



**Maintenance
Requirements and
Architectural Standards
For
Exterior Alterations**

Revised by the
Board of Directors
June 2016

ARCHITECTURAL STANDARDS GUIDELINES

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INTRODUCTION

Development of the Bell Creek subdivision began in 2002. The idea was to create a community that would maintain a uniform appearance and property values through the implementation of a Homeowners Association (HOA) and Protective Covenants. The beginning of our community saw a lackluster and varied enforcement of the covenants. Beginning in 2009, the homeowners finally were able to take control of the HOA. With new leadership came a review of the past and all actions taken under the old leadership. The new Board of Directors (Board) strove to create fairness in the application of the covenants. Decisions would be based on the rules, not one person's arbitrary opinion. Over the course of the last two years, the Architectural Review Committee (ARC), has been working to provide every homeowner a document that clearly and unambiguously presents the Architectural Standards.

The Board recognizes that during the life of the neighborhood, lapses were made in the enforcement of ARC guidelines. The Board's goal is to fix these lapses, where possible, to ultimately bring every home into compliance. The Board will work with homeowners to determine the best way to come into compliance within a reasonable timeframe. In November 2009, the Board along with Community Group, began using an electronic system to process ARC requests. Any changes made to the exterior of the home after this date, must have approval documentation to remain. Any changes made prior to this date will be considered on a case-by-case basis, along with all violations.

ARCHITECTURAL STANDARDS OVERVIEW

Architectural Standards for Exterior Alterations (Architectural Standards) are designed to maintain the visual, aesthetic harmony, and quality of homes throughout the community, thereby protecting property values and enhancing the quality of lifestyle for all residents. The Architectural Review Committee (ARC) under the direction and guidance of the Bell Creek Board of Directors develops the Architectural Standards by the authority dictated in the Protective Covenants. The Architectural Standards for Exterior Modification (*commonly referred to as the ARC Guidelines*) are not intended to be an all-inclusive document. When a situation has not specifically been addressed in the Protective Covenants or in the Architectural Standards for Exterior Modifications, then the item shall fall under “Other Alterations” in the Architectural Standards for Exterior Alterations and an application for the modification **MUST** be submitted to the Architectural Review Committee for approval prior to making the modification.

Please note, as a General Rule, replacing like with like on any **previously approved** items requires no new ARC application.

Description of the Architectural Review Committee (ARC)

Purpose

The purpose of the ARC is to assist the Bell Creek Single Family Board of Directors (BOD) and all homeowners in ensuring compliance with the Architectural Standards. The ARC will be responsible for reviewing requests for additions, alterations, or changes to the exterior of existing properties.

The specific duties of the ARC are:

1. Establish and maintain Architectural Standards approved by the BOD.
2. Process member requests for architectural modifications, changes, or additions within approved Architectural Standards.
3. Monitor the community to ensure compliance with Architectural Standards.
4. Communicate with the Managing Agent in regards to violations of Architectural Standards and refer noncompliance issues to the BOD for enforcement.
5. Keep complete and accurate records and provide original documentation to the Managing Agent for safekeeping.

Authority

The BOD may delegate any or all of its authorities regarding architectural control to the ARC, unless otherwise prohibited within the governing documents of the Association. These delegated authorities may change at any time in accordance with the desires of the BOD. The ARC shall develop an annual plan for the Association. The ARC is not authorized to financially or legally obligate the Association in any manner (i.e., contract for services, hire contractors, borrow money, purchase equipment and supplies, or approve requests on behalf of the BOD).

Committee Composition

The ARC shall consist of seven (7) homeowners from the community with at least one of the seven members serving on the BOD. The BOD shall appoint the Committee Chairperson. The BOD may either appoint member or the BOD may delegate its authority to appoint members to the Committee Chairperson. The ARC shall replace members as needed, not to exceed three (3) at any one time. ARC members shall serve staggered three (3) terms. If there are no candidates for the ARC, members may serve multiple terms.

Requirement to Obtain Approval for Exterior Changes/Modifications

Requirement to Obtain Approval for Exterior Changes / Modifications

Refer to the Protective Covenants under Article V entitled “Architectural Review”. Section 5.1 Architectural Review states “Article V of the Bell Creek Protective Covenants establishes the ARC and grants the ARC the right to control architectural, design, and maintenance aspects of the improvements on the Property. Each Single Family (SF) Residential Owner must comply with, and each SF Residential site is subject to, the Bell Creek Protective Covenants including, without limitation, the architectural review provisions of Article V of the Bell Creek Protective Covenants. Further, Section 7.2 SF Residential Owner’s Responsibility states “Each SF Residential Owner shall be responsible for the maintenance, repair, and replacement, at his or her own expense, of his or her SF Residential Site and all improvements thereon. All maintenance required by this Section 7.2 shall be performed in a manner consistent with the standard of maintenance generally prevailing throughout the SF Residential Property and all applicable covenants.”

The Bell Creek Protective Covenants Section 5.2 Architectural Control; Design and Maintenance Criteria states “The ARC shall have the right to control architectural and maintenance aspects of any improvements constructed and/or placed on the Property including design, height, architectural style, site layout, color schemes, landscaping, fencing, lighting, easement locations which affect the balance of the Property, and signage. In furtherance of its authority, the ARC shall have the right, but not the obligation, to promulgate specific architectural, design and maintenance criteria and standards. All architectural, design and maintenance criteria and standards established by the ARC shall be approved by the Board of Directors, and copies shall be made available to the Owners at a reasonable cost at the principal office of the Association.”

Applying for Approval of Exterior Alterations

Refer to the Bell Creek Single Family Residential Owners' Association, Inc. Rules and Regulations. The Rules and Regulations state "WHEREAS Article V, Section 5.1 (a) of the Bylaws for the Bell Creek Single Family (SF) Residential Owners' Association gives the BOD the power to 'Adopt and publish SF Rules and Regulations governing the use of the SF Residential Property and improvements thereon including, without limitation, the SF Residential Common Area, the SF Residential Common Improvements, the SF Residential Recreation Facilities and the SF Residential sites...'"

1. An Association member may obtain an Architectural Request for Modification Form (*commonly referred to as an ARC Application*) from the NextDoor website. The form can be found by clicking on the Documents link on the left hand side and then clicking on the Bell Creek Single Family ARC Modification Form. Additionally, the form can be found on the Bell Creek Homeowners FaceBook page under the Files tab. If a member does not have access to electronic documents, the Managing Agent may be contacted to have a form mailed to the homeowner.
2. The member shall complete and return the application, a copy of the plat (must be the final survey copy with the engineer's stamp included and visible on the copy along with any other improvements shown since the original plat was created), and any additional supporting documents (i.e., complete description including photos or drawings as to construction design, materials, and color/finish; floor plan, elevation, section drawings; copy of County Building Permit, if applicable). The building permit is not required for the application approval, but must be forwarded to Community Group for the HOA prior to work commencing.
3. The Managing Agent will log in the application and supporting documents. If the application is incomplete, the Managing Agent will request additional information.
4. The ARC will review the application. Telephone or email polls of the ARC are allowed. The ARC will have 60 days from receipt of completed application to deliver a ruling. Once the Architectural Modification Request Form is reviewed by the ARC and either approved, denied, or held for further review or additional information, a copy of the decision will be sent to the homeowner for their records. If the ARC fails to approve or disapprove any Plans and Specifications within such 60-day period, the Plans and Specifications shall be deemed to have been approved. **It is the homeowner's responsibility to maintain all records and/or documents pertaining to modifications and subsequent approvals or denials for modifications pertaining to the property.** At any time in the future that such a document needs to be produced as proof of the approval for the modification, the homeowner will bear the responsibility of producing documentation.
5. All approvals of Modification Requests are valid for six (6) months from the date of approval notice and all modifications must be completed as applied for, following ARC stated guidelines and all Protective Covenants. In addition, once work has begun, the modification must be completed within 90 calendar days unless the ARC has received a request in writing for an extension of time for modification and the ARC has granted an extension. If the work has not been started within six (6)

months of the approval of the application, a new Modification Request Form must be submitted and approved before any work can commence.

What Makes an Application Complete

An application is complete when it provides the ARC with enough information to analyze the applied for alteration/modification, including a current plat of the property. In addition to filling in all of the required information on the application form, the member shall submit supporting documents when required. Some examples of supporting documents are as follows:

Description of Alteration:

A description of the alteration/modification is required for all applications. The description can be detailed or simply stated depending on the complexity of the alteration/modification and the supporting documents. The more information that the ARC has at the time of the review process, the less likely the application will be returned requesting additional information.

Copy of the Physical Survey:

A copy of the most up-to-date plat (also called a plot plan) is required for all structural/construction applications and applications for items where the ARC may need to consider the placement of items in relation to the existing space. The ARC may, at its sole discretion, require an up-to-date plat if it deems it necessary for the proper consideration of the application. An up-to-date plat will allow the ARC to see how the proposed modification will impact the adjoining properties. The proposed modification must be marked on the plat. For example, if an application to install a fence is received, any existing fence shall be marked on the plat along with the proposed fence. This will also include details such as material to be used, color, and height of proposed fence. Also, indicate on the plat how far off the property line the fence will be to ensure that it is in compliance with all ARC Guidelines.

The plat allows ARC members the ability to see a proposed item "to scale" with existing structures on the property. It allows for the verification that any item will be approved in an appropriate location that does not conflict with tree easements, county setback requirements and / or utility right of way issues. Additionally, it allows the ARC to see how close item may be to neighboring homes, etc. For example, it provides the assurance that the ARC can be confident of a fence approval and the exact location of the where the fence will be placed.

Description of Materials:

By providing a description of the materials, it will allow the ARC to maintain uniformity within the neighborhood as required by the Protective Covenants and to consider the impact of the modification on adjoining lots. The ARC may place the application on hold for further review if a description of materials is not included with the application.

Contractor's Proposal:

A contractor's proposal is not required, but would provide the ARC with useful information that will help them in their consideration of the application for the proposed modification.

NOTE: This list of supporting documents is not all-inclusive but indicates some of the documents that the ARC may require to support the application.

If the Application is Disapproved

If an application is disapproved, the member has the right to appeal the decision to the BOD. The member may contact the Managing Agent for procedures to be used when filing an appeal.

If information was missing from the application, the member should resubmit the application with the required information. Applications resubmitted will start the review period again.

If a Member Does Not Wait for Approval

If a member starts alterations without first obtaining written approval of his/her plans, then he/she does so at their own risk. If the member fails to submit an application or if the application is denied or modified, the member will be responsible for the cost of removing or altering the exterior changes plus the cost of litigation, if necessary.

Process of Enforcement

Enforcement is the responsibility of the BOD. The BOD may delegate enforcement authority to the Managing Agent. Should an exterior modification be made without prior approval or if there is a property maintenance concern, the complainant should contact the Managing Agent in writing to state the nature of the alleged violation. Should a violation be confirmed, the Association member will be contacted and asked to correct the problem, either by removal, submission of an application or repair.

Adherence of Residents to the Standards

Article VIII of the Bylaws entitled "Enforcement" states that "The SF Board of Directors shall have the power to enforce the SF Protective Covenants and the Other SF Residential Association Documents against any SF Residential Owner for a violation thereof by the SF Residential Owner or his or her tenants, employees, agents, guests, licensees, permittees, or invitees."

It continues to state, "The SF Residential Association shall have the right, but not the obligation, to enforce, by any proceeding at law or in equity, all restrictions, conditions, covenants, reservations, liens and charges now or hereafter imposed by the provisions of the SF Protective Covenants or Other SF Residential Association Documents. Failure

by the SF Residential Association to enforce any covenant or restriction under the SF Protective Covenants or the Other SF Residential Association Documents shall in no event be deemed a waiver of the right to do so thereafter.”

In addition to the provisions in the Protective Covenants and Bylaws, the Virginia Property Owners’ Association Act, Section 55.513B, enables the BOD to assess a charge of up to \$50 for a single offense or \$10.00 per day for up to 90 days for any offense of a continuing nature.

Should the SF Residential Owner wish to file a grievance, please read below for a condensed version. For more detailed information, please contact the Managing Agent for the proper procedures.

- A. The Complainant may approach the Alleged Violator to inform and request remedy.
- B. If the Alleged Violator does not remedy the situation, the Complainant should contact the Managing Agent.
- C. The Managing Agent will investigate the complaint.
- D. If the Managing Agent determines there is a violation, the BOD is asked to review the violation.
- E. If it is determined that a violation exists, the Managing Agent is asked to send a violation letter.
- F. If the violation is not remedied the Managing Agent will send a second letter, requesting a meeting with the BOD.
- G. The violation will be discussed with the SF Residential Homeowner.
- H. The BOD may charge \$50 per infraction and/or \$10 per day for up to 90 days for ongoing infractions.

I. Maintenance

- A. Structures and landscaping must be well maintained and kept neat and orderly in accordance with community standards so as not to detract from the appearance of the community.
- B. Examples of common maintenance and compliance violations:
 - 1. Faded shutters and doors
 - 2. Chipped or peeling paint
 - 3. Fences, porches and decks with rotten, missing or damaged boards
 - 4. Mold and stains on roofs, siding, fences and foundations
 - 5. Missing siding or trim
 - 6. Weeds in lawns and beds
 - 7. Unhealthy lawns or overgrown lawns
 - 8. Mailboxes and paper boxes in disrepair
 - 9. Lawn ornaments and other outside decorations (flags, potted plants, etc.) in disrepair
 - 10. Not edging along sidewalks
 - 11. Not maintaining the grass utility easement between the sidewalk and street

II. Major Building Additions (Requires an Approved Application and Current Plat)

- A. Major building additions include, but are not limited to garages, sunrooms, screened porches, room additions, etc.
- B. In addition to complying with the ARC Guidelines and Protective Covenants, homeowners are responsible for compliance with all Federal, State and Local laws and ordinances as they may apply to alterations that may affect wetlands areas and flood plains. Approval of an application does not guarantee compliance with laws and ordinances of a higher authority. Homeowners are responsible for investigating and complying with Federal, State and Local laws and ordinances.
- C. Before breaking ground, homeowners are required to call MISS UTILITY of Virginia at 1-800-552-7001 to mark existing locations of utility lines.
- D. The design of major additions must be consistent with the existing shape, style, and size of the dwelling. Siding, brick, roof and trim materials for additions must be the same as the existing materials of the dwelling in color and texture. If the materials are deemed incompatible with the existing structure, the homeowner will be required to make the necessary changes to bring the items into compliance.

- E. Windows and doors must be the same as the existing dwelling in style and color. They should be located on walls at the same height as those of the existing dwelling and be trimmed the same.
- F. Roof eaves and fascias must be the same depth, style and approximate height as existing eaves and fascias.
- G. The brick must match the existing brick on the dwelling. No prefabricated brick made to look like brick is acceptable.
- H. The following conditions will be considered when determining the acceptability of the location and placement of a major addition:
 - 1. New windows, doors or viewing areas from the addition must not infringe upon existing internal or external private areas of adjacent homes.
 - 2. New additions must not create situations in which adjacent neighbors will have difficulty maintaining existing dwellings.
 - 3. Additions must not adversely affect drainage conditions on adjacent properties through changes in grade or other significant run-off conditions.
 - 4. All projects must be completed within 90 calendar days from the start of the project to include start of excavation, delivery of construction equipment and/or delivery of building materials for the proposed project. Homeowners may submit a written request for an extension of time. The estimated completion date and reason for the extension of time must be included in the request.
 - 5. The lot must be kept neat and free of trash and debris during the construction.
 - 6. Building materials may not be stored in the roadway (VDOT Right of Way).

III. Landscaping Modifications (Requires an Approved Application and Current Plat)

- A. Some examples of landscaping modifications that require an approved application include, but are not limited to:
 - 1. Removal of living trees greater than 4" in diameter
 - 2. Planting of trees
 - 3. Removal of front bed shrubs and other vegetation
 - 4. Installation of hardscapes, not including bed edging
 - 5. Making changes to elevation of the property either through excavation or addition of fill dirt
 - 6. Installation of retaining walls
 - 7. Making alterations that affect drainage

- B. At no point shall all plantings be removed from the front of the home, unless they will be replaced within a two-week period with approved materials, unless replacing in kind.
- C. The Federal Clean Water Act protects any area designated as a wetland area. Before making any changes to an area designated as a wetland area, the homeowner is responsible for obtaining written approval and any necessary permits from all governmental authorities having jurisdiction over such wetlands, including, but not limited to Federal, State and Local authorities, and the Army Corps of Engineers.
- D. Any excavation of a lot or fill dirt being brought into a lot shall not adversely affect the drainage to neighboring lots or adversely affect the view from any neighboring lots.
- E. Hardscape materials for retaining walls, landscape borders, flower bed borders, bed edging, stepping stones, pathways, tree rings, etc. must be constructed of naturally-colored materials that coordinate with the color scheme of the home.
- F. Each type of hardscape material used on a lot must be consistent in style and color in order to maintain continuity.
- G. Bed edging is defined as a plastic or metal barrier used to define a neat edge for a landscaped area. No more than four (4) inches of bed edging shall be exposed above grade and it must be installed properly and be of a neutral color that will blend with the landscaped area.
- H. Creosote coated railroad ties, masonry builder's brick, and concrete masonry units (cinder blocks) are prohibited for use as hardscape materials.
- I. Mulch used in flowerbeds, around trees or other landscaped areas of the lot must be a natural material that is a neutral color.

IV. Landscape Maintenance

Landscape maintenance includes, but is not limited to:

- A. Keeping grass mowed regularly during the growing season in such a manner that it compares favorably with the neighborhood.
- B. Trimming and edging the areas around trees, flower beds, fence lines, the perimeter of the driveway, sidewalk and street, and around the perimeter of the home and other structures on the property such as sheds, play equipment, etc., to maintain clean lines.
- C. Mulched beds, plantings, lawn and areas around structures must be well maintained and kept free of weeds, leaves and other debris.

- D. Refreshing or replacing mulch in planting beds as necessary. The standard is a minimum of two (2) inches in depth, to adequately cover the ground. At no time should any protective layer be visible through the mulch.
- E. No ARC approval is required to add mulched beds along the perimeter of homes adjacent to the brick foundation. The mulched beds may not project more than three feet from the brick foundation. The addition of larger mulched beds will require ARC approval prior to the installation of beds.
- F. Annuals and perennials may be planted in mulched beds without ARC approval.
- G. Bare patches in the grassed areas of a lot must be repaired. ARC will provide exceptions during drought conditions.
- H. Disposal of grass clippings, leaves, and other debris is prohibited in streams, culverts, storm drains, and wetlands.
- I. Grass clippings and fertilizer must be removed from the street after mowing or fertilizing to prevent it from washing into the storm drains.
- J. Potted plants are to be removed after plants have died or gone dormant for the season.
- K. No plantings, excluding trees, are allowed to project onto or over the street curbing.
- L. All lawn and garden equipment must be either neatly stored behind the rear plane of the house, in the garage, or in a storage shed when not in use.

V. Vegetable Gardens (Requires an Approved Application and Current Plat)

- A. Gardens smaller than 100 square feet do not require an application.
- B. All plantings must be located behind the home's rear foundation line, the imaginary line extending parallel from the back of the house to the side of the property.
- C. The garden must not be planted on a grade, which may cause damage to property below it through the flow of water onto lower property.
- D. Gardens are not allowed on common property.
- E. Gardens must be maintained and weeded. Dead vegetation must be removed.
- F. Plant supports must be removed when the vegetation dies or goes dormant.
- G. Structures not taller than thirty-six (36) inches may be erected around the perimeter of the garden and must be constructed in a manner that will withstand the elements. Structures must be removed at the end of the growing season.

VI. Trees and Wooded Areas

- A. Hazardous trees may be removed without an approved application in an emergency to prevent property damage. However, an application must be submitted to the ARC within 30 days of removal for documentation purposes.
- B. Homeowners should contact Hanover County regarding any possible environmental permits that may be required.
- C. No healthy tree measuring four (4) inches or more in diameter at a point two (2) feet above grade shall be removed from the front yard without an approved ARC application. Removal of trees in the backyard is at the homeowner's discretion.
- D. Tree stumps must either be completely removed or ground down to at least existing grade.
- E. All debris, limbs and logs must be removed immediately after the tree is cut down.
- F. Logs may be stored in the rear area of the lot. The logs must be stacked neatly and not be visible from the street.
- G. The Federal Clean Water Act protects any area designated as a wetland area. Before making any changes to these areas, the homeowner is responsible for obtaining written approval and any necessary permits from all governmental authorities having jurisdiction over such wetlands, including, but not limited to Federal, State and Local authorities, and the Army Corps of Engineers.
- H. Trees that were furnished by a builder during new home construction must be maintained. In the event of necessary removal, the tree shall be replaced. The replacement tree should be no less than 8 feet in height.

VII. Antennas and Satellite Dishes (Requires an Approved Application and Current Plat)

The neighborhood HOA respectfully asks all homeowners to consider that a Satellite Dish is not an item that beautifies a yard. Please be considerate of the placement of a dish. The FCC states that our HOA cannot prohibit these items, but there is language that states that the HOA can request that owners place dishes out of sight in a rear yard or on top of a rear portion of the roof as long as the signal is not compromised. The HOA has learned that some sales people from the various dish companies have misled owners to believe that the "best place" is next to the house closest to the wiring entry point. The HOA has learned that some dish installations could have been placed on the roof, but the sales agent suggested otherwise in order to ensure an easier installation for the dish company without regard for the neighborhood standards.

- A. Antennas and satellite dishes shall not be placed in the front or side yard.
- B. Antennas and satellite dishes should not be visible from the front of home.

VIII. Attic Ventilators (Requires an Approved Application)

- A. Ventilators shall be installed on the rear roof of the house.
- B. Ventilators cannot protrude more than twelve (12) inches above the roof surface.
- C. Blocking airflow through the ventilator must be done from inside the home.

IX. Awnings, Trellises, Shade Structures and Pergolas (Requires an Approved Application and Current Plat)

- A. Awnings, trellises, shade structures and pergolas must be compatible with the home's architectural character in style, color and materials.
- B. The awning, trellis, shade structure or pergola shall not affect the view, sunlight or natural ventilation of neighboring properties and must be located behind the rear plane of the home.
- C. Framing for trellises, shade structures, or pergolas must be wood or wood-like composite. No plastic or single-poled metal frames are permitted.
- D. Fixed-pole stationary awnings are not permitted. Retractable awnings are permitted and should not exceed the size of the approved deck or patio. Retractable awnings are permitted on the rear of the home.
- E. Decorative fringes are not permitted.
- F. Colors must be in the same color scheme to match the home.
- G. Pergolas shall be constructed with materials that provide for a natural wood appearance. The actual building materials may be composite material that look like stained wood, or treated lumber that can be stained with a transparent stain.
- H. The material and color of the pergola should match the deck material and be the same color when building a pergola over a new deck or over an existing deck.
- I. Awning, trellises, shade structures and pergolas cannot block sunlight on any adjacent property.
- J. Size of pergola may not exceed 16'x16'.

X. Basketball Hoops

- A. Permanent Basketball Backboards and Basketball Goal Posts are NOT permitted in the front lawn. The front lawn is defined as the area between the front street and a line parallel with the front line of the residence constructed on the SF Residential site. Permanent Basketball Backboards may not be mounted to the front or side of the home.
- B. Portable basketball hoops may not be used or stored in the street (VDOT right of way).
- C. Portable basketball hoops are permitted within the front lawn.
- D. Portable basketball hoops must be kept in good repair, including the net and backboard.
- E. Pavement and yard areas surrounding the basketball hoop must be kept neat and free of debris and the grass must be kept trimmed.
- F. Sandbags, blocks, bricks, bags of fertilizer, etc. may not be used to stabilize the equipment.
- G. Portable basketball hoops must be kept in a usable upright position.

XI. Portable Play Equipment and Sports Ramps

- A. Sports ramps, including bike ramps, grind rails, skateboard ramps, etc. may not be stored in the street (VDOT right of way).
- B. Play equipment, including plastic play structures, bikes, wagons, sport nets, etc. may not be stored in the street (VDOT right of way).
- C. When not in use, sports ramps and other portable play equipment may not be stored in the front or side yard and must be stored in a garaged area, a storage shed or in the rear yard.
- D. Skateboards and sports ramps must not be used in any community common areas such as: clubhouse parking lots, sidewalks, tennis courts, or pool.

XII. Permanent Play Equipment (Swing Sets, Sand Boxes, Trampolines, etc.) (Requires an Approved Application and Current Plat)

- A. Play equipment must be located behind the home's rear foundation line, the imaginary line extending parallel from the back of the house to the side of the property or within the approved back yard fenced in area.
- B. Visible outdoor play equipment must be well-maintained and kept in good repair.

- C. Wood play equipment must be left unpainted and allowed to weather naturally or may be stained a natural wood color.
- D. Metal play equipment is prohibited (except for trampolines). Existing metal play equipment must be removed no later than June 1, 2017. Combination metal / plastic play equipment of similar quality to the equipment of the playground equipment in the Bell Creek playground adjacent to the pool / clubhouse is permitted.
- E. All play equipment must be properly secured.
- F. All play equipment must be kept in a usable upright position and in good condition or stored out of view from the front of the home.

XIII. Clotheslines and Exterior Drying

- A. No clotheslines or other clothes drying apparatus shall be installed or placed outside of any house.
- B. No laundry may be placed or allowed to hang outside of any house including on decks, railings or porches. Not to include the temporary drying of pool towels and bathing suits during swim season or small rugs.

XIV. Decks, Porches, Stoops, and Patios (Requires an Approved Application and Current Plat)

- A. When submitting an application, a notation must be made on the plat of any existing fencing, trees, plantings or other obstructions that may need to be removed and/or relocated due to the proposed modification or that are proposed to be added as a result of the modification.
- B. A notation must also be made on the application concerning any lattice or other screening that will be used.
- C. Exposed masonry other than brick or stone is prohibited. This applies to the foundation for any structure, as well as the surface for patios and decorative borders for plantings, walkways and patios. No prefab brick or stone made to look like brick or stone is allowed.

Patios shall be level, allowing for proper drainage, and be made of stamped or poured concrete, patio pavers or brick. Cinder block and asphalt patios are prohibited.

- D. Rear wood decks or stoops may be left to weather naturally but must be well maintained, kept clean, and in good repair. Decks may be sealed with a clear sealant or stained a natural wood color. No painted decks are allowed. Wood railing color may be white or match deck color. Railing balusters may be white, black, or match the color of the deck. Please see Section XXXV. Bell Creek Color Palette.

- E. Wood front porches must either be sealed with a clear sealant, stained a natural wood color, using a transparent or semi-transparent stain, or painted white. Please see Section XXXV. Bell Creek Color Palette.
- F. Wood decks shall be constructed on brick piers. Brick must match the color of the home foundation.
- G. Composite material may be substituted where wood is allowed. Composite material should be similar in appearance to stained wood. Composite material should match the existing color scheme of the home.
- H. Chippendale railing design is approved. White PVC hand railing on rear decks or rear stoops are permitted. The railing is the only item that can be white on a rear deck or stoop.

XV. Driveways (Requires an Approved Application and Current Plat)

- A. Driveway surfaces must be well-maintained and kept in good repair.
- B. Driveway repairs do not require an application as long as the repairs do not alter the driveway in either dimension or surface type.
- C. If driveway dimensions are to be altered, an approved application is required to be obtained prior to beginning work.
- D. Driveways must be paved with asphalt, concrete, or aggregate. No gravel, dirt or sand driveways are allowed.
- E. All driveway surfaces on a lot shall be of the same color and type of material. (i.e., if the driveway is made of asphalt, then the driveway extension must also be made of asphalt).

XVI. Doghouses (Requires an Approved Application and Current Plat)

- A. Doghouses must be located behind the rear foundation line and should be positioned so as not to infringe on one's neighbors' enjoyment of their yard.
- B. Doghouses must be constructed of wood or plastic and kept in good repair.

XVII. Dog Runs and Dog Pens

- A. Permanent dog runs and pens are prohibited.



(Figure A)

- B. A dog run or pen is defined as any fenced or walled structure, separate from a rear fence constructed on the property, constructed separately within the lot area to allow dogs or other animals to move about smaller portions of the lot without escape.
- C. A temporary structure as shown in Figure A is permissible in the rear of the home for short durations, not to remain overnight.

XVIII. Fences (Requires an Approved Application and Current Plat)

- A. When homeowners submit an ARC Request Form, a copy of the most current plot plan, showing all structures and improvements, (the engineer's drawing of the house sitting on the lot, as received at closing) and the contractor's proposal or a detailed description of the project should be attached. Requests will not be considered without the final survey and the fence location shown on the survey.
- B. The fence should be constructed with treated wood and built on or within the property lines. These must be the property lines based on surveyed property lines done by an established professional survey company. The fence may not intrude on the property of any adjacent land, occupied or unoccupied.
- C. Applying homeowners must consult with any neighbors that currently have a fence that the fence, may or may not be connecting to, and provide that information to the ARC. In addition, the homeowner must provide photographs of adjoining fences. Photographs should be taken from a street view.
- D. The fence should be constructed with convex picket, 4'6" at its highest point and 4'0" at its lowest. It should be constructed with 4" x 4" gothic style posts, 6" x 6" gothic style gate posts, 2" x 4" horizontal support rails and 1" x 4" nominal pickets spaced between 1" to 3" apart. The recommended picket spacing is 1.75" with minimums of 1" and maximums of 3" however picket spacing should always match nearby fences to maintain a consistent appearance from one fence to another. If connecting to an adjoining fence, new fence style should match the adjoining fence. If adjoining fence does not meet the guidelines noted herein, contact the ARC for additional information prior to construction.

- E. The finished side of the fence must face out to adjacent properties; this includes front, side and rear. All posts may be placed on either the interior or exterior of the fence as long as the finished side of the fence is outward facing to either the street or a neighbor's property. Post design and placement should match adjoining fences.
- F. At no time will a fence be allowed in the front yard of any property.
- G. The fence should begin between each rear corner of the house and 1/3 of the total depth off both rear corners of the home. Example: A home measures 30' in depth, a homeowner is allowed to start the fence 10' from both the right and left rear corners of the home.
- H. No advertising signs of any kind are to be attached to the fence. No advertising signs of any kind are to be erected on the property during construction.
- I. Chain link, barbed wire, electric, wrought iron, or any other metal fencing materials are prohibited for standard back yard fencing. Special exceptions may be made for fences mounted on retaining walls for safety.
- J. Split rail fencing is prohibited.
- K. Wood fencing must be allowed to weather naturally or may be stained or sealed a natural wood color. Solid stains or paint are not permitted. Semi-transparent stains, which allow the wood grain to show, are permitted. Please see Section XXXV. Bell Creek Color Palette.
- L. Fencing may not be constructed within another fenced area.
- M. When fencing is installed on the property line, maintenance of the area abutting the outside fenced area is the responsibility of the neighboring homeowner.
- N. Fencing must be well maintained and be kept clean and in good repair.
- O. No ARC approval is required when modifying existing fencing by replacing slats, replacing gates, or staining with the same color. The new replacement material must be identical in style, size, and color to the existing fencing.
- P. <<< removed / duplicate >>>
- Q. The installation of any fence on a lot that borders a road on the side or rear of a property line, such as a corner lot, requires that the homeowner maintain a minimum distance of one (1) foot between the outside surface of the fence to the various right of way easements and the VDOT right of way. Consult the plot plan for tree

easement locations, and the various setback requirements. Routine fence setbacks from the roadway are 6' to 7' from the curb, but will vary based on the plot plan and lot size.

- R. Damaged fencing must be repaired within thirty (30) days of damage occurrence. The new or replacement fencing must be identical in style, size, color and material to the existing fencing.
- S. When installing new fencing, all materials used must be uniform in style, color and material.
- T. When installing a fence adjacent to a neighbor's existing fence, the newly installed fence must uniformly tie into the neighbor's existing fence. In the event that this cannot be achieved, a reason for the variance must accompany the ARC request form.

XIX. Outdoor Cooking and Heating Devices (Grills, Fire Pits, Chimneas, etc.) (Requires an Approved Application and Current Plat)

- A. Permanent Cooking and Heating Devices (Requires an Approved Application)
 - 1. Permanent devices must be constructed behind the home's rear foundation line.
 - 2. Acceptable materials for permanent devices are brick, stone, and concrete.
- B. Portable cooking and heating devices must be stored behind the rear plane of the house when not in use.

XX. Gutters, Downspouts, and Rain Barrels (Requires an Approved Application)

- A. No application is required if replacement gutters and/or downspouts exactly match the existing gutters and downspouts.
- B. Gutters and downspouts must be kept in good repair. Gutter and downspout material is to be white-colored aluminum.
- C. ARC approval is not required to install gutter guards on existing gutters.
- D. Rain barrels are permitted provided they are not visible from the front or side of the home.

XXI. Heating and Air Conditioning Sources (Requires an Approved Application)

- A. No air conditioning, heating or HVAC units of any type are permitted in any window of a dwelling or in other buildings located on a lot.
- B. Additional HVAC units as part of a home addition must be included in the ARC application.
- C. HVAC units must be installed behind the front plane of the house.
- D. HVAC units may be enclosed by a two-sided L-shaped lattice structure if an approved fence does not already enclose them. The structure is to be no wider than necessary to hide the HVAC unit and at least as tall as, but no taller than 4 inches taller than the HVAC unit. The lattice structure is intended to shield HVAC units from view and the size of the structure should be consistent with that use. It is not to be used to store other items. The framing of the lattice structure may be constructed from natural, white, or stained wood or a wood-looking composite material. The lattice can be white or brown PVC, or natural or stained wood. The lattice-grid opening size (hole size) should be 2.875 sq inches.
- E. Natural structures such as small trees or bushes may also be used to shield HVAC units from street view. Dimensions of the bushes and trees should also be in the same dimension as the lattice structure detailed in the above in part D.

XXII. Irrigation Systems (Requires an Approved Application)

- A. Irrigation drainage shall not adversely impact neighboring property or structures.
- B. The irrigation system must be installed properly and must be maintained in proper working order.
- C. The irrigation system must be solely on the homeowner's lot.

XXIII. Lawn Ornaments (Does not require an Approved Application)

Lawn ornaments are man-made products placed on a lot for decorative or functional purposes.

- A. No more than three (3) total lawn ornaments, such as garden gnomes, birds, rabbits, etc, may be placed in the front and/or side yards of any lot. This does not include paving stones.
- B. No more than one (1) each of a birdbath or park bench is allowed in the front and side yards.
- C. Lawn ornaments shall be no more than thirty (30) inches in height.
- D. Birdbaths and park benches may not exceed a maximum height of thirty-five (35) inches.

- E. Lawn ornaments, birdbaths and park benches must be made of cement, stucco, cast materials, wrought iron, metal, composite, or natural materials.
- F. Lawn ornaments, birdbaths, and benches made of plastic are prohibited.
- G. Lawn ornaments, birdbaths, and park benches must be placed within or next to a landscaped area.
- H. Artificial plantings are prohibited.
- I. Wrought iron planter poles must not exceed seventy-two (72) inches in height.
- J. No flagpole on any Residential site may exceed 7 feet in length, and all flagpoles on any Residential site must be attached to a wall or porch of the residence.

XXIV. Exterior Lighting (Requires an Approved Application and Current Plat or sketch showing placement of lighting)

- A. Landscape lighting, up-lighting, pathway lighting, and driveway lighting must be designed and installed to blend with plantings and be mounted low to the ground so as not to be intrusive to neighboring properties.
- B. Landscape lighting, up-lighting, pathway lighting, and driveway lighting must be similar in architectural style and color to existing outdoor lighting.
- C. Replacement fixtures must be the same as or compatible with existing lighting in style, size, shape and color.
- D. Posts and fixtures must be kept in good repair.
- E. Only natural colored bulbs are permitted and all lighting fixtures must have the same color illumination.
- F. Eight (8) or fewer solar-powered landscape light fixtures do not require ARC approval. Fixtures may not be more than 15 inches above the ground.
- G. Only 1 standard pole-mounted light per yard is permitted. Additional pole-mounted lights are not permitted.

XXV. Exterior Painting (Requires an Approved Application)

Please see Section XXXV. Bell Creek Color Palette for a detailed description of approved color options.

- A. Painted and stained surfaces must be maintained in good repair (no peeling, chipping, cracking, discoloration, or fading).
- B. No application is required for re-painting or re-staining when using the very same and previously approved or original colors on the structures.
- C. Color Changes to doors, siding, shutters, deck stain, fence stain, et cetera (Requires an Approved Application).
- D. When changing the color scheme of a structure, the color shall be uniform and in keeping with neighborhood standards. (See color palette XXXV.)
- E. All structures on the lot shall have the same color scheme.
- F. Painting of concrete and masonry surfaces, including sidewalks and driveways is prohibited. Garage floors may be coated and does not require ARC approval if it is not visible on any exterior surface. Painting or sealing a rear concrete patio (i.e. stamped concrete) is permitted. Color of sealant shall be approved by the ARC.
- G. Trim work on the home must remain white.

XXVI. Roofing (Requires an Approved Application)

- A. Roofing materials must be maintained in good repair (no missing shingles or excessive roof stains).
- B. Repairs to or replacement of roofing materials must be uniform in color and style with existing materials.
- C. No application is required for repairs if replacement materials match existing materials.
- D. Roofing Material Changes (Requires an Approved Application). Neighborhood standards shall remain standard residential asphalt shingles. Homes built with 3-tab shingles must upgrade to dimensional/laminated shingles. Homes built with dimensional/laminated shingles must replace with dimensional/laminated shingles.
- E. When changing the color scheme of a roof the color shall be uniform and in keeping with neighborhood standards.

XXVII. House Siding and Trim (Requires an Approved Application)

- A. Siding and trim must be kept clean and in good repair. Mold, stains, or dark streaks on siding must be cleaned.
- B. Missing or damaged siding and trim must be replaced within thirty (30) days of the occurrence of the damage.
- C. Replacement of missing siding and trim does not require an application provided the replacement siding or trim exactly matches the original material, texture, dimension, and color.
- D. Siding and trim changes (Requires an Approved Application).
- E. When changing the color scheme of a structure, the color shall be uniform and in keeping with neighborhood standards. Please see Section XXXV. Bell Creek Color Palette.
- F. Front storm doors are permissible. Installation of storm doors requires ARC approval. Storm door frame color may be white, may match front door color, match siding color, or may match shutter color. Full view glass is recommended for front storm doors. Hardware color on storm door (entry lock) should match same finish as primary door hardware.

XXVIII. Sheds and Other Outside Storage (Requires an Approved Application and Current Plat)

- A. The shed must have a brick foundation to match the house; a minimum of two (2) courses of brick is required.
- B. Exterior finishes and roofing materials must match the house.
- C. Siding must match the color and style of the siding on the house.
- D. The shed must have equally proportioned windows to blend with the house.
- E. The shutters on the shed must match the window size and must match the color of the shutters on the house, if applicable.
- F. Front and rear walls must be no higher than eight (8') framed on brick foundation.
- G. Sheds maximum height is to be no more than nine (9') including foundation.
- H. Sheds may not be located within five (5') of any property line.
- I. Sheds and any other outside storage must be located in the rear of the property.

- J. The shed must be installed properly and be level.
- K. If an approved shed exceeds 256 square feet in size, it requires a Hanover County Building Permit according to Hanover County Code.
- L. No more than one shed is allowed per lot.
- M. The shed size is limited to not larger than twelve (12') by sixteen (16'), however the size of shed will be dictated by the size of the back yard and overall lot size. Larger back yards may be able to accommodate a 12' x 16', while smaller yards will be approved for smaller sized sheds.
- N. Plastic storage containers larger than 3' x 5' are not permitted. Storage containers must be kept behind the rear plane of the home, not visible from the front of home. No more than one shed or one large storage container is permitted.

XXIX. Mailboxes and Paper Boxes (Requires an Approved Application)

- A. All mailboxes, paper boxes and posts must remain uniform throughout the neighborhood as required by the Protective Covenants.
- B. The mailbox must be installed 3 ½' to 4' above the road surface and 6" to 8" from the front face of the curb to the mailbox door according to United States Postal Service code. This is to accommodate the average window placement of the mail delivery vehicle and to maintain uniformity within the neighborhood.
- C. Mailboxes, paper boxes, and posts must be well-maintained and kept in good repair.
- D. Mailbox posts and paper boxes may be constructed with wood, PVC, or composite material provided it is consistent with the existing neighborhood design and must be bright white in color to ensure uniformity in the neighborhood.
- E. Mailboxes must be black in color and standard size (9"L x 7"W x 19.38"H) to ensure uniformity in the neighborhood.
- F. House numbers must be placed horizontally on the paper box on both sides.
- G. House numbers must be black raised four (4") 3 dimensional plastic or metal numbers that are not thicker than 1/8 inch. Flat stickers are not permitted.

XXX. Pools, Hot Tubs and Spas (Requires an Approved Application and Current Plat or sketch showing placement)

- A. Applications must state whether the installation requires excavation of the site, and if so, the effect of the excavation upon adjacent properties. Where siphoning into the yard will be the means of drainage, also state the gallon capacity of the proposed tub or spa relative to yard dimensions. If the tub or spa is visible from neighboring properties or from the road, the visual effect on those areas must be mitigated.
- B. Children's wading pools are permitted without an application; wading pools may be used in the front yard, but may not be stored in the front yard. They must be stored behind the rear plane of the home if not in use. They may not be left in the front yard for the duration of the summer. They must be emptied and stored when not in use.
- C. Pool-related equipment (towels, toys, slides, etc.) must be stored in a location that is not visible from any street.
- D. Above ground swimming pools are prohibited.
- E. Hot tubs and spas must be located behind the rear foundation line and between the sidewalls of the residence and generally not more than ten (10') feet from the rear of the dwelling.
- F. Hot tubs and spas must also be located entirely on a deck or patio that is directly adjacent to or attached to the house.
- G. Hot tubs or spas visible from either neighboring properties or from the street must be screened with lattice and/or plantings to obscure the unit from view. The lattice screening structure must be secured and constructed in a manner that will withstand the elements and be approved by the ARC.
- H. Hot tub or spa related equipment (towels, covers, etc.) must be stored in a location that is not visible from any street.
- I. Pools, hot tubs, and spas must be properly maintained and in good repair.
- J. Pools, hot tubs, and spas must be operated so as not to create a nuisance.
- K. Hot tubs and spas must be covered with a childproof cover when not in use.

XXXI. Trash/Recycling Storage and Collection Structures (Requires an Approved Application and Current Plat)

All trash and recycling must be stored in covered containers.

No containers, bags, or trash shall be kept in front or side yards, unless it is stored behind an approved structure that shields it from view.

Garbage or recycling containers may be placed at street side not earlier than the evening of the day before scheduled pickup and must be removed as early as possible on the day of pickup.

- A. Installation of structures to shield trash or recycling cans from view requires an approved application.
- B. A lattice structure may be constructed to shield trash or recycling cans from view. This structure should be either a two-sided L-shaped lattice structure or fully enclosed with a hinged swing gate. The structure is to be no wider than necessary to shield the trash or recycling cans from view and at least as tall as, but no taller than 6 inches taller than the trash or recycling cans. The lattice structure is intended to shield trash or recycling cans from view and the size of the structure should be consistent with that use. It is not to be used to store other items. The framing of the lattice structure may be constructed from natural, white, or stained wood or a wood-looking composite material. The lattice can be white or brown PVC, or natural or stained wood. The lattice-grid opening size (hole size) should be 2.875 sq inches. Fencing may not be extended farther forward than the "1/3 fencing rule" and requires an approved application.
- C. Leaf and trash burning are not permitted within Bell Creek.

XXXII. Portable or Temporary Storage Units (Requires an Approved Application)

- A. Portable or temporary storage units must be placed on the paved driveway. Placing on the roadway is prohibited (VDOT Right of Way).
- B. All storage units must be removed within four (4) weeks from date of delivery. Please contact the Managing Agent if an extension is necessary.
- C. The maximum size of an individual unit or the combined size of multiple units may not exceed eight (8') feet in width and sixteen (16') feet in length.
- D. The homeowner is responsible for repairing any damage caused by the placement, storage or removal of such unit to any roadways, common areas or adjacent properties.

XXXIII. Energy Conservation Equipment (Requires an Approved Application and Current Plat)

No solar energy collector panels or attendant hardware or other energy conservation equipment shall be constructed or installed on any Residential site unless it is an integral and harmonious part of the architectural design of a structure, as determined at the sole discretion of the ARC. No windmills, wind generators, or other apparatus of generating power from the wind shall be erected or installed on any Residential site without the prior written consent of the ARC.

XXXIV. Back-up Generators (Requires an Approved Application and Current Plat or sketch showing location of generator)

The generator must be located at the rear of the home, not visible from the front of the home, and must have functional sound dampers.

XXXV. Holiday Decorations

Holiday decorations may be displayed no earlier than 30 days prior to the holiday and must be removed not later than 30 days after the holiday.

XXXVI. Bell Creek Color Palette

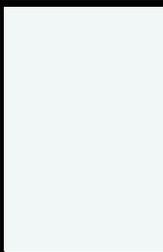
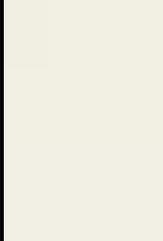
Door, Shutter, and Siding Colors

- A. Door colors may either match shutters, may match siding color, or may be a contrasting color. The contrasting door color may be any shutter color or any siding color shown on this palette.
 - B. The color of front and side doors should match each other.
 - C. Shutter Style in Bell Creek is Standard Raised Panel with top and bottom equal panel size.
 - D. Specialty accent vinyl siding panels such as fish scales, rounds, cedar shakes require color pre-approval.
 - E. This written color palette is derived from the existing style, color & design of homes built from 2006 to 2012, but applies to all homes past, present, and future within the Single Family Residential portion of Bell Creek.
- ** shutter colors taken from MidAmerica Components standard shutter selection
- ** siding colors taken from Norandex/Reynolds standard vinyl siding color chart
- F. Selection of a color in the approved palletete does not automatically mean an ARC request will be approved. The ARC will consider the color palettes of neighboring homes when rendering a decision to ensure that the same color scheme is not being repeated on neighboring homes.

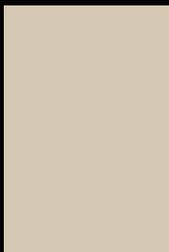
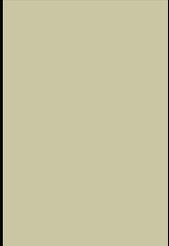
BELL CREEK SINGLE FAMILY RESIDENTIAL COLOR PALETTE

Door colors may either match shutters, may match siding color, or may be a contrasting color. The contrasting door color may be any shutter color or any siding color shown on this palette. Front and Side doors should remain consistent. Shutter Style in Bell Creek is Standard Raised Panel with top and bottom equal panel size.

*(there is no relevance to the colors placed side by side in the two colums below, colors printed may vary from exact siding or shutter color)
 Samples of exact colors are available from the ARC to borrow for reference. Contact Community Group for more information.*

LINE #	SHUTTER / DOOR COLORS	SIDING / DOOR COLORS	
1	White #001 	White	
2	Black #002 	Linen	
3	Wedgewood Blue #004 	Beige	
4	Clay #008 	Almond	
5	Federal Brown #009 	Tan	

6	Musket Brown #010	
7	Tuxedo Grey #018	
8	Wicker #023	
9	Burgundy Red #027	
10	Forest Green #028	
11	Classic Blue #036	
12	Wineberry #078	

Dune	
Cream	
Wheat	
Sandstone	
Sierra	
Sand	
Champagne	

13



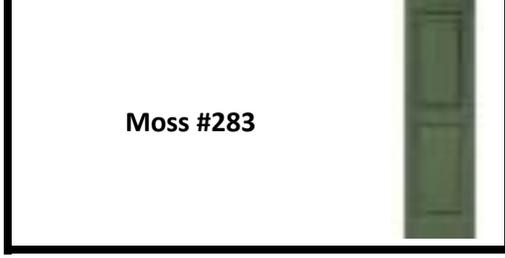
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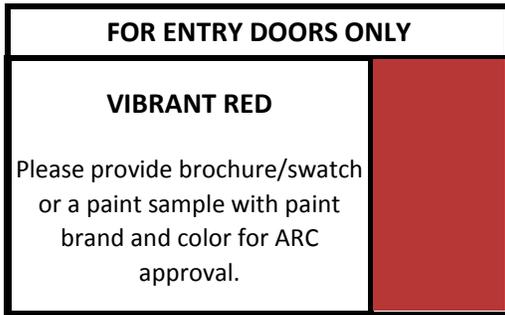
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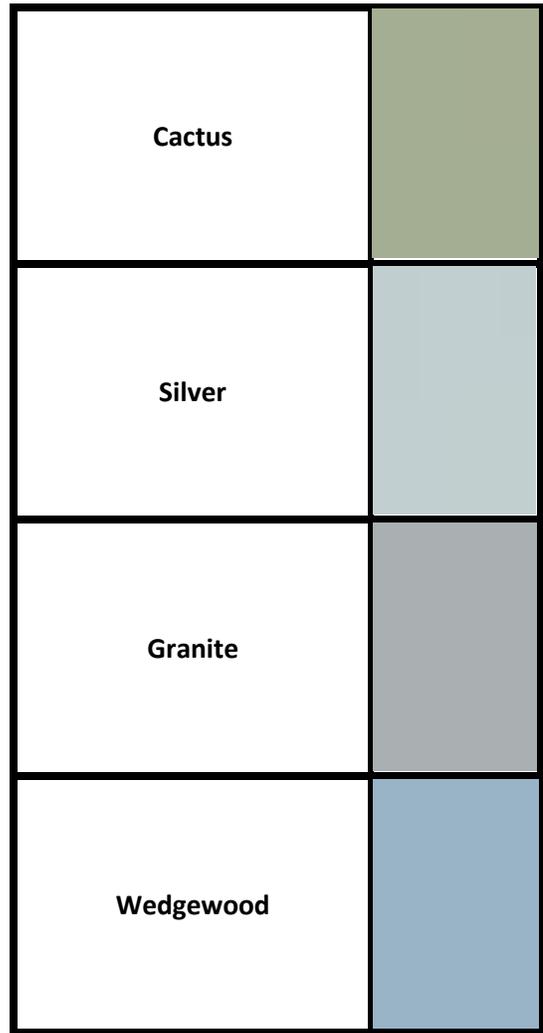
16



17



Red color shown above is BEHR #S-G-170 Licorice Stick Satin Enamel Exterior Paint



There are 32 specific colors shown above that may be used for entry doors plus any number of varying stained wood door colors

Specialty accent vinyl siding panels such as fishscales, rounds, cedar shakes require color pre-approval.

This written color palette is derived from the existing style, color & design of homes built from 2006 to 2012, but applies to all homes past, present, and future within the Single Family Residential portion of Bell Creek.

** shutter colors taken from MidAmerica Components standard shutter selection

** siding colors taken from Norandex/Reynolds standard vinyl siding color chart

DECK and FENCE COLORS

Decks may be stained using transparent or semi transparent stains. All rear deck / stoop structures should maintain a look that resembles wood; therefore, solid stains are not approved. Transparent stains (browns, reds, clear/natural) are approved. Semi Transparent stains that change the natural wood color to a green, blue, light gray, or heavy/solid red are not approved. Semi Transparents with more natural looking medium browns or medium grey colors are approved.

Altering a deck color to a light grey, white, blue, green, or black as examples are not approved. Rear structures in Bell Creek should remain in the "wood look", however composite materials that resemble natural wood or stained wood colors as noted herein may be approved. White railing on a wood or composite deck is approved. Bandboards, steps, risers, and stringers on rear decks must remain the natural wood color to match the structure.

Fences may be stained using transparent or semi transparent stains with same guidelines as decks.

CLARIFICATIONS:

Rear or side stoop structures (typically smaller than 4' x 4') may be natural wood or match trim colors of home. (white band, stringer, riser, etc)

**** REMINDER ****

ANY ITEM STATED HEREIN IS STILL SUBJECT TO THE ARC APPLICATION PROCESS AND
MUST BE SPECIFICALLY APPROVED FOR AN INDIVIDUAL HOME.

Rear Deck/Stoop and Fence Colors

- A. Decks may be stained using transparent or semi-transparent stains. All rear deck / stoop structures should maintain a look that resembles wood; therefore, solid stains are not approved.
- B. Transparent stains (browns, reds, clear/natural) are approved.
- C. Semi-transparent stains that change the natural wood color to a green, blue, light gray, or heavy red are not approved.
- D. Semi-transparent stains with more natural looking medium browns or medium grey colors are approved.
- E. Altering a deck color to a light grey, white, blue, green, or black, as examples are not approved.
- F. Rear structures in Bell Creek should remain in the "wood look"; however composite materials that resemble natural wood or stained wood colors as noted herein may be approved. White railing on a wood or composite deck is approved.
- G. Bandboards, steps, risers, and stringers on rear decks must remain the natural wood color to match the structure. Bandboards, steps, risers, and stringers may be natural wood color, stained with a transparent or semi-transparent coating, or may be composite white. The actual step tread on a stoop must match the flooring of the stoop.
- H. Fences may be stained using transparent or semi transparent stains with same guidelines as decks.

XXXVII. Other Alterations

- A. Any modification not specifically addressed in these Guidelines or in the Protective Covenants requires an approved application.
- B. As a General Rule, replacing like with like on any previously approved item requires no new ARC application.

XXXVIII. Other

- A. All applications shall be submitted to Community Group. Applications can be obtained online on the Bell Creek Facebook page, on the Bell Creek NextDoor site, on the Bell Creek website (www.bellcreekcommunity.com), or from Community Group. Completed applications may be mailed to:

Community Group
3901 Westerre Parkway, Suite 100
Richmond, VA 23233

Faxed to (804) 346-8640 or emailed to email@communitygroup.com

For more information, please call (804) 270-1800.

** Even though certain items may show “approvable” in these guidelines, that each application is reviewed on a case by case basis and the ARC has a responsibility to approve or deny based on the unique situation of every home when viewed and compared to the homes nearby. In some cases, certain colors or styles that are shown as approvable may not be optimal for certain homes.*

- B. The colors shown on the color palette and/or referenced within this document are for reference only. A PDF document may not be used for exact color matching. Contact the ARC or Community Group to obtain a color selector to borrow in order to pick or match colors for your home.

BELL CREEK ARCHITECTURAL MODIFICATION REQUEST FORM

This document will become part of the Homeowner's contract and must be complied with by any succeeding owners. I, _____, do hereby request permission to make the following modification to my home in Bell Creek located at _____

Home Phone _____ Work Phone _____

Cell Phone _____ E-Mail Address _____

DESCRIPTION OF REQUEST: _____

Attach the following as applicable:

- Plot Plan with proposed modification(s) to approximate scale with dimensions. PLAT COPY MUST BE SUBMITTED WITH REQUEST AND IT MUST BE THE FINAL SURVEY COPY WITH THE ENGINEER'S STAMP INCLUDED AND VISIBLE ON THE COPY. Plot Plan should be up to date showing all exterior structures and improvements.
- Digital photos in .JPEG/JPG format showing "before pictures" of proposed improvement / modification area. Photos should be taken of close up views, street views and any other view from that of an adjoining property.
- Complete description (photos/drawings/brochures) as to construction design, materials (types & sizes), & color/finish.
- *Fence applications only*: Indicate and show on plot plan if connecting to adjoining fences on any side/rear and include photos of areas.
- Floor Plan, Elevation, Section Drawing (i.e. footings) for any construction related improvement.
- Copy of County Building Permit (if applicable) to be submitted to HOA prior to work commencing, not with this form.

I do, by my signature, understand and agree to the following:

1. That I assume total responsibility for the upkeep and maintenance of all modification(s) made in the area. I also acknowledge that obtaining insurance for the improvement is my responsibility.
2. That the modification(s) will not in any way hinder yard care or any other Association maintenance responsibility.
3. That I will accept total responsibility for any damage to person or property that may be caused by this modification(s).
4. That the Homeowners Association reserves the right to require removal or repair of the modification at my own expense if: 1) the modification is not constructed or installed as per specifications submitted for approval with this form; or 2) the modification is not maintained in a safe condition; or 3) the modification is not maintained in keeping with the surrounding structures and/or is not satisfactory to the Board of Directors.
5. I certify that I have read and agree to follow the rules and regulations pertaining to architectural control and review (if applicable).

_____ Homeowner Signature(s)

_____ Signature

- APPROVED** by Board of Directors **OR**
- APPROVED with Following Contingencies** by Board of Directors:

_____ HOA Board Representative Signature

_____ Date Signed

- DISAPPROVED for the following reason(s)** by Board of Directors:

_____ HOA Board Representative Signature

_____ Date Signed

BK/ARC/ARC modification form 2/08, 3/15, 6/16