

≡CHANCELLOR WEST≡ HOMEOWNERS ASSOCIATION

Association Handbook Rules and Architectural Standards



Chancellor West
Homeowners Association, Inc.
www.chancellorwest.com

8805 Windtree Court
Spotsylvania, VA. 22553
(540) 412-8232
cwestboard@gmail.com

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This document Replaces the Architectural, Environmental, Landscaping, Procedures and Policy Manual and the Architectural and Landscaping Guidelines "House Package" or any prior versions of this handbook in their entirety.

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Introduction

A. Purpose.

The Chancellor West Homeowners' Association Board of Directors (BOD) promulgates these Rules and Architectural Standards as a means to:

- Preserve residential property values.
- Clarify guidelines and standards articulated in the Master Declaration of Covenants, Conditions, Reservations, Restrictions and Easements.
- Address situations arising over the last several years.
- Update policies and interpretations for conformance with current Virginia legislative and case law affecting Homeowner Associations.
- Apply a fair and sensible clear objective standard wherever possible.

B. Authority.

The Covenants grant the Board of Directors “the power to adopt, publish and modify rules and regulations governing the use and maintenance of the Property and to establish penalties for infractions thereof and all other powers to further the general scheme of these Declarations.”

C. Scope.

This document does not include a restatement of every detail found in the Master Declaration of Covenants, Conditions, Reservations, Restrictions, and Easements. All members are encouraged to read the full Covenants and address the BOD with any questions they may have. These Rules and Architectural Standards capture and explain those portions that are most useful to members for abiding by their responsibilities to the Association while eliminating subjectivity. Should there arise a disagreement between these Rules and Standards and the Covenants, then the Covenants will prevail.

D. Applicability.

These Rules and Architectural Standards are applicable to all Chancellor West property owners and their family members. Property owners are responsible for ensuring that all guests and contractors are aware of and agree to abide by applicable portions of these Rules and Regulations.

E. The Architectural Control Committee (ACC).

The BOD will appoint an ACC that will consist of one chairperson and up to four additional members. All ACC members must be a resident of Chancellor West with no outstanding fees. The ACC serves the BOD in fulfilling its responsibility to enforce standards and policies articulated in our governing documents. The BOD supervises the ACC and therefore may intervene in decisions, participate in its deliberations, and provide guidance. ACC members serve a term until recalled by the BOD or until they resign in writing.

F. Grandfathering of Potential Violations.

This document eases or eliminates many previous restrictions and architectural standards while not changing the Declaration of Covenant's. The BOD recognizes that some standards have not been enforced in previous years, allowing members to believe that deviation from the published standard was not a violation. Examples of this are sheds, fences, cutting trees, and various external residential changes.

The Association institutes a "grandfathering" policy with the publication of this handbook to accommodate these situations. A member may request a "Grandfathering Exemption" upon receiving notice of a potential violation. The ACC, and if necessary, the BOD, will accept or deny the request based upon the individual facts. Items that are approved for "grandfathering" will be noted, a record placed in the lot file, and no enforcement action pursued. Items involving only a lot or residence maintenance standard are not eligible for grandfathering.

A grandfathered item must be brought to standard when the item is replaced or the lot/residence is sold. A thorough inspection of the property will be conducted using current governing documents as part of the sale, with any violation reported in the resale

G. Resale Certificate.

The Virginia Resale Disclosure Act (§ 55.1-2307, et seq.) requires an Association to provide a Resale Certificate as part of the sale process of a residence. This Certificate includes the results of an inspection of the property to determine compliance with the Association's governing documents. A request by the seller for a Resale Certificate is de facto permission to enter the lot (not the home) in order to perform the inspection. The Association shall collect a fee for preparation of the Resale Certificate in accordance with the guidelines as provided in the act.

Note: The use of the word "Should" in this document means the action is encouraged by the Association. Use of the words "Will" or "Shall" mean the requirement or restriction is mandatory

--The Chancellor West Board of Directors

I. Reservations and Restrictions

A. Building Location and Easements.

Homeowners should be aware of all reservations and other building location restrictions imposed on their Chancellor West property. These are detailed in the Covenants.

1. All residences shall be constructed at least 50-feet from the front lot line and in accordance with the applicable county ordinance with respect to side street lines and interior lot lines. This setback requirement may be waived in connection with limitations on construction due to the terrain, septic systems or corner lots. Eaves, steps and open porches shall not be considered as part of the building.
2. No garage doors shall face the street on the same side of the lot as the front of the residence that the garage serves.
3. All residences on lots located along the 75-foot Furnace Road “Scenic Easement” Area shall not encroach within 50-feet of that Easement Area with a residence. Certain improvements, other than residences, may be constructed within such 50-foot setback area if they do not face Furnace Road, provided they are waived in writing. No residence along this easement shall exceed 35 foot in height.
4. All residences on lots located along the 50-foot State Route 610 Easement Area must not encroach with a structure into that land.
5. See Section V. for the Lake Easement.
6. The natural vegetation in all easement areas shall not be disturbed unless approved by the ACC.
7. Lot owners shall remove trash from the easement areas associated with their property to include wooded areas. The exception is the 75-foot Furnace Road “Scenic Easement” which is the Park Authority’s responsibility.

B. Subdivision of Lots.

No lot owner shall subdivide a lot or change its boundary lines for establishing more than one residence building site per lot. No lot owner shall construct more than one residence on any one lot as shown on the plat. A lot owner can build a single residence on one or more lots or a lot and a portion of another lot. A lot owner may combine two adjoining lots into a single property.

C. Excavation.

No foundation excavation on a lot shall commence without ACC approval.

D. Driveways.

The first fifty feet from a public road of all driveways and private roads must be covered in asphalt or concrete. Driveways and private roads after fifty feet may be covered with a commercial aggregate base if concrete or asphalt is not used. Driveway entrance drainage pipes must be placed in accordance with the standards of the Virginia Department of Transportation (VDOT).

E. Swimming Pools.

No owner shall erect or maintain an above ground swimming pool on any lot. Low-sided kiddie pools positioned in the rear of a residence are permitted. An in-ground pool may be constructed in the rear of a residence after receiving County and ACC approvals.

F. Trees.

1. Trees within 40' of a residence or outbuilding may be removed after providing the ACC notice of the pending action.
2. Removal of trees six inches or greater in diameter (as measured one-foot above ground level) which are more than 40' from a residence or outbuilding must receive ACC approval prior to removal. Removal will be granted if a tree is clearly dead, severely storm damaged, in a state of "mortal decline", structurally compromised by disease or rot, or poses a safety hazard due to wind or storm damage. A written statement from a certified arborist may be required for approval.
3. Removal of trees less than 6" in diameter may be done without ACC notification.
4. Trees located along the perimeter of a wooded area and pose a safety risk due to structural damage shall be removed so as the risk is eliminated.

G. Open Air Fires.

Burning leaves or debris within the subdivision is discouraged, but if done, must be in accordance with State and County codes.

H. Vehicle Parking.

1. No disabled vehicles shall be parked on a property (external to a garage) at any time.
2. Boats, Recreational Vehicles, and Utility trailers may be maintained on a lot storage pad provided they are not visible from any public street. A storage pad may be cement, gravel, or brick.
3. Boats and Recreational vehicles may be parked in a driveway for up to one week for maintenance and outfitting prior to use and up to one week upon return for unloading and cleaning. The ACC must be notified if a longer period is needed.
4. Vehicles over 6,000 pounds. Large commercial vehicles may not be parked on a property except to provide a contractor service. A Recreational Vehicle over 6,000 lbs. may be maintained on a lot provided it is not visible from any public street and approved by the ACC.

I. Playground Sets, Sports Equipment, and Toys.

1. Playground sets and trampolines shall only be positioned in the rear yards of residences.
2. Portable or fixed basketball hoops may be positioned in the driveway vicinity of the garage but not adjacent to a street.
3. Toys and sports equipment should be removed from front yards at the conclusion of play.

J. Holiday Decorations.

Homeowners may emplace exterior holiday decorations up to 30 days prior to the holiday. Decorations shall be taken down within 30 calendar days after the holiday. The exception to this rule is 4th of July patriotic bunting.

K. Signs.

Lot owners shall not display signs of any kind to the public view on any lot with the following exceptions:

1. A single real estate For Sale or “For Rent” sign at the driveway entrance to the property not exceeding 12 square feet.
2. An “Open House” real estate sign at the entrance to the community, a cul-de-sac entrance (if appropriate), and the property. These may be posted no earlier than 24 hours before the event, and removed within 24 hours after the event.
3. A contractor sign, to advertise a company doing work, may be posted in the front yard of the residence where work is underway and will be removed within 1 week of job completion.
4. A security system sign.
5. A pet “invisible fence” warning sign.

L. Smoking in Common Areas.

Smoking of any sort, to include vaping, is prohibited in the pool and pavilion areas.

M. Garbage and Refuse Disposal.

Refuse containers shall not be positioned in the front of homes for emptying more than 24 hours prior to the scheduled pickup. Empty containers must be removed within 24 hours of emptying. Containers must be stored out of view from the front street.

N. Animals.

1. No livestock or poultry of any kind shall be kept on a property.
2. No animals shall be kept or bred on a property for commercial purposes.
3. Pet owners should ensure their animal(s) are not an annoyance or nuisance to a neighbor. Neighbors must attempt to resolve pet-related issues between them. The Association has limited authority in these matters.
4. Animal owners are liable to any property owner for damages to persons or property caused by their pet.
5. Per Chapter 4 of the Code of Spotsylvania County, a dog must be under the immediate control of its owner if unleashed and not on the owners’ property. A dog that is vicious or dangerous towards humans or other dogs must be leashed at all times when not on the owner’s property.
6. Owners must clean up and remove their pet’s waste from all common areas and roadsides.

O. Vegetable Gardens.

Shall be positioned in the rear or side yard of a residence and may be raised and fenced.

P. Lighting.

No neon, colored, or flashing lighting shall be displayed except during a holiday period.

Q. Logs.

1. Fireplace wood must be stacked in the rear of a residence.
2. Trees that have been removed and cut into logs must be removed from the front of a residence. This does not apply to trees in wooded areas.

II. Architectural Standards for Improvements to Existing Residences or New Construction Also see Section V. Major Construction Standards and Procedures (Requirements for a New Home, Residence Addition, or Standalone Garage)

A. General.

In order to ensure an external harmony of design within the Association and compliance with the architectural standards set forth in the Covenants:

1. No residence shall be externally altered until the plans and specifications have been approved in writing by the ACC.
2. No improvement (driveways, out buildings, fences, carports, garages, etc.) shall be altered or constructed / placed on the property until the plans and specifications have been approved in writing by the ACC. This includes the entire property whether visible from the front street or not.

B. Style.

All residences must be of a colonial or traditional architectural style. No split-foyer, modular, or mobile homes shall be approved.

C. Color.

All exterior walls of residences, regardless of materials used, must be of Williamsburg exterior colors. Use the Benjamin Moore Williamsburg color palette as a guide. (The ACC maintains a Williamsburg color set for reference.) The rear and sides of all residences constructed on any lot affected by the negative easement granted for the benefit of the National Park Service shall be an earth-tone color.

D. Shutters and Trim.

All homes will have shutters and decorative headpieces (or a soldier course (brick) over all front elevation first floor windows) when architecturally warranted. Shutters are customarily black in color, but complimentary earth tone colors are acceptable. Freeze board, crown molding, and dentil molding are expected. Corner boards and vertical trim will be a minimum of 4-inches (nominal) wide.

E. Exterior Walls.

1. All residences require brick or stone to grade on all sides of the house. (This means from the band board to the ground).
2. Owners shall use one or more of the following materials:
 - Brick or stone.
 - Horizontal solid wood siding.
 - Horizontal hardboard type siding

- Beaded horizontal aluminum siding having a minimum gage of .024". of an inch.
- Beaded horizontal vinyl siding having a minimum gage of .040".
- Horizontal Hardie Plank or Hardie Board.
- Horizontal, non-beaded vinyl siding (with foam backing to provide improved rigidity) having a minimum gage of .040".



Note: The exposed portion of any horizontal siding may be no more than eight inches in width.

F. Overhangs.

All houses and garages must have a minimum 12" front cornice overhang from frame, and all gable rakes must project a minimum 8" from the wall line.

G. Stoops and Steps.

The vertical faces of all stoops and steps must be clad in brick or stone veneer.

H. Roofs.

1. Residences and garages shall have at least a 6/12 roof pitch. A pitch of 8/12 or higher is preferred in order to be compatible with existing structures.
2. Residences, garages, sheds, and other improvements shall consist of either slate, shakes, fiberglass, or asphalt composite shingles. Clay tile, built up approaches, or membrane only roofing materials are not approved.
3. All asphalt composite shingles shall carry a weight of at least 280 pounds per each area of 100 square feet. All fiberglass shingles shall carry a weight of approximately 240 pounds per each area of 100 square feet (slight variations may exist).
4. Metal roofing shall not be used on the main roof of a residence, garage, or shed. With approval of the ACC, metal roofing may be used on bay windows, porticos, porches, verandas, and distinct three-sided rooms that have a roofline which may be separated from the main roof.

I. Chimneys.

External chimney walls shall be covered with full brick, stone, or brick veneer. A decorative flue cap / spark arrester is encouraged. Side vented gas fireplaces are discouraged.

J. Foundations.

All exposed foundations and cement piers shall be covered with brick or stone veneer.

K. Garages.

No garage doors shall face the street on the same side of the lot as the front of the residence which the garage serves. A separate garage shall conform architecturally to the residence and must be side or rear loading. Color, siding, trim, and roofing material of a separate garage shall match the residence or be complimentary in colors if the residence is brick or stone sided.

L. Decks.

Rear deck designs shall be approved by the county and may wrap around the side of a residence. Steps, flooring and railings may be wood, composite, or metal. Rear decks and stairs should generally be skirted with vinyl or wooden lattice. Any porch or stairway on the front of the house facing the street shall be skirted if the gap between the bottom of the structure and the ground exceeds 12-inches.

M. Gutters and Downspouts.

White as well as earth tone colors are acceptable. Gutter covers are encouraged. Replacements should conform to the original configuration unless a drainage issue is attempting to be resolved.

N. Fences.

1. Fences shall be constructed of wood, vinyl, aluminum, galvanized wire, steel, or composite materials and shall generally be placed in the rear yard of the residence.
2. Privacy fences are discouraged; fencing design should be such that an open-view appearance is maintained.
3. Decorative front garden fences should not exceed 36 inches.
4. Animal fences should not exceed 5'.
5. Pool fences are required and shall conform to Spotsylvania County code.
6. Screens. Screens shall be constructed of wood or synthetic material, limited in size to the object being screened, and generally not be positioned in the front of the residence. Tarps or other material attached to the screen frame are not permitted. Screening of well heads, septic covers, and irrigation components is encouraged without restriction on location.
7. Fences shall be kept in good repair with surfaces refinished when necessary.

O. Sheds.

Residents are encouraged to have the same or similar style of siding, siding color, shutters, and roofing shingles as the residence. If the residence is all brick, the siding and Williamsburg color should be complimentary to the brick and trim colors.

P. Retaining Walls.

A retaining wall located on the front or side of a residence may be constructed of either cement, cinder block, decorative block, stone, or brick. Concrete or cinder block walls must be clad with brick or stone veneer. Timber retaining walls along front elevations may be used to prevent erosion or support a driveway edge.

Q. Pergolas or Gazebos.

These decorative structures shall be painted using the Benjamin Moore Williamsburg color palette and incorporate a shingled roof that matches the residence. The structure shall be placed in the rear of a residence.

R. Patios.

May be constructed in the rear or side of a residence using concrete, decorative stones, blocks or bricks. Integral firepits, fireplaces, water features, and decorative landscaping are encouraged.

S. Solar Energy Collection Devices for Homes.

Roof-mounted Solar collection panels may be mounted on side or rear home elevation views. Front elevation panels may be mounted once the owner documents the cost or energy standards found in Section 55.1-1820.1 of the Virginia Property Owners' Association Act. Ground-mounted panels are discouraged; installation on the side or rear of a residence may be approved if the homeowner meets the found in Section 55.1-1820.1 of the Virginia Property Owners' Association Act.

T. Mailbox Structures.

1. The mail box post shall be constructed of 4" X 4" pressure treated wood, synthetic material, or metal of a similar diameter. A synthetic sleeve over the main post may also be used. Posts shall be topped with a decorative pyramid, spear or ball. Posts shall be plumb and firmly set in the ground (cement is encouraged).
2. The mail box may be small, medium, or large (rural) in size, but must be approved by the US Postal Service. A red carrier signal flag shall be mounted on the box left side.
3. To accommodate delivery of non-postal items, owners may add a wood, metal, or synthetic material rectangular box beneath the mailbox. (This may also be an integral portion of the mailbox structure). A plastic / vinyl paper box attached to the side of the assembly (of the type provided by newspaper companies) will not be approved.
4. A decorative or plain brace that supports the box assembly is encouraged.
5. The entire mailbox assembly shall be black.
6. Installation of the mail box structure must conform to US Postal Service regulations. The mail box floor must be 41-45" above the ground, and the front of the box 6-8" from the edge of the road.
7. The house address number must be at least 1' and positioned on the flag side or front of the box.

III. Residence and Lot Maintenance

In order to sustain property values and keep our development a desirable location to live, the Association expects members to maintain their residence and lot to the following minimum standards:

A. Lawns.

Homeowners shall keep grass cut so that it is less than 6” for lawns, drainage ditches, and berms (to include grassy areas along wood lines).

B. Bare-soil Areas.

Areas visible from the front street and exceeding 10 sq. ft. shall be seeded, mulched, or otherwise planted with groundcover. Areas suffering from erosion shall be restored with the cause corrected.

C. Shrubs.

Regular fertilization and trimming are expected. Owners shall remove dead shrubbery and branches.

D. Leaves.

1. Homeowners are encouraged to remove all leaves from their front lawn to include drainage ditches by the end of November.
2. Major leaf and debris accumulation in a drainage ditch that hinders water flow shall be removed by the end of November and the end of April. This includes drainage ditches along wooded areas. Minor leaf accumulation in drainage ditches is expected.
3. All leaves shall be removed from the front lawn by the end of April.
4. Wooded areas may be used for leaf disposal so long as those leaves do not migrate to a neighbor's lot due to wind.

E. Trees.

1. Homeowners shall remove dead or storm-damaged trees and branches located in the front yard or along the front edge of a wood line after notifying the ACC. Trees shall be cut at the ground level; stump grinding is encouraged.
2. Branch trimming / removal may occur without ACC approval.

F. Mailboxes.

Homeowners shall keep their mailbox structures in good repair and replace components when they become unsightly or unserviceable. Worn finishes shall be repainted black, numbers firmly attached, carrier signal flags operational, and the posts remain plumb and solidly anchored.

G. Litter and Junk.

1. Homeowners shall keep their yard, driveway, drainage ditches, and wooded areas free of litter.
2. Homeowners shall not use their lot for a dumping ground for items of any sort. This includes areas that may not be seen from the front of the residence.

H. Driveways. Homeowners shall keep their driveways in good repair. Pot holes, peeling/flaking overlayment, large cracks of ½” or more, and crumbling asphalt shall be repaired.

I. Fences. Homeowners shall keep any fences on the property in good repair and attractive. This includes replacement of broken or rotting components and painting or cleaning.

J. Patios and Sidewalks. Homeowners shall keep patios and sidewalks in good repair. This includes broken areas and areas that are severely sunken or raised.

K. Stone, block, cement, or timber retaining walls. Homeowners shall keep all retaining walls in good repair. This includes the elimination of deteriorating conditions: cracking / fracturing, tilting, bulging, bowing, buckling, rotting, and damaged areas.

L. Chimneys. Homeowners shall keep external chimney components in good repair. This includes missing mortar or bricks, the cap, spark arrestor, and flashing.

M. Buildings. Homeowners are expected to keep their residence and all outbuildings in good repair as viewed from all sides. This includes painting or cleaning and repairing damaged or rotting areas of the following components:

Shingles and flashing	Facia	Light fixtures
Gutters and downspouts	Trim	Open porches and railings
Siding and brick or stone work	Shutters	Decks
Windows and doors	Columns	Steps

IV. The Lake

A. General.

1. Property lines of the lots surrounding the lake extend into the lake, making the lake and the shoreline private property.
2. The covenants provide the Association with an easement on these lots for recreational use of the lake by members of the Association. This easement is for the lake itself and does not include the shoreline which is private property.
3. Association Common Property also includes the dam, spillway areas, and associated easement areas.
4. A designated portion of Common Property is a small area (Parcel B) on the western end of the lake where the road passes. This area is marked for fishing and may be used to launch a watercraft.

B. Swimming.

Swimming in the lake is not permitted at any time.

C. Watercraft.

1. Gasoline-powered watercraft, including remote controlled models are prohibited.
2. Electric motor-powered boats, rowboats, kayaks, or paddle boats may be used on the lake. These may be launched and recovered from Parcel B, by shoreline lot owners, or at a shoreline lot with permission of the owner.

D. Fishing.

1. Individuals who wish to fish must comply with Virginia licensing regulations.
2. Only residents and their guests may fish (given a valid Virginia license). A resident must accompany the guest at all times.
3. Shoreline fishing is permitted from Parcel B, between the signs on the dam and shoreline (which delineate the authorized area) and from the shoreline by the lot owner. Written permission of a shoreline lot owner is required for a member to fish from any private lot shoreline.



E. Piers and Docks.

No structure shall be constructed that reaches out over the Lake or is supported by posts anchored in the lake.

F. Shoreline Decks.

Lot owners adjacent to the lake may construct a deck that sits back 2 feet from the water edge (at normal level) and is supported on solid ground after receiving ACC approval.

G. Path to the Shoreline.

Lot owners adjacent to the lake may clear a path to the lake shoreline for their private use. Restrictions on tree cutting will be observed.

H. Riprap on Berms and Drainage Culverts.

Rocks must not be thrown into the lake for any reason, particularly when the surface is frozen.

I. Chemicals.

Shoreline owners must ensure that no fertilizer or chemicals drain into the lake. No chemicals of any sort may be dumped into the lake.

J. Parking Areas.

Members using the lake may use the berm on either side of the road on the dam or the pool lot for parking. Parking is not permitted on the two end lots on the lakeside of the dam.

V. Major Construction Standards and Procedures (Requirements for a New Home, Residence Addition, or Standalone Garage)

A. General.

These requirements and standards apply to all lot owners building a new home, pursuing a major addition to an established home, or adding a standalone garage.

B. Submission Package.

Prior to applying for a building permit, one or more of the following documents must be submitted to the ACC (or as noted to the Treasurer):

1. One set of complete plot and grading plans (to scale) showing the location of the residence, well, septic system, driveway, grading, drainage, and erosion control measures. A Virginia licensed land surveyor must seal, sign, and date grading and plot plans.
2. One set of complete house plans, architectural drawings and specifications, in ¼ scale showing the location, dimensions, square footage of all floors, roof pitches, overhangs, and placement of all exterior materials. A licensed architect must design, sign, seal, and date the house plans. The complete plan set must be approved by the County of Spotsylvania.
3. A Landscape Design Plan.
 - a) The plan shall include a drawing of the building(s) showing garden areas, types and quantity of foundational plantings, mulched areas, rock and gravel areas, sodded or seeded areas, and all areas where trees and vegetation are to be removed.
 - b) Exterior landscaping material that is not earth tone in color is discouraged. Specifically prohibited are white rocks or stone, which includes marble chips.
 - c) Sod, mulch, or ground cover are required on slopes too steep to hold seed.
 - d) All disturbed areas will be seeded and covered with straw, covered with a groundcover, or mulched.
 - e) Tree buffers should be maintained on all sides of the property whenever possible. After plan approval, no additional trees shall be removed without ACC approval.
4. A 3' by 3' "Material Board" and Details Binder. The board will display samples of all exterior materials and their colors. The binder will show a picture, manufacturer and stock number of roofing materials, shutters, the front door, garage door, windows, shutters, trim, and gutters. The binder will also include a copy of the Class A/B/C Virginia State Contractors and Tradesman Licenses as required by Spotsylvania County. An Affidavit is required if the owner is performing any of this work.
5. A \$20,000 Performance Bond provided to the Treasurer. A performance bond is required to ensure that all construction, both inside and outside, is completed within 12 months of beginning construction. By definition, construction commences with the start of lot clearing. The performance bond must be submitted at the same time as the Submission Package and will be returned, without interest, upon satisfactory completion of all requirements within

the timeline outlined in this document. If construction has not begun within 120 days of approval, then the Board of Directors (BOD) will require an explanation of the delay.

6. A “Letter of Qualification” from a bank or other qualified lending institution to the Treasurer stating that the loan amount is sufficient to cover the cost of the project.

C. Submission Package Requirements.

The following documents will be submitted:

Type of Construction	Paragraph B #					
	1	2	3	4	5	6
New Home	X	X	X	X	X	X
Standalone Garage or Structure	X	X	X	X		X
Major Addition		X	X	X		X

D. Approval.

The ACC will recommend approval or disapproval to the BOD who will issue the homeowner a determination letter in writing within 30 days of submittal. The ACC and BOD will dialogue with the Homeowner to resolve any issues prior to granting approval.

E. Changes after Approval.

Any plan changes made before, during or after construction that affect external components such as siding, trim, color, the driveway, landscaping, etc. shall be submitted in writing to the ACC and approved prior to implementation.

F. Minimum Square Footage.

Homes shall meet the following minimum square footage:

Type of House	Minimum Square Footage
Ranch – Ground Floor	2,200*
Tri-Level (Mid & Upper Levels)	2,200*
One and One-Half Story	2,325*
Two Story	2,450*
Ranch with Finished Walkout Basement with Bedrooms	3,200

*Exclusive of the Basement

G. Construction Requirements.

1. Upon home completion, the gravel road shoulder shall be dressed with new stone. The builder is responsible for any damage caused to roads or adjacent lots.
2. An appropriately screened portable toilet, placed at least 50 feet from the road, may be maintained on the lot until the completion of construction.
3. A construction dumpster may be placed on a lot at least 50 feet from the road. The dumpster shall be removed within 30 days after work completion.
4. All tree debris shall be chipped or removed from the lot unless the property owner has specified otherwise in the approved Landscaping Plan.
5. Burning of construction debris by the contractor is not permitted.

H. Monitoring and Construction.

The ACC will monitor construction during the building period to ensure all Association requirements are met. Submission of a request to build is an implicit approval for the ACC to enter the lot (but not a building) for this purpose. The ACC will attempt to coordinate any visit with the lot owner.

I. Completion and Occupancy.

1. The new home builder must complete construction and the owner be in receipt of a County Certificate of Occupancy Permit within twelve months after construction commences, unless such completion is impossible or would result in great hardship to the owner or builder due to strikes, fire, national emergency or national calamity. For this purpose, construction commences with the start of lot clearing. Failure to complete construction within the allowed period may result in loss of all or part of the builder's performance bond.
2. Until the occupancy permit has been granted and BOD approval obtained, no one can occupy, temporarily or permanently, the residence.
3. The driveway of a new home must be completed within one month after receipt of occupancy except when weather precludes such activity. The period November 1 through March 15 may not be conducive to paving and shall not count against the completion time.
4. The owner shall complete landscaping plans within one month after receipt of occupancy. The period from November 1 through March 15 may not be conducive to planting and shall not count against the completion time.

J. Final Inspection.

1. The owner shall contact the ACC after receipt of the Occupancy Permit from Spotsylvania County or completion of project construction.
2. The ACC will perform a final inspection of the project to ensure compliance with architectural standards / approved plans and notify the BOD in writing.
3. Should all requirements be met, then the BOD will direct the Treasurer to release the Performance Bond to the owner and provide a letter of approval to the owner.

2. Should the ACC find shortcomings during the inspection, then the BOD will be immediately notified. The BOD will then dialogue with the owner to remove any deficiencies. A follow-on inspection will take place within 7 days of notification by the owner that all shortcomings have been corrected.
3. For new home construction, 50% of the Performance Bond may be released prior to completion of the driveway or landscaping, should the grace period November 1 through March 15 be in play.
4. A homeowner who fails to follow through with driveway or landscaping completion by 15 April will be in violation of the agreement and subject to losing the remainder of the Performance Bond.