



**Bridgeforth Mill
Homeowners Association, Inc.
Amelia, Virginia 23002**

ARCHITECTURAL CONTROL COMMITTEE

GUIDELINES AND STANDARDS

The primary responsibility of the Architectural Control Committee is defined as follows:

MISSION STATEMENT

The Architectural Control Committee

Shall regulate the external design, appearance and locations of the properties and improvements in such a manner so as to preserve and enhance value and to maintain a harmonious relationship among structures, the natural vegetation and topography for all landowners.

The ACC shall perform the following responsibilities:

1. Review and approve, modify or disapprove, written applications submitted by owners and the association for improvement or additions to the lots, or common areas.
2. During application period the ACC will conduct periodic inspections to determine compliance with the architectural standards and approved plans for alterations.
3. Adopt architectural guidelines, subject to confirmation by the Board of Directors.
4. Adopt procedures for the exercise of its duties.
5. Maintain complete and accurate records of the actions taken.

ARCHITECTURAL CONTROL COMMITTEE GUIDELINES AND STANDARDS

The Primary purpose of this information is to familiarize homeowners with the objectives, and scope.

- A.) **ACCESSORY BUILDINGS** Including sheds, gazebos, spas and hot tubs must be approved by the ACC and will require a property improvement application accompanied by any drawings required, must meet set back lines - 20ft. from side lot line and 150ft. from front lot line. Back lines, lakefront properties refer to scenic section.
- B.) **RESIDENTIAL DWELLING** This Unit constructed on each Lot(excluding attached, covered, or uncovered porches, decks, breezeways, garages, attics and non-habitable basements) shall equal or exceed the following size requirements:
1. One story or ranch style residential dwelling units on Lakefront Lots: 1,500 finished square feet;
 2. One and one-half (1 ½) story cape cod style residential dwelling units on Lakefront Lots: 1,800 finished square feet.
 3. Two story residential dwelling units on Lakefront Lots: 1,800 finished square feet;
 4. One story or ranch style residential dwelling units on Interior Lots: 1,200 finished square feet;
 5. One and one-half (1 ½) story cape cod style residential dwelling units on Interior Lots: 1,350 square feet; and
 6. Two story residential dwelling units on Interior Lots: 1,500 finished square feet.

A maximum of one-third (1/3) of the total floor area of the dwelling may be contained in unfinished rooms capable of being made livable finished floor area.

- C.) **FOUNDATIONS OR STRUCTURES** All exposed foundations of any structure erected on a Lot shall be covered with a veneer of brick or stone or other material approved by the ACC. No exposed concrete block foundations shall be permitted.
- D.) **ROOFS** The roof pitch of each residential dwelling unit, excluding covered porches and garages, shall have a minimum rise of seven inches (7") per foot.
- E.) **GARAGES, DECKS, PORCHES** Each residential dwelling unit must have some exterior appurtenances such as covered stoops and/or porches, garages and/or decks. All garages must provide rear or side vehicle entry.
- F.) **FENCES** The subject of fences is more difficult to treat. The general rule is the following, fences are not permitted - chain link, barbed wire, electrical wire, and metal post and wire. Such fences shall be permitted if required by Law. For additional information refer to Addendum I.

- G.) **TREES** No trees with a diameter of five (5) inches or more may be cleared from any Lot without the prior written permission of the ACC. However, trees within twenty (20) feet of the residential dwelling unit to be constructed on each Lot may be cleared. Also, trees may be cleared to the extent necessary to install and maintain the septic system serving each Lot. All trees shall be cut within four (4) inches of ground level.
- H.) **EXTERNAL ILLUMINATION** No external illumination on any Lot shall be of such a character or intensity or so located as to interfere with any other Owner's use or enjoyment of his Lot. All external lighting must be approved by the ACC as to size and intensity.
- I.) **SWIMMING POOLS** Generally, only in ground pools will be acceptable. The ACC may require that pools be screened from view from adjacent property and/or the public.
- J.) **DRIVEWAYS** All driveways should consist of the following materials, asphalt, crush stone, crush and run and round river stone. Culverts shall be installed for each Lot in accordance with Virginia Department of Highway and Transportation (VDH &T) requirements and shall not be relocated without written approval from the ACC.
- K.) **TEMPORARY STRUCTURES** No structure of a temporary character, including, but not limited to tents, and no trailer homes, mobile homes, shacks or other outbuildings, shall be located upon any Lot at any time. This restriction shall not apply to temporary structures used by contractors during construction.
- L.) **CONDITION OF LOT UNDER CONSTRUCTION** During the construction of any structures on a lot, the lot shall be maintained in a clean and uncluttered condition, free of any unnecessary accumulation of waste and building debris. All contractors shall store Equipment, machinery and toilet facilities on the Lot in as inconspicuous a place as is practical.
- M.) **MAINTENANCE OF PROPERTY** Each owner shall prevent the development of any unclean, unsightly or unkempt condition of buildings or grounds on his Lot. All improvements on each Lot shall be kept in good repair and, where necessary, painted on a regular basis. All lawns shall be mowed on a regular basis as needed. No portion of the Development shall be used or maintained as a dumping ground for rubbish. All trash, garbage and other waste shall be kept in sanitary receptacles. All such sanitary receptacles shall be maintained in a neat and orderly manner in a screened area in which all fuel tanks and similar receptacles, electric and gas meters, air conditioning equipment, clothes lines and other unsightly objects must be placed or stored to conceal them from view from adjacent property, rights of way and Common Area.

- N.) **SEPTIC SYSTEMS** each residential dwelling unit constructed on a Lot shall be connected to a private septic system designed and installed in conformance with the standards established by the County of Amelia. The location of all wells and septic systems shall be subject to ACC approval. All service utility lines serving individual Lots shall be located underground.
- O.) **SIGNS** No signs of any kind shall be displayed for public view on any Lot except one sign not exceeding four (4) square feet in area used for the purpose of advertising the Lot for sale or rent; one signs not exceeding three (3) square feet in area which identifies the resident occupying the Lot, the name of the Lot, or both. The provisions of this subsection shall not apply to the Mill Lot.
- P.) **ANTENNAS AND SATELLITE DISHES** The Federal Telecommunications Act of 1996 contains provisions that void covenant prohibitions regarding antennas or satellite dishes. Dishes or antennas that are one meter (39") or less in diameter or an antenna that is designed to receive television broadcast are permitted. The association as to type or placement may not further regulate antennas that meet the requirements of this section. Residents are encouraged to use care in the selection and placement of antennas to preserve the appearance and landscape character of Bridgeforth Mill Subdivision.
- Q.) **OUTER BUILDINGS, ETC.** No building, structure, improvement, or accessory use (except fences) of any kind whatsoever shall be erected or maintained on any Lot (except the Mill Lot) within twenty (20) feet of any side lot line or within one hundred and fifty (150) feet of the front lot line; provided, however, that the ACC may approve a variance of these setback lines upon a showing of necessity due to unusual topography or lot configuration.
- R.) **ACCESSORY IMPROVEMENTS** No above-ground improvements accessory to a residential dwelling unit (except fences) shall be constructed on a Lot prior to the commencement of construction of the residential dwelling unit on such Lot.
- S.) **SILT FENCE** the ACC will require a silt fence plan on all new construction or site improvements.
- T.) **SCENIC EASEMENT** . No construction or building of any kind whatsoever shall take place on any of the 50-foot scenic area. The scenic area may be kept in a natural vegetation, landscape or grass state, but not in a sand or beach state.

The ACC has adopted application forms for the following:

- A.) **New Homes** will include site plans, driveways, walkways, foundations, floor plan, exterior elevation, exterior color and silt fencing plan.
- B.) **Property Improvements** will include additions, landscape, accessory building, site structure, fences, garage and others.
- C.) **ACC Variance Form**
- D.) **Final Inspection Form**
- E.) **Certificate of Compliance**

ADDENDUM I FENCES

FENCE REVIEW PROCESS: Request for approval of the construction of any fence shall be made in writing, on the appropriate ACC Property Improvement Application, and submitted to the ACC at least fourteen (14) days prior to the applicant's intended construction start time. The applicant may begin immediate work on constructing the fence upon receiving written approval from the ACC. Fences will be defined as any structure designed to enclose land area, or screen the view to any area of land. This may include, but is not limited to, rail fences, picket fences, board fences, lattice, trellises, and solid walls not used to enclose a structure.

ENVIRONMENTAL CONSIDERATION/PROTECTION: Fence construction will not be permitted such that by its design or material would trap water on adjoining neighboring properties, or common area. Clearing for fence construction will be done in such a manner as to avoid mature tree elimination and to minimize the impact on the environment in clearing for the construction of the intended fence line.

FENCE CONSTRUCTION GUIDELINES: Fence construction in general, will be restricted so as to minimize visibility of fences from the street.

- **Front Yard:** Fences for enclosing yards generally may not extend beyond the forward corners of the house.
- **Rear Yard:** Fencing may extend up to, but not on, the rear property line. A minimum twelve inches must be maintained from the actual fence line and the rear property line to be determined by a qualified survey.
- **Side Yard:** Fencing may extend up to, but not, on the side property line. A minimum twelve inches must be maintained from the actual fence line and the side property line to be determined by a qualified survey.
- **Lakefront Properties:** Fencing needs to remain outside of the "Scenic Easement Area"
- **Exceptions:** When an existing fence is already constructed on an adjoining lot property line to which the applicant intends to extend (side yard or rear yard) a new fence, the applicant may extend their fence line up to the fence of its neighbor. Attaching fences to adjoining lot owner's fences may be approved after the ACC and the applicant each receive in writing approval from the adjoining lot owner.

Fence Design/Form and Context:

- Fences shall be constructed in such a way as not to exceed a maximum of 54" in height (4'6"). Request for taller fences shall be considered by the ACC on case-by-case basis.
- Construction of fences as required by law shall be permitted on a lot if required in the connection with the presence of a swimming pool. Plant screening may be required.

- Fences may be unfinished, however picket and board rail fences may be stained a natural wood color, painted white or painted to match the trim or siding color of the house.
- All fences shall be constructed so that the rails, pickets, or other finished surfaces face out from the yard.



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NEW HOMES

APPLICATION FOR APPROVAL OF NEW HOME PLANS

BRIDGEFORTH MILL LOT NO.: _____ DATE OF APPLICATION: _____

APPLICANT NAME: _____

APPLICANT MAILING ADDRESS: _____

APPLICANT TELEPHONE NUMBERS: (W) _____ (H) _____

BUILDER (IF DIFFERENT FROM ABOVE): _____ (Tel.) _____

THE APPLICANT SHALL BE THE PROPERTY OWNER OR ORIGINAL BUILDER AT THE TIME OF APPLICATION.

THE FOLLOWING ITEMS MUST BE SUBMITTED WITH THIS APPLICATION:

1. Site Plan. Indicate finish driveway and walkway materials on plan.
2. Foundation Plan
3. Floor Plan.
4. Exterior Elevations. Show all sides of house and indicate exterior finish materials.
5. Silt Fence Plan

ARCHITECTURAL PLAN REVIEW IS FOR COMPLIANCE WITH BRIDGEFORTH MILL COVENANTS AND DESIGN GUIDELINES ONLY. APPROVAL DOES NOT RELIEVE THE APPLICANT OF RESPONSIBILITY FOR OBTAINING ALL OTHER NECESSARY PERMITS AND COMPLIANCE WITH APPLICABLE ZONING AND BUILDING CODES.

DO NOT WRITE BELOW:

APPLICATION RECEIVED (DATE): _____

ACC ACTION: _____

DENIED, RE-SUBMIT: (DATE) _____ PRELIMINARY REVIEW: (DATE) _____

APPROVED: (DATE) _____ CONDITIONAL APPROVAL (DATE) _____

SIGNED FOR ACC: _____



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**PROPERTY
IMPROVEMENT**

APPLICATION FOR APPROVAL OF PLANS FOR PROPERTY IMPROVEMENTS

- ADDITION ACCESSORY BUILDING FENCE GARAGE
- LANDSCAPE SITE STRUCTURE OTHER

BRIDGEFORTH MILL LOT NO.: _____ DATE APPLICATION: _____

APPLICANT NAME: _____

APPLICANT MAILING ADDRESS: _____

APPLICANT TELEPHONE NUMBERS: (W) _____ (H) _____

BUILDER (IF DIFFERENT FROM ABOVE): _____ (Tel.) _____

THE APPLICANT SHALL BE THE PROPERTY OWNER OR ORIGINAL BUILDER AT THE TIME OF APPLICATION.

THE FOLLOWING ITEMS MUST BE SUBMITTED WITH THIS APPLICATION:

1. Site Plan. Indicate finish driveway and walkway materials on plan.
2. Foundation Plan
3. Floor Plan.
4. Exterior Elevations. Show all sides of house and indicate exterior finish materials.
5. Silt Fence Plan.

ARCHITECTURAL PLAN REVIEW IS FOR COMPLIANCE WITH BRIDGEFORTH MILL COVENANTS AND DESIGN GUIDELINES ONLY. APPROVAL DOES NOT RELIEVE THE APPLICANT OF RESPONSIBILITY FOR OBTAINING ALL OTHER NECESSARY PERMITS AND COMPLIANCE WITH APPLICABLE ZONING AND BUILDING CODES.

DO NOT WRITE BELOW:

APPLICATION RECEIVED (DATE): _____

ACC ACTION: _____

DENIED, RE-SUBMIT: (DATE) _____ PRELIMINARY REVIEW: (DATE) _____

APPROVED: (DATE) _____ CONDITIONAL APPROVAL (DATE) _____

SIGNED FOR ACC: _____

ACC VARIANCE

**FOR USE WITH A SPECIFIC ACC APPLICATION
REQUEST**

BRIDGEFORTH MILL SUBDIVISION

BRIDGEFORTH MILL LOT NO: _____ DATE OF APPLICATION: _____

DESCRIPTION OF APPLICANT REQUEST: _____

**IDENTIFY THE UNIQUE PHYSICAL HARDSHIP OR EXTRAORDINARY
SITUATION THAT IS THE JUSTIFICATION FOR THE VARIANCE:**

**STATE HOW THIS VARIANCE WILL NOT BE MATERIALLY
DETRIMENTAL TO ADJACENT PROPERTY OWNERS, THE SURROUNDING
NEIGHBORHOOD OR THE SUBDIVISION IN GENERAL:**

ACC RECOMMENDATION WITH CONDITIONS, IF ANY:

VARIANCE APPROVAL:

VARIANCE APPROVED WITH CONDITIONS:

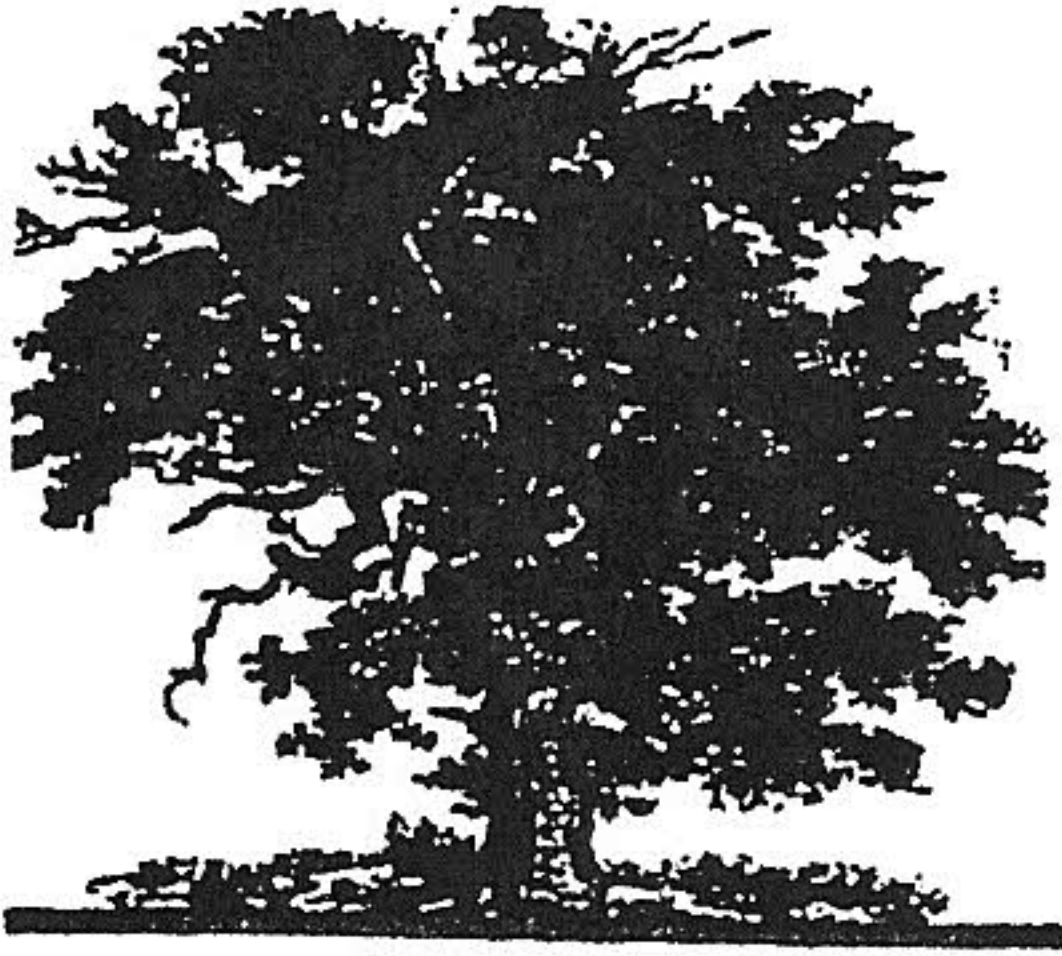
YES _____ **NO** _____

**ACC FINAL INSPECTION REQUIRED AFTER
CONSTRUCTION:**

YES _____ **NO** _____

APPROVED: (DATE) _____

SIGNED FOR ACC: _____



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**FINAL
INSPECTION**

APPLICATION FOR FINAL INSPECTION

LOT NO.: _____ ADDRESS: _____

DATE OF APPLICATION: _____

DATE THAT LOT WILL BE READY FOR INSPECTION (AT 8AM): _____

CLOSING IS SCHEDULED FOR (DATE): _____

APPLICANT NAME: _____

APPLICANT MAILING ADDRESS: _____

APPLICANT TELEPHONE NUMBERS: (W) _____ (H) _____

PLEASE SEND THE CERTIFICATE OF COMPLIANCE TO: _____

BUILDER'S ADDRESS _____

DO NOT WRITE BELOW:	Y/N	IF "NO", LIST DEFECTS:
PLANS APPROVED:	_____	_____
COLORS APPROVED:	_____	_____
CONSTRUCTION COMPLETE:	_____	_____
GRADING & PAVEMENTS COMPLETE	_____	_____
LANDSCAPING COMPLETE:	_____	_____
COMPLIES WITH STANDARDS:	_____	_____

REVIEWER (ACC): _____

If defects are noted or if projects is incomplete applicant is responsible for notifying the ACC for second inspection.



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**CERTIFICATE OF
COMPLIANCE**

ARCHITECTURAL CONTROL COMMITTEE

BRIDGEFORTH MILL LOT # _____

I hereby certify that I have visited this lot and that this construction appears to be complete and in compliance with the Bridgeforth Mill Covenant and Architectural Control Committee Approvals.

Date: _____

By: _____

For the Architectural Control Committee

This Certificate of Compliance applies to BRIDGEFORTH MILL requirements only. The applicant is responsible for obtaining all other necessary final approvals and Certificate of Occupancy from the County. Issuance of this Certificate indicates that the property was in compliance with applicable Covenants and Restrictions for BRIDGEFORTH MILL and ACC approved request for deviations at the time of inspection.

APPLICATION AND REVIEW PROCEDURES
USED BY THE ACC

APPLICATIONS: All applications for proposed improvements must be submitted in writing using the Application Forms. Incomplete applications will be returned.

SUPPORTING DOCUMENTATION: The Application must include a complete and accurate description of the proposed improvements. Examples include site plan, showing the location and dimensions of the proposed improvement, and architectural drawings.

TIME FRAME FOR COMPLETION OF REVIEW: The ACC is required to provide notification to homeowners of approval or disapproval within forty-five days (45). The 45 days will commence upon the receipt of a complete application form.

NOTICE OF APPROVAL/DISAPPROVAL: Homeowners will be given written notice of the decision of the ACC.

APPEALS PROCEDURE: A homeowner may appeal a decision to the ACC by submitting a written request to the Committee. This request should include any new or additional information that might clarify the requested change or demonstrate its acceptability. The ACC must respond, in writing within 45 days from date of receipt. If a request for reconsideration is denied by the ACC, the decision may be appealed in writing to the Board of Directors.

ENFORCEMENT PROCEDURES:

1. A violation may be observed and reported to the ACC. Lot owners wishing to report a potential violation should submit a written notification to the ACC.
2. The alleged violation will be confirmed by a site visit. The ACC will contact lot owner by phone before site visit. The ACC will contact the resident in violation by letter advising them of the violation and requesting appropriate action to remedy the violation. Notice will be sent by certified mail. If the violation continues for 15 days after notification and no substantial progress is made in correcting the violation, the ACC will turn the violation over to the Board of Directors for appropriate resolution.