

# The Old Hundred Mill Architectural Review Committee

## General Guidelines

### 1. Introduction

The following are the guidelines for the Old Hundred Mill Architectural Review Committee, commonly known as ARC. In the absence of a formal committee, the responsibilities of the ARC will lie with the existing Board of Directors. Please note that the guidelines in this document also address items that are not strictly architectural in nature.

As part of the legal process which all encountered when they bought their homes in Old Hundred Mill, they agreed to be bound by a set of Covenants & Restrictions which govern, among other things, both the external changes which may be made to their homes and property, as well as the required process for obtaining approval for these changes. Once closing has been completed jurisdiction for external changes and appearance passed to the ARC. All were given a copy of these Covenants & Restrictions, which are recorded in the Clerk's office of the Circuit Court of Chesterfield County.

The ARC has been given the responsibility of assuring the external changes made by the homeowners are such that **the overall image and property values of Old Hundred Mill are not diminished.** The Covenants in some instances are vague, but grant latitude to the ARC to make reasoned judgments as to their implementation. These Guidelines, which follow, present some insight to the requirements and the process for obtaining the required prior approval for the intended change. Each application is evaluated on its own particular merits and situation. Exceptions from specific requirements can be granted, if in the judgment of ARC, the overall image and property values of all the Old Hundred Mill residents are not diminished.

A note of caution for those who may have inadvertently overlooked the requirements and made external changes without obtaining the required ARC approval. Residents may face unexpected complications upon resale of the Old Hundred Mill home when the legally required presale inspection and certification notice to the prospective purchaser indicates that external changes had been made that were not in compliance with the Covenants & Restrictions.

The intent of these Guidelines is to provide clarity to all residents of Old Hundred Mill. These guidelines are subject to change as deemed necessary by the existing ARC or Board of Directors. As fellow residents of Old Hundred Mill, the ARC and Board of Directors value your input and questions. Please do not hesitate to contact any of the ARC members, Board of Directors, or the HOA Management Company if you have questions or concerns.

In addition to the guidelines contained herein, homeowners are responsible to ensure all necessary approvals and permits are obtained from the County or any other applicable governing body.

## **2. The Application:**

The appropriate application (either “Application for Fence Approval” or the “Application for Home Improvement Approval) is required to be submitted for all proposed external changes to the home or property. Copies of the forms can also be found on the website under Necessary Forms & Info (<http://www.oldhundredmill.org/covenants.asp>) or can be obtained from ACS West by calling (804)-282-7451.

Applications should be submitted to the existing HOA Management Company at the address noted on the application. Upon receipt of a completed application, the ARC has fourteen (14) days to render its decision in writing. If the application is incomplete or lacks sufficient detail for a decision to be made, the application will be denied pending additional information. Careful attention to clarity and completeness is important.

Please note that by signing the application you have given permission for the Management Company or ARC members to enter your external property as necessary for review of the proposed modifications. Also, if there are special conditions that should be known, such as “Beware of Dog”, please note these on the application. Failure to properly notify the ARC of these situations can lengthen the application process.

Proposed modifications must be completed within nine months of the date on the letter of approval or conditional approval. Also note that in signing the application you agree to make your modification as noted in the application, maintain the modification in a satisfactory manner, and remove the modification at your own expense if the forgoing is not in compliance.

## **3. The Guidelines**

### Outbuildings (Sheds)

As stated in Covenant 5.08, outbuildings “must be of the same type and quality of construction as the dwelling on the lot”.

Roof styles and slopes shall match the style and slope of the house roof (i.e. roof shingles shall match the house roof shingles). All exterior finish materials and colors shall match the house.

Windows and doors in outbuildings shall be similar in style and color to those in the house. The size and location of outbuildings will be judged on the potential for impact on adjacent properties and the visual streetscape.

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*Air Conditioning & Heating Equipment*

These units are generally installed as part of the initial house construction and as such are not subject to ARC approval. In the event of a planned relocation of these units, prior ARC approval will be required. Window and through-wall air conditioning units are prohibited.

*Awnings*

Awnings and door canopies are subject to the ARC approval process with major focus on compatibility of size and color(s) with the existing house.

*Boats, Boat Trailers, Campers, RV's, Utility Trailers*

These may not be permanently stored on the homeowner's property in such a manner that they are visible.

*Deck Extensions*

All deck extensions or modifications are subject to the approval of ARC with major focus on compatibility with the existing deck and house and visibility from the street.

*Dog Pens & Dog Houses*

Dog houses may only be situated behind the house. Only one doghouse will be permitted per lot. Doghouses shall be finished on the exterior and maintained in acceptable repair and appearance. Application to and approval by the ARC is required prior to construction or installation.

*Driveways*

Paving, aggregating or other finishing of driveways is subject to ARC approval only if there is a change in the configuration or location of the driveway as originally installed is planned.

All driveways must be properly maintained, including sealing cracks and resurfacing as necessary.

*Exterior Siding, Trim, Door & Shutters*

All color changes are subject to ARC approval prior to painting or vinyl replacement.

All exterior door, trim, and shutter color changes are subject to ARC approval.

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Fences

There are, for the purposes of these guidelines, two kinds of fences. The first and most common fence is the informal landscape fence that is generally unobtrusive in appearance, utilizing neutral, unfinished wood or other approved material and designed to run long distances with the contours of the land. These generally follow the property lines behind the house. The second kind of fence is a formal or architectural fence that shall be considered a design extension of the house, limited in area, and is located directly behind the house.

The purpose of these guidelines is to promote the appropriate use of each type of fence. The ARC judges the acceptability of a fence request on the basis of these guidelines.

- a) Chain link fences, barbed wire fences, and post and wire fences are prohibited.
- b) Fence height shall not exceed five feet.
- c) Fences shall be permitted in rear yards only and shall not extend any farther forward than the rear plane of the house.
- d) All fences shall be constructed with the framing members facing in to the applicants side of the yard.
- e) The fence style shall be appropriate to the house and property style
- f) Depending on existing conditions, the ARC may require screening shrubbery along the outside of formal or architectural structures.
- g) All fencing must be maintained.

Home Additions

To assure consistency in the design of the house and to minimize visual disruption to the neighborhood, additions must match the design characteristics of the house. The mass of the addition shall be similar in the use of shapes to that of the house, but proportionately smaller so as not to overpower the house.

Roof styles and shapes shall be similar with an attempt made to match shingle color and type.

All home additions, including but not limited to additional rooms, decks, patios, screened porches and gazebos shall be subject to ARC approval.

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Irrigation Systems

In-ground irrigation systems do not require ARC approval.

Please note, in their design/layout considerations, that any damage caused by snow removal or road repair by VDOT on the VDOT right-of-way will not be repaired by VDOT.

Landscape Maintenance & Renovations

Any significant changes in the landscape plan as installed by the builder require ARC approval. Significant changes would include, but are not limited to, the incorporation of previously wooded or grassed areas into the landscape plan. Changes in foundation plants do not require prior approval.

Any earthwork changes in topography, site drainage, or creation of ponds, pools, or other water features, must be approved by ARC.

Yards shall contain grass turf or planting beds. Yards may not consist of barren dirt or bare patches of dirt with sparse turf cover.

Turf may not exceed five inches (5") in height.

Residents are required to promote the growth of grass in their yard, which includes but is not limited to watering, aeration, seeding, fertilization and weed control.

Alternative plant material or planting beds are to be installed in areas of yards where Property Owners have not been able to establish grass.

Shrubs and trees are to be pruned to prevent overgrowth and promote an aesthetically appealing look, including the removal of dead plant material. Planting beds are to be weeded and plant material is to be maintained to prevent overgrowth.

Property Owners are to maintain their entire property including ditch lines and areas adjacent to the street. Even though these areas may be in an easement area of the Virginia Department of Transportation or any other entity, it is the responsibility of all Property Owners to maintain this area by affecting all of the above requirements in the ditch lines and areas adjacent to the street, including mowing, watering, aeration and seeding.

If a retaining wall is attached to the residence or within 6 feet of the foundation, the construction materials will be the same as the residence including color.

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If a retaining or culvert wall is being constructed within 25 feet of the road center line then a call to VDOT is required to insure the wall will not violate VDOT's access limits.

Brick, stone, or wood patios shall be constructed so they complement and are compatible with the home.

Mailboxes

Mailboxes/posts must be maintained as originally installed. Color or design changes are not permitted.

Play Equipment

Play structures and equipment are often highly visible, and depending on their design and application, they may defeat many of the aesthetic and environmental goals that our community has sought to achieve. For this reason (OHM Covenants section 5.04), ARC requires approval of all exterior play equipment (structures) prior to placement on the lot. Play structures and equipment shall include but not be limited to the following:

- Swing sets
- Sliding boards
- Jungle gyms – climbing structures
- Large skate board ramps and structures
- Forts
- Tree houses
- Play houses
- Batting cages

Play equipment shall be located in rear yards only.

Play equipment should be finished in muted colors and constructed of wood. Play equipment should be located away from property lines adjacent to neighboring homes or streets. ARC consideration will be given to noise and visual impact on neighboring homes. In that regard, ARC may require certain play equipment to be screened from view.

Play equipment that has fallen into disrepair or has been outgrown by children should be removed from the property.

Basketball goals are subject to the following criteria:

- a) Portable goals may be used in the driveway or yard.

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- b) As per county rules, portable basketball goals are not allowed to be stored on the street.

Satellite Dishes

A single, small satellite dish (18" in size, like those used for Direct TV and The Dish Network) are permitted. Any satellite dish larger than this is not permitted.

If a satellite dish is no longer in use it must be removed.

Signs

No sign other than one standard temporary real estate sign and/or one builders sign is permitted in any yard (OHM Covenant section 5.14).

Swimming Pools

No above ground swimming pools will be permitted.

In-ground swimming pools shall be located wholly behind the house.

Homeowners are required to certify that all regulatory requirements such as, but not limited to, those pertaining to the sanitary septic permit issued by the County Department of Health and State building codes regarding fencing will be met.

ARC may require screening of swimming pools to insure the privacy of the pool's owners and of neighbors.

Design, location, fence style & screening are all subject to ARC approval.

Trash Cans

Trash cans are to be situated in a location where they are screened from the front street and neighboring homes. Installation of screening is subject to ARC approval.

Trash cans are to be removed from the curb on the same day as trash pick-up.

Tree Removal

The removal of any tree or trees greater than 6 inches in trunk diameter is subject to the ARC approval. Please see OHM Covenant section 5.11 for further information.

Trees that impose an imminent threat of harm to the home or persons may be removed on an emergency basis without approval from ARC (specifically and only dead trees). In

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evaluating tree removal requests, ARC will place major focus on maintaining the aesthetic environment of the Old Hundred Mill community.

Property Maintenance

Property maintenance includes the upkeep of lots, buildings, and other improvements consistent with good property management, proper trash disposal and animal control in order to maintain the overall image of Old Hundred Mill and not diminish the property values.

Each property owner has the following responsibilities:

- a) General Property and Lawn Care
  - 1) Snow removal as required (specifically sidewalks).
  - 2) Painting and external care of structures and other improvements.
- b) Trash
  - 1) Disposal of trash and other refuse on a weekly basis. All trash must be maintained in appropriate refuse containers.
  - 2) No accumulation or storage of trash or bulk materials on any lot.
  - 3) Screening of any trash containers kept outside of the house or garage
- c) Animal Control
  - 1) Domestic pets only are permitted. No wild or “game” type animals are permitted.
  - 2) Compliance with Chesterfield County animal control laws including licensing, leash laws and animal waste clean-up is required.

Vehicles

No commercially licensed vehicles, disabled vehicles, vehicles without a current state license or state inspection sticker, machinery or other equipment shall be kept on any lot unless kept within a garage.

No repairs of any vehicles (other than minor repairs or maintenance to personally owned & licensed vehicles) shall be permitted on any lot, except in a garage.

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It shall be the responsibility of each owner to construct, with ARC approval, and maintain suitable and adequate parking space on his lot, and all licensed vehicles shall be parked thereon. Street parking other than for special occasions or for visitors is prohibited.

Flags

Homeowners may display a flag at their home subject to certain conditions.

Decorative flags may be displayed on a small pole (not to exceed 5 feet) and is to be affixed to the house.

As per OHM Covenant section 5.17, no freestanding flag pole is permitted.