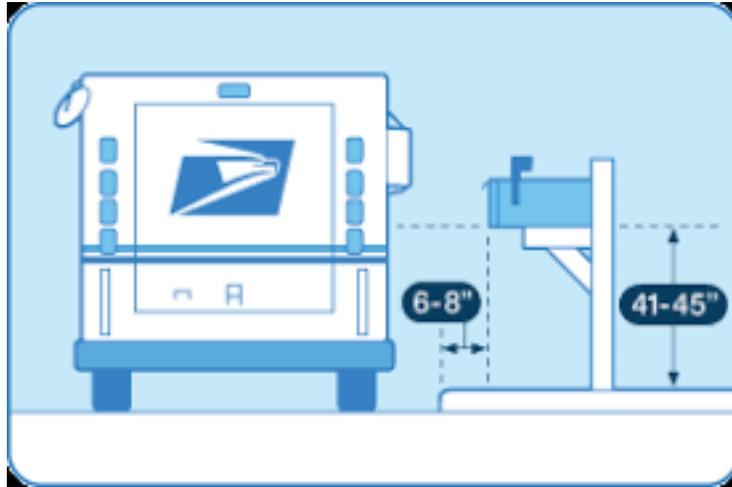
e. Posts will be comprised of Wood; Vinyl posts are not permitted.

f. Solar light caps are allowed and must be maintained to keep a neat appearance.

g. Instructions to follow when placing your mailbox:

- i. Position your mailbox 41" to 45" from the road surface to the bottom of the mailbox or point of mail entry.
- ii. Place your mailbox 6" to 8" back from the curb.

- iii. Put your house number on the mailbox.
- iv. Maintain your mailbox to keep an clean and neat appearance.



## 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, shutters and trim materials shall be the same as, or compatible with, the existing materials of the dwelling in color and texture.
- ii. New windows and doors shall be compatible with those of the existing dwelling in style and color. These shall 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 shall be the same depth, style and approximate height as existing eaves and fascias. New roofs shall be the same approximate slope as those existing on the dwelling.

d. The following conditions shall determine the acceptability of addition locations:

- i. Additions shall 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 shall not impinge upon existing internal or external private areas of adjacent residences.

- ii. New additions shall 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 7.3 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 repainted or restained with the original color, no Application is needed. Any color change requires a Variance.

#### 2.24. Patios, Walkways and Driveways

Patios may be “brush” or “broom” finished concrete or exposed aggregate or paverstone that is installed by a licensed contractor. Walkways and driveways may be “brush” or “broom” finished concrete or paverstone that is installed by a licensed contractor. Homeowner (DIY) installed patios, paverstones, walkways, driveways or additions are not authorized.

#### 2.25. Playground Equipment

Playground equipment will not be allowed in front or side yards of any Lots. 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 color, 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.

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 submitted.

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.

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

b. House number shall be posted on both sides of the mailbox post and shall not be less than three inches (3”) in height and shall be made of durable and clearly visible material black in color. 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 as installed by the developer

2.30 Sheds and Tool Storage

a. A shed or other storage structure requires an Application. The Application shall 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 overlay (to include site plans, elevations, dimensions and height above grade) is required. Applications shall 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 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

1. Shall have a minimal visual effect on the immediate neighborhood.
2. Shall not readily be visible from a street.
3. Shall lie flat on the unit's roof
4. Shall be located on the rear roof.

#### 2.32. Statues, Fountains and Ornaments

Any statue, fountain and/or lawn ornament, larger than 3'x3', 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

Above ground swimming pools 24" in depth or greater, In-ground swimming pools and hot tubs of any type require an Application and approval of the ARB. All swimming pools 24" in depth or greater must be fenced in accordance with the regulations for fences, must be screened from view and must adhere to the Gloucester County Code for Residential Swimming pools & Spas. Hot tubs must be fenced in or screened from view and must have a permanent, locking cover. No portion of the pool or hot tub or surrounding deck may be placed within any public or private easement.

#### 2.35. Trash Storage and Collection

a. Trash and other refuse shall be disposed of on a weekly basis.

b. There shall be no accumulation or storage of trash or bulk materials on any Lot. Bulk yard waste is not picked up by the County of Gloucester and must be disposed of at one of the Gloucester County Waste Management Convenience Centers:

- 5122 Hickory Fork Road Gloucester, VA 23061
- 6550 Beehive Drive Gloucester, VA 23061
- 10430 Burke's Pond Road North, VA 23128
- 7599 Guinea Road Hayes, VA 23072
- 3714 Waste Management Way Saluda, VA 23149

**Monday - Friday:** 8 a.m. to 7 p.m. **Saturday:** 7 a.m. to 7 p.m. **Sundays:** Closed

**Holiday Closings:** New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas

c. 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 or common area: house trailers, horse and utility trailers. Recreational vehicles, boats, or motorcycles must be fenced in accordance with the regulations for fences and must be hidden from view. Homeowner's driveways are not acceptable as a storage space for any recreational vehicle, boat or utility 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 on any lot or common area. 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.

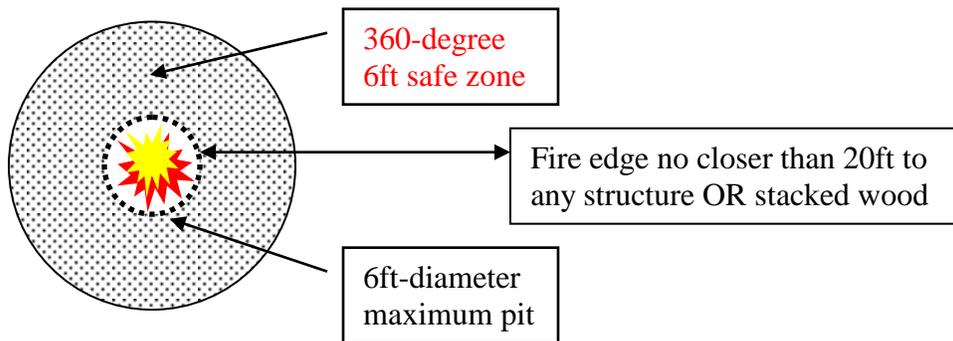
c. Woodpiles. Firewood may be stored on Lots in the rear yard only, and no closer than 10' from any side property line or 20' of any fire pit. The ARB will consider the design and location of covered structures for woodpiles. Fabric tarpaulins may not be used for continuous cover of woodpiles.

#### 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 standards "d" item "v" and "e" to be adhered too. Applications for permanent fire pits shall 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. The pit must contain the fire BELOW GROUND LEVEL by at least 6 inches.
- ii. No larger than 6ft in diameter.
- iii. Completely enclosed with cinderblocks (or other equal containment wall material).
- iv. A 6ft foot safe zone area as measured from the outermost edge of the ring surrounding the pit in a full 360 degree, free of flammable material (stones or other nonflammable groundcover is to be used)



- v. The fire pit containment wall is no closer than 20 feet from any permanent structure.
- e. The owner agrees to accept the following:
  - i. Full responsibility that fires will only be initiated when wind and weather conditions are favorable to safe use.
  - ii. Full responsibility that all fires will be continuously monitored.
  - iii. Full responsibility that fires will have a working garden hose available, able to quench the fire instantly.

- iv. Full responsibility that the wood intended to be burned in the pit must be stacked neatly no closer than 20 feet to the fire (the pit containment wall).
- v. Full responsibility that the pit will be built at least 20 feet from any structure.
- vi. Full responsibility 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.
- vii. Full responsibility for suppression costs associated with any escaped fire.

2.38 Shutters

Shutters are considered part of the primary facade as defined in Para. 2.11

a. Replacement Shutters can be found at the following websites:

[http://www.sierrasuncontrol.com/html/exteriorshutters\\_dinesol.html](http://www.sierrasuncontrol.com/html/exteriorshutters_dinesol.html)

<https://www.homedepot.com> brand (Builders Edge)

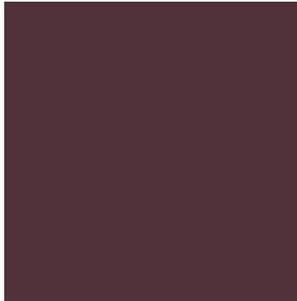
<https://www.lowes.com> brand (Alpha and Severe Weather)

b. If the homeowner elects to paint their shutters, Sherwin Williams is the authorized paint brand for consistency purposes. These colors include Black, Chateau Brown, Dard Hunter Green, Kale Green, Oceanside, Merlot and Turkish coffee. Examples and paint codes are below:

**SW 0041 Dard Hunter Green**



**SW 2704 Merlot**



**SW 6258 Tricorn Black**



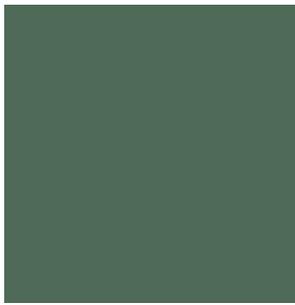
**SW 7510 Chateau Brown**



**SW 6496 Oceanside**



**SW 6460 Kale Green**



**SW 6076 Turkish coffee**



c. Only colors “of like” from the colors listed on 2.38 (b) will be permitted.

2.39 Other Alterations

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

2.40 Date definition

The term date is defined as follows:

“ a numbered day in a month, often given with a combination of the name of the day, the month, and the year”

Or

“The day of the month or year as specified by a number”.

2.41 Approval and other ARB action: An application is approved only when notice is given to the applicant in writing by the ARB or its designated representative. No verbal approvals are given and there is no such provision as “automatic approval”. The ARB may issue any of the following four decisions:

"Approved": means approved as submitted.

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

"Declined": means not approved for construction. Reasons for disapproval will be given in writing. The ARB may also provide suggestions for revisions but does not provide

design solutions. A disapproval action requires a full re-submittal by the applicant for review before any approvals can be given.

"Preliminary Review": means a review of early design drawings to give the applicant direction as to what the concerns of the ARB are likely to be regarding that design. Comments are given to the Applicant but no approval to proceed is granted without ARB review of a complete submittal in accordance with the above requirements.

2.42 Reserved

2.43 Reserved

2.44 Reserved

2.45 Reserved

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# ***ARCHITECTURAL MODIFICATION REQUEST***

**ALLOW UP TO 30 DAYS FOR THE APPROVAL PROCESS.**  
INCOMPLETE SUBMITTALS WILL BE REJECTED  
AND CAUSE DELAY IN THE APPROVAL PROCESS.

**PLEASE READ CHECKLIST CAREFULLY.**

Below is a listing of items that are required to accompany the application prior to review  
by the Architectural Review Board (ARB).

***ALL SUBMISSIONS REQUIRE ITEMS 1 - 4 BELOW.***

1. **Application** -

Complete Homeowner information (name, address, telephone, email).  
Homeowner's signature(s)  
Approximate start and completion dates  
Modification Description  
Please review your Association Documents and Design Standards BEFORE  
submitting any application.

2. **Provide Plat** - Improvement location must be marked on plat and submitted with application.

*In the case of units that are substantially identical, the requirement to show the location and dimensions (within normal construction tolerances) of the boundaries of each unit pursuant to subsection B of § 55.1-1920 of the Code of Virginia may be deemed satisfied by depiction of the location and dimensions of the vertical boundaries and horizontal boundaries, if any, of one such unit.*

3. **Landscape Plans** - Show a diagram of your house and location of the landscaping improvements and submit with application. This can be accomplished by using the lot plat as a template.

4. **Material Description** – Attach a detailed, drawing, photo or picture of improvement requested. List all materials and type under “Modification Description”.

**Failure to follow these requirements and procedures may cause your request to be delayed pending submission of additional information and documentation to the Architectural Review Board. An incomplete application will affect the time limits for approval.**  
**Send completed application, plat and plans, via mail, fax or email 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

# ARCHITECTURAL MODIFICATION REQUEST

Community Name: COURTHOUSE SQUARE (Gloucester, VA)

Homeowner(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_ City Zip: \_\_\_\_\_

E-Mail – REQUIRED FOR QUICK PROCESSING: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Start Date: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_

2. My Association Fees are Current YES \_\_\_\_\_ NO \_\_\_\_\_

(Association Fees must be current in order to be approved).

3. MODIFICATION(S) BEING SUBMITTED: (Please check all that apply)

\_\_\_\_\_ Addition (description) \_\_\_\_\_

\_\_\_\_\_ Driveway, sidewalks

\_\_\_\_\_ Fence

\_\_\_\_\_ Landscaping: \_\_\_\_\_ Front Yard \_\_\_\_\_ Side Yard \_\_\_\_\_ Rear Yard

\_\_\_\_\_ Lighting/Electricity/plumbing

\_\_\_\_\_ Paint

\_\_\_\_\_ Patio: \_\_\_\_\_ Brick \_\_\_\_\_ Concrete \_\_\_\_\_ Stone

\_\_\_\_\_ In-Ground Pool

\_\_\_\_\_ Satellite Dish (preferred location is rear of yard)

\_\_\_\_\_ Shed (siding and roof materials and color to match home, reference Design Guidelines for foundation requirements and note materials and foundation type in “Modification Description”

\_\_\_\_\_ Storm Door (front door must be full glass)

\_\_\_\_\_ Swing Set

\_\_\_\_\_ Tree Planting (include #) \_\_\_\_\_ Front Yard \_\_\_\_\_ Side Yard \_\_\_\_\_ Rear Yard

\_\_\_\_\_ Tree Removal: (include #) \_\_\_\_\_ Front Yard \_\_\_\_\_ Side Yard \_\_\_\_\_ Rear Yard

\_\_\_\_\_ Other \_\_\_\_\_

4. Is a Building Permit required: \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, what are the required inspections:

\_\_\_\_\_

Construction must meet all zoning, building codes, and laws of the County. For further information regarding zoning and permits call your County office. Further, nothing herein contained shall be construed as a waiver or modification of any such code or law.

5. Utilities: Where applicable, utility easements are to be marked before excavation is started. This service is provided free of charge by Miss Utility and is required to provide your safety when putting up

# ***ARCHITECTURAL MODIFICATION REQUEST***

a fence, or just landscaping. For location of underground telephone, cable TV, electric, gas, water and sewer lines, call Miss Utility at 800-552-7001 (call 72 hours before you dig).

6. Will any of the modifications inhibit the proper flow of rainwater runoff or conflict with any other natural aspect of the land? \_\_\_\_\_ YES \_\_\_\_\_ NO

7. Modification Description: You must provide a plat marking the location of improvement and distance to all property lines. Attach any other plans or drawings. Describe below improvement including materials and dimensions. Please attach a separate page if additional space is necessary.

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\_\_\_\_\_ Fence Type: \_\_\_\_\_ Material \_\_\_\_\_ Height \_\_\_\_\_ Picket Spacing \_\_\_\_\_

Vertical slats \_\_\_\_\_ Post \_\_\_\_\_ Post-Intervals \_\_\_\_\_ # of Gates \_\_\_\_\_

Note: Fence and gate location must be noted on plat. Rear gates are not permitted.

Landscape additions or removals require: Name(s) of plants:

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**Note:** Show location of new plantings or removal on attached drawing or plat.

8. Does Improvement meet all standards and requirements in Association Documents and Design Guidelines?

\_\_\_\_\_ Yes \_\_\_\_\_ No

FURTHER, I/WE DO agree and understand:

1. The above statements are true;
2. I/we assume total responsibility for the upkeep and maintenance of any modification(s) made to the lot;
3. I/we accept total responsibility and liability for any modification(s) approved and otherwise release the named HOA from claim regarding the modification(s);
4. Upon completion I/we shall inform the ARC for final inspection (send Notice of Completion Form (Appendix A-2)).
5. I agree work shall begin within 3 months and be completed within 6 months of approval date.

Please Initial: \_\_\_\_\_ NOTE: Plans that are approved are not to be considered authorization to change the drainage plan as installed by the developer. Owner may also need to acquire approval from the County for permission to encroach within County easement.

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\_\_\_\_ HOMEOWNER OF RECORD                      PHONE NUMBER                      DATE

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\_\_\_\_ HOMEOWNER OF RECORD                      PHONE NUMBER                      DATE

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\_\_\_\_ ARCHITECTURAL REVIEW COMMITTEE, DATE                      /                      CHAIRPERSON APPROVAL

# ***ARCHITECTURAL MODIFICATION REQUEST***

ALLOW UP TO 30 DAYS FOR THE APPROVAL PROCESS

Submit 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

**FOR OFFICE USE ONLY:**

**NOTES:**

***ARCHITECTURAL MODIFICATION REQUEST***

**NOTICE OF COMPLETION  
FOR HOME IMPROVEMENT(S)**

This form ***must be submitted*** upon completion of home improvements.

Complete and return form via mail, fax or E-mail **AFTER** installation of improvement has been completed 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

\_\_\_\_\_  
HOMEOWNER NAME (PRINT)

\_\_\_\_\_  
DAY PHONE NUMBER

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
IMPROVEMENT(S)

\_\_\_\_\_  
COMPLETION DATE

\_\_\_\_\_  
APPROVAL DATE

Signature of Owner: \_\_\_\_\_

**Note: Owners are responsible for the maintenance and upkeep of additions and modifications to their property.**

***ARCHITECTURAL MODIFICATION REQUEST***

**Emergency ARC Ticket**

(This ticket is to be attached to the ARC Application for the said request.)

Community Name: COURTHOUSE SQUARE (Gloucester, VA)

Homeowner(s) Name: \_\_\_\_\_ Lot #: \_\_\_\_\_

Address: \_\_\_\_\_ City Zip: \_\_\_\_\_

E-Mail – REQUIRED FOR QUICK PROCESSING: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Date of reported Emergency: \_\_\_\_\_ Date of inspection: \_\_\_\_\_

To whom the Emergency was reported: \_\_\_\_\_  
Name / Date / Position

To whom did the inspection: \_\_\_\_\_  
Name / Date / Position

**Basic details of Emergency:**

Location and description of the Emergency:

Detailed Description of the plan to fix the Emergency:

Justification for action to be taken:

Anticipated Completion Date: \_\_\_\_\_

Owners Signature & Date: \_\_\_\_\_