



Welcome to Birkdale

Dear New Resident of Birkdale,

On behalf of the Board of Directors and all of Birkdale's residents, I want to welcome you to our community. We are glad you chose Birkdale and trust you will enjoy your new home and our Birkdale community.

Birkdale is a planned community which was established in 1988. It is managed by you and your neighbors through the Birkdale Community Association and your Board of Directors. We use ACS West to provide professional assistance with administrative, accounting, billing and management services. Lee Ann King is our Community Manager.

In order to facilitate your understanding of Birkdale, this package contains a summary of information that will help you get started enjoying your new home and community. We hope it provides quick answers to some of the questions you may have and will be a resource for you to keep handy. I encourage you to go to our website at www.birkdaleonline.com. Our website provides extensive information on Birkdale, from the Covenants by which it is managed to the various committees in which you might want to participate. You should be able to find answers to many of your questions on the website. There you will find a place to sign up for the Birkdale Bulletin (our newsletter). Once you have subscribed, you will begin receiving monthly, electronic copies of the Bulletin. These contain timely updates on activities and issues that affect our community. Subscribing will also ensure you receive special emails that are sent out by the Board when there is critical information that needs to be shared.

I and the rest of the Board look forward to meeting you and hope you will attend our meetings and participate in the committees that help maintain Birkdale's appearance and value.

Again, welcome to our neighborhood.

Sincerely yours,

President,

Birkdale Community Association Board of Directors



Welcome to Birkdale

Congratulations on your move to Birkdale! We are pleased to welcome you to the neighborhood and hope that you enjoy your new home and the Birkdale community as much as we do. We not only want to take the time to welcome you, but also to provide you with a brief summary of key information on the community and its management.

We encourage you to take a moment to become familiar with the content of our website (www.birkdaleonline.com) and to subscribe for the newsletter. These are the primary Birkdale communications vehicles.



How can I find information on Birkdale and get an answer to my questions?

Birkdale maintains two official sources of information: the community website (www.birkdaleonline.com) and the newsletter, the "Birkdale Bulletin." BirkdaleOnline is the place to go for detailed information on almost everything to do with Birkdale and any questions on rules and regulations. It has all the Governing Documents such as the Master Protections, Single-family Protections, Articles of Incorporation, Bylaws, Architectural Standards and Guidelines and Architectural Review Committee (ARC) applications, and Assessments Collection Policy. It also provides archived copies of Board Meeting meetings and monthly newsletters.

Your realtor or financial institution was made aware of these documents prior to your closing. If you did not receive a copy at closing or were not notified how you could obtain a copy, please go to www.birkdaleonline.com where you can view these documents.

The Bulletin is published monthly and distributed electronically. You can sign up to receive the Bulletin by going to the homepage of www.birkdaleonline.com. Select the Newsletter tab to find the sign-up form. The Bulletin provides monthly summaries on budgets and expenditures, standing committee activities, upcoming meetings, and special topics of interest.

There are several social media sites which are used by Birkdale residents to keep informed of local news and communicate with neighbors. Chesterfield County government uses these also. They are Nextdoor at Nextdoor.com or <http://birkdale.nextdoor.com> and Facebook page Birkdale Residents. Neither of these are used for Birkdale Association communications.



How is Birkdale managed?

The Birkdale Community Association is a homeowners' association wherein all homeowners are members with voting rights. The association is managed by the five elected members of the Board of Directors. The Board has complete responsibility and authority to conduct the business of the association as defined in the governing documents. The Board has the power to hire qualified agents to manage its business and to delegate various responsibilities to committees. These groups are defined below and contact information for them is provided in the "Quick Reference Numbers".

- **Board of Directors and Officers**– The board is comprised of five members who are elected for two-year terms. All homeowners in good standing are eligible to run for Board positions. There are no specific qualifications. Officers are elected by the Board. The primary duty of the Board is to maintain the common areas and enforce rules necessary to maintain the overall quality of the community.
- **Managing Agent** – The Board has contracted with ACS West Incorporated for the administrative functions. ACS West's responsibilities include billing and collections, accounting, contract administration with vendors, interaction with realtors and attorneys during sales, maintain software used by the association, facilitating communications within the association, and providing expert advice to the Board. To contact the Managing Agent Lee Ann King, phone 804-282-7451 or email leeann@acswest.com.

To ensure that ACS West has your correct information, please fill out the Birkdale Homeowner Information form provided in the attachments and return it to ACS West using the address shown.

- **Landscaping and Grounds Committee** – The Board created the Landscaping and Grounds Committee to carry out its primary function. The committee has oversight of contracted services for the 55 acres of common area as well as maintenance of common facilities such as fences, stone walls, gazebo, signs, posts, and lighting (both gas and electric). The age of the landscaping throughout the community has made removal, replacement or refurbishment a significant task for this committee.
- **Architectural Review Committee** – This is the only committee which is specifically mentioned in the governing documents. ARC's duties originally addressed new construction as the community was growing, but the purpose has now evolved to



enforcing the Architectural Standards and Guidelines for changes proposed to existing properties. These standards are summarized in the tables included herein. Prior to a homeowner undertaking changes to their property, the change(s) must be approved by the ARC to ensure compliance. A form for requesting this is included in this package and is also available online.

- **Covenants Committee** – The Covenants Committee has the duty to monitor the overall environment of the community to ensure properties are maintained in accordance with ARC Standards and that other rules of the association are followed. The committee accomplishes this (1) by investigating complaints which may be submitted by telephone or using a form included in this package which is also available online, and (2) by conducting annual inspections of the neighborhood. Email the form to the Covenants committee via webmaster@birkdaleonline.com. Violations, if not remedied, may result in fines or additional assessments to the homeowner. A few houses in the Birkdale community are rented. When a house is rented, the owner remains responsible for ensuring compliance with all Birkdale governing documents and should provide these guidelines to the tenants.

What are Birkdale's dues and how do I pay them?

Birkdale dues are \$101 per quarter. They are collected by ACS West using coupon booklets that are sent directly to you each year. Instructions for alternative methods of payment are provided by them.

What do my dues pay for?

Each year, the Board establishes budgets for operating and capital expenses. Throughout the year, the Board reviews these expenses and looks for ways to control and/or reduce costs. The Birkdale Bulletin provides budget summaries each month and articles on activities to effectively manage all costs.

Operating expenses include such items as administrative expenses and utilities. By far, the dominant operating expense is maintaining and rehabilitating the 55 acres of common grounds. Landscaping, tree removal, and mulching continue year round under close supervision by community volunteers.

On the capital front, every five years the Board contracts for a "Reserve" study. This study updates and identifies potential major short and long term projects such as replacing our fences, resurfacing walking paths, and updating signage and lighting. Each year the Board sets aside part of your dues to fund the remediation of these items as each approaches the end of its useful life.



What is not part of the Birkdale Community Association?

- **Roads:** All Roads in Birkdale are public and are owned by the Commonwealth of Virginia (VDOT). The BCA is not responsible for snow removal or the maintenance of any roadways.
- **On-street Parking:** Birkdale strongly discourages on-street parking and believes it detracts from the neighborhood appearance and can create safety hazards if emergency vehicles or school buses are impeded. Chesterfield County ordinances and Virginia Code, however, do not generally restrict this.
- **Golf Club:** The Birkdale Golf Club is privately owned and is completely independent of the BCA. The Club does offer a variety of membership levels to Birkdale residents as well as to nonresidents. For information on golf memberships, contact the Club at 804-739-8800 or email to sales@birkdalegolf.com.
- **Swimming Pool:** The swimming pool is owned by the Birkdale Golf Club and is independent of the BCA. The Club does offer social memberships that allow residents as well as nonresidents to use the pool and other club facilities. For information on these memberships, contact the Club at 804-739-8800 or email at sales@birkdalegolf.com.
- **Lakes:** All lakes and ponds in Birkdale are owned by the Birkdale Golf Club. No fishing or boating is permitted. Because of the common interest in the appearance of the lake, Birkdale homeowners have, in the past, helped fund projects to support the health of the lake. These activities cannot be financially supported by the BCA as our governing documents allow Birkdale funds to be spent only in support of Birkdale-owned entities or activities exclusively in support of all residents.
- **Trash and Recycling collection:** Each resident is responsible for contracting for trash removal and recycling service. You may contract with a company that provides either curbside or back/side door service. Trash and Recycling bins may be put out after 7 PM the evening before the day of collection and are not to remain in the front of the home past 7 PM the day of collection. Bins should be stored in Storage Yards.
- **Yard Waste:** No yard waste or dumping of any kind is permitted in any Birkdale common area. This should be handled with Trash Collection.



QUICK REFERENCE NUMBERS

Emergency Numbers

Fire and Emergency Medical Service	911
Police	911
Poison Control.....	800-222-1222

Birkdale Board of Directors

President, Earl Bishop.....	earlbishop8313@gmail.com	804-339-5981
Vice President, Ryan McCord.....	vp@birkdaleonline.com	Use email
Secretary, Christopher Brooks.....	ChristopherFBrooks@outlook.com ...	Use email
Treasurer, Betsy Martello.....	Betsy@Martellofamily.org.....	804-739-7487
Member-at-large, vacant.....		

Birkdale Committees

Architectural Review, Lee Kemmet.....	804-801-2542
Covenants, Earl Bishop	804-339-5981
Landscaping and Grounds, Wayne Bass.....	804-639-0795
Lighting, Nick Martello	804-739-7487
Birkdale Bulletin (Newsletter), Christopher Brooks.....	

ACS West Incorporated

Community Manager, Lee Ann King	leeann@acswest.org.....	804-282-7451
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Utilities

Columbia Gas of Virginia	800-543-8911
Columbia Gas Emergency Repairs.....	800-544-5606 or 911
Dominion Virginia Power (electric)	888-667-3000
Chesterfield County Dept. of Utilities (water & sewer)	804-748-1271

Chesterfield County

Animal Control & Dog Licenses	804-748-1683
Extension Service	804-751-4401
Police – non-emergency.....	804-748-1251
Voter Registration	804-748-1471

Library

Clover Hill (nearest).....	804-748-8966
Central.....	804-748-1774



Birkdale Covenants: Architectural Standards and Guidelines

(Consult full documentation at www.birkdaleonline.com)

Category	Restrictions (key below)	ARC Review Required	Comments
Home additions	●	Yes	Multiple restrictions on design and materials; must match home
Antennas >1Meter	●	N/A	Satellite dishes >1 meter in diameter are prohibited
Antennas <1Meter	●	Yes	Small satellite dishes in rear of house; preferred not street visible
Attic Ventilators	○	No	In minimally visible location; <12" protrusion above roof
Awnings	●	Yes	Color and scale compatible with home
Chimneys and flues	●	Yes	Multiple criteria must be met. See ARC guidelines
Clothes lines	●	N/A	No outside clothes lines or drying apparatus
Decks	●	Yes	Color, location, size and structural requirements must be met
Fences-Allowed	●	Yes	Type, height, and location requirements must be met
Fences-Not Allowed	●	N/A	Chain link, barbed wire, post and wire, stockade fence
Driveways	○	No	Replacement with no changes in location, size, or materials
Driveways	●	Yes	If changes to location, size, shape and/or materials
Dog houses	●	Yes	Must be same siding and roofing materials as the residence
Flagpole-free standing	●	Yes	<15 ft. high; rear yard behind house; >15 ft. from any property line
Flag - decorative	○	No	Decorative flag (<6') on house, mailbox flags
Gardens -vegetable	○	No	One per home; less than 150 sq. ft.
Greenhouse	●	Yes	Multiple restrictions on design and materials; must match home
Grills - Permanent	●	Yes	Behind rear sight line of house; at least 10' from any property line
HVAC-Permanent	●	Yes	Located in rear or side yard and screened from adjacent properties
Window air conditioner	●	N/A	Wall and Window air conditioners are permitted if not visible at street
Hot tubs and spas	●	Yes	Behind the rear sight line of the house and screened; check county



Not Allowed



Restrictions Apply



No restrictions

Note: Failure to maintain mailboxes and adherence to mailbox restrictions are the vast majority of all Birkdale covenants violations.



(Consult full documentation at www.birkdaleonline.com)

Category	Restrictions (key below)	ARC Review Required	Comments
Small plantings	○	No	Adding shrubs, grass, ground cover, and pruning
Add trees & shrubs	○	No	If the drip line does not encroach on adjacent property
Tree removal <10" diam	○	No	<10" at 2 ft high, dead tree regardless of size, pruning of damage
Trees on common prop.	●	N/A	No trees on common property may be removed or added
Hedges and walls	●	Yes	Considered on an individual basis
Change of topography	●	Yes	Changes in topography, drainage, ponds, water features
Lighting	●	Yes	Limited to home entrances, garage doors, landscape and drive
Mailboxes ⁽¹⁾	●	Yes	See detailed ARC drawings: box, post, color, numbers, and logo.
Siding	●	Yes	Specific criteria and product specification requirements
Patios and walkways	●	Yes	Requirements exist for new and/or changes to existing
Playhouses	●	Yes	<50 sq. ft. and <= 7 ft. high and behind line of sight of house
Pools-in ground	●	Yes	Written approval is required for all permanent pools
Pools-above ground	●	N/A	Above ground pools are not permitted
Recreation equipment	●	Yes	Any play equipment that will be in place for at least one season
Residing and restyling	●	Yes	Compatible with the style and trim of the home
Reroofing-no changes	○	No	Approval is not required for reroofing same color and style
Reroofing- changes	●	Yes	Must be >= 30 year and compatible in color and style with home
Service yard	●	Yes	Visibility and screening requirements
Signs-realtor and politic	○	N/A	Small realtor and political signs, one per yard; specific times
Solar collectors	●	Yes	Material and design requirements
Steps and porches	●	Yes	Material, visibility and structural requirements
Storage buildings	●	Yes	Same color, siding and shingles as home, <= 8 x10 ft.; <= 8 ft. high
Storm and screens	○	N/A	If compatible with style/color of home. Different colors need ARC
Recycling & Trash	●	No	Recycling and Trash may be done curbside or backyard; bins should be stored on other days in Service yards See page above

● Not Allowed

● Restrictions Apply

○ No Restrictions.



Birkdale Community Association

Request for Architectural Approval (ARC)

When completed, please mail, fax or email application to ACS West, Lee Ann King, 1904 Byrd Ave. Ste 100, Richmond, VA 23230. Fax number is (804) 282-9590.
Email: leeann@acswest.org

Property Owner's Name _____

Property Address _____

Telephone numbers (Home) _____

(Cell) _____

(Work) _____

Email Address _____

Submittal Date ____/____/____

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Complete the following if work is to be done by third party:

Business Name _____

Business Contact _____

Business Phone (Office) _____ (Cell) _____

Business Email _____

I. **DESCRIPTION OF ALTERATION**

- a. Describe in detail on the lines provided below, the changes you propose in accordance with the Birkdale Architectural Standards and the Declaration. Use additional pages if necessary and illustrate on a copy of your plat map the location of your improvement, if applicable. NOTE: CERTAIN TYPES OF ALTERATIONS REQUIRE A COUNTY BUILDING PERMIT. THE ASSOCIATION TAKES NO RESPONSIBILITY FOR OBTAINING THAT PERMIT. Call the Chesterfield County Building Inspector if you have questions.



b. Description of Project

II. **ACKNOWLEDGEMENT OF ADJACENT OWNERS IMPACTED BY PROPOSED ALTERATIONS**

- a. Your signature below shows you are aware of this application. It does not mean you approve the project. If you wish to discuss this proposal, contact the Architectural Review Committee or ACS West.

Name	Name
Address	Address
Phone	Phone
Signature	Signature
Date	Date

Adjacent Owner Comments:



III. OWNER'S UNDERSTANDING AND AGREEMENT:

I have completed this application in good faith and it accurately represents the alteration I propose to make. **I UNDERSTAND THIS APPLICATION FOR ANY EXTERIOR CHANGES TO MY PROPERTY CANNOT VIOLATE ANY PROVISIONS OF THE ARCHITECTURAL STANDARDS, MASTER DECLARATIONS OR OF CHESTERFIELD COUNTY BUILDING AND ZONING CODES.**

I agree any construction or alteration undertaken prior to receipt of the Architectural Review Committee's approval is at my own risk. Should work proceed without ARC approval and found to be in non-compliance with the Architectural Standards, I may be required to return the property to its former condition in part or wholly at my own expense. I also understand non-compliance may also result in fines levied by the Association.

I permit representatives of the Architectural Review Committee to enter my property at any reasonable time for the purpose of evaluating the area for the proposed project, to inspect the work in progress, or the completed project and that such entry does not constitute trespass. The ARC will attempt to provide advance notice before any inspection of my project.

I understand work must be completed within **120 days** after the ARC's initial approval. I also understand the changes I have described in my application are the basis for ARC review and preliminary approval. Final ARC approval is contingent upon inspection of the completed project consistent with the description I provided in my application. **I understand I am required to notify the ARC after the project is completed for final inspection and approval.**

Owner

_____/_____/_____
Date

IV. ARCHITECTURAL REVIEW COMMITTEE (ARC) REVIEW

The ARC will process this application without undue delay, although they have up to 30 days for review. The procurement of additional required information may extend the processing time and in no way may be construed to be a waiver of authority by the ARC. The architectural review process is described in the governing documents and the rules. If you wish to discuss this application with the ARC, contact the ARC Chair. If you disagree with the decision of the ARC, a written appeal to the Board of Directors may be made within 10 days of receipt of the ARC decision.



V. ARCHITECTURAL REVIEW COMMITTEE (ARC) APPLICATION REVIEW:

ARC approval or rejection will be tracked in SMARTWEBS project management program.

ARC Form, Revised December 2023 – This form replaces all previous documents.



BIRKDALE COMMUNITY ASSOCIATION, INC.

Rules Violation Complaint

Address of alleged violation: _____

Describe in detail the alleged violation:

When did the violation occur? ____/____/____

Is violation on-going? Yes No

Person making complaint (Optional):

Name

Address

Email

Attach photos if appropriate

FOR ASSOCIATION USE ONLY

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Owner Name:

Owner Street Address

Owner City, State, Zip:

Tenant Name:

Comments:

Date first letter sent: ____/____/____

Request for hearing by Owner: Yes No

Hearing date set for: ____/____/____

Date second letter sent: ____/____/____

Date request received: ____/____/____

Date hearing letter sent: ____/____/____



BIRKDALE HOMEOWNER CONTACT INFORMATION

Purpose: To verify association records and be able to reach you in case of an emergency. Please complete this Homeowner Information Form and return it to ACS West, Attn. Lee Ann King, 1904 Byrd Ave, Ste 100, Richmond, VA 23230 or fax 804-282-9590. Or leeann@acswest.org

Property Address _____

Owner Name _____ Email Address _____

Home Phone _____ Work Phone _____

Additional Owner Name _____ Email Address _____

Home Phone _____ Work Phone _____

EMERGENCY CONTACT

Important: Please provide us with emergency contact information –the name and phone number of a person who may have a key to your home or who may know how to contact you in the event of a fire, frozen pipes, broken water heater, etc.

Name/Relationship _____

Home Phone _____ Work Phone _____

NON-RESIDENT OWNER INFORMATION

If you do not live in the community, please complete this section.

Important: Please provide us with emergency contact information –the name and phone number of a person who may have a key to your home or who may know how to contact you in the event of a fire, frozen pipes, broken water heater, etc.

Mailing Address _____

Tenant(s) Name _____

Home Phone _____ Work Phone _____

Please attach a copy of the tenant's lease. Please be sure your tenant has received a copy of the Association's documents to include, if applicable, the Rules and Regulations.

Real Estate Management Company, if applicable

Name _____ Contact Person _____

Address _____ Phone _____