

HIGHLAND PLACE COMMUNITY ASSOCIATION, INC.

ARCHITECTURAL COMMITTEE

REVIEW GUIDELINES

PURPOSE:

No one wants to be told what to do with their own land, and that is not the purpose of this Committee. However, we do need to adhere to practices that maintain market value of our investments while preserving quality of life for those residing in our community. The appearance and continuity of our community is essential for a harmonious living environment. The responsibility of the architectural committee as appointed by the board of directors is to find the balance using the guidelines set out in this document. It is the responsibility of each member of this association to read this information, and abide by it.

REVIEW PROCEDURES:

All plans for landscaping, new structures, and improvements, additions, or modifications to the exteriors of existing structures in Highland Place must be submitted to the architectural committee members in writing for review and approval or disapproval. The submission may be as an attachment to an email, or may be mailed or delivered as a hard copy. The property owner must have written approval for any proposals before beginning any work on a proposed project. The property owner must take full responsibility for any work being done on his or her property.

The Committee does not need to meet for approval unless necessary to complete the process of approval. The committee is responsible for evaluating the aesthetics and compliance with the Association Covenants of any items submitted in the following manner.

1. Each committee member will examine written requests noting completeness or reasons for concern.
2. If any committee member has concerns, they will call a meeting or discuss with the other Committee Members.
3. Each committee member has one vote as to approval or disapproval (with explanation as to how the project violates the covenants.)
4. A simple majority of committee member votes is required for approval.
5. Actions taken may be as follows:
 - Approved as submitted
 - Approved subject to conditions
 - Disapproved needing further information
 - Site visit required before approval/disapproval is determined
 - Disapproved as not complying with the covenants or guidelines

NOTIFICATION OF DECISION:

Each Committee Member can give their vote of approval directly to the submitting owner, with notification to all other committee members. Notification of the committee member's decision must be in writing; email is preferred. If any committee member

does not approve the plans, they are obligated to communicate with the other committee members before notifying the owner.

A decision shall be given to the owner within 45 days of date of submittal. As stated in the covenants, no answer within 45 days constitutes an approval.

Each request will be examined and considered on its own merit. Other than stated in this document, no previously approved request shall constitute an established precedent for approval or a change in the covenants.

INSPECTION:

The property owner shall notify the committee when the project is complete so that they may inspect the project to verify that the project is in accordance with the approved request. Any committee member wishing to visit the site to verify the project shall contact the property owner to arrange a convenient time for the owner.

ITEMS NOT ALLOWED:

- Items that do not comply with existing covenants, local regulations, zoning, or governing building codes
- Fences made of chain link, metal, or wire, or that are electrified
- Structures or landscaping that do not comply with the Chesapeake Bay Preservation Act and the guidelines promulgated by the Virginia Department of Environmental Quality (DEQ).

ITEMS PRE-APPROVED:

LANDSCAPING:

- Minor changes, such as planting small trees, shrubs, and other plants to enhance existing landscaping
- Replacement of previously approved plantings that have expired or otherwise need replacing
- Removing bramble or overgrowth from the property or shoreline (may need approval from VMRC or USACE; property owner is responsible for getting those approvals)
- Invisible fencing to control pets, as long as it is installed only on the owner's lot

TV AND INTERNET RECEIVERS:

Satellite and RF receiver antennae are the only ways to receive TV and internet service at Highland Place. Therefore, and in accordance with federal law, the Association shall not prohibit their use.

SOLAR PANELS:

Solar Photo Voltaic (PV) and water heating solar panels are pre-approved in accordance with state and county laws. Ground array systems are pre-approved, *HOWEVER, landscaping plans for ground array systems must be submitted for approval to the Committee BEFORE beginning installation.*

CLOTHESLINES:

Removable, temporary (i.e. folding umbrella style) clotheslines are pre-approved as long as they are put out of sight when not in use. Permanent clotheslines are allowed

if they are hidden from view of any other lot by Committee-approved enclosure or landscaping.

IMPROVEMENTS TO EXISTING STRUCTURES:

- Gutters and rainwater collection systems
- Awnings, louvers, or other exterior window shading
- Periodic painting and upkeep is encouraged as long as it is close to existing color and materials

REPLACEMENT OF EXISTING STRUCTURES:

Docks, storage sheds, and other temporary buildings may be repaired or replaced with similar size, shape, materials, and color as long as the replacement is in the same location.

GUIDELINES FOR ITEMS REQUIRING APPROVAL:

HOUSE PLANS:

Submission should include any drawings of exterior, a plat showing location on the lot, a description of exterior colors and materials that can be seen from the other Lots. No building shall be taller than 35 feet excluding chimneys, antennae or other non-occupied structures. The main structure on any lot shall be at least 2000 square feet of conditioned space (not including porches, decks, or garages). Per Building Code §148-24, the minimum side yard for any main structure or guest house shall be 10 feet. The minimum rear yard shall be 25 feet or shall comply with the 100-foot RPA as described in the Chesapeake Bay Protection Act.

LANDSCAPE PLANS:

Although the covenants do not require landscaping, owners are encouraged to do so. Plans for such landscaping (other than pre-approved items above) should be submitted before any major overall landscaping project has begun. Submission should include plan view of location and placement of items and a plant list. No invasive non-native plants will be approved.

EXTERIOR LIGHTING:

Per Building Code §148-144, all lighting shall be designed, located, fully shielded, and arranged so as not to direct glare on adjoining streets or properties. "Fully shielded" shall be defined as a fixture that is shielded or constructed so that all light emitted is projected below a horizontal plane running through the lowest part of the fixture.

ACCESSORY BUILDINGS AND STRUCTURES:

As required by Northumberland County Ordinances as described in § 148-24, the minimum side yard per accessory structure shall be four (4) feet. The minimum rear yard shall be 8 feet.

SWIMMING POOLS:

Per Building Code §148-147, swimming pools require that adequate fencing be installed as approved by the county zoning administrator. Placement of the swimming pool must be set back at least 100 feet as described in the Chesapeake Bay Preservation Act. Swimming pools are subject to special assessment for use of community well water.

HOME ADDITIONS/MODIFICATIONS:

Must be designed to look as though they are part of the original structure or otherwise be considered aesthetically congruous by a majority of the committee.

SHORELINE IMPROVEMENTS:

All major work done on the shoreline or in or affecting the quality of Dividing Creek (i.e. landscaping, buffer removal, dredging, dock building or additions) shall be approved by the architectural committee and by all cognizant regulatory agencies (e.g., VMRC, USACE, Northumberland County). Property owners are encouraged to follow "living shoreline" practices and avoid shoreline hardening.

NON-COMPLIANCE:

Sanctions will be levied upon owners for non-compliance with the rulings of the architectural committee. Amounts shall be determined by the board of directors as reasonable fees and do not constitute a remedy. As described in the covenants, the association has the right to remove or otherwise remedy any non-compliance as necessary.