

**REVIEW PROCEDURES
And
DESIGN GUIDELINES AND STANDARDS
Of the
ARCHITECTURAL REVIEW COMMITTEE
CEDAR RUN HOMEOWNERS ASSOCIATION**

2017



The purpose of this manual is to present general policy, review procedures and design guidelines for homeowners intending to make any changes to the exterior of their property in Cedar Run. The Design Guidelines are also intended to serve Cedar Run Association and management staff in reviewing projects submitted to them by homeowners. Should you have any questions, please contact Associa Community Group at (804) 270-1800 or send email to: email@communitygroup.com.

APPROVED

**Cedar Run, HOA
Board of Directors
Architectural Review Committee**

Cedar Run

Architectural Review Design Guidelines Revisions

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Cedar Run Association

Architectural Review Design Guidelines

Introduction

The purpose of this manual is to present general policy, review procedures and design guidelines for homeowners intending to make any changes to the exterior of their property in Cedar Run. The Design Guidelines are also intended to serve Cedar Run Association and management staff in reviewing projects submitted to them by homeowners.

In general, the Design Guidelines have been prepared to guide the development of Cedar Run with the following objectives:

- To provide a framework for maintaining architectural and design quality
- To promote respect and sensitivity for the natural environment
- To encourage consistency and continuity of design while allowing flexibility for achieving creative design solutions

Cedar Run Association

Architectural Review Design Guidelines

Architectural Review Committee and the Review Process

General

The Architectural Review Committee (“ARC”) is a subcommittee of the Cedar Run Association Board of Directors and administers the design review process for all development on property which is subjected to the Declaration of Covenants for Cedar Run (“Covenants”). The ARC currently consists of members appointed by the Cedar Run Association Board of Directors. The Community Association Manager is responsible for processing applications, providing information to applicants and reporting covenant violations.

To obtain an Architectural Modification form, information or assistance, please contact: Community Association Manager, c/o Associa® Community Group, 3901 Westerre Pkwy, Suite 100, Richmond, VA, (804) 270-1800; email@communitygroup.com.

The Covenants are recorded among the Land Records of Henrico County and encumber all residential land. Therefore, any clearing, grading, construction or improvements must be reviewed and approved by the ARC prior to implementation. Such constructions or improvements include any visible additions, alterations or modifications to the exterior of properties or homes within Cedar Run, whether permanent or temporary.

The applicant (Owner) is responsible for complying with the provision of these Procedures and Guidelines, initiating the reviews and obtaining the required approvals. There are no exemptions or automatic approvals and each application will be reviewed on an individual basis.

Review

The Community Association Manager will review the application and accompanying information for completeness. Submissions that do not have the necessary information for review shall be deemed to be incomplete and will be returned to the Owner. Complete submissions will be schedule for ARC review at their next meeting. The ARC may require the Owner to formally present the design in person and provide more information as necessary in the event of a complex or major project.

The ARC will consider any and all exterior elements of a project’s design including size, bulk, organization, architectural style, detail, color, material, quality of workmanship and harmony of

design and all other factors that, in the opinion of this Subcommittee, affect the appearance and suitability of the project.

The ARC is required to render a decision and respond in writing within 30 days after receipt of the fully completed application and other requested information, if any. However, a review and decision for most applications generally will be provided within 15 days.

Approvals

Pursuant to Article 6, Section 3 of the Declaration for Cedar Run “Mandatory Inspection and Approval”

The ARC’s approval of any proposed construction is within its sole discretion. The ARC may enforce or modify in whole or in part, any or all of these Procedures or Guidelines.

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

- **Approved** - means approved as submitted.
- **Approved with Limiting Conditions** - means approved only if stated conditions in the approval are met.
- **Not Approved** - means not approved for construction. Reasons for disapproval will be given in writing. The Residential ARC may also provide suggestions for revisions but does not provide design solutions. A disapproval action requires a re-submittal by the applicant for review before any approvals can be given.
- **Preliminary Review** - means a review of early design drawings to give the applicant direction as to what the concerns of the Residential ARC are likely to be regarding that design. Comments are given to the applicant but no approval to proceed is granted without Residential ARC review of a complete submittal in accordance with the above requirements.

Approval by the ARC does not relieve the Owner of the responsibility of obtaining all other necessary approvals and permits required by Henrico County, the Commonwealth of Virginia and other agencies having jurisdiction over the project or improvement. It is suggested that plans be submitted for approval to the Architectural Committee prior to applying for the Henrico County Permit. The Applicant should contact Henrico County before beginning any work to verify what additional approvals or permits are required.

Notification of the ARC’s final approval constitutes an agreement by the Applicant not to deviate from the approved plan unless such proposed deviation has been submitted to the ARC and has been expressly approved by the ARC.

The ARC may, at its discretion during the design review process, suggest alternative design solutions to the homeowner; however, the homeowner is ultimately responsible to comply with applicable governmental regulations regardless of any suggestions from the ARC.

After Approval

If the Owner desires to make any changes to the approved plan during construction, the Community Association Manager must be contacted by the Owner in order to determine whether these changes are major and whether a revised application needs to be submitted. Construction must be completed as approved and any changes from the original plan must be approved prior to the start of construction. Additionally, work must commence within 6 months of approval or a new application must be submitted. The project must be completed within 12 months of commencement.

Appeals Process

All reconsiderations will be reviewed on a case by case basis, and the granting of a request for reconsideration with respect to one project does not imply or warrant that a similar request will be granted with respect to any other project. Each case will be reviewed on its own merits and in light of the overall objectives of these Design Guidelines.

Appeals to the Residential ARC

Should an application be denied on the basis of the Covenants or Standards, and the applicant feels that the submittal was misinterpreted or that there are extenuating circumstances which should qualify them for an exception from these requirements, they may contact the Community Association Manager, within 10 business days after notice of an ARC decision has been mailed. If the ARC agrees that a second review is in order, any such request for reconsideration shall include a statement of the basis for such request and technical design information supporting such request. The ARC may require additional information in connection with any request for consideration. The Owner's written request for consideration may also include a request to personally address the ARC at its next scheduled meeting.

Appeals of ARC Action to the Board

If an applicant feels that he or she has been unfairly denied approval after completing the appeal process by the ARC, an appeal may be filed with the Board of Directors by contacting the Community Association Manager.

Inspection and Compliance

Upon completion of any construction or alteration, management or an agent of the Architectural Review Committee may inspect the property to confirm that construction is in compliance with the approved plans. Periodically, management or members of the Architectural Review Committee may inspect Cedar Run properties for compliance with design guidelines and covenant standards. The exterior of homes must be inspected upon resale as specified by the Virginia Property Owners Association Act (POAA).

Violations

In the event of a covenant violation, management shall seek to obtain compliance formally through letters to the Owner. If these efforts fail, management shall inform the Owner of the violation in writing by certified mail, giving the Owner reasonable time in which to correct the violation. If the violation is not corrected to the satisfaction of the management agency, the matter shall be turned over to the Association Board of Directors, which shall then determine the appropriate course of action. Board actions may include, as appropriate and at the Board's discretion, any or all of the following:

- Issuing a cease and desist notice
- Requiring the Owner to correct the violation or to restore the affected area to its original condition
- Notifying the mortgagee of the violation
- Taking any other legal action as permitted by the County or the Commonwealth

Project Submission Requirements

Since projects may vary greatly in scope and complexity, project submission requirements will also depend upon the specific improvement or modification.

All improvements or modifications require submission of a completed Architectural Modification Form, which is included in the back of this manual. Additional copies can be obtained from the management staff or online at <https://www.cedarrunhoa.org/design-guidelines>

The Individual Design Guidelines provide the best source of information related to the project and list the specific items that must be included with the application. A complete application will generally include:

- A brief written description of the project
- A site plan (if applicable) showing the location and size of the project
- Scaled drawings showing what is proposed

- Photographs of the existing condition
- A brochure, catalogue photo, or manufacturer's information of what is proposed (if applicable)
- Material or color samples (if applicable)

The completed application, plans, specifications and site plans shall be submitted with related materials submitted via mail to:

Community Manager
c/o Cedar Run Architectural Review Committee
Associa® Community Group,
3901 Westerre Pkwy, Ste 100, Richmond, VA 23233
Or via email: <mailto:email@communitygroup.com>

Design Guidelines

Design Guidelines have been prepared in order to assist the Architectural Review Committee (“ARC”) and Applicants with the design and review process. The ARC is the sole interpreter of the Design Guidelines, monitors their effectiveness and amends or revises them as necessary in order to administer the process. Since the guidelines may be reviewed and revised from time to time, Applicants should contact the Community Manager prior to submission if there are any questions and to confirm the status of specific guidelines or design issues. Design Guidelines are also available online at <https://www.cedarrunhoa.org/design-guidelines> under the “Members Only” section.

Some of the items listed for review in this manual do not require the ARC’s approval; however, the ARC reserves the right from time to time to remove delete an item from a submission list or prohibited use or installation of such an item.

Before any modification, change or addition is made to the exterior of your home, an application is required for the Architectural Review Committee to review. It is the owner’s responsibility to file an application for all exterior work. A county permit does not circumvent this requirement. The process is easy if you apply before work commences.

Failure to obtain proper authorization on your modification request may result in charges being assess to your account per Associations governing documents and section 55-513 of the Virginia Property Owners Act.

Please review the Design Guidelines included in this manual or on the website for detailed information. Submit a complete application package in order to obtain approval prior to beginning any work. These Design Guidelines provide a framework to maintain design quality throughout the community, to promote sensitivity for the natural environment and to encourage consistency of design while allowing flexibility for achieving design solutions.

If you have any questions about architectural modifications, please contact, Community Manager, at (804) 270-1800 ext. 1 or send an email to: email@communitygroup.com.

What is a Plat?

A plat is a survey of a piece of land to identify boundaries, easements, flood zones, roadway, and access rights of way. Most projects require a “Property Plat/Site Plan” to be submitted with an application. You should have received a legal size document of your plat at the time of your settlement. Please include a copy of the original plat when submitting your modification documentation to the HOA.

What is the purpose of the plat? All architectural improvements must be drawn on the plat to show the location of your project such as a deck, patio, and screened-in porch, play equipment, etc. The plat assists the Architectural Review Committee (“ARC”) in understanding the project and its impact on your property and adjoining properties.

If you cannot locate your plat, contact your Settlement Company or a local land surveyor. In some instances, the Cedar Run Homeowners Association has copies of plats from prior application submissions.

SAMPLE PLAT

Additions/Alterations (Major) Application and Approval Required

General Considerations

- Additions/alterations may include any room additions or extensions, garages, carport enclosures, sunrooms, porches, etc. Any extension of the dwelling is to be considered an addition. Additions shall be planned and designed with the same care and consideration as initial house construction.
- The addition/alteration shall be visually integrated with the existing house through the consistent and complementary use of architectural elements, materials, colors and other details. The design must be compatible with the existing house in style, character, scale, materials, colors and massing.
- The massing of the addition shall be similar in the use of shapes to that of the house, but proportionately smaller so to not overpower the house. Roof styles and slopes shall be similar.
- Architectural elements such as corner and rake boards, soffits, eaves, window and door trim, and shutters shall match the style of the same elements on the house.
- All exterior finish materials and colors shall match the house. Matching colors on dissimilar materials is not acceptable.
- The Henrico County Building Code should be observed in all its aspects, including obtaining of a building permit, to avoid possible problems.
- It is suggested that plans be submitted for approval to the Architectural Committee prior to applying for the Henrico County Permit.

Specific Guidelines

- The size and location of the addition should be appropriate in relation to the existing house and space available on the property.
- The addition should minimize any tree removal.
- Changes in grade or drainage patterns must not adversely affect adjacent properties.
- The design of the addition should repeat significant architectural elements of the existing house such as roof lines, windows, trim details, materials and colors.
- The new roof pitch should, if possible, match that of the existing roof pitch.
- New windows and doors should be the same type, material and color as those of the existing house. In general, windows and doors should match the style of those in the existing house. Exceptions may be granted at the discretion of the ARC for sunrooms or other specially glazed areas.
- Supplemental landscaping may be required to compensate for the removal of significant vegetation.

Submission Requirement

The following must be submitted in with the completed application:

- A site plan and complete set of architectural drawings paralleling those required for Henrico County building permits.
- The site plan must show relationship of proposed and existing construction to property lines and adjacent dwellings.
- Size and location of trees in affected areas are also to be included, if applicable.
- Drawings to scale of proposed construction shall include elevation views of each proposed exterior wall including dimensions and locations of features as doors, windows, and roof lines, trim and proposed exterior lighting fixture type.
- A complete description of materials including manufacturer and type of siding materials, roof materials, trim materials, colors, etc.
- Catalogue photographs or manufacturer's "cut sheets" of items, such as exterior light fixtures, as applicable, including sizes, materials and colors
- A landscape plan, as applicable

Air Conditioners/Heat Pumps

General Considerations

Generally, no application is required for the replacement of existing approved equipment of a similar size and appearance in the current location. Window, wall mounted air conditioners, and fans are prohibited.

Application and approval is required. If there should be a variance in material, size or style from the original unit.

Utilities and related mechanical and electrical equipment such as air conditioners, heat pumps, condensers, meters, etc. shall be located so as to minimize their visual and acoustical impact on neighboring properties.

Specific Guidelines

- The size and appearance of the proposed air conditioner/heat pump unit must be appropriate for its residential setting.
- Wall, window mounted units and window fans are prohibited.
- Any air conditioner/heat pump in a highly visible location may require landscape screening or an architectural screen.

Submission Requirements

- A copy of the existing site plan showing the house, significant vegetation, property lines, and the location of the proposed air conditioner/heat pump
- Photographs showing the existing house and property

- Catalogue photographs or manufacturer's "cut sheets" of the unite including its dimensions and color
- If screening is proposed, include drawings indicating dimensions, details, materials, and proposed colors
- Where applicable, provide a planting plan indicating the proposed type and location of existing or proposed vegetation

Animal Control

General Considerations

In order to provide a harmonious neighborhood, homeowners/tenants should recognize the need to properly restrict pets. All laws, ordinances, rules and regulations pertaining to dogs, cats and other domestic animals adopted by the County of Henrico and the Commonwealth of Virginia are hereby adopted as rules and regulation of the Cedar Run Association.

As set forth in Henrico County, Virginia, Code of Ordinances, ARTICLE II. Sec. 5-29. - Unlawful acts; animals running at large *"Dogs running at large. It is prohibited for any dog to run at large within the county at any time during any month of the year. For the purposes of this subsection, a dog shall be deemed to run at large while roaming, running or self-hunting off the property of its owner or custodian and not under its owner's or custodian's immediate control. A dog shall not be deemed to be running at large if it and its owner or custodians are within a county-designated off-leash, fenced dog exercise area. Any owner who permits his dog to run at large in the county shall be deemed to have violated the provisions of this subsection."*

- No wild, exotic or "game" type animals shall be kept on residential lots. No birds, animals or insects shall be kept or maintained on any lots except for domestic purposes (of or relating to a family or household).
- All pets must be kept on the owner's property or under his or her immediate control and must comply not only with the Henrico County Animal Ordinance, but with this regulation.
- No animal shall be allowed to roam loose.
- Residents are advised that they are subject to Henrico County ordinances regarding among other things licensing, "Leash Laws" and clean-up of animal waste material.
- All complaints concerning animals must be made to the Henrico County Animal Control Division.

Specific Guidelines

- Leashes – All animals must be on leashes or similarly restrained at all times when outside the dwelling. This applies to animals on your property and on Common Property. Animals are not to be left unattended on the Common Area. This includes the chaining of animals to posts, doors, electrical boxes, etc.
- Animal Waste –You are responsible for removing waste deposited by your pets on public or private property, including your own property.
- Enforcement – Enforcement of the leash law and other local ordinances will be executed by the Henrico County Animal Control Division. Other complaints regarding animals should be directed to the management company.

Antennas/ Satellite Dishes - Application and Approval Required

General Considerations

Antennas/satellite dishes should be selected and located, to the extent possible, to minimize their appearance from the street and neighboring properties. The location should take advantage of screening provided by existing structures and/or vegetation.

- In accordance with the Telecommunications Act of 1996 (Act), antennas and satellite dishes not larger than one meter (39”) are permitted as a matter-of-right. No application is required for the installation of an antenna or satellite dish that does not exceed one meter (39”) and meets the following guidelines and all of the Federal Communications Commission (FCC) requirements under the Act. An Architectural Modification Form is required for all external installations.
- However, while the Telecommunications Act of 1996 allows small satellite dishes of one meter (39”) or less to be permitted, the HOA may regulate the placement and screening of such antennas, to assure the maintenance of the general community aesthetic.

The following guidelines are to assist in the placement of an antenna or satellite dish.

Specific Guidelines

Antennas

In general, homeowners may use or install antennas inside the attic space or otherwise fully concealed space within their dwelling or structure without application. However, an Architectural Modification Form is required for all external installations. While the Telecommunications Act of 1996 allows small satellite dishes of one meter (39”) or less to be permitted, the HOA may regulate the placement and screening of such antennas, to assure the maintenance of the general community aesthetic.

- An antenna that is designed to receive television broadcast signals may be mounted inside the attic.
- To the extent feasible, antennas should not be visible from the street.
- Per the Act, external antennas are limited to a maximum height of 12” above the roof line

- Antennas must be mounted directly on the rear of the house, on a roof plane facing the rear or on the backside of a chimney.
- All wiring for antennas and satellite dishes must be properly secured. In some instances, wiring may be required to be concealed.

The following priorities shall be observed in determining antenna locations:

- Mounted on the ground in the rear yard.
- Mounted on a pole, an existing other structure, or a tree in the rear yard.
- Screen the antenna from view from the street with natural plantings, trees and shrubs, to the extent they do not comprise the signal reception.
- Use antennas with a dark or muted color, or paint the antenna a muted color to blend with the background surface or with the surrounding landscape.

Satellite Dishes (External)

- All Satellite Dishes must be one meter (39") or less in diameter.
- Per the Act, satellite dishes are limited to a maximum height of 12" above the roof line.
- Based on the required positioning to receive transmissions, antennas/satellite dishes should be placed in an inconspicuous location. They should not be placed in areas where they would constitute a safety hazard.
- Satellite dish colors should remain as purchased. Preferred colors are black, gray, tan and other neutral tones. Where other color options exist, they should complement the color of the house to which the dish is attached, e.g. roof or siding color.
- Other than the brand name, commercial advertising on the dish is prohibited.
- Landscape planting is recommended to screen a dish from view if it is placed in a visible location on the ground.
- Satellite dishes must be screened so as not to be visually obtrusive from adjoining property or from the street.
- Satellite dishes may not be placed in the front or side yards of any property.
- Antennas/satellite dishes must be placed on the homeowner's property, not in common areas.

Submission Requirements

- An Architectural Modification Form is required for all external installations

Awnings - Application and Approval Required.

General Consideration

- Awnings shall be located in rear yard and are not permitted on front of property.
- Sun control devices must be compatible with the architectural character of the dwelling.
- Awnings must be of straightforward design without decorative embellishments such as scallops, fringes, and contrasting colored stitches.
- Awnings shall be consistent with the visual scale of the dwellings to which they are attached.

- The location of any awning shall not adversely affect views, sunlight or natural ventilation or adjacent properties.
- Pipe frames for canvas awnings shall be painted to match the trim or dominant color of the house.
- When awnings are removed for winter storage, pipe frames shall also be removed.

Submission Requirements

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

Basketball Goals (Fixed and Portable) - Application and Approval Required.

General Considerations

Generally, on private property fixed basketball hoops must be located above the driveway apron. Portable basketball hoops must be stabilized by filling the base with water or sand or staking according to manufacturer's instructions. Alternate forms of weighting, for example cinder blocks or bagged sand are not acceptable.

In accordance with Virginia State Code playing in the street is illegal! Basketball hoops, street hockey goals, and game equipment such as roller skates, skateboards, and other toys are not permitted on roadways. If recreational equipment owned by you is placed on or near the street and a person is injured in connection with this equipment you could be held civilly liable! Violations of these laws may result in criminal prosecution of any person who plays in or obstructs the roadway or in the VDOT right-of-way which extends approximately ten feet from the street towards your home.

Specific Guidelines

- Generally, no more than one basketball backboard will be permitted on any property.
- The preferred location is over a driveway.
- Building-mounted backboards should be clear or painted to match the surface behind (generally the siding or the roof).
- The addition of paving material for a playing court also requires review and approval.

Submission Requirements

- A copy of the existing site plan showing the house and any accessory structures, fences, significant vegetation, property lines and the proposed location of the basketball backboard
- A catalogue photograph or manufacturer's "cut sheets" of the backboard and pole (if applicable), including dimensions, materials and colors
- If the backboard is to be building-mounted, include a photograph showing the location of the proposed backboard, indicating material and color
- Where applicable, provide a planting plan indicating the proposed type and location of vegetation or other screening, existing or proposed.

Color Changes

General Considerations

Generally, no application is required for repainting (or the replacement of siding) with a color/medium that is the same or similar to that which is being replaced.

Application and approval is required. If there should be a variance in material or color from the original color.

Color and material changes shall be appropriate in appearance and quality to the style and design of the house. Exterior colors should be selected to enhance the appearance of the house as well as its relationship with surrounding properties and the natural environment.

Specific Guidelines

- Proposed color and materials change request must be compatible with other existing or proposed exterior colors and materials on the house, such as roofing, siding, etc.
- Use of the same manufacturer of paint is important; considerable variation may exist between color "names" of different manufacturers.

Submission Requirements

- Photographs showing the house and marked to indicate the proposed location of replacement siding, if applicable, and all elements proposed for color changes
- Where a change in material is proposed, such as the addition of siding or brick, include elevation drawings, to scale, showing the location of all areas proposed to be changed
- Identify the manufacturer, material and specific color "name"; and provide chips of all proposed paints key to the elements to be finished

Decks - Application and Approval required.

General Consideration

The following guidelines shall apply to the construction, alteration, or expansion of decks. Approvals of decks will be judged solely on individual merits which include, but are not limited to, the location, size, conformity with design of the house, relationship to neighboring dwellings and proposed use.

The Henrico County Building Code should be observed in all its aspects, including obtaining of building permits, to avoid possible problems.

It is suggested that plans be submitted for approval to the Architectural Review Committee prior to applying for the Henrico County Permits.

- In general, the deck shall be an appropriate size for the area in which it is to be located. It shall be harmonious (in configuration, detail, material and color) with the architecture of the house.
- Modifications or additions to an existing deck must incorporate the same materials, colors and detailing as the approved existing deck.
- Decks shall be constructed of durable materials such as pressure-treated wood, composite decking such as "Trex" or vinyl.
- Railings may be wood, vinyl, PVC, composite decking such as "Trex" or metal.
- The color of each deck must match the primary color of the exterior of the house, the trim of the house, or be a natural wood color.
- In addition to the above, decks will be considered on their individual merits which include, but is not limited to: location, size, conformity with design of the house, relationship to neighboring dwellings and proposed usage.

Specific Guidelines

- Design and location should minimize any tree removal.
- Changes in grade or drainage pattern must not adversely affect adjoining properties.
- Decks are to be located at the rear of the house.
- Decks should not project beyond the side walls of the house. The side-walls of the house are defined as the major (structural) side-walls and do not include bay windows, chimney enclosures, porches or other such projections
- Privacy screens, arbors, trellises, gazebos, screen porches or similar structures of significant mass shall not be located beyond the side of the house.
- Deck should be constructed in such a way that braces are not required.
- A solid trim board shall be provided on any open side of the deck to conceal the joists and cut ends of the decking.

- Underdeck screening should be compatible with the architecture of the house and deck. Any underdeck screening must have finished edging. If lattice is used, it must be properly framed and recessed.
- Decks shall be constructed of either a composite material, or wood.
- If wood is used then it should be left to weather naturally or painted/stained in a muted color that is harmonious with the colors of the house.
- The standard railing design is a simple 2" x 2" vertical picket railing at the minimum height required by County Code. Decorative railings and balusters will be considered on a case-by-case basis.
- Privacy screens should be constructed of lattice, properly framed and installed directly on top of the railing.
- Privacy screens should be limited to small areas of the deck. As a guideline, the total amount (length) of privacy screening should be limited to no more than 30% of the length of the deck.

Submission Requirements

- The Architectural Modification Form and all required items below.
- Existing site plan showing the house, property lines and easements, including significant vegetation, existing patios and decks, fencing, accessory structures and the location of the proposed deck
- Photographs showing the house and site marked to show the location of the proposed deck
- A plan, to scale and dimensioned, showing the house and the proposed deck
- For upper level decks and decks of more than one level, provide elevation drawings, to scale, showing the house and the proposed deck, including the height above grade, stairs and any other proposed elements
- Detailed drawings of railings and any benches, planters, privacy screens, etc.
- Samples of proposed colors if other than pressure treated wood
- A landscape plan, as applicable

Doors/Storm Doors

General Considerations

Generally, no application is required for replacement of existing doors/storm doors that are similar in type, style and color. Storm doors with “full-view” and simple, with straight-lined framing without decorative embellishments and which are compatible with the style and color of the house, submit modification request form for all other designs.

Application and approval is required. If there should be a variance in material, color, size or style from the original door or storm door.

Specific Guidelines

Doors Additions/Replacements

- Doors must match the color of the house siding, exterior door, or trim molding (except where builder-installed/painted as part of the original design concept).
- Doors shall be of quality materials and workmanship, and shall be consistent in proportion, detailing and style. The style, material, color, detailing and installation of a new or replacement door must be consistent with that of existing doors.
- Doors and door frames should be clad or painted with a color consistent with other doors, windows and house colors. Color shall comply with the guidelines for Color Changes.
- Wood doors must be protected with stain or paint to prevent an uneven weathered appearance.

Storm Doors

- New storm door should be “full-view” and simple, with straight-lined framing. Decorative ornamental styles that are appropriate to the architecture of the house may be approved on a case-by-case basis, with a submitted application.
- Storm door may be finished the same color as the door they enclose or in a color complementary with the house colors.

Submission Requirements

- Photographs showing the house, existing windows and doors and the proposed location of new and/or replacement doors
- Where a new door is proposed, elevation drawings, to scale, showing the existing house and the proposed location of the doors
- Catalogue photographs or manufacturer’s “cut sheets” identifying door type and style, including the specific ‘name’ of the door, if applicable, and dimensions, materials and colors
- A sample of the door finish and color

Driveways

General Considerations

Generally, no application required for repaving, re-tarring or seal coating existing approved driveway/parking pad, with a color/medium that is the same or similar to that which is being replaced.

Application and approval is required if there is an alteration or addition.

The widening, extension or addition of driveways, turnarounds and parking pads shall be consistent with the overall image and character of the community. They should be located and designed to minimize their visual and acoustical impact on neighboring properties and any change in drainage must not adversely affect the adjacent properties.

In general, the size of the driveway shall be appropriate for the size of the property on which it is located. It should be constructed on natural grade using a material that is consistent with other driveways and parking pads in the neighborhood.

Specific Guidelines (alterations or additions)

- Additions/alterations to existing driveways must incorporate the same material, color and detailing as the original driveway.
- Design and location should minimize the removal of trees and other significant vegetation.
- Changes in grade or drainage pattern must not adversely affect adjacent properties to permit the free flow of storm water runoff from adjacent lots into drainage easements.
- Generally, more than one driveway will not be approved on any one property.
- Driveway access from the street should be easy and direct. Maximum grade should relate to the length of the driveway and generally should not exceed 12%.
- Driveways shall only connect to the street where curb cuts have been provided. A driveway or parking area in the rear yard is not permitted.
- Driveways must be constructed of asphalt or concrete, any other material will be considered on case by case basis.
- Loose gravel and unpaved driveways and/or parking pads are prohibited.

Submission Requirements

- A copy of the existing site plan showing the house, property lines and easements, existing driveways, significant vegetation, fencing, accessory structures, and the location of the proposed driveway
- Photographs showing the location of the proposed driveway
- If grading is involved, a plan showing the change in grade, any retaining walls that will be required
- A description/photos of the proposed paving materials
- A landscape plan showing proposed plantings, as applicable

Fences - Application and Approval Required

General Considerations

In order to maintain the open character of Cedar Run, the use of fences should be limited. Wherever possible, alternatives such as plant materials should be used to define boundaries and create privacy. Fences should minimize the physical and visual impact on neighboring properties.

In general, fences are not permitted in front yards and may not extend beyond the front corners of the house (except when builder-installed as part of the original design concept). Rear yard fencing which will, in effect, create front yard fencing for a neighbor is prohibited. Additionally; chain link, wire, or split rail with wire, fences are prohibited.

Fence height shall be limited by its location as specified below. Except as otherwise provided in sections (1) and (2), the maximum fence height may be increased by two (2) feet on corner lot lines next to major roadways, wooded rear lot lines, and rear lot lines with no lot behind the property. For purposes of this provision, vinyl coated and wood fencing shall qualify. In no case shall a fence exceed six (6) feet in height, regardless of location.

- (1) The maximum fence height for wooded and open rear lots not backing up to another owner's lot shall be six (6) feet. Side fencing shall conform to the standard four (4) feet fence design guidelines throughout Cedar Run.
- (2) The maximum fence height for the side of the lot which is along a major roadway; may be increased to six (6) feet. The lot owner side fencing shall conform to the standard four (4) feet fence design guidelines throughout Cedar Run.

Specific Guidelines

- Any fence which the Architectural Review Committee may approve to be placed or erected on any Lot shall only be composed of wood, ~~and/or~~ vinyl and/or PVC and shall have a minimum height of four (4) feet and a maximum height of six (6) feet, (unless the Zoning Ordinance mandates a lesser maximum height, in which event the maximum height allowed by the Zoning Ordinance shall be the maximum height allowed under this Regulation).
- Wood fences shall be left natural, stained as approved by the Architectural Review Committee. The finished side shall face the street or exterior of the property.
- Every fence shall be kept in good repair, consistent with the design thereof. The property owner shall be responsible for maintaining the area between the property line and the owner's fence.
- Gates shall match the design, material, color, height and construction of the fence. Ornamental gates of distinctive design will be reviewed on a case-by-case basis.
- The height of any fence or wall shall be measured from the existing elevation of the Lot along any fence or wall.
- If fencing is already constructed on/or adjacent to the property, additional proposed fencing must be of the same material, color, and styles as the existing fence. Those fences attached to

the dwelling shall be painted or stained to match the siding or dominant color of the residence or be left in a natural wood color.

- All fencing shall be constructed entirely-within an applicant's property. Proposed fencing on the property line, in an open space or in the right-of-way will be denied.

Solid or Semi Solid Fencing

- Solid privacy fencing may be permitted in certain situations; wooded rear lot line, rear lot lines with no lot behind their property, and corner lot lines along a major road.
- Any solid or semi-solid rear or corner lot fencing permitted along a major road shall be uniform and shall conform to the standard fence design throughout Cedar Run.
- Such lot line fencing should have at least one 3' jog or off-set within each lot in order to prevent long lines of straight fencing.
- The maximum height of privacy fencing shall be 6'.
- All fence tops (for solid privacy-type fences) shall be level and not slope with grade.
- Depending upon the fence design and topography, fence bottoms for solid types of fences shall either be level to match the top or may slope to follow the grade if the grade is severe.
- Tops of fences should have a substantial cap board. Any metal post caps must be painted to match the color of the fence. All vertical members must be straight and plumb. Horizontal members must be parallel with one another.

Submission Requirements

The following must be submitted with the completed application:

- A description of the fence style, material, color and dimensions including architectural style and color of the house and trim and types and colors of other fences in the immediate area must accompany the application.
- A site plan showing the relationship of the proposed fence and gates to adjacent dwellings and properties
- A copy of the existing site plan showing the house, patios/decks, existing fences, accessory structures, significant vegetation, property lines, easements and the location of the proposed fence
- Photographs showing the house and proposed fence location
- A drawing or photograph of the fence design, including dimensions, materials and color
- A landscape plan showing proposed plantings, as applicable
- Specific fence manufacturer selected
- Model selected
- Specification sheet from the manufacturer

Gardens – Vegetable – Application and Approval Required.

General Consideration

The use of raised garden beds also referred to as garden boxes are accepted with the submission of an Architectural Modification form.

Specific Guidelines

Vegetable gardens require an Architectural Modification form for approval; however, renewal applications are not required on an annual basis if no change in previously approved garden. Conversely, new application for approval required if any changes to size and/or location.

- Vegetable gardens are only permitted in rear yard out of public view, between the rear line of the house and the rear property line and are not visible from their neighbor's yard.
- Only raised wood, composite or recycled plastic garden beds are permitted
- One (1) garden bed shall be allowed per lot, the size shall not exceed the lesser of 24 sq ft (4x6)
- Wooden raised beds shall be enclosed by treated wood boards
- Any mature plants shall not exceed a height of 36". The planting of corn is not permitted. No plants shall exceed the allowed fence heights or are permitted to encroach any neighbor's yard or community-maintained common area.
- Raised beds may not extend greater than twelve inches above finished grade.
- Installed gardens shall not damage adjoining property through the flow of water onto said property.
- If the way in which a homeowner's food garden is being maintained is resulting in a nuisance (i.e., attracting rats and other pest populations), the nuisance provision would constitute a "reasonable restriction" and the HOA will enforce against the homeowner.
- Gardens must be regularly weeded, for dead plants to be removed at the end of the growing season. Failure to adequately maintain these gardens are a violation of the maintenance provisions of the Declaration.
- All dormant gardens/dead plants shall be removed and the ground restored to the original grade after the first hard frost.
- Temporary fencing may be used to keep out small animals. The maximum height including supports is not to exceed 18 inches. Temporary fencing may be installed after April 15th and must be removed annually by October 31st.
- Bulk garden materials may not be placed in front of the house, streets, sidewalks, rights of way or open space.

Submission Requirement

- A plot plan with exact location of the garden in relation to the house and property lines.
- Dimensions of the garden and items which are to be included.
- Any change in size or location of previously approved garden requires a new application.

- Approval may be rescinded if, the ARC receives complaints from neighbors resulting in a nuisance violation (i.e., attracting rats and other pest populations or the ARC finds that homeowner has failed to comply this regulation.

Gutters and Downspouts

General Considerations

Generally, no application is required for the replacement of existing approved gutters and downspouts of a similar size and appearance in the currently approved location.

Application and approval is required. If there is a variance in material, color, size or style from the original gutters and downspouts. The design, color and location of gutters and downspouts must be compatible with the architecture and colors of the house.

Specific Guidelines

- Gutters and downspouts shall be painted to match existing gutters and downspouts or may be painted the color of the surface to which they are attached, or the existing trim color.
- Downspouts must be brought to grade.
- Downspout extensions, including underground drain pipe, must not detrimentally impact any adjacent property.

Submission Requirements

- Drawings or photographs of the house marked to show the locations of the proposed gutters and downspouts.
- Catalogue photographs or manufacturer's "cut sheets" showing their profile, dimensions and color.

House Numbers

General Considerations

Generally, no application is required. House numbers should complement the architectural style of the house; should be compatible in design and located to be clearly visible. Custom designed house numbers will require an application for approval.

Specific Guidelines

- House numbers must be legible, Arabic numerals, no taller than 3" and should contrast with the color of the background to which attached.
- Numbers should be placed on both sides of the curbside mailbox post.

- Internally lit numbers are not permitted.

Landscaping (Plantings and Related Elements)

General Considerations

Generally, no application is required for the installation of flowers (planting), unless a landscape or planting plan is required as a part of the review of an additional modification project.

Landscaping is an integral part of the overall image and character of Cedar Run. It should enhance the architecture of the house, the natural beauty of the environment and the overall quality of the neighborhood. The preservation of wooded areas should be maximized through the retention and maintenance of existing trees.

In general, well maintained turf, low ground cover, flower beds and the use of native materials are encouraged.

Any use of synthetic materials including, but not limited to, synthetic turf, molded resin boulders and rubberized mulch requires an application and will be evaluated on a case by case basis.

Significant structural elements related to landscaping, such as retaining walls, paved areas, steps, etc., must be submitted for review and approval.

Lawn Care

General Consideration

Pursuant to Article VI, Section 9 of the Cedar Run Declaration, "All grass areas shall be maintained in accordance with local ordinances after construction of a Dwelling. In the event that any Owner or occupant shall fail or refuse to keep his premises free of weeds, underbrush, refuse or other unsightly growth or objects, ...persons authorized by the Architectural Review Board, may, but shall not be required to, enter upon said lands to remove the same at the expense of the owner."

Yard appearance is one of the most noticeable aspects of community appearance. Poorly maintained yards have the potential to significantly detract from a neighborhood's livability and perceived value. Therefore the minimally acceptable requirements for all home owners of the community have been adopted in addition to the Declaration.

Definitions

"Yard" is considered to include all areas of an individual property not covered by permanent structure, such as house or mailbox, nor covered by permanent surfacing such as driveway, curb, patio, or sidewalk. This includes all utility easement areas and areas surrounded by curbs and sidewalks. Generally this is all area surrounding a house that would reasonably be considered appropriate for vegetation growth.

"Lawn" is considered to include areas of the yard that are covered with turf or what is generally accepted as decorative grass varieties such as Bermuda.

“Weed” is considered to be any of a generally accepted class of vegetation normally considered as undesirable in well maintained lawns. These could be grasses, flowering plants, or broadleaf plants that are unique from decorative grass.

“Landscape shrubbery” is considered decorative trees, bushes, flowers and shrubs of varying heights designed to be displayed at the individual plant’s natural stature and height.

“Bedding areas” are those areas of the yard in which landscape shrubbery is planted and not naturally or aesthetically designed for vegetation other than landscape shrubbery.

“Fence” is a decorative wood, metal, vinyl and/or PVC patrician rising from the yard surface.

“Hardscaping” refers to decorative yard structures, materials, and border trim such as statuary, figurines, pots, landscape lights, stone, brick or other yard adornments. Often hardscape border materials such as metal banding, bricks or stone separates lawn from bedding areas. Significant structural elements related to landscaping, such as retaining walls, paved areas, steps, etc., must be submitted for review and approval.

Specific Guidelines

1) Mowing Frequency: During the growing season (April 1 to October 31) lawns must be mowed at least once every 14 days.

2) Maximum Height of Lawn Vegetation: The Henrico County Code restricts weed and grass growth to 12 inches in height. Year-round, any lawn vegetation should be no more than 12” in height as measured from the top of the soil. This includes the areas of the lawn that adjoin surface structures, or adjoin hardscape, are next to utility boxes, and underneath or around fences.

3) Grass Encroachment of Permanent Surfacing: Lawn grass should not encroach or extend over permanent surfacing such as driveways and curbs by the stop sign near your property or sidewalks. Residents are required to trim or “edge” areas of their lawn adjacent to driveways, curbs and sidewalks to prevent vegetation encroachment of those permanent surfaces. Grass growing in the seams of the sidewalk must be cut/trimmed/removed regularly.

4) General Appearance: The appearance of the lawn during the growing season should be predominantly green in color. Residents should water frequently enough to encourage greening of lawns, unless government authorities have issued watering restrictions. “Bald” areas or dry spots must be treated by the resident to facilitate growth of a desirable decorative grass such as Bermuda. At no time during the growing season should a lawn be more than 50% brown or yellow unless watering restrictions are in place, or unless unseasonably cold weather has prevented greening.

5) Weeds: The lawn area should not be covered in weeds. Residents must take care to either pull weeds by hand or apply chemical treatments to reduce the area of weed coverage. Decorative grasses such as Bermuda should be the dominant vegetation in a lawn.

6) Lawn Surface Area: Yards shall consist of at least 70% lawn with no more than 30% dedicated to landscape shrubbery or bedding area.

7) Landscape Trimming: Landscape shrubbery, including trees, will be neatly trimmed so as to be visually appealing, symmetrical and proportionate to the property. Landscape shrubbery should not be so thick as to prevent lawn areas from growing. Dead landscape shrubbery material must be removed within 30 days of browning. Dead trees above 15' in height, must be removed within 60 days of complete browning.

(Note that the property owner remains liable for wind damage to the property of others caused by dead trees as insurance normally does not cover damage caused by dead trees. The HOA will not accept responsibility for damage to property by the failure of a property owner to remove dead landscape shrubbery including dead trees, and encourages immediate removal of dead trees.)

8) Leaf or Natural Lawn Debris: Dead vegetation matter such as leaves, pine needles, or visible clumps of lawn clippings must be bagged and placed in trash receptacles at least every 3 days.

9) Foreign Objects: Objects that are not reasonably considered hardscaping should be removed from the yard every 12 hours. These include bicycles, toys, tools, garden implements, newspapers, trash, and other objects or materials not normally associated with yard decoration.

10) Gardens: Vegetable gardens whose purpose is to grow edible items are prohibited in any area of the resident's yard that is visible from the street.

11) Composting: No compost materials or containers are permitted in any areas of a resident's yard

12) Artificial Vegetation: No artificial vegetation of any kind is permitted in the resident's yard if visible from the street. This includes but is not limited to artificial turf, imitation flowers, or imitation shrubs and trees.

Remedies and Penalties for Non-Compliance

Residents, who are out of compliance with the above standards will, be subject to enforcement. A designated representative of the Architectural Review Board, Board of Directors and Community Manager shall be required to visually inspect a yard and must agree that the yard is out of compliance with the above standards.

At the time a yard is declared out of compliance a notice will be sent to the resident whose property includes the offending yard informing them of the violation requesting that the resident take the needed steps to bring the yard into compliance with the standards.

Failure to properly maintain your lot may result in charges being assessed to your account per the Associations governing documents and section 55-513 of the Virginia Property Owners Act.

Lighting (Exterior, Flood, Post Lamp, Security)

General Considerations

Generally, no application is required for security lighting and the replacement of an approved lighting fixture with an exact match or one that is substantially the same in type, size and appearance.

Application and Approval is required for permanent exterior lighting and wiring, and replacement of lamp post.

Lighting, including both decorative and security lighting shall be selected and located so as to be an integral part of the house and yard. Fixture style, configuration and location must be compatible with the architecture of the house.

A new or replacement light fixture should be either an exact match or compatible in style, design, size, color, finish, type and lamp wattage with the original or approved fixture it is replacing.

Specific Guidelines

- Exterior light fixtures should be “hard-wired” so that there is no visible wiring or conduit.
- Lighting shall be selected and located so as to minimize its impact on neighboring properties. The location of security lights on the house should be as inconspicuous as possible.
- Generally, only one post lamp will be approved for each property. Post lights can be operated by photo cells.
- Fixture design, wattage, color, location and direction should minimize glare onto neighboring properties, pedestrian walkways and streets. Fixtures should be shielded and mounted under or immediately below the eaves.
- Security lighting such as spotlights or floodlights should be selected and located so as to minimize its impact on neighboring properties. Security light fixtures (floodlights) will not be approved as replacements for decorative post lamps or fixtures at entry doors.
- Flood lighting maybe a “white” color or bug deterrent (yellow-orange) light. Ground or tree mounted floodlights must have deep shields to effectively screen the light source from view.
- Seasonal/holiday lighting will generally not be reviewed; it should be removed promptly in two weeks after the holiday.

Mailboxes

General Considerations

Generally, no application is required for the replacement of an existing, standard approved mailbox or post.

Application and approval is required. If there should be a variance in material, color, size or style from the original mailbox or post.

Specific Guidelines

- Mailboxes shall be located at the curb immediately adjacent to the driveway.
- Curbside mailboxes and posts should conform to the builder's installed mailbox design. Minor variations in the color, size and style of the mailbox or post will be considered on a case-by-case basis.
- Newspaper delivery boxes, where desired, shall be incorporated within the design of the overall mailbox support post bracket.
- House number must be placed on both sides of the mailbox post.
- House numbers must be legible, Arabic numerals, no taller than 3" and should contrast with the color of the background to which attached.

Submission Requirements

- A copy of the existing site plan showing the house, driveway, property lines and the proposed location of the mailbox.
- A photograph or drawing of the mailbox and post including dimensions, material and colors.

Patios - Application and Approval Required

General Considerations

Patio designs are to be harmonious with the architecture of the house and to mitigate the impact of its use upon neighboring properties.

In general, the patio shall be an appropriate size for the area in which it is to be located and should be constructed of wood, concrete, slate, brick or other masonry or stone material. Landscaping is recommended for screening.

Modifications to existing patios must incorporate the same materials and detailing as the approved existing patio.

Specific Guidelines

- The patio shall be designed as an integral part of the house and property.
- Design and location should minimize any tree removal.
- Changes in grade or drainage pattern must not adversely affect adjoining properties.
- Patios are only permitted on the rear of the house. Front or street facing side yard patios will not be approved.
- Generally, the patio should extend no farther than 20' from the rear of the house.

Submission Requirements

- A copy of the existing site plan showing the house, property lines, easements, significant vegetation, existing patios and decks, fencing, accessory structures and the location of the proposed patio
- Photographs showing the proposed location of the patio
- A plan, to scale, showing the existing house and the proposed patio, including materials
- Detailed construction drawings of railings, steps, etc.
- A landscape plan, as applicable

Play Equipment - Application and Approval Required

General Considerations

Permanent play equipment should be selected and located so as to minimize its visual and acoustical impact on adjacent properties. Design and location should visually integrate the structure into its surroundings and should take advantage of any screening provided by existing vegetation.

When considering play equipment, the size of the property, wooded area, equipment size, material, color, relationship to adjacent residences and amount of visual screening are important factors.

Specific Guidelines

- Approval is required for any detached playhouse, play equipment, trampolines, soccer nets, forts, etc. Please consult the separate guidelines for basketball hoops.
- Play equipment should be located in the rear yard; play equipment is prohibited in front yards.
- Play equipment should be sturdily constructed of durable materials (preferably wood) and finished in a dark, muted color or left to weather naturally. Plastic, cloth or metal equipment, not including wearing surfaces such as slides, poles and climbing rungs, must be finished in muted colors.
- Where in a visible location, play equipment may need to be screened to effectively reduce the visual impact from neighboring properties.

Submission Requirements

- A copy of the existing site plan showing the house and any accessory structures, fences, significant vegetation, property lines and the proposed location of the play equipment.
- Photographs showing the existing house and site marked with the location of the proposed play equipment.
- A catalogue photograph or manufacturer's "cut sheets" of the play equipment, including dimensions, materials and colors.
- Include a plan and elevation drawings to scale, identifying dimensions, orientation, materials, colors, and distance to property line.
- Where applicable, provide a planting plan indicating the proposed type and location of vegetation.

Porches - Application and Approval Required

General Considerations

Porch additions shall be designed as an integral part of the house. The initial design of many houses may have included porches, decks, patios and privacy screens as options. Porch designs included in the initial design package shall be utilized whenever possible.

Porch/screened porch additions shall be compatible with the existing house in style, scale, massing and the consistent use of architectural elements, materials, colors and other details.

Specific Guidelines

- The size and location of the porch should be appropriate to the existing house and space available on the property.
- The design and location should consider any adverse impact on neighboring properties, including changes in grade or drainage.
- If installing new windows and doors they should be the same or be compatible with the material and color of the existing house.
- Special attention must be given to the massing of the addition in order to visually integrate the porch with both the house and the ground.
- Supplemental landscaping may be required to compensate for the removal of vegetation and to visually soften the addition.
- Patio furniture or outdoor/garden furniture in good condition is the only allowable type. Household furniture is prohibited on front and back porch.

Submission Requirements

- A copy of the existing site plan showing the house and any fencing, accessory structures, significant vegetation, property lines, easements and the location of the proposed porch.
- Photographs showing the house and site of the addition.
- Complete plan and elevation drawings, to scale, showing the existing house and the proposed addition.
- A list of all exterior materials and samples of proposed colors, if applicable.
- Catalogue photographs or manufacturer's "cut sheets" of "off-the-shelf" items, as applicable, including sizes, materials and colors.
- A landscape plan, as applicable.

Rain Barrels - Prohibited

General Considerations

Rain Barrels are not permitted in the community at this time.

Roofing

General Considerations

Generally, no application is required for the replacement of the existing roofing that is similar in material and color.

An application and approval is required if there should be a variance in material, color, size or style from the original roof.

Replacement roofing, including the design and material, shall be appropriate in appearance and quality to the style and design of the house. Roof material and color should be compatible with other existing or proposed exterior colors and materials on the house.

Specific Guidelines

- The roofing material and color should be compatible with other approved roofing in the neighborhood.
- Changes in material, such as a change from cedar shakes to asphalt shingles, are considered as significant as changes in color.
- When replacing roofing, the entire structure should be re-roofed at one time. Partial re-roofing is generally not allowed unless the additional/replacement roofing exactly matches the existing roofing.

- Replacement roofing material and associated elements should be similar in appearance and quality to the existing approved roofing.
- A change in roof color must comply with the guidelines for Color Changes.

Submission Requirements

- Photographs showing the house and roof.
- The manufacturer and specific color “name” of the proposed roofing material complete with a sample.
- If possible, a sample or photo of the existing roof material.

Shutters - Application and Approval Required.

General Considerations

Generally, no application is required for the replacement of existing approved shutters with shutters that are similar in style and color.

An application and approval is required if there should be a variance in material, color, size or style from the original shutters.

Shutters should be harmonious with the architecture of the existing house regarding the style, size, material and color of the shutters. When repainting shutters, generally, all shutters are to be done at one time.

Specific Guidelines

- New shutters should be applied to all windows on an elevation, on both sides of a window, matching the size and configuration of the window.
- Removal of existing shutters must be submitted for review and approval.

Submission Requirements

- Drawings or photographs showing the house and the proposed location of shutters.
- Catalogue photographs or manufacturer’s “cut sheets” of the shutters including dimensions, materials and samples of colors.
- Information regarding or photos of the existing shutters on the house, where applicable.

Sidewalks/Walkways - Application and Approval Required.

General Considerations

Generally, no application is required for replacement of an existing approved sidewalk/walkway.

An application and approval is required if there should be a variance in material, color, size, style from the original builder's sidewalk/walkway.

A new or replacement sidewalk or walkway should be constructed of natural-colored concrete, aggregate, brick or other appropriate paving material.

Specific Guidelines

- Sidewalks should generally be a minimum of 3' and a maximum of 5' in width.
- Sidewalks shall be of masonry such as natural-colored concrete, aggregate, brick or other approved paving. Gravel walks are not appropriate.
- Changes in grade or drainage pattern must not adversely affect adjoining properties.
- Location should minimize any removal of trees or other significant vegetation.
- Slope and handicapped access should be considered.
- Landscaping may be required to compensate for the removal of vegetation.

Submission Requirements

- A copy of the existing site plan showing the house and any decks, patios, fencing, accessory structures, significant vegetation, driveways, property lines, easements and the location of the walk.
- Photographs of the house showing the location of the proposed walk.
- Construction drawings of paving details, steps, railings, and other features, as necessary.
- A list of all materials-with photographs/"cut sheet" information regarding colors selected.
- A Landscape plan, as applicable.
- Drawings or "cut sheets" of any proposed lighting. Lighting must adhere to the guidelines for exterior lighting to be approved.

Siding

General Considerations

Generally, no application is required for the replacement of existing siding with siding that is identical or similar in style, material and color.

An application and approval is required—if there should be a variance in material, color, size, style from the original siding. Siding style, material and color shall be compatible with that of the house.

Specific Guidelines

- When replacing siding, all existing siding on the house must be replaced at one time (except for minor repairs).
- The proposed siding material and trim details should be similar in appearance to the existing approved siding.
- The proposed siding color should be the same as the existing approved siding color or submitted for approval under the guidelines for Color Changes.

Submission Requirements

- Photographs showing the house, existing siding and the proposed location of new and/or replacement siding.
- Where additional siding is proposed, elevation drawings, to scale, showing the location of all areas to be sided.
- The manufacturer and specific color “name” of the proposed siding material and a photograph or sample, including a color chip, if applicable.
- Photographs or samples of the existing siding material and color if possible.

Signs

General Considerations

No application required for any real estate signage. As set forth in Article VI, Section 9 of the Declaration states “No sign of any kind shall be displayed to the public view on any Lot or Dwelling except one (1) sign of not more than six (6) square feet advertising the property for sale or rent, or a sign used by a builder to advertise the property during the construction and sales period. All other signs must be approved as provided in Article VI, Section 3 as set forth (above).”

The above restriction shall not apply to entry, directional, and marketing signs installed by or with the consent of Board. The Association, with the Board's approval, shall have the right to erect signs on the Common Area.

All other signs must be approved as provided in Article VI, Section 3 as set forth in the Declaration. No picketing or demonstrating of any kind shall be allowed within the Property without the written consent of the Board of Directors. Owners shall not restrict, interrupt, harass, or in any manner interfere with either the improvement or sale of the Lots and improvements thereon by the Declarant or any Developer.

Specific Guidelines

- Signs should be selected, designed and located so as to provide effective communication while minimizing their visual impact on neighboring properties and the neighborhood.
- All signs displayed from the interior of the home but visible from the exterior as well as any exterior signs aside from those listed below must be reviewed and approved prior to installation.
- Real Estate Signs: No more than one real estate sign may be displayed in front offering a property for sale or rent. Not to exceed (6) square feet in area. Signs must be removed within one week following the sale or rental of a home. One “open house” sign may also be used the day of the open house.
- If a sign remains standing in violation of the above regulations, the Association may remove the sign. The Association will not be responsible for loss or damage of such signs.
- No sign should be attached to structures, fences, traffic posts, Association-owned sign posts, trees or mailboxes.
- Placement of signs in a right of way is not permitted.
- Signs shall not obstruct any traffic sight lines.
- Signs advertising a business, either home based or off site, are specifically prohibited.
- The sign should be no larger than 18”x24”
- Signs must be well constructed, with good quality materials and must be maintained in an orderly manner at all times.

Solar Collectors - Application and Approval Required

General Considerations

Solar collectors (panels) shall be selected, located and installed so as to minimize their appearance on the house and visibility from neighboring properties and the street. The design, color, configuration and location of the proposed solar collectors must be compatible with the architecture of the house.

Specific Guidelines

- Solar collectors shall have a low profile and be parallel with the roof ridge and edges.
- All framing, piping, control devices and wiring must be painted a dark color or the color of the roof.
- Ground mounted solar collectors should be as small as possible, located in rear or side yards and screened from neighboring properties by landscaping.

Submission Requirements

- A copy of the existing site plan showing the house and any accessory structures, significant vegetation, property lines and the location of the proposed solar collectors.
- A drawing or photographs showing the proposed location of the solar collectors and description of any visible auxiliary equipment.
- Catalogue photographs or manufacturer's "cut sheets" of all components including dimensions, colors, materials, etc.
- Plans of proposed landscaping or screening for ground-mounted collectors.

Spas/Hot Tubs/Whirlpool - Application or Approval Required

General Considerations

Spas/hot tubs /whirlpools should be selected, designed and located so as to minimize their impact on neighboring properties.

In general, a spa/hot tub should be integrated visually and structurally with a rear yard ground level deck or patio and be screened from view.

Specific Guidelines

- Spas/hot tubs/whirlpools shall be located in the rear yard.
- Spas/hot tubs/whirlpools shall be screened from adjacent properties and streets by a structural screen, fence and/or landscaping.
- They shall be located to the rear and between side walls of the residence and generally not more than twenty feet (20') from the rear of the dwelling
- No more than one spa/hot tub/whirlpool is permitted on any property.
- When set on a deck, the spa/hot tub should be integrated both visually and structurally into a deck.
- Any mechanical equipment, pipes and wiring must be concealed or screened from view.

Submission Requirements

- A copy of the existing site plan showing the house and any deck, patio, fencing accessory structures, significant vegetation, property lines and the proposed location of the spa/hot tub.
- Photographs showing the house and site for the proposed spa/hot tub.
- Drawings, to scale, including plan and elevations, construction details and materials.
- A catalogue photograph or manufacturer's "cut sheets" with dimensions, materials and colors.
- Proposed screening plan, include drawings indicating dimensions, details and material.
- Where applicable, provide a planting plan indicating the proposed type and location of landscaping.
- Arrangements for disposal of waste water.
- Any associated lighting must adhere to the guidelines for exterior lighting to be approved.

Storage Sheds - Application or Approval Required

General Considerations

Application is required for construction or installation of all storage buildings, garden sheds, greenhouses, garbage enclosures or other similar accessory. Approval is contingent upon the applicant building or installing a sturdy, permanent structure.

Storage sheds must be located so as to minimize their impact on neighboring properties. The location should take advantage of screening provided by existing or proposed structures, fences and/or vegetation.

Whenever possible, storage sheds should be visually integrated with the existing house through the complementary use of materials, colors and details.

Specific Guidelines

- No more than one storage shed will be permitted on any property.
- Wherever possible, built-in sheds should be integrated into the architecture of the house, walls or fencing.
- Roofing, siding and trim of the storage building shall be of an acceptable material similar to the dwelling.
- If the house is restyled, resided, or a paint color change is made, the existing storage building shall be altered to match the house.
- Storage building shall be located in rear yard. The Owner must place the shed at least 6 feet from the back of their deck and 3 feet from each neighbor's property line.

- Location in front yards is prohibited. The size is generally limited to ten feet by twelve feet (10'X12') and the roof no higher than 8' from the ground at its highest point. Consideration will be given for size variances on a case-by-case basis.
- Sheds should be finished to match the house, sealed with a wood preservative or painted or stained in a color that blends with the immediate surroundings.
- Free-standing sheds should be located in areas of vegetation to screen the shed from neighboring properties and streets.
- Any landscaping added around the approved shed must be approved by the Architectural Review Board prior to their installation.

Submission Requirements

- A copy of the existing site plan showing the house and any deck, patio, fencing, accessory structures, significant vegetation, property lines and the proposed location of the shed.
- Photographs showing the house and the exact location of the proposed shed.
- If pre-constructed, a catalogue photograph or manufacturer's "cut sheets" of the shed, including dimensions, materials and colors.

Wading Pools

General Considerations

ARTICLE VI, Section 9 of the Declaration states "No above ground structures of any type will be permitted in front yards bordering the street. No above ground pools other than wading pools, not exceeding four (4) feet in diameter or one (1) foot in height will be allowed."

Specific Guidelines

- Wading pools shall be located in rear yards as far away from adjacent residences as possible. No pool shall be located in a front or side yard.

Submission Requirements

- No submission required for small wading pools

Trash and Recycle Carts - No Application or Approval Required.

General Considerations

ARTICLE VI, Section 9 of the Declaration states “No trash shall be allowed to accumulate on a Lot so as to be unsightly, a detriment to the area, or a fire hazard. All trash, garbage or other waste shall be stored in covered sanitary containers, and all other equipment of the storage or disposal of such material shall be kept in clean and sanitary condition and shall be stored and screened from public view at a point on the Lot no closer to the front or street Lot line than the front and/or side wall of the Dwelling thereon, except on days designated for trash pick-up by the County of Henrico or the chosen trash removal provider.”

Specific Guidelines

- Trash carts shall be stored in such a manner so that they cannot be seen from adjacent and surrounding property.
- Trash and other refuse is to be disposed of on a weekly basis and no refuse, trash or bulk materials may be accumulated or stored on any lot.
- Only use trash and recycle carts provided by the county.
- All trash must fit completely inside the provided cart. Do not place anything on top of cart(s).
- Trash enclosures are permitted; however, an application is required detailing the location, material and color finish of said enclosure.

Tree Planting - Application and Approval Required

General Considerations

Generally, an application is required for the installation or replacement of plantings, flowering, evergreen, and non-fruit bearing trees.

Landscaping is an integral part of the overall image and character of Cedar Run. It should enhance the architecture of the house, the natural beauty of the environment and the overall quality of the neighborhood. The preservation of wooded areas should be maximized through the retention and maintenance of existing trees.

Specific Guidelines

- Fruit bearing trees are prohibited.
- Trees as well as all other turf and flower beds must be well maintained and the use of native materials is encouraged.
- Any use of synthetic materials including, but not limited to, synthetic turf, molded resin boulders and rubberized mulch requires an application and will be evaluated on a case-by-case basis.

Submission Requirements

- A copy of the existing site plan showing the house, driveway, property lines and the location of tree(s) to be planted.
- A description of the tree(s) to be planted including maturity height, weight.
- Information regarding any replacement plantings, if applicable.

Tree Removal - Application and Approval Required

General Considerations

Trees are an integral part of the overall image and character of Cedar Run and must be protected. Trees located on lots, within wooded and other natural areas may not be disturbed without specific approval.

In general, the removal of trees will be approved if the tree is diseased, dead, if detrimental conditions or eminent danger to person or property exists. Detrimental conditions include the physical intrusions by roots and branches on property in a way that causes damage, excessive shade or blocks views and sight lines. Overgrowth may also be considered detrimental.

Specific Guidelines

- Approval is required to remove any large tree, either deciduous or evergreen whose trunk measures 4" in diameter (or 12 ½" in circumference) when measured at a height of approximately 4' from the ground.
- Approval must be obtained to remove any live ornamental tree (dogwood, holly, cherry, etc.) larger than 2" in diameter.
- The installation of an appropriate replacement tree may be required as a stipulation for allowing removal of a tree. Please see the guidelines for tree planting prior to submitting application for replacement trees.
- Lot owner's landscaping must not alter the flow of surface water across the Lot onto the adjoining lots or cause any portion of the drainage system for the lots to overflow.

Submission Requirements

- A copy of the existing site plan showing the house, driveway, property lines and the location of tree(s) to be removed.
- Photographs showing the house and the property identifying the tree(s) to be removed. The tree(s) should be marked with a ribbon or spray paint for easy identification.
- A description of the tree(s) to be removed and the reason for removal with documentation from contractor.

- Information regarding any replacement plantings, if applicable.

Trellises/Arbors - Application and Approval Required

General Considerations

Trellises and arbors should be design and located so as to be compatible with the existing house in style, character, scale, materials and colors.

In general, the addition of a trellis should be integrated visually and structurally with the rear deck of the house. Freestanding arbors should complement the overall composition of the yard.

Specific Guidelines

- Trellises or arbors should be integrated with the rear yard deck. Freestanding trellis or arbor should be located in the rear yard.
- Size, height, materials and color should be harmonious with the size of the property and the architecture of the house, deck, patio, fence, etc.

Submission Requirements

- A copy of the existing site plan showing the house, any deck, patio, fencing, accessory structures, significant vegetation, property lines and the proposed location of the trellis or arbor.
- Photographs showing the house documenting the proposed location of the trellis or arbor.
- Drawings, to scale, including plan and elevations, materials and colors.
- If a prefabricated trellis/arbor is proposed, include a catalogue photograph and/or manufacturer's "cut sheets" with dimensions, materials and colors.
- Where applicable, provide a planting plan indicating the type and location of proposed landscaping.

Vehicles

General Considerations

Commercial Vehicles

The term "commercial vehicles" shall include all commercial trucks and all other motor vehicles and vehicular equipment which shall bear any sign imprinted, painted or placed on any exterior surface of said vehicle containing a reference to a commercial business or undertaking.

Parking Restriction -Twenty-four hour (24)

Any driveway used as a parking place for commercial vehicles, mobile homes, recreational vehicles, boats, trailers, campers or trucks other than pickup trucks must be moved from home owners property and residential street within twenty-four (24) hours. A twenty four hour grace period is permitted for loading/unloading and cleaning purposes.

Parking Prohibited

No motor vehicle shall be parked within the community without a valid state license plate, a current state inspection sticker and a current county sticker (if applicable). Inoperable vehicles (flat tires, no battery, no engine, etc.) are prohibited. No commercial vehicle such as, but not limited to, a school bus, delivery truck, hauling trailer or large vehicle or equipment, shall be parked in the community.

No vehicle shall be parked on any lawn or grass plot within the community except for lawn equipment and utilities maintenance vehicles rendering lawn maintenance or service.

Repair, (other than routine oil, filter, flat tire changes, on a Lot owner's car performed within a garage), or the abandonment or parking of inoperative vehicles on or adjacent to any Lot on the street fronting a Lot, shall be prohibited at all times. No repairs may extend beyond the daylight hours. Any damage or clean-up resulting from repairs or unauthorized use of any motor vehicle shall be the responsibility of the homeowner. If the homeowner refuses to perform such repairs or clean-up, the Association may repair and clean up as necessary and charge the homeowner for the actual costs incurred.

No motorbikes, motorcycles, golf carts or all-terrain vehicles shall be driven upon the Common area, lots, or pathway with exception of licensed vehicles and mopeds which shall be operated solely upon streets for direct ingress or egress purposes only.

Windows

General Considerations

Generally, no application is required for the replacement of existing windows, and/or the installation/replacement of storm/screen windows, that are similar in type, style and color.

An application and approval is required if there should be a variance in material, color, size, style from the original windows.

Windows shall be compatible in style with the architecture of the house. Storm/screen windows must not distract from or alter the appearance of the house.

Windows shall be of quality material and workmanship and consistent in proportion, detailing and style. The type, style, material, color, detailing and installation of a new or replacement window must be consistent with that of existing windows.

The addition/replacement of windows, including storm/screen windows, the following Specific Guidelines shall apply.

Specific Guidelines

Window Additions/Replacements

- New windows, including sliding or French doors, must be compatible in style and character with existing windows and their proposed locations must be appropriate to the architecture of the house.
- Individual replacement windows must match or be compatible with existing windows in design, configuration, material, frame width and color.
- Window frames shall be clad or painted in white, dark anodize “bronze”, or a color consistent with other windows. Mill-finished clear or gold anodized aluminum is not permitted.
- Windows shall have clear glass. Highly reflective glass tinting is not permitted.

Storm/Screen Windows

- Storm/screen windows must not substantially alter the appearance of the existing windows.
- When installed over existing windows, storm/screen window frames should be of the same material and have a similar color as the existing window frames.
- Additional storm/screen windows must match the type, material, frame width and color of the existing storm/screen windows.

Submission Requirements

- Photographs showing the house, existing windows and doors and the proposed location of new and/or replacement windows.
- Where new windows are proposed, elevation drawings, to scale, showing the existing house and the proposed location of the windows.
- Catalogue photographs or manufacturer’s “cut sheets” identifying window type and style, including the specific “name” of the window, if applicable, and dimensions, materials and colors.
- A sample of the window, frame finish and color, if applicable.

Miscellaneous

General Consideration

CLOTHESLINES - Not Permitted

ARTICLE-VI, Section 9 of the Declaration states “No clothing or other household fabrics shall be hung in the open on any Lot, and clotheslines of all types are strictly prohibited.” Moreover, no clothes or other materials can be hung or shaken from windows, placed on window sills or on an outside clothes line,

draped from a porch/deck, railing, or fence, or otherwise left or placed in such a way as to be exposed to public view.

DECORATIVE OBJECTS (Exterior) Applications and Approval Required

General Consideration

All permanent exterior decorative objects, natural or man-made, for any conspicuous decorative object even if temporary, (i.e., bird baths and feeders, wagon wheels, sculptures, fountains, ornamental pools, sun dials, rocks, and items attached to approved structures such as weather vanes, house numbers, etc.) shall require approval.

Specific Guidelines

- Objects will not be evaluated solely on aesthetics but also on placement, proportion, color, and appropriateness to surrounding properties and environment.
- Holiday and festival decorations do not require approval; however, the placement of conspicuous decorative objectives shall coincide with the holiday and be removed within two weeks.

Submission Requirement

The following must be submitted with the completed application:

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

FLAGPOLES - Applications and Approval Required

General Consideration

Freestanding flagpoles; and attached flag, may be displayed using a bracket or other approved device mounted to a dwelling so long as the size of the flag displayed does not exceed a standard size of 3x5; the flag of the United States shall be displayed in accordance with 4 U.S.C. Sections 5-10. For full details, please consult the U.S. Government Publishing Office online at <https://www.gpo.gov/fdsys/granule/USCODE-2011-title4/USCODE-2011-title4-chap1-sec5>.

Specific Guidelines

- Flagpole attached to a dwelling or a freestanding flagpole must be constructed of permanent, long-lasting materials, with a finish appropriate to the materials used in the construction of the flagpole and harmonious with the dwelling;
- Displayed flag and the flagpole on which it is flown be maintained in good condition and that any deteriorated flag or deteriorated or structurally unsafe flagpole be repaired, replaced, or removed;

- Lot owners are permitted to erect one flagpole per property that is not more than 20 feet in height; permitted flag types; American, Military, Sports Team Banner and Holiday (holiday flag permitted only near the relevant holiday, must be removed two weeks after), flag size should not exceed 3'x5'.

Submission Requirement

- A copy of the existing site plan showing the house, property lines and easements, and the location of the proposed flagpole.
- Photographs showing the house, the proposed location of new and/or replacement flagpole.
- Where flagpole is proposed, elevation drawings, to scale, showing the location.
- A description of and size of the proposed flagpole materials.

NOISE

Enforcement of the noise and other local ordinances is the responsibility of the Henrico County Police Department. No nuisance of any kind shall be maintained or allowed on any Lot, nor shall any noxious or offensive activity be carried on upon any Lot, nor shall any use thereof be made, done or permitted, which shall or may be noxious or dangerous to the safety of the surrounding or adjoining property or the owners thereof, or which may be or may become an annoyance to the community.

Specific Guidelines

- Nothing shall be done on any lot which may become an annoyance or nuisance to the neighborhood.
- County ordinance restrict noises from social gatherings, sound-producing devices, peddlers and lawn care from 11 p.m. to 7 a.m. Animal and car stereo noise restrictions will be enforced 24 hours.
- The noise ordinance sets a maximum fine of \$500 for the first offense, a maximum of \$1,000 for a second offense within five years of the first, and a maximum of \$2,500 for subsequent offenses.
- Homeowners are encouraged to call the Henrico County Police Department non-emergency number at (804) 501-5000 to report any concerns.

Unightly or Unkempt Conditions

General Consideration

All portions of a Lot outside enclosed structures shall be kept in a clean and tidy condition at all times. No rubbish or debris of any kind shall be placed or permitted to accumulate upon or adjacent to any Lot in a manner which is unsanitary, unsightly, offensive, or detrimental to any other portion of the Community, as the Board may determine.

Specific Guidelines

- Seeding, weeding, watering, and mowing of lawns, including any outer sidewalk grass strip next to street or within drainage swales which may technically be within public road rights-of-way.
- Pruning and care of all trees and shrubbery.
- Snow removal from adjacent sidewalks and paths.
- Painting and external care of structures and other improvements.

WOODPILES (Firewood)

General Consideration

Generally, no application is required. Woodpiles or other material shall be properly screened and stored in a manner so as not to attract rodents, snakes, and other animals and or create a fire hazard, as the Board determines. No activities shall be conducted upon or adjacent to any Lot or within any structure on a Lot which are or might be unsafe or hazardous to any person or property. Open fires are prohibited within the Community, except in a contained outdoor fire pit or barbecue unit while attended and in use for cooking purposes.

Specific Guidelines

- Fire pit fuel must be clean wood ONLY.
- In accordance with Henrico Code; Fire pits shall not be used within 25 feet of a structure or near combustible material/conditions that could cause a fire to spread. No permit required.
- Firewood will not be located adjacent to side or rear property lines within private or public drainage easements.
- Firewood piles are to be maintained in good order. They must generally be located or screened so as to be concealed from view of neighboring lots, streets, and property located adjacent to the lot.
- Firewood pile coverings are allowed only if the cover is an earth tone color and the wood pile is screened from view.
- The stacking of wood on sidewalks, driveways, right of way or in open space is not permitted.

Operating Rules: Architectural Review Committee

REVIEW PROCEDURES And
Pertaining to: DESIGN GUIDELINES AND STANDARDS

Duly adopted at a meeting of the Board of Directors held: July 20, 2017

Motion by: Ricky Taylor, President Seconded by: James Stallworth, V. President

VOTE

	YES	NO	ABTAIN	ABSENT
Ricky Taylor, Ricky Taylor	X			
	X			
James Stallworth				
John Dantzler				X
Harshim Forrester				X
	X			
Nelson Morgan				

Resolution Effective Date: July 20 2017

ATTEST: I hereby certify that a vote was duly taken and the Board of Directors adopted the above Resolution on the 20 day of July 2017.

~~Ricky Taylor,~~

Harshim Forrester, Recording Secretary

Date: July, 20, 2017