

Green Gables Homeowners Association Architectural Design Guidelines

Version 4.0

**Amended by the Architectural Review
Board on November 29, 2021**

**Confirmed by the Board of Directors
On
October 5, 2022**

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Purpose

The purpose of these Architectural Design Guidelines ("Guidelines") is to provide guidance to the Architectural Review Board ("ARB") in performing their duties as contemplated in the governing documents of Green Gables Homeowners Association ("Association"). These Guidelines also serve to provide architectural and other guidelines and high-level design standards to assist Green Gables homeowners in obtaining approval for, among other things, home improvements, additions, and modifications. Based on requirements established in the Articles of Incorporation, the By-Laws, the Second Amended and Restated Declaration of Covenants, Conditions and Restrictions ("Declaration") and pertinent provisions of the Virginia Property Owner's Association Act ("ACT"), these Guidelines further define items unique and specific to our community.

General

These Guidelines address alterations and additions to, and the maintenance of, the exterior of homes and lots in our community. The structural integrity, safety, and appearance of the community are a concern to us all. We rely on Prince William County ("County") building inspectors to ensure structural integrity and safety of construction. For this reason, every owner seeking to make alterations or additions is required to obtain the appropriate building permits and ensure all inspections required by the County are conducted.

Green Gables is a community of homes on 10-acre lots. The community has a different character than a 1/4-acre subdivision. Outbuildings, fences, and pastureland are common. The community has different guidelines for buildings constructed near the house and for those located out in the fields or forests. For example, garages placed near the home must be of complementary style and color compatible to the home. Barns and outbuildings should be constructed of materials compatible with intended use and reflect color compatibility and harmony with the surroundings. Also, maintenance of the lawn in the vicinity of the house is held to a different standard than maintenance of the fields or forests.

All construction must take into account drainage. The existing drainage patterns (that is the existing flow of water into or out of a lot) must not be altered without prior approval by the County and the ARB and notice to all affected neighbors. No changes may be made to the rain gardens, including altering the amount of water flowing into the garden, without prior ARB approval.

No structure, including without limitation, buildings, pillars, and gateways, may extend beyond the Building Restriction Line ("BRL") set by the county, as shown on the lot plat. All activities must comply with applicable County codes.

Application Process

When submitting an application for review by the ARB, owners are responsible for ensuring that alterations and additions are made only in accordance with the Guidelines and Declaration. The burden rests with the applicant to demonstrate the acceptability of the proposal. The applicant must submit information required by the ARB for a proposed alteration or improvement. The applicant may include exhibits, photographs, brochures, and similar documents that the applicant deems appropriate.

The Architectural Improvement Request Form ("Application") which must be used to submit a request to the ARB is attached to these Guidelines as Appendix I. For requests not covered by the Application, the proposed changes or additions should be specified on the reverse side of the Application.

All Applications must be original, legible, and should be submitted by mail or e-mail (with appropriately scanned signatures) to the ARB Committee at the address provided on the Application.

All Applications must contain the signatures of the adjoining or affected property owners and be signed by the applicant. The signatures of the adjoining or affected property owners only indicate their awareness of the proposed plans, not approval. Signatories having concerns about a proposed plan must notify the Association of specific concerns in writing.

Applications must provide a complete description of the alteration or improvement, including without limitation, a listing of the type of materials to be used; overall dimensions; height off the ground as in the case of decks or porches; colors of the existing house, trim and roof colors; colors of the proposed alteration or improvement; and such other information as specified in these Guidelines.

Applications must state the anticipated commencement and completion dates. Construction of improvements approved by the ARB must commence within 6 months of the date the ARB approves the request and be completed within twelve months of the start of construction. Homeowners may apply for extensions.

Applications must be accompanied by the following documents:

- a. Site Plan (lot plat) with the proposed modification depicted to show the exact location and dimensions of the proposed improvement or alteration.
- b. Drawings and photographs — complete drawings showing all dimensions, elevations and details of the proposed improvement or alteration are required. Drawings also should show the location of the improvement in relation to the existing home.
- c. Brochures, color charts, and a materials description from the contractor or vendor depicting the proposed modification or addition.

The ARB has 45 days from receipt of the completed Application to review and make a decision on the Application. If the ARB requires additional information, action on the Application will be deferred until additional information is received. If additional information is required, the processing time begins again from the date the information is received.

ARB members may visit the site before the ARB meets to assess the effect of the improvement or alteration on the immediate neighborhood, if necessary.

There is no application fee for Applications. However, submitting an Application after construction begins will be considered a violation of these Guidelines, and the Board of Directors ("BOD") may assess charges pursuant to the Virginia Property Owners' Association Act ("Act") for such late submissions. The BOD, ARB and/or the HOA Management Agent will enforce violations in accordance with these Guidelines, the Association governing documents, the Act, and any due process procedures adopted by the BOD.

If the application is disapproved by the ARB, the applicant may appeal the decision to the Board. The Appeals Petition Form, which must be used to submit an appeal of an ARB decision to the Board, is attached to these Guidelines as Appendix II. Appeals must be received within 20 days of the adverse ruling. The Board shall be the final authority for dispute resolution.

Infrastructure

No one may make alterations to the roadways, water culverts, entrance islands and the functional integrity of the rain gardens, or any Green Gables Association constructed structure without express permission from the ARB. Such permission will only be granted with the submission of an Application containing the details of the changes and how they will be made. In the case of any cuts or alterations to the roadways, proof that the roadway can be returned to the original state will be required by the ARB and the Board.

Maintenance

The appearance of our community will be greatly enhanced by regular maintenance. All homes should be well-maintained, including periodic painting of woodwork and washing of siding.

Additions/Modifications to Existing House Structure

Except as otherwise provided in these Guidelines, any addition or modification to the existing house structure requires ARB approval. The design of any addition or modification to an existing structure shall be complementary to the original dwelling. Construction, in both design and use of materials, should be consistent with the original structure - this includes but is not limited to roof pitch, building materials, building design, and color. All changes should be aesthetically pleasing and enhance the view of the home. Additions and modifications must conform to County ordinances. Additions and modifications should not be constructed beyond BRLs and must meet minimum County setback specifications.

Alterations to the House

Changes to the house exterior, including but not limited to, siding, windows, storm doors, and paint colors, require the approval of the ARB. All changes must be consistent with the appearance of the community. Colors must be complementary to existing colors on the house and to other houses in the neighborhood.

Front doors and storm doors, if added, should be of a style and color compatible and complementary with the style of the home and the existing colors on the applicant's home.

Maintenance of the house, such as replacement of damaged doors, windows, roofing, siding, or re-painting do not require ARB approval, so long as the color scheme and appearance of the house remain the same.

Decks Porches and Patios

The approval of the ARB is required for the installation of decks, porches, and patios. Decks, porches, and patios should not be constructed across BRLs and must meet minimum County setback specifications and comply with applicable County ordinances.

Decks shall be generally located in the rear yards. Side decks may be considered. Wood decks may be left to weather naturally or may be sealed with a wood preserver or stain. Decks should be stained a color complementary to the existing house structure. In addition to a lot plat, an elevation drawing is required with each Application.

Screened-in deck porches should carry similar design throughout the decking and should include materials consistent with the deck. As with a deck, a lot plat and elevation drawing are also required and can be done simultaneously with the deck if desired.

Patios should be constructed of materials that are complementary to the overall design of the house (wood, brick, stone, concrete, etc.). A lot plat showing location is required.

Any changes to grading for the installation of a deck, porch, or patio should be detailed in the Application, with drainage areas shown on the site plan. Applications can be denied if adjoining properties are adversely affected by changes in drainage.

Fences

No fence or enclosure shall be erected or built on any lot until first approved in writing by the ARB as to location, height, material, and design. The fence must be shown on the plat/plan of the lot. All fences must conform to the County building codes and zoning setback regulations.

It is the intention of the Association to allow the following fence types for specific applications at Green Gables:

- Perimeter, property line, barn, horse, and riding area fencing: the intention is to allow three or four board fences. The preferred color or staining of this fence will match the homeowner's house esthetically and will be reviewed on a case-by-case basis by the ARB.
- Swimming pool enclosures and small areas in the rear of the house: aluminum (metal) type of fencing is allowed with the color to be esthetically pleasing with the natural surroundings.
- Tennis courts should have the appropriate chain link fencing with the height as approved by County codes and will be reviewed on a case by case basis.
- Vegetable gardens should be as inconspicuous as possible and use appropriate materials if fenced. Fencing material and location must be approved by the ARB. Chicken wire will not be permitted. Care should be taken to ensure the fence is constructed and maintained straight, level and plumb. (See "Vegetable Gardens" for details.)
- Homeowner entrance monuments, pillars, and improvements having a gate or front yard full or partial fencing will be reviewed by the ARB on a case- by-case basis and must be in line with the aesthetic nature of the homeowner's property and surrounding areas.

- Deer fencing closely circling individual trees or shrubs is permitted and does not require ARB approval. Fencing that encloses more than one tree or shrub at a time requires ARB approval.
- Deer fencing should be as inconspicuous as possible and use appropriate fencing material. Chicken wire will not be permitted.
- Deer fencing which is placed directly in front of a home is limited to netting directly wrapping the shrubs or flower beds. Such netting will not require ARB approval.

All fencing must be well maintained and aesthetically pleasing to the community. For the Applications cited above, shrubs and planting beds are highly encouraged to soften visual impact to the community,

Vegetable Gardens

The installation of a vegetable garden does not require ARB approval if:

- a. Garden is located more than 50 feet behind the rear of the house or 50 feet from the rear property line and does not exceed $\frac{1}{4}$ acre in size (104' x 104'),
- b. A fence will not be constructed around the perimeter or any portion of the garden, and
- c. Garden is not planted on a grade such that the water run-off could damage the property below the garden. A grade not exceeding five feet to 100 feet can be used as a guideline.

Gardens not meeting all of the above criteria require ARB approval.

If visible from the road, gardens must be groomed and/or screened with plantings to make them visually pleasing from the road.

All gardens must be neatly maintained through the growing season, including removal of all unused stakes, trellises, and dead growth. Dead growth must be removed at the end of the growing season. Any fence installed must remain in good repair during all seasons and removed when not in use. Fences should be maintained straight, level, and plumb.

Accessory Buildings

Barns, shelters, sheds, and greenhouses should be situated on the home site plat at an appropriate distance from the main house. Consideration should be given to the location of these types of buildings so as not to infringe upon views or be placed in close proximity to neighboring property lines. Construction features, materials, and colors should be compatible with the intended use of the structure and should be in harmony with the surroundings.

Carriage houses, detached garages, and poolside bath houses constructed in proximity to the main house should have architectural compatibility and reflect the design features of the main house. The use of similar construction materials and compatible colors is encouraged for construction of these buildings.

Pools

Pools shall be in-ground, well-constructed, and shall meet all applicable County codes, including requirements for fencing or access control. In general, swimming pools should be suitably set back from the road and all lot boundaries. All pools must be properly maintained for both aesthetic purposes and safety. If visible from the road, shrubs and evergreen plantings are highly encouraged to soften visual impact to the community. The ARB must approve all requests for pool installations.

Exterior Lighting

Except as otherwise provided, the installation of exterior lighting requires prior ARB approval. Applications must include wattage and a detailed description of location on the lot plat. As provided in Article VI, Section 6 of the Declaration, lights cannot be directed outside the owner's property.

Mailboxes

Mailboxes must meet all U.S. Postal and emergency services guidelines. Numbers should be visible from both sides of the mailbox. Any changes to the mailbox and post shall be submitted to the ARB for review.

Play Areas

The installation of play areas requires ARB approval, except as otherwise specified. Play areas include, but are not limited to, purchased, or constructed play equipment, sport courts, tennis courts, off-road riding areas, skateboard "pipes", kiddie pools and basketball backboards. Play equipment, with the exception of basketball backboards, should be placed behind the rear façade of the house. Off-road riding, whether performed with motorcycles, four-wheel all-terrain vehicles or off-road bicycles, is allowed.

Individual riding areas are for the family's personal use only with no more than four people riding at a time. All such areas must comply with applicable County codes (i.e.: erosion control, noise limitations and property line setbacks).

The applicant must show the location of the play area, the equipment to be used, the specific construction of all structures and the landscaping provided as screening. Small play equipment (that which can be easily relocated) is not considered a structure and, therefore, does not require approval by the ARB to be installed.

Satellite Dishes. Antennas. Solar Panels and Flagpoles

ARB approval is required for the location of satellite dishes, antennas, solar panels and Flagpoles.

Satellite dishes and antennas should be located so as to minimize the visual impact on neighbors and the surrounding areas.

Homeowners desiring to install solar panels should minimize the visual impact to their property and to others who view the property from the road. Solar panel design and location should be unobtrusive and blend with physical characteristics of the home.

Flag poles for display of the flag are allowed with ARB approval of location of placement. Flagpoles should include outdoor lighting to illuminate the flag if the United States Flag is to be displayed any time after sunset or before sunrise. The location of the flagpole and lighting should not infringe on neighbors or property line setbacks.

Signs

ARTICLE VI Restrictive Covenants, Section 7: The only signs permitted on the Property shall be customary home and address signs and real estate sale or lease signs which have received the prior written approval of the Architectural Review Board ("Permitted Signs"). No more than one (1) Permitted Sign shall be displayed to public view on any Lot and must be less than or equal to two (2) square feet in total surface area and may not be illuminated.

For the convenience of homeowners, the ARB has pre-approved several 'Customary Home Signs'. Approved signs not requiring an application include:

1. Small security monitoring signs (ex. ADT, Vivint, Brinks, etc.)
2. Temporary lawn service signs (ex. TruGreen, Scott, Lawn Doctor, etc.)
3. Temporary special occasion signs (ex. Graduation, Birthday, Reunion, Sporting Event Party, Newborn, etc.) which may be erected shortly before, and removed immediately following the special event.
4. Temporary construction signs erected shortly before and removed immediately upon project completion.
5. Temporary political campaign signs displayed during elections that do not contain profanity/vulgarity. These signs must be removed immediately following the associated election.

Restrictive and Warning Signs (ex. No Trespassing, No Hunting, Private Property, Violators Will Be Prosecuted, etc.) are generally not permitted for use within the community if they are within public view, however, the ARB will consider Applications on a case-by-case basis. Public view in this document is defined for our community as viewable from the roads within the Green Gables Neighborhood.

Restrictive and Warning signs may be placed on the exterior lot lines facing outward from Green Gables Neighborhood as long as they are not within public view. These Restrictive and Warning signs are meant to protect homeowners from bordering properties that are not contained within the Green Gables Community. These signs may not contain vulgar/inappropriate language or imagery and must be maintained in good repair.

Driveways, Parking Areas and Recreational Vehicles

The installation of additional driveways or parking areas must be approved by the ARB. A lot plat showing the extent of proposed paved and unpaved driveways and parking areas along with the screening planned must be included in the Application.

Parking in the cul de sacs or along any road within our community is not permitted except on a short-term basis (24 hours), at times that will not impede access by other vehicles. These areas need to be kept passable at all times; delivery trucks, trash trucks, school buses, emergency vehicles, other homeowners etc., need to pass safely and freely.

As set forth in Article VI, Section 16 of the Declaration, recreational vehicles or equipment, such as but not limited to boats, boating equipment, trailers, camping vehicles or camping equipment, may not be parked in the community without approval of the ARB as to location, size, screening and other relevant criteria.

Vehicle Storage

No vehicle may be parked on any grass area.

Recreational Vehicles — The following standards pertain to all recreational vehicles:

- No recreational vehicle may be parked in driveways, or in open spaces except on a temporary and occasional basis. Temporary and occasional is defined as not more than one week in a thirty (30) consecutive day period. Any exceptions to this will need to be approved by the ARB.
- On lot storage is permitted, only by the primary owner and with written ARB approval.
- Recreational vehicles should be stored to the rear area of the house and covered when not in use.

A recreational vehicle is defined as:

- Any boat or boat trailer, including any jet ski, paddle boat, canoe, rowboat, inflatable boat, motorboat, or sailboat.
- Any trailer or motor home or self-contained camper.
- Any other vehicle that could not normally or regularly be used for daily transportation, including a dune buggy, non-operative collectible automobile or other automotive equipment not licensed for use on the highways of Virginia.

Commercial Vehicles – The following guidelines pertain to all commercial vehicles:

- No commercial vehicle may be parked on residential streets, cul de sacs, in driveways, or in open spaces other than for routine service visits (IE: landscaping, mowing, deliveries, utility work, etc.).
- No commercial or industrial vehicle, such as but not limited to moving vans, trucks, tractors, trailers, vans, wreckers, tow trucks, hearses and buses, shall be regularly or habitually parked or parked overnight on the Property.
- No normal passenger vehicles with modifications or markings for commercial purposes shall be regularly or habitually parked or parked overnight on the Property.

Trash/Recycling Containers

The following standards pertain to trash containers, recycling containers and yard debris:

- Trash containers, recycling containers and yard debris shall be stored out of sight at all times, except for the approved interval during which such items are placed adjacent to the street for pick-up.
- Trash shall be secured in such a way that it is not inadvertently distributed on neighboring properties or common areas. Cleanup of any trash that is inadvertently spread is the responsibility of the homeowner whose trash was distributed.

Firewood Storage

Firewood shall be kept neatly stacked and located to the side or rear of the residence or within a woody area within the Owner's/Resident's property line. Piles shall be located in such a manner as to minimize visual impact. In certain cases, screening or landscaping may be required to screen woodpiles. Firewood piles shall be kept away from the home 10' to 12' to prevent termites from leaving the firewood and entering the house.

Landscaping, Lawn. and Field Guidelines

Improvements to beautify landscaping are encouraged and no application is required for this. Green Gables 10-acre home sites consist of a landscaped area surrounding the home and other areas of foliage that are considered "fields" or "wooded areas."

Clear cutting or extensive harvesting of the wooded areas is not encouraged by the Association. In the event a homeowner has reason for extensive removal of the foliated areas, an application must be submitted to the ARB stating the reason and purpose for the modification to the wooded areas.

The lawn and landscaping near the home should be well groomed. The homeowners must keep clean and maintain the homeowner's property as follows:

- 50 feet from the edge of the road along the entire length of the roadway bordering the entire property to a consistent height of not more than (6) inches including ditches (or less if bordered by a natural boundary such as wooded tree-lines, ravines or creeks). This includes mowing and trimming/weed whipping within this area. All drainage ditches must be properly maintained to keep clear and allow water to flow freely.
- All open grassy areas surrounding the main house must be maintained by the homeowner for a minimum distance of 100 feet on all sides (or less if bordered by a property line or natural boundary such as wooded tree-lines, ravines, or creeks), and to the road in front of the house. These grassy areas should be maintained to a height not exceeding (6) six inches.
- Homeowners must keep open field areas (except those areas identified above or those approved as Hayfields or Bird Sanctuaries) cut to maintain a height not exceeding 18 inches.

Exception to Lawn and Field Guidelines

Homeowners may submit a waiver request in writing to the ARB for areas of their lawn and /or fields where unique topography (i.e., deep ditches, marshy ground, rocky, wetlands, treed, extremely rough areas, etc.) prevents the use of normal lawn and field equipment needed to maintain their property according to these guidelines. Homeowners may also submit a field cutting waiver request for areas of their property that due to the topography and distance from the road are less visible from the road.

The request must include location (area identified on the homeowner's plat) and specific reason for the requested waiver. In such cases the ARB will meet with the homeowner to observe the area under consideration after which the ARB will submit the waiver along with its recommendation to the BOD for final disposition. Waiver requests must be submitted on an Application and include signatures of all adjacent neighbors. Homeowners will be notified of the approval or disapproval of waiver requests by the ARB.

Reforestation Guidelines

Homeowners desiring to "re-forest" a defined portion of their property must submit a request for approval to the ARB defining, in detail, their plan and rationale for reforestation. The plan must include a plat map of the property outlining the area intended to be re-forested. Homeowners must follow these guidelines:

- a. Trees must be planted with 20' (twenty feet) by 20' (twenty feet) spacing or the equivalent equaling 110 trees per acre.
- b. Grass between the trees must be cut at least once per year for a period of 5 years following the ARB's approval of the reforestation plan, preferably in the late fall to reduce invasive plants.
- c. After 5 years no mowing will be required of the reforested area meeting the requirement of a minimum of 110 trees per acre.
- d. No reforestation will be permitted within 50 feet of the road edge (note that trees may be planted there, but the grass must be maintained to the 6-inch standard).

Hay Fields

Homeowners desiring to grow field hay must, under normal growing conditions, perform at least three seasonal cuts of the fields so the growth does not become excessive. A request for ARB approval must be submitted to the ARB defining the area involved.

Bird Sanctuary

Homeowners desiring to create a bird sanctuary on a defined portion of their property must submit a request for approval to the ARB defining their plan in detail. The plan must include a plat map of the property outlining the area intended to be made into a sanctuary. The following guidelines must be followed:

- a. Grass cutting will not be required from April 15 – August 15 to promote the survival of ground nesting birds.
- b. Bush hogging of the sanctuary will be required once a year in the fall to discourage succession and invasive species.
- c. No bird sanctuaries will be permitted within 100 feet of the road edge.

Pets

All pets (see Article VI, Restrictive Covenants, Section 8 for animals that are permissible within our community) that are kept on homeowner's property shall be required to adhere to all existing Prince William County leash laws. Pets may not create a nuisance or annoyance to surrounding lots or the neighborhood. Any person walking pets outside of their property is responsible for immediately removing any pet waste that is left by their animal(s).

Enforcement for Noncompliance with Guidelines

The ARB or its agent will send written notice to homeowners violating these Guidelines or the Declaration identifying the specific nature of the noncompliance. The homeowner will have 30 days to rectify a violation. This is considered the first notice/violation.

If the first notice/violation is not remedied to the satisfaction of the ARB within 30 days or the owner does not respond to the notice, a second notice will be sent.

If the second notice/violation is not remedied to the satisfaction of the ARB within the 30 days or the owner does not respond to the second notice, the ARB will refer the violation to the BOD to serve a notice of a hearing on the homeowner at least 14 days prior to the hearing by certified mail, return receipt requested.

The notice of hearing will include the sanctions that may be imposed. If the owner fails to attend the hearing without submitting a written request to reschedule the hearing at least five days prior to the scheduled date, providing reasonable and satisfactory explanation, the owner shall be deemed to have waived the right to the hearing, and monetary charges or facilities suspension may be assessed with a judgment unfavorable to the owner. The hearing result will be mailed by registered or certified mail, return receipt requested, to the owner within seven days of the hearing. The Board shall be the final authority for dispute resolution.

Pursuant to Section § 55.1-1819 of the Virginia Property Owners Association Act, the Board may assess a charge/fine of fifty dollars (50) for single offenses or ten (10) dollars per day for no longer than ninety (90) days for an offense of a continuing nature from the result of the hearing.

Validity of Guidelines

If any provision or provisions of these Guidelines are held to be invalid, illegal, unenforceable or in conflict with the law of any jurisdiction, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired.

Appendix I.
Green Gables Homeowners Association
ARCHITECTURAL IMPROVEMENT REQUEST FORM
C/O Green Gables HOA ARB Committee
P.O. Box 308, Catharpin, VA 20143
Email: arb.greengableshoa@gmail.com

Incomplete or Illegible Applications will be returned

Name of Applicant: _____ **Date:** _____

Address: _____ **Lot #:** _____

Telephone: (H) _____, **(W)** _____

Type of Improvement, Modification or Addition: (check appropriate box)

- | | |
|---|------------------------|
| <input type="radio"/> Addition/modification or change to house exterior | Complete Sec (a) below |
| <input type="radio"/> Detached garage, carriage house or bath house | Complete Sec (b) below |
| <input type="radio"/> Barn, Shelter, shed or greenhouse | Complete Sec (b) below |
| <input type="radio"/> Deck, porch, gazebo or patio | Complete Sec (c) below |
| <input type="radio"/> Swimming pool | Complete Sec (d) below |
| <input type="radio"/> Fence | Complete Sec (e) below |
| <input type="radio"/> Other | |

Section (a) Addition/modification or change to house exterior

Please provide an explanation of the project including details on where the addition/modification or change is made, the dimensions, materials, architectural features and colors used.

Section (b) Detached garage, carriage house or bath house

Please provide an explanation of the addition including details on location, dimensions, architectural features, materials, and colors used.

Section (c) Deck, porch, gazebo, or patio

Deck/porch dimensions - across the back of the house: _____

Deck/porch dimensions - distance out from the house: _____

Deck/porch elevation from ground level: _____

Gazebo/patio size and location from the house: _____

Type of materials and colors to be utilized: _____

Section (d) Swimming pool

Pool Dimensions: _____

Pool type (concrete/fiber glass/above ground, etc.): _____

Pool safety enclosure (fence) type: _____

Pool location: _____

Section (e) Fence additions (Note 3-board fences for horse enclosures are recommended in our HOA covenants.)

Total dimensions of the fence: _____

Fence type: _____

Type of gate: _____

Type of materials to be utilized: _____

Section (f) Other: Please provide an explanation of the project, providing details on dimensions, materials and colors as applicable:

All applications must be accompanied by the following materials:

- Attached architectural plans/drawings or photographs of the proposed project. Drawings must show elevations, dimensions, height off the ground, relationship to the existing structures, architectural features, materials used and colors.
- Attach a copy of the property plat showing size, shape, and location of the improvements to residence and to adjoining properties (include specific dimensions of improvement and distances to adjoining properties.) A grading plan must be included if applicable.
- Obtain signatures of all adjacent or affected property owners. The signatures only indicate their awareness of your proposed plans, not their approval. Signatories having concerns about your proposed plan must notify the Association of specific concerns in writing.

Name: _____ Phone Number: _____

Address: _____ Lot Number: _____

Signature: _____

Name: _____ Phone Number: _____

Address: _____ Lot Number: _____

Signature: _____

Name: _____ Phone Number: _____

Address: _____ Lot Number: _____

Signature: _____

I understand and agree to the following:

- That this modification may require a County building permit or may be subject to other government regulations. I agree to obtain all required county approvals. Miss Utility will be contacted prior to the commencement of constructions. Approval of this application satisfies only the requirements of the Association and not any obligations to the County or others as may be required.
- That I assume full responsibility for all landscaping, grading and/or drainage issues relating to the improvements. All work associated with the project will be completed within the property lines. I assume responsibility for any damage to adjoining property (including common areas) or injury to third persons associated with the improvement.
- That no work on this proposal will commence until I receive written approval of the Architectural Review Board (ARB). To do so is a violation of these Guidelines and may result in my being required to remove any unapproved modification and restore my property to its original condition at my own expense if this application is disapproved. I also understand I may be held responsible for any legal fees incurred on behalf of the Association in enforcing this provision.
- That an approval is contingent upon the construction being completed in a timely, professional, and workmanlike manner in accordance with the specifications submitted in this application.
- The members of the Architectural Review Board, with appropriate advance notice, may enter upon my property to make a routine inspection.
- That there are architectural requirements addressed in the Second Amended and Restated Declaration of Covenants, Conditions and Restrictions governing Green Gables and there is an application review process established by the Architectural Review Board.
- That a variation from the original application must be submitted for approval by Architectural Review Board.
- I agree to inform any contractors that they may not dispose of or dump any materials/trash/waste within the properties of Green Gables and that all tree lines belong to private homeowners in Green Gables.

Owner/Applicant's Signature: _____ Date: _____

(For ARB Use Only)

- ☐ Approved
- ☐ Disapproved
- ☐ Approved with Conditions: _____

Comments: _____

ARB Representative: _____ Date of Decision: _____

Appendix II.
Green Gables Homeowners Association
c/o Green Gables HOA ARB Committee
APPEALS PETITION FORM
Email: greengablesbod@gmail.com

To: Green Gables HOA Board of Directors
P.O Box 308
Catharpin, VA 20143
greengablesbod@gmail.com

Name of Applicant(s): _____

Address: _____

Lot: _____ Telephone: _____

Email: _____

(I)/(We) hereby petition the Board of Directors to hear an appeal of the decision of the ARB:

Application for _____

Disapproved On Date: _____

Please provide details of why you feel your application should be approved to the contrary decision of the ARB Committee.

(I)/(We) further understand that within the Association the decision of the Board of Directors on this issue is final.

Applicant Signature: _____ Date: _____

Co-applicant Signature: _____ Date: _____