Birkdale

ARCHITECTURAL STANDARDS

AND

PROPERTY MAINTENANCE GUIDELINES

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I. AUTHORITY, PURPOSE, AND SCOPE

1.01 AUTHORITY

These Architectural Standards and Property Maintenance Guidelines ("Standards") are adopted by the Board of Directors of the Birkdale Community Association, Inc. pursuant to the authority granted by the Declaration of Covenants, Easements and Restrictions, the Articles of Incorporation, the Bylaws of the Association, and applicable provisions of the Virginia Property Owners' Association Act, Section 55.1-1819.

The Architectural Review Committee ("ARC") shall administer these Standards and The Covenants Committee shall enforce these Standards in accordance with the governing documents of the Association and any policies adopted by the Board of Directors.

1.02 PURPOSE

The purpose of these Standards is to protect and maintain the master plan for Birkdale by:

A. Maintaining as much of the existing wooded and natural character of the land as possible
B. Preserving the architectural character and aesthetic quality of the community;
C. Promoting compatible design and development throughout Birkdale;
D. Protecting property values through consistent architectural review;
E. Establishing objective standards for the review of exterior improvements; and
F. Providing property owners with a clear and consistent process for obtaining ARC approval.

1.03 APPLICABILITY

These Standards apply to all lots and improvements within Birkdale that are subject to the Association's governing documents. Unless otherwise expressly provided in these Standards, ARC approval is required before commencing any exterior construction, installation, alteration, demolition, or other improvement visible from outside a dwelling.

1.04 RELATIONSHIP TO GOVERNING DOCUMENTS

These Standards supplement the Association's governing documents and are intended to facilitate their consistent administration. In the event of a conflict between these Standards and the Declaration, Articles of Incorporation, Bylaws, or applicable law, the higher governing authority shall control.

1.05 GOVERNMENTAL APPROVALS

Approval by the ARC does not constitute approval under any applicable law, ordinance, regulation, or building code and does not relieve an owner of the responsibility to obtain

any required governmental permits, approvals, or inspections. Compliance with these Standards does not excuse compliance with any applicable federal, state, or local law.

1.06 OWNER RESPONSIBILITY

Birkdale is approximately a 500-acre planned community with 657 single-family lots. Each property owner is responsible for ensuring that all improvements comply with these Standards, the Association's governing documents, applicable law, and all conditions imposed as part of an ARC approval. Work performed without required approval, or not in substantial conformity with an approved application, may constitute a violation of these Standards and the Association's governing documents.

II. DEFINITIONS

For purposes of these Architectural Standards and Guidelines, the following terms shall have the meanings set forth below. An additional "Glossary of Terms and Definitions" is included as Addendum 5.

2.01 ARCHITECTURAL REVIEW COMMITTEE (ARC)

The committee appointed by the Board of Directors to administer and enforce these Standards and to review applications for exterior improvements in accordance with the Association's governing documents.

2.02 ASSOCIATION

The Birkdale Community Association, Inc.

2.03 BOARD

The Board of Directors of the Birkdale Community Association, Inc.

2.04 COMMON AREA

Property owned, maintained, or otherwise designated by the Association for the common use and benefit of its members.

2.05 COVENANTS

The recorded Declaration of Covenants, Easements and Restrictions applicable to Birkdale, together with any amendments thereto.

2.06 HOMEOWNER OR OWNER

The record owner of a Lot.

2.07 IMPROVEMENT

Any exterior construction, installation, alteration, modification, demolition, landscaping, structure, fixture, or other change to a Lot that is subject to review under these Standards.

2.08 LOT

A platted residential lot within Birkdale that is subject to the Association's governing documents.

2.09 PLAN

Architectural drawings, site plans, surveys, specifications, photographs, product information, or other documents submitted in support of an ARC application.

2.10 PLOT PLAN

A scaled drawing or survey identifying property boundaries, setbacks, easements, existing improvements, and the proposed location of new improvements. See Addendum 4, Plot/Site Plan Diagram.

2.11 SCREENING

A fence, wall, berm, landscaping, or other ARC-approved method used to reduce the visibility of a structure, equipment, or other improvement.

2.12 STANDARDS

These Architectural Standards and Guidelines, as amended from time to time.

III. ARCHITECTURAL REVIEW COMMITTEE

3.01 ESTABLISHMENT

The Board of Directors shall appoint an Architectural Review Committee ("ARC") in accordance with the Association's governing documents. The ARC shall administer and enforce these Standards on behalf of the Association. The Board may appoint one or more alternate members or retain professional consultants to assist the ARC in carrying out its responsibilities.

3.02 AUTHORITY

The ARC shall review and act upon applications for exterior improvements subject to these Standards. In carrying out its responsibilities, the ARC may:

A. Approve an application;
B. Approve an application with conditions;

C. Deny an application that does not comply with the governing documents or these Standards;
D. Require additional information reasonably necessary to evaluate an application;
E. Conduct site inspections before, during, or after construction;
F. Interpret these Standards as necessary to ensure their consistent application; and
G. Adopt administrative procedures and application forms consistent with these Standards and the governing documents.

3.03 SCOPE OF REVIEW

In reviewing an application, the ARC shall consider factors including:

A. Compatibility with the architectural character of the community;
B. Scale, massing, proportion, and exterior appearance;
C. Materials, colors, and design details;
D. Relationship to neighboring Lots and Common Areas;
E. Topography, grading, drainage, and preservation of natural features; and
F. Compliance with the governing documents and these Standards.

Approval of one application shall not constitute precedent or obligate the ARC to approve a similar application.

3.04 ARC APPROVAL REQUIRED

Unless expressly exempted by these Standards, written ARC approval is required before commencing any exterior Improvement. No clearing, grading, demolition, construction, installation, or exterior alteration requiring ARC approval may begin until written approval has been issued.

3.05 EFFECT OF APPROVAL

ARC approval authorizes only the work described in the approved application. Any material change to an approved Improvement requires additional ARC approval before the change is made. Approval by the ARC does not:

A. Certify compliance with applicable laws, ordinances, building codes, or permit requirements;
B. Verify property boundaries, easements, setbacks, or survey information;
C. Resolve boundary disputes or private property rights; or
D. Relieve an Owner of responsibility for complying with all applicable legal requirements.

3.06 COMPLIANCE WITH APPROVED PLANS

All Improvements shall be completed in substantial conformity with the plans and materials approved by the ARC. The ARC may inspect Improvements during construction and upon completion to determine compliance with the approved application.

3.07 VARIANCES

At the direction and approval by three (3) of Birkdale's Board of Directors, the ARC may allow a variance from these Standards when:

A. Strict application would create an unnecessary hardship due to unique physical characteristics of the Lot;
B. The variance is consistent with the purposes of these Standards and the governing documents; and
C. The variance will not materially impair the architectural character of the community or adversely affect neighboring properties.

All variance requests shall be in writing to the managing agent, and shall state the basis for the variance. A variance granted for one Lot shall not establish a precedent or require approval of any future application.

3.08 APPEALS

An Owner may appeal an ARC decision to the Board of Directors. All appeals shall be in writing to the managing agent. The filing of an appeal does not authorize commencement of the proposed Improvement.

3.09 ENFORCEMENT

Construction or installation commenced without required ARC approval, or work that materially deviates from an approved application, may constitute a violation of these Standards and the governing documents and may be subject to enforcement by the Association.

IV. APPLICATION AND REVIEW PROCEDURES

The ARC may require information reasonably necessary to evaluate any application, including site plans, surveys, photographs, plans, product specifications, material samples, color selections, landscaping plans, drainage information, or other supporting documentation appropriate to the proposed Improvement.

4.01 WHEN APPROVAL IS REQUIRED

Unless expressly exempted by these Standards, an Owner shall obtain written ARC approval before:

A. Constructing, installing, altering, enlarging, relocating, or removing any exterior Improvement;
B. Clearing land or removing protected trees;
C. Changing exterior materials, colors, or architectural features; or
D. Performing any work otherwise identified in these Standards as requiring approval.

Commencement of work without required ARC approval constitutes a violation of these Standards.

4.02 APPLICATION SUBMISSION

Applications shall be submitted on the form approved by the ARC and shall include sufficient information to permit a complete review. Unless otherwise provided in these Standards, an application shall include:

A. A completed application form (see Addendum 2);
B. A site plan/plot plan or survey showing existing improvements (house, decks, patios, planting beds, driveway, etc.) and the location of the proposed Improvement. See Addendum 4, Plot/Site Plan Diagram.
C. Photographs of the existing conditions;
D. Drawings, plans, or sketches sufficient to describe the proposed work;
E. Staking of the proposed improvement location(s);
F. Flagging of any proposed tree to be removed;
G. Prominent identification of all property pins/corners for any shed or fence or for any other improvement that is proposed adjacent to or near a property line;
H. Product information, manufacturer specifications, or material samples, when applicable;
I. Proposed colors, finishes, and exterior materials.

The ARC may require additional information reasonably necessary to evaluate an application.

4.03 COMPLETENESS OF APPLICATION

A. The review period shall not begin until the ARC determines that an application is complete.
B. Applications lacking sufficient information may be returned to the Owner for additional documentation.

4.04 REVIEW STANDARDS

Applications shall be evaluated for compliance with:

A. These Standards;
B. The Association's governing documents;
C. The architectural character of the community;
D. Compatibility with surrounding Lots and Improvements; and
E. Any other criteria specifically identified within these Standards.

4.05 ARC ACTION

The ARC may:

A. Approve the application;

B. Approve the application subject to stated conditions;
C. Deny the application; or
D. Request additional information before taking action.

All decisions shall be communicated in writing.

4.06 TIME FOR REVIEW

The ARC shall act upon complete applications within the time prescribed by the Declaration.

This time period does not apply to incomplete or insufficient applications and does not start until a completed application with all required documents and attachments are received.

4.07 EXPIRATION OF APPROVAL

Unless otherwise SPECIFIED by the ARC, construction shall commence within twelve (12) months after approval. If construction has not commenced within that period, or if the approved project is materially changed before construction begins, a new application may be required.

4.08 CHANGES TO APPROVED PLANS

Any material change to an approved Improvement requires prior written approval from the ARC.

Minor field adjustments that do not materially affect the approved design may be approved administratively by the ARC. Prior to beginning new construction, one (1) site plan must be submitted and approved.

NO LOTS WILL BE CLEARED UNTIL THE SITE PLAN HAS BEEN APPROVED

V. SITE APPROVAL PROCEDURE (New Homes)

5.01 SUBMIT SITE PLANS

Draw parameters of the proposed structure on an enlargement of a lot drawing. Draw and label all corners of the house, garage, driveway, decks, porches, Florida rooms, etc.

5.02 SETBACKS

All setbacks shall be governed by the Chesterfield County Zoning Code.

5.03 STAKING

A. Using a colored flagged stake, mark all corners of the building.

B. Using a different colored flag, stake the outside limits of clearing for the driveway, beginning at the street right of way and ending with the outside limits of clearing for the house and yard.
C. Using 2 different colored ribbons, mark trees to be saved within the overall clearing limits. Trees that have any flagging on them at all ***including the ones marking the clearing limit line*** will be considered as a tree to be saved.

5.04 PLANS

Plans must be professionally drawn by an architect or approved design service. No plans prepared by the owner (unless an architect) will be accepted for review by the ARC. The ARC reserves the right to request that all proposed changes to the plans be incorporated as part of the drawings if sketched changes are inadequate to convey the likely final appearance.

Even though a plan has been approved and built, it must be resubmitted and re-evaluated if being reproduced on another site or any exterior change has been made. Plans must be accompanied by a site plan drawn to scale showing the proposed location of the structure, setbacks, walks and driveway.

Reasonable efforts are to be made to ensure that no house may be repeated adjacent or directly across the street unless the exteriors are sufficiently different in design to provide an individual character to each house. This may be accomplished through the use of different door, window, and porch details, color or shutters, etc. The decision as to whether a design is "sufficiently different" will be at the discretion of the ARC.

5.05 REVIEW PROCESS

A. Submit complete architectural plans at ¼ inch = 1 foot to the ARC along with the required site plan, and all exterior material and color selections. Plans will be approved only in conjunction with stake out review. Changes may be required by the ARC. For those lot buyers, a preliminary review is recommended prior to completing full working drawings.
B. Stake house corners and flag driveways and any areas to be cleared. These shall be reviewed and approved prior to any clearing.

The exterior of the house must be built in conformance with the plans submitted. Approved colors, proper treatment of driveways, provision of screening, and other requirements of these restrictions must also be complied with. A final letter of compliance for use in closing to assure compliance with the covenants shall be issued by the ARC only after a physical inspection has been made of the completed home with reasonable time of one week and notice being given by builder that the home is ready for inspection.

The Board may contract a professional review service and the applicant will bear the cost for the review.

5.06 MODIFICATIONS, ADDITIONS, AND CHANGES

Modifications, additions and changes shall be submitted to the ARC using the ARC Application form, Addendum 2, included in this procedure. Supporting documentation for the request must be submitted with the ARC Application form per the appropriate ARC Standard. The application may be submitted in writing or electronically as indicated on the form. Reply of the committee will be in writing and will become a part of the homeowner's permanent file with the association through the managing agent.

Proposals which affect the exterior of a structure including decks, fences, driveways, storage buildings or other elements may require submittal of a survey, plot plan, or similar document sufficient to assure to the ARC Committee that no property encroachment or property line violation will occur by approval of the project. Approval of a project by the ARC Committee does not constitute approval of a property line encroachment nor compliance with applicable building codes.

Certain items which do not require approval may be submitted for record keeping purposes to document when the changes were done.

VI. EXTERIOR STANDARDS

6.01 ADDITIONS

Any extension or attachment of the residence is considered an addition. Building additions include but are not limited to garages, greenhouses, porches, and rooms (three-season or four-season). Any new construction/addition (not a conversion of an existing screened porch) shall have a foundation consistent with the attached house, i.e., a full foundation or engineered brick piers and comply with Chesterfield County code.

Screening beneath all porches shall consist of lattice or comparable screening material as approved by the ARC. The design of additions must be consistent with the existing shape, style and proportion of the existing residence.

Carports are not permitted in Birkdale.

A deck is not an addition; see 6.07 for deck installation and modifications. For foundation requirements on new construction see 6.14.

A. The finish and color of siding, roofing, trim materials, lighting, etc. must match those on the existing house.

B. The style and color of new windows and doors must match those on the existing residence. They must also be located on walls at the same approximate height and vertical plane as the originals.
C. Roof eaves and facias must be the same depth, style and approximate height and all roof slopes proportionate to the original.
D. Additions must be located to not impair the view, amount of sunlight, or ventilation of adjacent residences or the public's use or enjoyment of open space. New windows, doors, or viewing areas from the addition must not infringe upon existing internal or external private areas of adjacent properties.
E. Additions must be located to not adversely affect drainage conditions on adjacent properties through changes in topography.
F. Additions must show details of the lighting scheme and proposed fixtures. See 6.22 Lighting.
G. Garages converted to living space must match the existing house (windows and foundation). If the garage is converted, the garage door and opening must remain. See 6.15 D Garages.

NOTES: (1) Commonwealth law requires locating existing underground utilities prior to digging for installation of underground wiring or to install light fixtures. Call Miss UTILITY of VA at 1(800) 552-7001. (2) For building permit information contact Chesterfield County.

6.02 ANTENNAS/SATELLITE DISHES

Satellite dishes and antennas exceeding 1 meter in diameter are prohibited. A satellite dish or antenna that is 1 meter in diameter or less is permitted in the rear yard or on the rear roof/line preferably not visible from the street. Satellite dishes and antennas are prohibited in the front and side yards or on the front roof/line unless the satellite dish or antenna is protected under the FCC's Over-the-Air Reception Devices rule and an adequate signal cannot be obtained elsewhere on the property. Planting of screening shrubs may be requested by the ARC for satellite dishes/antennas placed in yards. With respect to erection of satellite dishes and antenna that are not protected under the FCC's Over-the-Air Reception Devices rule, an application to the ARC is required.

6.03 ATTIC VENTILATORS

An application is not required for attic ventilators on the exterior of a residence ***provided the following criteria are met:***

A. The ventilator is roof mounted and is located on the least visible side of the roof (from the public street view) and does not extend above the ridgeline.
B. No part of the ventilator protrudes more than 12 inches above the roof surface.
C. Should it become necessary to block the airflow, it must be blocked from the inside of the structure.

6.04 AWNINGS AND SUN TRELLISES

A. Sun control devices must be compatible with the architectural character of the residence.
B. Awnings must complement the color and design of the house.
C. Awnings and sun trellises must be consistent with the visual scale of the residences to which they are attached.
D. The location of any awning or trellis must not adversely affect views, sunlight or natural ventilation of adjacent properties. Awnings are not permitted on the front or side of the residence. Pipe frames for canvas awnings must be painted to match the trim or dominant color of the house. Awnings must be a permanent year-round fixture.

6.05 CHIMNEYS AND FLUES

The purpose of this section is to ensure that exterior chimney installations will be in harmony with the applicant's house and surrounding properties. These guidelines encourage the use of masonry (brick or stone) or siding enclosed construction.

A. Brick chimneys are mandatory on traditional homes (i.e., Colonial, Victorian, Tudor, French provincial, Spanish, etc.) that have fireplaces. Direct vent gas fireplaces are allowed.
B. Traditional homes with brick chimneys shall also have two separate sets of washes in the chimney with the second set at the cornice line. The chimney base shall be a minimum of 10 bricks in width, narrowing at the first wash set to a minimum of 8 bricks, narrowing at the second wash set with a minimum of 6 bricks. In Sections 1, 2, and 3 and sections developed thereafter, traditional homes shall have one set of washes in the chimney.
C. Brick chimneys shall be at the discretion of the ARC on contemporary homes. If a prefabricated chimney is used; it must have no cantilever, and a foundation must be provided. Chimney caps must be approved by the ARC in Sections 1, 2, and 3 and sections developed thereafter, however they must be black and not more than 11 inches tall. Metal caps on top of the chimneys are discouraged. In Sections 1, 2, and 3, and sections developed thereafter, the metal cap on top of the chimney shall not be installed.
D. The chimney must be boxed-in if it is to be located on the front slope of the roof or the roof ridge, or any other location where it will be highly visible from the fronting street. Locations on the front slope of the roof should be avoided.
E. In all cases the boxed-in chimney must be constructed to a required height of 4' above the roofline of the main portion of the house.
F. In Sections 1, 2, and 3 and sections developed thereafter, chimneys shall have a 2' clearance when attached to the main body of the house.
G. The following guidelines apply in addition to those above when there is no existing chimney on the house other than a builder-provided through-the-roof installation for the central heating system. Special care is needed to arrive at an architecturally

suitable design when a second chimney is to be added. Each case will be considered separately, with the following criteria considered:

a. Dissimilar chimneys must not be used unless it is impossible to see both at the same time.
b. When a second chimney is to be added on the same side of a house as an existing boxed-in chimney, every effort must be made to see that both flues run through the same enclosure.
c. When a second chimney is to be run along a different wall than the first, it must be of the same design as the first.

H. All chimneys and direct vent fireplaces constructed of brick are required to have a foundation.
I. Flues or vents must not exit on the front façade or front roof plane of home.

6.06 CLOTHESLINES

No clotheslines or other clothes drying apparatus will be permitted.

6.07 DECKS

The following criteria will apply to the construction of decks.

A. Decks must be constructed of durable materials such as brick, stone or pressure-treated wood, synthetic, composite, or recycled materials if the materials provide comparable strength and appearance of wood. Lattice, post and rails must be constructed of similar durable decking materials or vinyl. Vinyl must conform to the American Society for Testing and Materials (ASTM) standard ASTM F964. Stair stringer material must be of metal or wood construction.
B. Decks must be painted or stained in muted/neutral hues of brown or gray. See 6.24 F Painting, Staining and Colors. All decks must have adequate screening to conceal the underside of the deck. If spacing below the deck is less than 12", it may be landscaped and screened with plantings.
C. Supports for decks must be 6" x 6" pressure treated posts or brick piers.
D. Privacy screens constructed on decks require ARC approval. Screens may not exceed seven feet in height measured from the deck floor.

Note: Chesterfield County requires a building permit for installation of a deck. Additionally, approval is required by the ARC for the building of all decks. Decks will be considered on their individual merit, which includes, but is not limited to location, size, conformity with design of the house, relationship to neighboring residences, and proposed usage.

6.08 DECORATIVE OBJECTS (EXTERIOR)

A. Applications and approval will be required for all ***permanent exterior*** decorative objects, natural or man-made, that are visible from the street. A permanent decorative object is one which remains in place for more than one season.

Examples of these items include, but are not limited to, statues, sculptures, fountains, arbors, benches and trellises.

B. In general yard ornaments (i.e. garden gnomes, knickknacks, small ceramic statues, signage, anything made of plastic) are not permitted farther forward or closer to the side property lines than the rear corners of the house.
C. Objects will not be evaluated solely on aesthetics but also on-site location, proportion, color, and appropriateness to surrounding residences, properties and environment.
D. Artificial plants and flowers are not allowed except on the porch. See 6.21 A k Landscaping and Plantings.
E. Low voltage landscape, path and house lighting must produce white or clear light (no colored lights) and should be spaced no closer than two feet (2') apart on driveways and walkway to the home only. String lights must produce white or clear light and can only be used in the rear of the home. See 6.22 C Lighting.
F. Holiday decorations do not require approval; however, the placement of conspicuous decorative objects must coincide with the holiday. Holiday decorations shall be removed no later than 14 days after the observed holiday. See 6.22 E Lighting.

6.09 DOG HOUSES AND DOG RUNS

A. Doghouses must be of the same siding, color and roofing materials as the residence.
B. Dog runs must be as close to the residence as possible and in the rear of the lot. Dog runs and dog houses must ***not*** be located on or near property lines or on a public road right of way. Visual screening from adjacent properties is required by means of plantings, approved fencing, etc. For fences see 6.12 Fences.

Note: Written approval from the ARC is required for construction of all doghouses and/or dog runs. Chesterfield County has ordinances regarding treatment of animals, leash laws and noisy pets.

6.10 DOORS

6.10.1 General Considerations

A. Doors, including storm and screen doors, shall be compatible in style with the architecture of the house.
B. Doors shall be of quality materials and workmanship. The style, material, color, and detailing of a new or replacement door must be consistent with that of existing doors.
C. No application is required for the replacement of existing doors if there is no change in style or color, and the color complies with 6.24 Painting, Staining and Colors.

6.10.2 Specific Guidelines

A. Door Additions or Replacements

a. Doors and door frames should be a color consistent with other doors, windows, and house colors. Color shall comply with the guidelines for 6.24 A Painting, Staining, and Colors.
b. Wood doors must be protected to prevent an uneven weathered appearance.
c. Highly reflective glass is not permitted.

B. Storm and Screen Doors
a. Storm and screen doors should be full-view, split view, or six pane glass.
b. Storm and screen doors must be finished the same or complementary color as the entry frame or the surrounding trim.

6.11 DRIVEWAY REPLACEMENT AND REPAIR

A. Driveways are to be constructed of:
a. Avalon section: only exposed aggregate concrete or concrete.
b. Remaining Birkdale: exposed aggregate concrete, concrete or asphalt.
B. Painting of driveways is not permitted.
C. ARC approval is ***not*** required for repair of driveway when there is no change in location, material color, size, shape or grade.
D. ARC approval is required for any modification including expansion.

6.12 FENCES

ARC approval is required for all fences.

6.12.1 Permitted Fence Types

A. Permitted fences include split rail, board rail, wood picket, vinyl picket, and metal picket.
B. All fences shall be constructed of pressure treated wood, factory colored vinyl or factory painted metal.
C. All permitted fences in this section are limited to a minimum of 3' 6" to a maximum of 4' 0" in height from the ground to the top rail or top of pickets. Swimming pool barrier fences may be taller if required by local building code. Rail fences shall have a minimum of three rails. Picket fences shall be open spacing style with a minimum of one inch between pickets. Placement of fences in proximity to the side and rear lot lines shall be governed by state and local ordinances and restrictions.
D. The ARC permits only one fence along the common lot line (back, side, etc.). If a homeowner requests installing a second fence along the common lot line where a fence already exists, the ARC shall require no less than a two-foot (2') separation between the fences to provide for ample space for grounds and fence maintenance. Additionally, any fence to be constructed adjacent to an existing fence must be the same style, size and color as existing fence or must have a minimum of a two-foot (2') separation between the new fence and the adjacent non-matching fence.
E. Fence posts and framing must be on the inside of the area fenced and only viewable from the homeowner's property.

F. Fences may not be installed further forward on the lot than the back plane of the home.
G. A split rail or board rail fence may be lined on the inside with steel welded wire rolled fencing with a 2" x 4" mesh size.
H. Short sections of fence used solely as an element of landscaping design are permitted in front yards with ARC approval.
I. If common areas of the Association become inaccessible due to the construction of fences by lot owners, then it shall be the responsibility of the lot owners to maintain that common area.
J. Gates are required for fences which border common areas, easements, and the golf course.
K. Vinyl fences must be white. Metal fences must be black. Wood fences can be unfinished, painted or stained. Paint or stain must be muted/neutral hues of brown or gray.
L. Fence top design may be concave, convex, or straight and may include two rails in the upper portion.
M. Prohibited fence types, see 6.12.3.

6.12.2 Conditionally Permitted Fence Types

A. If a homeowner's property line is adjacent to a property line that is outside of the Birkdale community, the homeowner has the right to request a special exception for a fence type to block the exterior view. This must be done in writing to the ARC in the form of an application. No application will be approved without a meeting of the ARC with the homeowner to discuss the area to be fenced.
B. The views that may be blocked are any non-Birkdale community land, such as utility easements, or land that is not part of the Birkdale Association. Other exterior views may be blocked but it will be at the discretion of the ARC based on the application submitted by the homeowner in determining approval.
C. The fence used in this area may be a maximum of 6 feet in height when measured from the ground to the top of the fence. It may be a full privacy fence with no spacing in-between the pickets, but only when used along the property line that is adjacent to the non-Birkdale community view. Other approved fencing material will be considered if it conforms with Section 6.12.1 Permitted Fence Types. A homeowner cannot block any view of the golf course with a fence of this type (i.e. privacy fence).
D. Any posts and framing for these fences must be on the inside of the area fenced and only viewable from the homeowner's property.

6.12.3 Prohibited Fence Types

Four (4) styles of fences are ***not*** permitted in Birkdale:

A. Chain link fence
B. Barbed wire fence
C. Metal or wood post and wire fence

D. Stockade fence (pre-assembled untreated wood fence made with rounded pickets with pointed tops)

NOTE: Prior to installation of the fence, the lot property pins must be exposed and prominently marked to ensure the fence is installed only on your property.

6.13 FLAGS AND FLAGPOLES

Flags and flagpoles for the property display of the American flag are permitted per the Commonwealth of Virginia Code § 55.1-1820. However, the ARC may impose reasonable restrictions as to size, place, duration and manner of placement if necessary to protect a substantial interest of the Association. Other flagpoles are subject to more stringent restrictions as set forth herein.

A. Written approval is not required for a single decorative flag to be flown from flag standards of 6' or less in length mounted on the front and back of the house. A single flag can be displayed under the mailbox and in front of the mailbox post.
B. Detached free standing flagpoles are not permitted in the front of the house except as permitted by Virginia Code § 55.1-1820.
C. ARC approval is required for any free-standing flagpole detached from the house. A single flagpole not exceeding 15' in height, may be permitted in rear yards, but no closer than 15' to any property line.

6.14 FOUNDATIONS

A. Houses must be designed and located to minimize exposed foundations. Some grading of the site and siding to grade are acceptable means to disguise visually awkward foundations.
B. Exposed foundations must be brick on all residences with neutral mortar. Parged, painted or exposed concrete block are not permitted.
C. On all additions the brick, mortar and vents shall match that of the existing foundation. See 6.01 Additions.

6.15 GARAGES

A. Construction of garages falls under the guidelines of additions. See 6.01 Additions. Carports are not permitted in Birkdale.
B. Garage entrances - front garages with side entrances are encouraged. Front entry garages may be permitted when the driveway and landscaping are designed to minimize the dominance of the garage doors. Front entry garages are not permitted on lots facing Royal Birkdale Drive developed prior to Section 9.
C. Garages for new construction are required to be attached to houses.
D. Garages converted to living space must match the existing house (windows and foundation). If the garage is converted, the garage door and opening must remain. See 6.01 G Additions.

E. Garage doors should retain the original color and style. ARC approval is required to change color or style.
F. Garage door screens may be used, but must be retracted or removed when not in use.

6.16 GARDENS, VEGETABLE

A. Only a single garden/vegetable plot per residential lot is permitted. The plot must be located behind the rear sight line of the house. The exception to this is that houses set on corner lots or on lots at angles must be placed in the most inconspicuous area of the lot.
B. No approval is required for a garden plot less than 150 square feet.
C. Temporary screening or fencing may be used to keep out small animals; total height, including supports, not to exceed 36 inches. Temporary fencing may be installed at planting and must be removed at the end of the growing season.

6.17 GREENHOUSE

A detached greenhouse is considered a structure and requires approval prior to construction. See 6.01 Additions

6.18 GRILLS, BARBEQUES AND PITS (PERMANENT STRUCTURES)

A. ARC approval is required for all grills, barbeques and pits that are built-in or attached to the property.
B. These fixtures must be located behind the rear sight line of the house and at least ten feet (10') from any property line.

6.19 HEATING, AIR CONDITIONING UNITS AND GENERATORS

A. All outdoor heat-exchange, air conditioning or generator units must be located at the rear or side yard of the residence and must be adequately screened from adjacent properties. See 6.32 Service Yards.
B. Wall and window air conditioners shall not be visible from the street.
C. Flues or vents must not exit on the front façade or front roof plane of home.
D. ARC Approval is not required to replace a unit if it is in the same location.

6.20 HOT TUBS, WHIRLPOOLS AND SPAS

Hot tubs, whirlpools and spas must comply with Chesterfield County code.

The Virginia Uniform Statewide Building Code requires a building permit for any swimming pool that is larger than 150 square feet in surface area, holds over 5,000 gallons of water, or is 24 inches or more in depth. The code makes no distinction between in-ground, above-ground, inflatable pools, or swim spas. Hot tubs require no building permit, but an electrical permit is required. The hot tub barrier will be inspected during the electrical inspection.

A. An application is required for any exterior hot tubs, whirlpool or spa. The location must be behind the rear sight line of the house. All such facilities must be adequately screened from adjacent properties.
B. The hot tub, whirlpool or spa must be of materials that will blend with the surrounding residences. A childproof lid is encouraged.

6.21 LANDSCAPING AND PLANTINGS

Preservation of natural features and the feeling of openness contribute greatly to Birkdale Community's difference from typical developments. Topographic characteristics of lots must not be altered at any time by removal, excavation, fill or any other means without the prior written approval of the ARC.

Trees measuring six inches (6") or more in diameter at a point two feet (2') above ground level cannot be removed without prior approval. Any plans for initial construction of an improvement that includes landscaping modifications requires approval of the landscaping plans.

6.21.1 Initial Landscaping Budget

At the initial installation, all houses must incorporate a minimum landscape budget of $1,000.00 (this 1988 budget amount is to be converted to today's equivalent at time of installation) for plants which include a minimum of 20 plants; however, this budget does not include labor, mulch, irrigation, topsoil, or site grading. The initial landscape plan must be submitted to the ARC for approval.

6.21.2 General Requirements

A. All front and side yards are required to have sod and irrigation installed to the rear house line and side property lines exclusive of approved landscape planting beds, sidewalks, and driveways. The builder shall maintain the sod in accordance with industry practices until closing.
B. All rear yards not containing sod in accordance with item (a) above and not landscaped in accordance with an approved landscape plan shall be seeded with a turf grass seed compatible with the sod grass installed.
C. A foundation bed, a minimum of four feet (4') and foundation plantings are required along the front façade of the house (including a side drive in garage) to provide a landscape transition from the house to the yard. The number of plants is based on the projected growth/spread of the plant and the length of the foundation.
D. All foundation beds and all other planting beds shall be mulched with hardwood, pine, cedar, natural looking synthetic mulch or pine straw. Rocks in muted/neutral hues of brown or gray can be used to complement plantings but not as the primary covering for the bed or plantings.
E. Foundation beds must contain:
    a. Evergreen shrubs, required, a minimum planting height of eighteen inches (18") measured from the soil.

b. Deciduous shrubs, optional, a minimum planting height of eighteen inches (18") measured from the soil.
c. Annual and perennial plantings, optional, may be planted to add color.

F. Plantings should be arranged in clusters or groups rather than in straight lines in order to present a natural effect. Avoid over planting the lot with random plants and trees.
G. When planting new trees, consideration needs to be given to scale (the proportion of the mature size of the tree to the house and lawn). Avoid trees that are susceptible to storm damage, ones that are hosts to destructive insect and disease pests, ones that are invasive and those that produce an over-abundance of objectionable seed or fruit.
H. All areas of the front and side yards, and not part of a mulched bedding area, should have a well-maintained lawn with recommended grass for this area of Virginia. Invasive grasses such as Zoysia are not recommended.
I. Artificial plants are permitted on porches only.
J. Mulch or other bulk materials delivered must be on the homeowners' property.
K. Tree stumps in the front yard must be removed or ground down to grade level.
L. All trees and shrubs in the common areas are maintained and removed at the direction or approval of the Board of Directors.

6.21.3 ARC Approval

Required for, but not limited to the following:

A. Removal of any live tree whose trunk is over six inches (6") in diameter when measured two feet (2') above the ground. No prior approval is required for removal of dead or diseased trees. Storm damaged trees may be removed or trimmed without prior approval. If dead, diseased, or storm damaged trees are removed the owner should take photographs or hire a contractor to document the condition of the tree and to show that the tree was dead, diseased, or damaged at the time of removal.
B. Any earthwork creating changes in topography, site drainage or creation of ponds, pools or other water features.
C. Retaining walls, stone walls, fences between properties or similar structures.

6.22 LIGHTING (EXTERIOR)

A. Exterior white or clear lighting fixtures shall be limited to lights at home entrances, garage doors, low intensity/LED landscape or driveway lights, side, or rear only eave-mounted floodlights and shall be compatible with the style of the house or existing lighting. ***All light output must be white or clear.***
B. Low Voltage, landscape lighting, path and house lighting must produce white or clear light (no colored lights).
C. Path lighting should be spaced no closer than two feet (2') apart on driveways and walkway to the home only.

D. String lights must produce white or clear light and can only be used in the rear of the home. See 6.08 E Decorative Objects.
E. All exterior lighting must be installed in such a manner that it will not shine on adjacent property, open space or public rights-of-way, and must be aesthetically planned for each location. Approval for floodlights must be contingent upon impact on neighboring properties and roadways. Light fixtures must be carefully positioned so that they illuminate only a specific area. High output light fixtures may have to be shielded in a manner similar to street light installations to prevent unwanted or excessive intrusion of light from one property to another.
F. Temporary holiday lighting does not require approval; however, the operation of holiday lighting must coincide with the holiday and be removed no later than 14 days after the observed Holiday.
G. ARC approval is required for all permanent lighting additions and changes, but is not required for replacement of pole lamps (front yards) if the same style, size and color. Any changes to pole lamps must be approved by the ARC.

NOTE: Commonwealth law "Underground Utility Damage Prevention Act," VA Code 56-265.17, requires locating existing utilities prior to digging for installation of underground wiring or to install light fixtures. Call MISS UTILITY of VA at 1 (800) 552-7001. See 6.01 Additions.

6.23 MAILBOXES (Refer to Addendum 1 "Mailbox Diagram")

All mailboxes must be of the design and type approved by the ARC. See Addendum 1, Birkdale Mailbox Diagram. Materials for mailbox posts and supports shall generally be pressure treated wood; however, PVC may be used in trim areas and media boxes. Protective collars consistent with the post color may be installed at the bottom of the post to prevent damage. The media box may be blocked off and painted the same as the media box.

Birkdale's official paint colors, fonts and approved mailbox sizes:

A. For all wood sections, including but not limited to the post and media box section, the official color is "Vanilla Cookie by Benjamin Moore" *.
~~B.~~ For the mailbox only, the official color is "Cottage Red by Benjamin Moore" *.
C. Only approved Birkdale Logos and house numbers are permitted. These logos and numbers are placed flush against the wooden section of the media box as shown in Addendum 1. Raised numbers are not allowed. The font for the decals is OPTIwtcGoudy – Medium Font. Numbers are 3.5" and the logo is 4.5". Material for the decals is Oracal 651 gloss adhesive back vinyl, #312 – burgundy.
D. Mailbox sizes must comply with US Post Office Standards. Two sizes of traditional mailboxes are acceptable and can be purchased at local home improvement stores:
   a. USPS T1 – 18.5" x 5" x 6" (L x W x H) Approximate
   b. USPS T2 – 19" x 6" x 7" (L x W x H) Approximate

*The use of this paint brand is not required or endorsed by Birkdale; however, the brand and color name is necessary when using another brand to get a correct color match.

6.24 PAINTING, STAINING AND COLORS

All changes to exterior existing colors and painting schemes must be approved by the ARC. This includes siding, shutters, doors, trim, garage doors, service yards, decks, etc.

A. Main colors of houses should be muted/neutral hues, such as browns, grays, creams, off-whites, and subtle/understated rusts, blues, and greens. Accent colors may be more vibrant and approved for doors and shutters but must be coordinated with other finishes such as masonry foundations and roof colors.
B. The number of colors used on the house is limited to:
    a. siding, 1 color
    b. trim, 1 color
    c. shutters, 1 color
    d. front door, 1 complementary accent color with the shutters
C. Other structures such as sheds, gazebos, dog houses, and playhouses must match the main color scheme of the residence.
D. Screening (lattice, etc.) between piers on front porches, decks, etc. must be painted, stained or factory colored vinyl to be consistent with the color scheme of the house.
E. Roofing must be gray, black or brown. See 6.30 B Roofs.
F. Wood fences and decks, if painted or stained, must be muted/neutral hues of brown or gray.

NOTE: Repainting approved colors as listed above, does not require ARC approval.

6.25 PATIOS AND WALKWAYS

Approval is required for all proposed patios and walkways or changes. An application will be considered using the following criteria:

A. All front walkways must be broom finished concrete, exposed aggregate concrete or brick pavers.
B. Loose flagstones "dropped" on top of the ground are not acceptable.
C. The design, location and size of patios and walkways must conform to the design and scale of the house and neighboring residences.
D. Disturbing existing grades should be minimized. Any terracing (to follow existing land contours) required for a patio and/or walkway must be accomplished/constructed in ***small*** increments.
E. The location of a patio must provide reasonable visual and acoustical privacy for neighbors. Installation of screening, such as fencing or plantings, may be required to preserve such privacy.

6.26 PLAYHOUSES

Approval is required for any detached playhouse. No playhouse can exceed an area larger than 50 square feet. The wall height must not exceed seven (7) feet. All playhouses must be located in the rear and behind the sight line of the house.

A. The design must be consistent with the existing shape, style, and proportion of the residence. Molded plastic models (primarily made for toddlers) are permitted provided they are removed when the property is sold.
B. The finish and colors of siding, roofing, and trim materials must match the existing residence.
C. The Playhouse must not impair the view, sunlight, or ventilation of adjacent residences or the use or enjoyment of open space or common areas.
D. Tree houses and forts are not permitted.

6.27 POOLS

Written ARC and Chesterfield County approval is required for all permanent in-ground pools.

A. ***Above ground pools are not allowed.***
B. An application will be considered using the following criteria:
   a. The size of the pool must be based on lot size and must be of reasonable proportion to the house.
   b. Pools must be located wholly in the rear of the lot, not visible from the street, and comply with Chesterfield County code for property line setback.
   c. The ARC may require additional screening of pools to insure the privacy of neighbors.
   d. All swimming pools shall be fenced in accordance with state and county building codes and in conformance with Section 6.12.1 C Fences.
   e. The owner shall provide adequate drainage around lots to prevent standing water, particularly with filter backwash and pool water discharges.

NOTE: Chesterfield County ***must*** be contacted regarding applicable ordinances and required permits. A Chesterfield County building permit is required for pools deeper than twenty-four inches (24") or having a surface area of 150 square feet or more. Details for pool construction including barrier fencing is contained in the Chesterfield County pamphlet "Requirements for Outdoor Residential Swimming Pools".

6.28 RECREATIONAL/PLAY EQUIPMENT

A. Play equipment is often highly visible and depending on the design/application can defeat the aesthetic goals that the community seeks to achieve. Hence approval is required for all permanent (any item which remains in place for at least one season) exterior recreational/play equipment. Permanent equipment shall include, but not be limited to the following:

a. Swing sets
b. Sliding boards
c. Jungle gyms – climbing structures
d. Sandboxes
e. Basketball structures (permanent and portable)
f. Trampolines

B. The equipment shall be located behind the rear sightline of the house as inconspicuously as possible and must be located at least ten feet (10') from the rear and side property lines.
C. Mounting a basketball goal on a residence is prohibited. Permanent basketball structure (a metal pole cemented in the ground) may be installed provided it is located at the back edge of the driveway; consideration will be given to the side of the driveway as long as it is near the back edge. Portable basketball structures, when in use, are permitted in front of the driveway of any residence but may not remain in the street overnight.
D. Skateboard/bike ramps are not permitted in Birkdale.

6.29 RESIDING AND RESTYLING

A. It is the owner's responsibility to ascertain whether the proposed material meets Chesterfield County building and fire codes which may apply to exterior materials.
B. When the proposed siding material differs in texture from existing siding, or if use of the residing material results in a change in architectural style, the replacement material must be compatible with the style of siding materials on residences immediately surrounding the applicant's residence.
C. The style of existing trim work at soffits, corners, eaves, windows, doors, accent panels, shutters, or other stylistic features must be retained in the residing design. This will be considered an important requirement where these elements contribute to the visual continuity of the neighborhood by evoking similarities in style among nearby houses.
D. The homeowner must match any existing storage shed with the same color siding of the resided/restyled home.
E. Colors must comply with Sec 6.24 A Painting, Staining and Colors.

6.30 ROOFS

A. The minimum roof pitches permitted on the dominant roof are 8:12 for one-story and two-story houses. Dormers, sheds, etc. may be treated differently if architecturally compatible. When large, shed dormers are utilized over garages, the rake board and a portion of the roof, as it would occur without the dormer shall be continued to the normal eave height. Flat roofs or lesser pitches will only be considered by the ARC when they are integral parts of outstanding architectural design. As departures from the norm, they will be reviewed in the context of the total design of the house, its relationship to adjacent houses, and to its site.

B. Permitted roofing materials shall include cedar, slate and dimensional asphalt/fiberglass composition or newer products that simulate asphalt or fiberglass shingles. Roof shingle style will be approved based on compatibility with style of house. Roofing must be gray, black or brown. See 6.24 E Painting, Staining and Colors. New products or technology, such as metal roofs with the appearance of shingles, will be evaluated when an application is submitted. Metal roofing is not allowed.
C. No exposed natural (mill finished) aluminum or galvanized flashing is allowed. Color of all flashing must complement adjacent surfaces. All gutters and downspouts must match trim.
D. No roof penetration (including skylights) is permitted on the front plane of roofs.
E. Small sections of roof such as bay windows or small porch coverings may be metal roofing as accent if approved by the ARC Committee.
F. Roofing guidelines may be affected by solar panel installations. Review shall be in compliance with Section 6.34 Solar Collectors and Virginia Code Section § 55.1-1820.1 as necessary.

NOTE: Replacing a roof with approved colors (gray, black or brown) does not require ARC approval if no other changes to the house are made (color and style of house).

6.31 SIDING (NEW BUILD)

The following criteria shall be used by the ARC in judging the acceptability of any vinyl products submitted:

A. Applications for approval of vinyl siding must be accompanied by manufacturer's product specification sheet, physical samples of product, style, color desired, and details and samples of proposed trim pieces and their locations. Colors must comply with Sec 6.24 A Painting, Staining and Colors.
B. The submitted product must be the manufacturer's Premium Grade Vinyl product not to be less than .044 inches in thickness as evidenced by manufacturer's printed literature, in order to be considered by the ARC for approval.
C. The design of the house, including architectural style, detailing, and size of wall surfaces shall be considered by the ARC in determining acceptability of a vinyl product of siding. The ARC may, at its discretion, require modifications to wall surfaces including the addition of windows, doors, or breaks in the surface in order to reduce the number of locations that must be sided with long runs of vinyl requiring one or more vertical joints.
D. Vinyl siding installation shall meet or exceed the standards in the handbook of the Vinyl Siding Institute. The following conditions shall automatically apply to each approval:
    a. In any clear run of siding measuring 12'-0" or less (between openings, corners, projections, etc.) only single length panels shall be used. No vertical joints are permitted.

b. In clear runs of siding over 12'-0", joints may be provided in a random pattern in the wall. Do not "stair-step" joint patterns. In clear runs greater than 12'-0" but less than 18'-0" in length, a maximum of one vertical joint is permitted in any horizontal line of siding. In clear runs greater than 18'-0" but less than 30'-0" a maximum of two joints is permitted in any horizontal line of siding.
c. On the left and right sides of the house, all joints shall face to the rear of the lot. On the front of the house, joint directions shall face away from the direction of the entry.
d. All trim except J-moldings at the ends of siding shall be wood, unless otherwise approved for specific neighborhoods, in which case the following conditions shall apply:
    i. Trim pieces shall be manufacturer's standard preformed vinyl trims and manufacturer's standard pre-finished aluminum sheet.
    ii. All right-angle corner joints at trim pieces shall be mitered at equal angles in similar fashion to wood joints. Joints at the base of rakes should be made similar to the direction of wood joints.
    iii. Formed angles and edges of the metal trim sheet shall be fastened flat, and "dimpling" or "oil canning" shall be minimized.

E. Other permitted siding materials include brick, stone, stucco, E.I.F.S., cement board (Hardie plank), and horizontal lap siding including wood or hardboard.
F. Any additions to the house, including enclosing of screened porches or three season rooms, shall be of the same siding material as the main house structure. The design of this structure shall be compatible with and complement the design of the house.

6.32 SERVICE YARDS

A service yard is a permanently constructed enclosure, designed to screen from view HVAC equipment, generators, pool pumps and trash containers.

A. Service yards must screen the side fronting the street and adjacent residence. For corner lots, both sides fronting the street must be screened. Screening materials include pressure treated wood pickets, vinyl pickets, metal pickets, and lattice. Spacing between boards or pickets must be a maximum of one inch (1"). Lattice must be framed. Screening must be properly supported, level, and plumb. The height and length must be sufficient to screen the equipment/item. The overall dimensions shall not exceed five feet (5') in height, five feet (5') in width and eight feet (8') in length.
B. In lieu of a service yard for trash containers, they may be stored in the garage or in the back of the house, hidden and not visible from the street or neighbors. Trash containers may be placed at the curbside after 7:00 p.m. the night before collection. Containers should be returned to their storage location by 7:00 p.m. on the day of collection.

C. Recycling containers which are used to support curbside recycling program may be placed at the curbside after 7:00 p.m. the night before collection. Containers should be returned to their storage location by 7:00 p.m. on the day of collection.

NOTE: The Birkdale ARC Guidelines & Standards document states in Section 7.04 B that "Containers must be properly screened and stored in such a manner so that they cannot be seen from the street and adjacent residences". Additionally, Section 3.15 of the Single-Family Protections, a Declaration of Covenants, Easements and Restrictions states that "All trash cans and other trash receptacles shall be kept within the enclosed or screened area so as not to be visible from any street or adjacent Single-Family Lot."

6.33 SIGNS

A. A professional temporary sign not more than two feet by three feet belonging to a builder, realtor, or homeowner to advertise a lot and residence for sale is permitted. Realtors will be permitted to use their logos, trademarks and color schemes.
B. No other temporary or permanent sign or other advertising device of any nature will be permitted on a lot.
C. The maximum height, as measured from the top of the sign to the ground, is 3 feet except for realtor posts which may be a maximum of 6 feet as measured to the top of the cross-arm.
D. Signs must not be erected on trees, light poles, street or traffic signs.
E. No more than one realtor sign may be placed at any lot. Open House directional signs may be placed three (3) days in advance and must be removed when the event ends.
F. Only the Board is permitted to place signs announcing the semi-annual community yard sales.
G. No individual homeowner signs can be placed anywhere in Birkdale advertising a yard/other sale.
H. Signs advertising the services of a contractor which are on a homeowner's property while construction/repairs are taking place must be removed at the completion of the project.
I. Signs in violation of the above regulations may be removed by the Association. The Association will not be responsible for loss or damage of such signs.

6.34 SOLAR COLLECTORS

A. Solar collectors represent a large visual impact on a residence due to their size. Therefore, it is important to integrate the collector into the design of the house to conceal it. Collectors must be located to give maximum advantage to the user and minimum visibility. Collectors shall not be mounted on the front slope of the house as it is designed unless this requirement would increase the cost of installation by five percent (5%) or would reduce the energy production by ten percent (10%) as provided in Virginia Code § 55.1-1951.1 Side facing installations are acceptable but not desirable.

B. Large collectors on a sloping roof must appear to be flush with the roof and not laying on top. Collectors on a flat roof must be set back and concealed with a parapet unless integrated with the roof design of the structure. Smaller collectors may be laid on top of a sloping roof and finished to appear like a skylight.
C. Collectors must be constructed of glass with wood or metal trim. All trim must be painted to match the background color of the roof or house trim to conceal it. Plexiglas is not acceptable as it sags and yields an unsatisfactory appearance. All piping must be concealed.
D. Freestanding collectors must be located behind the structure and completely concealed from the roads and adjacent properties or working with another architectural element.
E. Review of an application for the installation of solar collectors is subject to provisions of Virginia Code § 55.1-1951.1. Installation of solar energy collection devices. Costs and productivity criteria must be considered in evaluating the application or proposing an alternative.

6.35 STEPS, RAMPS AND PORCHES

ARC approval is required for steps, ramps and porches. Any form of entry into a house may be included as a porch. The ARC recognizes state and federal Fair Housing law requirements.

A. Front entries including stoops and extended porches shall complement the exterior of the house.
B. Handrails and railing on front porches shall be constructed of vinyl, painted metal or wood and match the architectural style of the house.
C. Porches constructed of concrete floors will be surrounded by a brick border from the height of the porch to the ground.
D. Stoops and extended front porches shall be supported by either continuous foundations or on a minimum twelve inch by twelve inch (12" x 12") brick piers.
E. Open areas under extended front porches greater than or equal to twelve inches (12") in height above grade must be concealed with lattice or similar concealing material. Any area less than twelve inches (12") may be landscaped.
F. All traditional exterior wood steps facing a street shall have closed and painted risers.

6.36 STORAGE BUILDINGS

ARC approval is required for all storage buildings.

A. Storage buildings may not be constructed of concrete block or metal.
B. A storage building shall be of the same architectural style, same materials and have the same color scheme as the residence. Barn style sheds are not permitted unless there is a corresponding roofline on the main house.
C. The storage building must be located in the rear of the home.

D. If the house is restyled, resided, or a paint color is changed, the existing storage building must be altered to match the house.
E. A storage building must not be larger than ten feet by twelve feet (10' x 12') or exceed one hundred and twenty square feet (120 sq ft). Maximum wall height of the building shall not exceed eight feet (8').
F. Property line setback is determined by county code, which varies by section in Birkdale. It is the responsibility of the owner to contact the Chesterfield Planning Department at 804-748-1050 for setback, flood plain and easement requirements.

NOTE: Prior to installation of the storage building, the lot property pins must be exposed and prominently marked to ensure the storage building is installed only on your property.

6.37 SWIMMING POOLS

See 6.27 POOLS

6.38 TREE REMOVAL

See 6.21 B a Landscaping and Plantings

6.39 WINDOWS

6.39.1 General Considerations

A. Windows shall be compatible in style with the architecture of the house.
B. Windows shall be of quality materials and workmanship.
C. The style, material, color and detailing of a new or replacement window must be consistent with that of existing windows.
D. No application is required for the replacement of existing windows with no change in style, material or color.
E. UV window film is permitted, but must not be highly reflective.

6.39.2 Specific Guidelines

A. Window Additions or Replacements
   a. New windows, including sliding or French doors, must be compatible in style and character with existing windows and their proposed locations must complement the architecture of the house.
   b. Replacement windows must match or be compatible with existing windows in design, configuration, material, frame width and color.
   c. Window frames must be clad or painted to be consistent with house trim.
   d. Windows must have clear glass. Highly reflective glass tinting is not permitted.
B. Storm/Screen Windows
   a. Storm/screen windows must not substantially alter the appearance of the existing windows.

b. When installed over existing windows, storm/screen window frames should be of the same material and have a similar color as the existing window frames or white.
c. Additional storm/screen windows must match the type, material, frame width and color of the existing storm/screen windows.

6.40 WOODPILES

ARC approval for woodpiles is not required. However, Article VII, Section 7.3 of the Master Protections requires lots to be "maintained in a good, clean, attractive condition, order and repair consistent with a high quality development." Accordingly, the following standards apply to woodpiles.

A. A woodpile must be neatly stacked in the rear of the lot.
B. Stacking wood on sidewalks, driveways, rights-of-way or in open space is not permitted.
C. For protection against termites, residents are cautioned against stacking firewood too close to wood-frame residences.
D. Woodpiles will be limited to a reasonable amount of wood, generally not to exceed one cord or three face cords. One cord is 4' x 4' x 8' (H, D, L). Face cords contain approximately one-third the volume of a full cord. A face cord maintains the same height (4') and length (8') as a full cord but reduces the depth to only 16-18 inches, matching standard fireplace log lengths.

VII. OTHER STANDARDS

7.01 ANIMAL CONTROL

A. Per Article III, Section 3.9 of the Single-Family Protections, no wild, exotic or "game" type animals shall be kept on residential lots.
B. Residents are advised that they are subject to Chesterfield County ordinances regarding among other things licensing, "leash laws" and clean-up of animal waste material.
C. All complaints concerning animals must be made to the Chesterfield County Animal Control Division.

7.02 PORTABLE STORAGE CONTAINERS

ARC approval is required for portable storage containers (such as containers provided by PODS or Smart Boxes).

A. Maximum of one (1) container per property for a maximum time limit of fourteen (14) days. Owner is responsible for requesting a time extension.
B. Portable storage container may only be placed in a resident's driveway. They are not allowed on the street.

C. Homeowner is responsible for the cost and repair of any damage caused by the placement, storage and/or removal of such a unit to any common area property or other homeowner's property.

7.03 PORTABLE TOILETS

A. Portable toilets are to be placed not less than twenty feet (20') from the street on which a lot fronts.
B. Portable toilets are to be placed so that the doorway does not face the street on which the lot faces and must be maintained in such a manner so as not to be hazardous or obnoxious to the community.
C. Portable toilets may only be placed on owners' property. They are not allowed on the street.
D. ARC approval is required to include the dates for the use of the portable toilet. It is the responsibility of the homeowner to request a date extension, if needed.
E. Homeowner is responsible for the cost and repair of any damage caused by the placement, storage and/or removal of portable toilet.

7.04 TRASH, DUMPSTERS AND CONSTRUCTION DEBRIS

Article VII, Section 7.3 of the Master Protections requires lots to be "maintained in a good, clean, attractive condition, order and repair consistent with a high-quality development." The following standards apply to trash and waste disposal.

A. Trash and other refuse are to be disposed of on a weekly basis. No refuse, trash or bulk materials may be accumulated or stored on any lot.
B. Containers must be properly screened and stored in such a manner that they cannot be seen from the street and adjacent residences. See 6.32 B Service Yards.
C. Curbside pickup of both trash and recycling materials is allowed. Trash and recycling containers may be placed at the curbside after 7:00 p.m. the night before collection. Containers should be returned to their storage location by 7:00 p.m. on the day of collection. See 6.32 C, D Service Yards.
D. ARC approval is required for all dumpsters.
E. Dumpsters may only be placed on a resident's property. They are not allowed on the street.
F. Builders/contractors are prohibited from fencing waste and construction debris and are required on each building lot or site to provide a roll off waste container of suitable size to accommodate waste from the construction of the building on the lot.
G. Homeowners, builders/contractors are required to pick up all debris and waste daily and place in waste container.
H. Homeowner is responsible for the cost and repair of any damage caused by the placement, storage, or removal of the dumpster to any common area or other homeowner's property.

7.05 VEHICLES AND PARKING

All vehicle parking in Birkdale must comply with Chesterfield County and VDOT (Virginia Department of Transportation) Ordinances.

Chesterfield County Code Sec. 13-42. - Parking trucks on residential roads.
No truck having wheels of the dual-tire type in excess of 6,000 pounds and no trailer, semitrailer or cab for such trailer shall be parked on any road in the county within any residential district as defined in the zoning ordinance.

Chesterfield County Code Sec. 13-44. - Angle parking.
Notwithstanding any of the provisions of this article, angle parking on any street or portion thereof is permitted when provided for by the state department of highways and transportation.

Chesterfield County Code Sec. 13-41. - Unlawful parking generally.
(2) In front of a public or private driveway or directly across from a public or private driveway in such a way that causes obstruction to the ingress or egress of such driveway.

A. Parking on the streets of the Birkdale community is a significant safety concern, e.g., children playing in the street behind a parked vehicle and when there are impeded ingress and egress of emergency vehicles. All parking should be within the garage or access driveway attached to the single-family house.
B. Recreational vehicles, utility trailers, inoperable vehicles; any vehicle without current registration plates, or any similar items, shall not be stored or parked on any lot, common area or street.
C. Major vehicle repairs must occur in garages. Minor emergency repairs such as battery charging or changing, replacing a flat tire, and jump-starting are permitted in the driveway if completed the same day.
D. A three-day period shall be allowed for recreational vehicle cleaning, loading and unloading.
E. Parking is not allowed on the lawn or anywhere else on the property other than the garage or driveway.
F. Vehicle covers
    a. Must be a commercial-quality product in a muted color and in good repair, sized as appropriate for covering the vehicle or part of vehicle intended (e.g. the cover may be intended to cover only the top/window portion of the vehicle).
    b. Non-fitted tarps are not permitted.
    c. The covered vehicle must be parked in the driveway of the property, not parked in the street.
    d. The cover may not be used to obscure a violation (expired licensing or registration, etc.).
    e. Only one covered vehicle per driveway.

VIII. Property Maintenance Guidelines

Section 7.3 of Birkdale's Master Protections states that all Lots and the Improvements thereon, shall at all times be maintained in a good, clean, attractive condition, order and repair consistent with a high-quality development. To provide homeowner's with clearly defined expectations to meet this requirement, the Board has developed and approved these guidelines (see 1.01 Authority) for the ongoing maintenance of their property.

8.01 GENERAL PROPERTY CARE

A. Repair, replace or paint house siding, trim, shutters, service yards, porches or any additions to the property (fence, sheds, etc.) that are damaged, peeling or faded.
B. Clean or power wash structures, driveway, walkway and any additions to the property (fence, sheds, etc.) when algae, mildew or discoloration from dirt or weathering is visible.
C. Remove roof stains with periodic cleaning.
D. Repair or replace driveways which are in disrepair (pieces missing, crumbling, breaking apart, holes, etc.) or impact drainage. Asphalt driveways require periodic sealing.
E. Keep driveway free of leaves, limbs and debris and cleared of weeds and grass
F. Replace window glass when the seal between the panes is broken, as indicated by cloudy/foggy appearance of the window or the presence of moisture between the glass panes.
G. Maintain interior window treatments that are visible from the exterior.
H. Store portable play equipment used in front of the home out of sight when not in use.
I. Repair and maintain play equipment by power washing, staining or painting as needed.
J. Remove play equipment which has fallen into disrepair.
K. Portable grills, barbeques and pits must be stored behind the rear sight line of the house (i.e. backyard) when not actively in use.
L. Store tools, equipment, and materials (ladders, wheelbarrows, hand tools, lawn mowers, etc.) out of sight from street view or adjacent neighbors when not in active use. If stored under decks, the decks must be screened. See 6.07 B Decks.

8.02 LANDSCAPING AND LAWN CARE

A. Lawns should be regularly seeded, fertilized, watered and generally free of weeds. This includes any grass strip next to street or within drainage swells which may technically be within public road right of way.
B. Grass should be regularly mowed and not exceed a height of five inches (5").
C. Lawns and planting beds should be relatively free of leaves, sticks and debris. During Fall, regular leaf removal is required.
D. Lawns should be edged along the driveway, street, sidewalk, public walkway and common area.

E. Shrubs must remain along the front façade of the house at minimum equal to that which was installed at initial construction and be replaced should they die or become diseased. Shrubs have a lifespan of 10 to 15 years. See 6.21 B f Landscaping and Plantings for types of shrubs required.
F. Trees and shrubbery should be pruned to provide a uniform and neat appearance. Shrubbery should not obscure more than 25% of windows or obstruct public walkways.
G. Tree stumps in the front yard must be removed or ground down to grade level. See 6.21 B L. Landscaping and Plantings.
H. Planting beds shall be free of weeds and mulched as necessary to provide a neat and attractive appearance with hardwood, pine, cedar, natural looking synthetic mulch or pine straw. Rocks in muted/natural hues of brown and gray can be used to complement plantings but not as the primary covering for the bed or plantings.
I. All foundation beds and all other planting beds shall be mulched with hardwood, pine, cedar, natural looking synthetic mulch or pine straw. Rocks in muted/neutral hues of brown or gray can be used to complement plantings but not as the primary covering for the bed or plantings.
J. Flowerpots and containers (except those on the front porch) must contain live, not artificial plants. See 6.21 B j Landscaping and Plantings. When not in use, store out of sight.
K. At the end of the growing season, remove all dead annuals from flowerpots, planters and planting beds and all dead vegetable plants/vines from a garden if present.
L. Tools and equipment must be stored (i.e. lawn mowers, wheel barrows, ladders, etc.) out of sight from other properties when not in active use. If stored under decks, the decks must be screened. See 6.07 B Decks.

Note: Assistance with lawn care questions can be obtained from Chesterfield County Extension Office https://www.chesterfield.gov/429/Virginia-Cooperative-Extension, any local lawn care store or nursery.

8.03 FENCE AND SERVICE YARD MAINTENANCE

A. Fences and service yards must remain straight, level and in good repair.
B. Fences should be maintained on both sides.
C. Bowed or missing pickets and lattice must be repaired or replaced.
D. Algae, mold or dirt should be removed through power washing or cleaning.
E. Chipped or faded surfaces should be painted or stained.
F. Height and length of service yards should be adjusted to screen from sight new/replacement equipment that may be taller or larger than prior equipment.

8.04 MAILBOX MAINTENANCE

A. Repaint or replace mailboxes that are rusted, have uneven color tones, faded or chipped paint, or non-matching color.
B. Remove mold, mildew, or dirt from mailboxes and posts.

C. Replace or repair mailboxes that are dented or missing parts (doors, flags, etc.).
D. Repair or replace rotted, cracked, missing, leaning, tilted or damaged posts, trim or media boxes.
E. Replace faded or pealing numbers and Birkdale logo decals.
F. Clean out media box; the media box may be blocked off and painted the same as the media box.
G. Prune surrounding shrubs and plants to ensure the property house number is clearly visible from the street. Plants of any type should not grow on the mailbox or post.
H. No other decorations, coverings, or alterations to mailboxes are allowed on or to the mailbox and post, except as holiday decorations. See 6.08 F Decorative Objects.

VIX. ADMINISTRATION

9.01 AUTHORITY

These Standards are adopted by the Board of Directors pursuant to the Association's governing documents and applicable law. The Board delegates administration of these Standards to the Architectural Review Committee ("ARC"), subject to the Board's oversight and any rights of appeal established by the governing documents.

9.02 ADMINISTRATIVE GUIDELINES

The Board or the ARC, as authorized by the Board, may adopt forms, application requirements, design specifications, approved material lists, color palettes, and other administrative guidelines consistent with these Standards. Administrative guidelines shall not amend or supersede these Standards.

9.03 INTERPRETATION

The ARC shall interpret and apply these Standards in a reasonable and consistent manner. Questions regarding interpretation may be appealed to the Board in accordance with the Association's governing documents.

9.04 AMENDMENTS

The Board may amend these Standards from time to time in accordance with the Association's governing documents and applicable law. Unless otherwise provided by the Board, amendments shall apply prospectively.

9.05 NON-WAIVER

Approval of any application, variance, or deviation shall not constitute:

A. A waiver of any provision of these Standards;
B. Approval of any future application; or
C. A precedent binding upon the ARC or the Board.

9.06 SEVERABILITY

If any provision of these Standards is determined to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

9.07 EFFECTIVE DATE

These Architectural Standards and Guidelines shall become effective upon adoption by resolution of the Board of Directors and shall supersede all prior Architectural Standards and Guidelines of the Association. Applications pending on the effective date shall be

reviewed under the Standards in effect when the application was submitted unless the applicant elects to proceed under these Standards.

9.08 CERTIFICATION

Adopted by resolution of the Board of Directors of the Birkdale Community Association, Inc. on November 5, 2026.
Date

Donald Abel, President

Jake English, Secretary

Addendum 1 Birkdale Mailbox Diagram 6.23

Below are Birkdale's official paint colors, fonts and approved mailbox sizes.

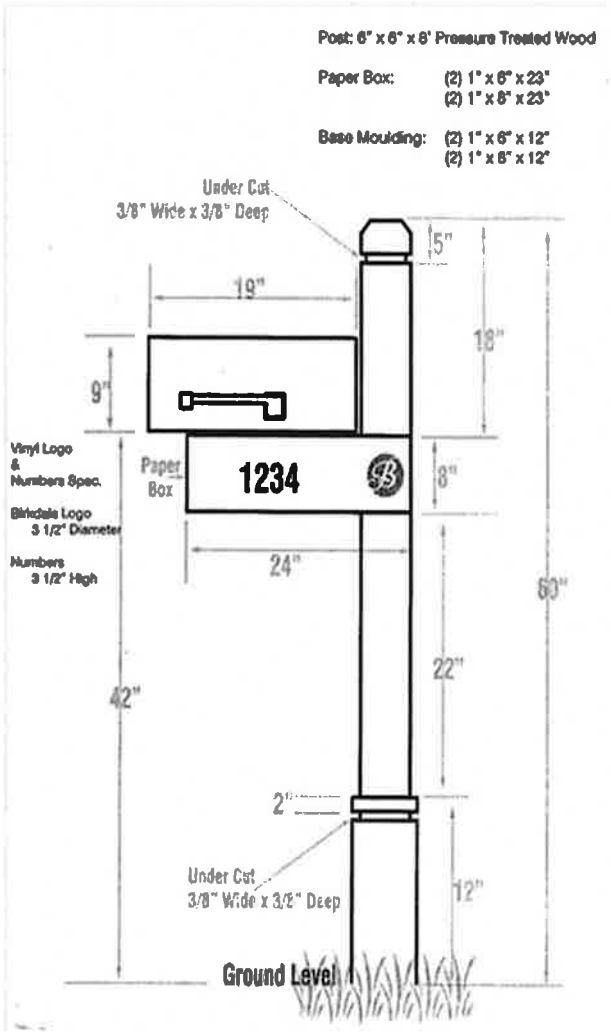
A. For all wood sections, including but not limited to the post and media box section, the official color is "Vanilla Cookie by Benjamin Moore" *.

B. For the mailbox only, the official color is "Cottage Red by Benjamin Moore" *.

C. Only approved Birkdale Logos and house numbers are permitted. These logos and numbers are placed flush against the wooden section of the media box as shown in the picture on the right. Raised numbers are not allowed. The font for the decals is OPTIwtcGoudy – Medium Font. Numbers are 3.5" and the logo is 4.5". Material for the decals is Oracal 651 gloss adhesive back vinyl, #312 – burgundy.

D. Mailbox sizes must comply with US Post Office Standards. Two sizes of traditional mailboxes are acceptable and can be purchased at local home improvement stores:
   a. USPS T1 – 18.5" x 5" x 6" (L x W x H) Approximate
   b. USPS T2 – 19" x 6" x 7" (L x W x H) Approximate

*The use of this paint brand is not required or endorsed by Birkdale; however, the brand and color name is necessary when using another brand to get a correct color match.



Mailboxes shall comply with US Post regulations including height (41"-45") and distance from the curb (6"-8").

Addendum 2 ARC Application Form

ARCHITECTURAL REVIEW COMMITTEE APPLICATION

Required for any exterior change, addition, or installation. Please complete both pages, check one project type, and attach all required documents.

HOMEOWNER INFORMATION

Name _____ Date _____

Property Address _____

Phone _____ Email _____

Est. Start Date _____ Est. Completion Date _____

CONTRACTOR INFORMATION

Name _____ Phone _____ Email _____

☐ No contractor – homeowner will perform the work

TYPE OF MODIFICATION

Check the project that applies

One application per project, unless a dumpster or portable toilet is related to the project. The section of the ARC Standards and Guidelines is identified next to each project name. Please review the appropriate section before submitting the application and required documents.

BUILDING & STRUCTURE		SITE & LANDSCAPE		ACCESSORY STRUCTURES & EQUIPMENT		MISC & TEMPORARY	
☐ Additions	6.01	☐ Decorative Object	6.08	☐ Antenna/Satellite	6.02	☐ Dog House/Run	6.09
☐ Attic Vent	6.03	☐ Driveway	6.11	☐ BBQs & Pits	6.18	☐ Playhouse	6.26
☐ Awnings	6.04	☐ Fence	6.12	☐ Greenhouse	6.17	☐ Play Equipment	6.28
☐ Chimney	6.05	☐ Flagpole	6.13	☐ HVAC/Generator	6.19	☐ Portable Toilet	7.03
☐ Deck	6.07	☐ Garden, Vegetable	6.16	☐ Hot Tub/Spa	6.20	☐ Storage Pod	7.02
☐ Doors	6.10	☐ Landscaping	6.21	☐ Pool	6.27	☐ Trash Dumpster	7.04
☐ Garage Door	6.15	☐ Lighting	6.22	☐ Solar Collector	6.34	☐ Other (describe on p. 2)	
☐ Painting	6.24	☐ Patio/Walkway	6.25	☐ Storage Bldg./Shed	6.36		
☐ Residing	6.29	☐ Tree Removal	6.21Ca				
☐ Roof	6.30						
☐ Steps/Ramps/Porch	6.35						
☐ Windows	6.39						

REQUIRED DOCUMENTATION INCLUDED

List the documentation included with this application, as specified in the Architectural Standards and Guidelines, Addendum 3, ARC Application Requirement List.

Typical items: site plan/survey with dimensions showing project location, manufacturer brochure or specs (description, color, style, material, measurements), paint color sample, photo of the house as it currently appears, contractor proposal, county permit (if applicable)

PROJECT DESCRIPTION / ADDITIONAL COMMENTS

SUBMISSION AND HOMEOWNER AGREEMENT

When completed, please email, mail, or fax this application and all supporting documents to:

ACS West, Attn: Lee Ann King, 1904 Byrd Ave., Ste 100, Richmond, VA 23230

Email: leeann@acswest.org Fax: 804-282-9590 Questions: 804-282-7451

Owner's Understanding and Agreement *Check each statement and complete the Section and Title in #1*

☐ 1. I certify that I have read and understand the applicable Architectural Standards and Guidelines for this request, covered in Section _____ Titled _____ and have included supporting documentation as listed in the Architectural Standards and Guidelines, Addendum 3, ARC Application Requirement List.

☐ 2. I understand that any required county or municipal permits remain my responsibility.

☐ 3. I understand the Association may require correction, repair, or removal of any unapproved or nonconforming work at my expense.

☐ 4. I permit authorized ARC representatives to inspect the proposed work area, work in progress, and completed project at reasonable times.

☐ 5. I will notify ACS West when the project is complete so the Committee can inspect and close the request.

Homeowner Signature _____ Date _____

Addendum 3 ARC Application Requirement List

All improvements changing the footprint of the home or changing the physical characteristics of the lot as listed:

ADDITIONS	GRILLS, BBQs & PITS	PLAY EQUIPMENT
DECKS	HOT TUBS/SPAS	PLAYHOUSE
DOG HOUSE/RUN	HVAC & GENERATOR UNITS	STORAGE BUILDING
DRIVEWAY EXTENSIONS	LANDSCAPING & PLANTINGS	TREE REMOVAL
FENCES	LIGHTING	VEGETABLE GARDEN
FLAGPOLES	PATIOS	WALKWAY
GREEN HOUSE		

require the following:

*Site plan or survey map with dimensions reflecting relationship of proposed project to home, property lines and adjacent residences. If applicable, include size and location of trees and plantings in affected areas.

Project names below are marked with an asterisk (*) that require a site plan or survey map as defined above.

In addition to above, please see below for a list of documentation to be submitted with a completed ARC Application by improvement/change to the home or property. Please label your documentation accordingly.

6.01 **Additions ***

1. Drawings to scale of proposed construction must include elevation views of each proposed exterior wall including dimensions and locations of doors, windows, rooflines, trim and proposed exterior lighting including fixture type.
2. A complete description of materials including manufacturer and type of siding, roof, trim, colors, etc.

6.02 **Antennas/Satellite Dish**

1. Intended use of the antenna/satellite dish.
2. Manufacturer's image or brochure, including measurements of antenna/satellite dish.
3. Image of the residence indicating the proposed location of the antenna/satellite dish.

6.03 **Attic Ventilators**

1. Manufacturer's image or brochure, including description and measurements of the ventilator.
2. Image of the residence indicating location of the ventilator.
3. Elevation of the ventilator above the roof plane.

6.04 **Awnings and Sun Trellises**

1. Manufacturer's image or brochure including description, color, style, materials, measurements, method of support and attachment to the structure.
2. Image of the residence indicating where the awning or sun trellis is to be attached.
3. Impact, if any, the sun control device will have on adjacent residences.

6.05 **Chimneys and Flues**

1. Description of the applicant's house, including style, siding, shutters type, decorative embellishments, etc., image of the front of the house indicating proposed location of the chimney.
2. Detailed drawing showing exterior elevations and dimensions of the proposed chimney.
3. Description of the proposed chimney and exterior construction materials, including type and color of masonry or siding material to be used. The relationship of these materials and colors on the house must be included.
4. Where there is an existing chimney (other than a builder-provided through-the-roof installation), provide details as in "1" through "3" above for the existing chimney.

6.07 **Decks ***

1. Any changes in window or door locations must also be shown; including the conversion of a window opening to a door opening or vice versa.
2. Descriptive drawing including dimensions height above grade and details of posts, railings and stairs.
3. Manufacturers image or brochure, including description, color, style and materials.
4. Description and proposed relocation site of any plantings, equipment such as meters, air conditioners, heat pumps, etc. to be moved for the construction of the deck.
5. Description of proposed changes in exterior lighting.

6.09 **Dog Houses and Dog Runs ***

Detailed drawings of the house or run to indicate dimension, list of materials to be used for construction and pictures of the proposed area for the dog run in relationship to the residence and adjacent properties to be submitted with the application.

6.10 **Doors**

1. Description of the project.
2. Images showing the house, existing windows and doors, and the proposed location of new or replacement door.
3. For new doors, elevation drawings, to scale, showing the existing house and the proposed location of the doors.

4. Catalog images or manufacturer's "cut sheets" identifying door type and style, including the specific "name" of the door, if applicable, dimensions, materials, and colors.
5. Paint manufacturer image or brochure showing the door finish and color.

6.11 **Driveways ***

1. Image of the current driveway.
2. Vendor image or brochure indicating materials to be used, color and texture.
3. Drawing showing the thickness and subsurface preparation.
4. Description of proposed changes in grade and drainage.

NOTE: Prior to installation of the driveway, the lot property pins must be exposed and prominently marked to ensure the driveway is installed only on your property.

6.12 **Fences ***

1. Image of backyard which includes existing fences next to property line.
2. Indicate if the new fence will be adjacent to an existing fence.
3. Vendor specifications including: image of fence, type of fence to be installed, height of fence, design or plans of fence, and materials to be used.

NOTE: Prior to installation of the fence, the lot property pins must be exposed and prominently marked to ensure the fence is installed only on your property.

6.13 **Flagpoles ***

Manufacturer's image or brochure, including description, color, style, materials, measurements and method of support.

6.15 **Garage Doors**

1. Image of the house including current garage door.
2. Manufacturer's image or brochure, including description, material, and color of proposed garage door.

6.16 **Gardens, Vegetable** * (> 150 sq ft)

Indicate dimensions and location of garden on site plan or survey map.

NOTE: Renewal applications are not required on an annual basis for a plot previously approved. However, any change in size or location of a previously approved garden plot requires reapplication.

6.17 **Greenhouse ***

A detached greenhouse is considered a structure and requires same documentation as 6.01 Additions.

6.18 **Grills, Barbecues and Pits ***

Manufacturer or vendor's image, brochure or detailed drawing showing design, dimensions and list of materials to be used in construction.

6.19 **Heating, Air Conditioning and Generator Units ***

1. Vendor specifications including image, description, and dimensions.
2. Proposed screening and landscape plan.

NOTE: ARC Approval is not required to replace a unit if it is in the same location.

6.20 **Hot Tubs, Whirlpools and Spas ***

1. Manufacturer specifications including image indicating the color, description, dimensions, and list of materials.
2. Proposed screen and landscaping plan.
3. Include copies of any required Chesterfield County permits or authorizations.

6.21 **Landscaping and Plantings (including tree removal) ***

1. Description of the type, size and quantity of plantings to be placed.
2. Description of any tree to be removed and the reason for the removal.
3. Description of any retaining walls, stone walls, fences between properties or similar structure, complete with materials and construction method with a reason for the construction, location on the property and location to adjacent properties.

6.21 Ba **Tree Removal**

1. Removal of any live tree whose trunk is over six inches (6") in diameter when measured two feet (2') above the ground.
2. No prior approval is required for removal of dead or diseased trees.
3. Storm damaged trees may be removed or trimmed without prior approval.
4. If dead, diseased, or storm damaged trees are removed the owner should take photographs or hire a contractor to document the condition of the tree to show that it was dead, diseased, or damaged at the time of removal.

6.22 **Lighting *** (Exterior)

1. Manufacturer image or brochure including the color, description and dimensions.
2. Description of the impact of proposed lighting on properties.

6.24 **Painting and Staining**

1. Paint manufacturer image or brochure indicating the color of the paint or stain to be used.
2. Description of the areas to be painted or stained.
3. Image of the home, showing location of paint color (siding, trim, shutters or door).

6.25 **Patios and Walkways ***

1. Vendor image or brochure providing description of materials, style, and color.
2. Description of proposed lawn contour changes, plantings, screening, railings, benches, proposed exterior lighting, etc.

6.26 **Playhouses ***

1. Manufacturer's image, brochure, or a drawing to scale, include description, dimensions, materials and color. This should include elevation views, and any proposed exterior lighting.
2. Image of the back of the applicant's residence to include the yard where placement will be.

6.27 **Pools**

1. Site plan or survey map with dimensions reflecting the placement of the pool, pool house, related equipment, fences, etc. in relation to the applicant's residence and property lines.
2. Detailed drawing of the pool, deck, lighting, walkways, fence type, proposed grading, landscaping and information concerning the water supply system, drainage and water disposal system.
3. Include copies of any required Chesterfield County permits, authorizations or codes (i.e. setbacks).

6.28 **Recreational/Play Equipment ***

Manufacturer image or brochure indicating description, dimensions and color.

6.29 **Residing and Restyling**

1. Manufacturer's product specification sheet, image or brochure including the style, color and texture of proposed materials.
2. Details and samples of proposed trim pieces and their locations.
3. Images of the house as it currently appears including the color and texture of existing siding materials.
4. Images of neighboring houses reflecting siding materials and color on immediately adjacent houses.

6.30 **Roof**

Manufacturer image or brochure reflecting description and color.

NOTE: Replacing a roof with approved colors (gray, black or brown) does not require ARC approval.

6.31 **Siding** (New Build)

1. Manufacturer's product specification sheet, image or brochure including the style, color and texture of proposed materials.

2. Details and samples of proposed trim pieces and their locations.
3. Images of neighboring houses reflecting siding materials and color on immediately adjacent houses.

6.34 **Solar Collectors**

1. Image of the residence including elevations, showing the location of the proposed solar collector.
2. Manufacturer's image or brochure including dimensions and material used to construct the collector and how the edges of the collector meet the roof.

6.35 **Steps, Ramps and Porches**

1. Image of the house identifying where the steps, ramp or porch will be installed.
2. Manufacturer's image or brochure including dimensions, material, and color.
3. If painting is involved, paint manufacturer image or brochure indicating the color of the paint to be used.

6.36 **Storage Buildings ***

1. Image of the back of the residence and the proposed color scheme for the storage building.
2. Manufacturer's image and/or detailed drawing of the proposed storage building including dimensions and materials.
3. Include setback requirements provided by Chesterfield County Planning Department.

NOTE: Prior to installation of the storage building, the lot property pins must be exposed and prominently marked to ensure the storage shed is installed only on your property.

6.39 **Windows**

1. Images showing the house, existing windows and doors and the proposed location of new or replacement windows.
2. If new windows are proposed, elevation drawings, to scale, showing the existing house and the proposed location of the windows.
3. Manufacturer's image or brochure identifying window type and style, including the specific catalog name of the window, if applicable; dimensions, materials, type of window glass if tinted, indicate type of tint and window frame color.

7.02 **Portable Storage Containers**

1. Plot plan or survey map with dimensions identifying the location of the storage container and distance from the street.
2. Dates for the use of the storage container.

NOTE: Portable storage container may only be placed in a resident's driveway. They are not allowed on the street.

7.03 **Portable Toilets**

1. Plot plan or survey map with dimensions identifying the location of the portable toilet, distance from the street and direction the door of the portable toilet will face.
2. Dates for the use of the portable toilet.

NOTE: Portable toilets re to be placed not less than twenty feet (20') from the street on which a lot fronts. They may only be placed on owners' property. They are not allowed on the street.

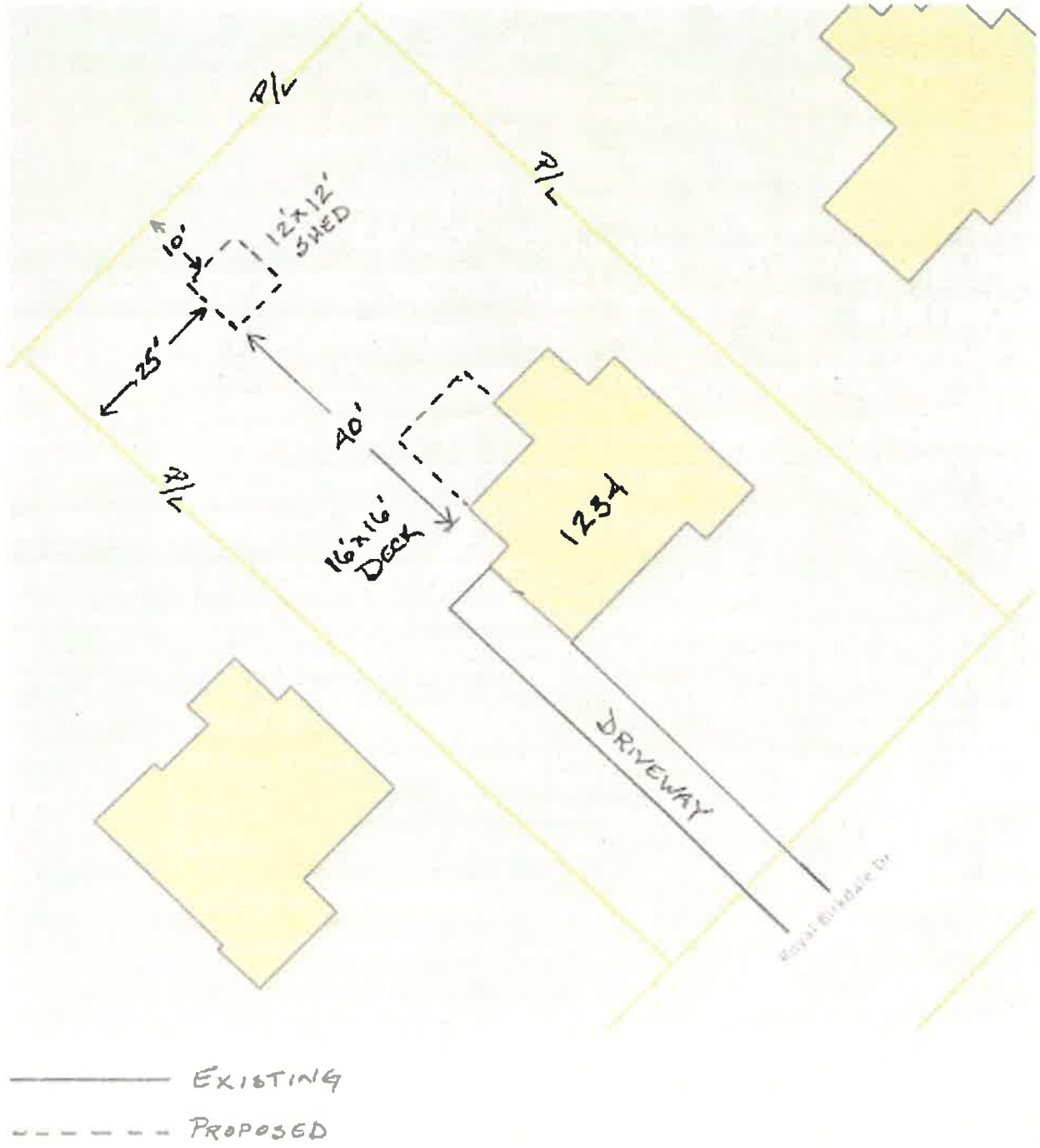
7.04 **Dumpsters**

1. Plot plan or survey map with dimensions identifying the location of the dumpster and distance from the street.
2. Dates for the use of the dumpster.

NOTE: Dumpsters may only be placed on a resident's property. They are not allowed on the street.

Addendum 4 Plot/Site Plan Diagram

Plot plans available online at Chesterfield County Parcel Viewer
https://experience.arcgis.com/experience/f07d4f7e57e846cfa86ccfcdf614ec22/



Addendum 5 Glossary of Terms and Definitions

ARC APPLICATION - The process and form used to apply for plan approval so a homeowner may start construction, additions, or alterations to a lot. This procedure is defined in Section IV. Application And Review Procedures.

AWNING - Covering commonly made of fabric or aluminum that extends over an outdoor area to provide extra shade and space for homeowners. Types of awnings include retractable, stationary, vertical drop, window, and door awnings.

BIRKDALE -The land development in Chesterfield County, Virginia, known as Birkdale and shown on recorded plats.

BUILDER - An individual or corporation properly licensed by the Commonwealth of Virginia as a general contractor, constructing an individual house or houses at Birkdale.

CASEMENT WINDOW - A window which is hinged on one side and swings open outward. This window is typically opened by a crank handle. Screens are hung on the inside of the window.

COVENANTS COMMITTEE - The Covenants Committee is established by the Board of Directors to enforce community standards contained herein or in the Master Declarations or Single-Family Protections. The Covenants Committee's responsibility includes areas not involving new construction, alterations, or other areas under the purview of ARC. The Covenants Committee may serve as an appeal point of ARC decisions. The Covenants Committee has primary responsibility to administer the Birkdale Community Association, Inc. Violations Complaint and Due Process Resolution current version as adopted by the Board of Directors.

DECIDIOUS SHRUB OR TREE - A type of shrub or tree that loses its leaves seasonally, typically during the winter months.

DECLARANT/DEVELOPER - Crimson Birkdale, a Virginia general partnership, is the organization which originated the project. Crimson Birkdale and successive developers subdivided the land, built roads, utility lines and pedestrian paths. The Declarant/Developer term expired (effective November 2003, pursuant to the master covenants) and the Birkdale Community Association and the Birkdale Board of Directors

are successor of interest and reserves the right to review, evaluate, and approve, disapprove, allow or not allow the use of all builder's and/or realtor's marketing, advertising, or construction programs related to the sale and/or construction or ne homes to be built in Birkdale.

DOUBLE HUNG WINDOW - A double hung window is a type of window that features two operable sashes situated one above the other, allowing both the top and bottom sashes to move vertically within the window frame.

EVERGREEN SHRUB OR TREE - A type of shrub or tree that does not lose its leaves seasonally. They retain live foliage from one season to the next and supply color to the landscape in winter.

MASTER PROTECTIONS AND SINGLE-FAMILY PROTECTIONS - The Declaration of Covenants, Easements and Restrictions recorded in the Clerk's Office of the Circuit Court of Chesterfield County, Virginia.

PROCEDURES - All construction on individual lots is to be reviewed by the ARC prior to beginning. The ARC has 60 days to review and notify the homeowner of the following decision:

A. approve the plans in writing
B. deny approval of the plans in writing, or
C. approve the plans in writing subject to certain conditions or suggested changes.

The Declaration of Covenants in Section 6.3 states, "If the ARC does not approve or disapprove, or approve subject to conditions, any plans or proposed construction schedule within 60 days after it receives the same in compliance with section 6.2 of this Declaration, such plans (or construction schedule, as they may be) shall be deemed approved".

PROPERTY LINE- Defines the legal limits of a lot. It establishes the boundaries of ownership, and indicates where one property ends and another begins.

SURVEY - The measuring and recording of the details of an area of land. This typically includes the insertion of property pins, stakes or flags to identify property boundaries.

SURVEY MAP - Map of a piece of land showing the property boundaries and physical features. It maps out the size of the property, boundaries, and any buildings or other structures on the property. The survey will also show any roads that touch the property line. The legal description of the property can be found in the deed to the land, while the surveyor's map of the land, also called a plat, will show an actual map of the borders of the property and surrounding areas.