

SALEM RUN HOA

ARCHITECTURAL REVIEW GUIDELINES

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SECTION I - INTRODUCTION

1.1 INTRODUCTION

Welcome to Salem Run. The document you are about to review contains important information regarding architectural standards that have been implemented to protect your investment and the investment of your neighbors. It is important that you as a homeowner refer to these documents when considering any external improvements, alterations, modifications, and maintenance to your property.

1.2 PURPOSE

The purpose of these Guidelines is to ensure a standard of quality and uniformity that will enhance the Salem Run community. Specific objectives of these Guidelines are:

- a) To provide a framework of criteria and minimum standards for use by homeowners and the Covenants Committee (CC) for site planning, architectural and landscape design, and maintenance;
- b) To establish continuity of design and materials, and their application;
- c) To illustrate basic design principles that will aid homeowners in developing exterior improvements that are in harmony with the neighborhood;
- d) To assist homeowners in preparing an acceptable application; and
- e) To contribute to the favorable reputation of Salem Run and to the general welfare and safety of the Owners and their tenants.

1.3 AUTHORITY

The authority for establishing these Guidelines is founded in Section 8 of Declaration of Covenants, Conditions and Restrictions for Salem Run Subdivision, (herein referred to as the "Covenants") which are part of every deed to property within the Salem Run community. The Covenants establish certain rights of the Declarant, the Association and the Owners. As a homeowner within Salem Run you should have received a copy of the Covenants at closing. As a legal instrument, the Covenants and these Guidelines are binding on all homeowners; therefore, it is imperative that they be understood and adhered to.

1.4 SCOPE

These Guidelines are to be used in conjunction with, and in addition to, the Covenants.

1.5 COVENANTS COMMITTEE (“CC”)

In accordance with the Covenants, a Covenants Committee has been established to review applications for improvements within the community and is charged with the responsibility for the enforcement of the Covenants and these Guidelines during the review process. The CC is composed of three members appointed by the Board of Directors, dependent upon the availability of volunteers.

1.6 AMENDMENTS TO GUIDELINES

The CC, in conjunction with the Board of Directors, will periodically review and evaluate the Guidelines and amend as necessary. The actual amendment procedure requires final confirmation by the Board of Directors. Homeowners, however, are encouraged to submit any requested changes, in writing, to the Board of Directors, Salem Run Homeowner's Association, Inc., PO Box 7268 Fredericksburg Virginia, 22404.

1.7 CONSTRUCTION BY THE BUILDER

Initial construction of your home by the builder does not require prior approval of the CC, provided that the improvements are of similar design within the Salem Run community.

While an approval by the CC is not required, a letter from the homeowner to the management office identifying such construction is necessary to satisfy Virginia law relative to resale disclosure.

SECTION 2 - ARCHITECTURAL REVIEW PROCESS

2.0 REVIEW PROCESS

Most alterations and improvements, whether permanent or temporary, require that a written application be submitted by mail to Salem Run HOA, Inc., PO Box 7268 Fredericksburg, Virginia, 22404. Applications are available upon request from the property manager. The application will be reviewed for completeness, and if found to be complete, will be processed. If the application is found to be incomplete, it will be returned to the applicant for additional information.

The CC has forty-five (45) days from the receipt of a completed (as determined by the CC) application to review and approve, approve with stipulations, or disapprove an application at its regularly scheduled meeting.

No improvements requiring approval shall be made on any house or Lot unless the CC or the Board of Directors grants approval in writing. Failure to follow the exact plans and specifications that were

submitted and for which approval was granted may result in the homeowner having to remove the improvement to his/her house or Lot.

If a submittal is disapproved, the CC will notify the homeowner which items are not in character or compliance with these Guidelines and Salem Run HOA, Inc. Covenants. A written CC decision will be delivered or sent to the homeowner's address.

If the CC fails to approve or disapprove any application within forty-five (45) days after receipt of a complete application, such application will be automatically referred to the Board of Directors. The Board of Directors will then be required to provide a response within fifteen (15) days after the first Board of Directors meeting held following such referral and failure to do so will result in an automatic approval of the application. However, no such automatic approval shall allow the applicant to undertake any improvement or addition that is prohibited by the terms of the Covenants or these Guidelines.

2.1 APPEALS

Homeowners who have submitted an application which has been denied by the CC may appeal the decision to the Board of Directors.

The Board of Directors must receive a written request for appeal within ten (10) days from the date of the denial of their application. The appeal will be heard at a regularly scheduled Board of Directors' meeting. The Board of Directors will notify the homeowner of its decision within fifteen (15) days of the date of the Board meeting. The decision of the Board of Directors is final.

2.2 ENFORCEMENT PROCEDURES

The Covenants require the CC to ensure that all Lots within the community are in compliance with the governing documents and these Guidelines. The Board of Directors has adopted the following enforcement procedures:

- a) CC members or management personnel will confirm violations through a site visit.
- b) Violation notices will be mailed to the homeowner's address.
- c) Any exterior addition, change, or alteration that requires approval, but is made without approval from the CC shall be deemed a violation of the Covenants and Guidelines, and subject to the charges, suspensions and other sanctions and remedies thereon.

Furthermore, the Board of Directors may require the property be restored to its original

condition solely at the homeowner's expense.

- d) If the violation is not resolved within ten (10) days after the second written notice, a third notice will be sent by mail informing the homeowner of the time and place of a hearing concerning the violation before the Board of Directors to determine whether or not a violation exists and if so, what the penalty will be. Should the homeowner fail to appear at the hearing the homeowner shall forfeit his/her right to this process.
- e) If the Board determines that a violation does exist and it is not resolved, the Board of Directors can choose between the following implications: Judicial relief sought through legal action, violation charges not limited to the expense or damage to the association caused by the violation, but not to exceed fifty dollars (\$50) for a single offense or ten dollars (\$10) per day for any offense of a continuing nature not to exceed 90 days, suspension of voting rights, or a lien on the homeowner's property.

2.3 CC REVIEW CRITERIA

On at least a monthly basis, the CC will review all pending submitted requests. This may occur at a regularly scheduled meeting or via email. All email decisions of the CC shall meet the requirements of the VA POA Act which specifically permits such action without a meeting so long as such decisions are unanimous. All meetings will be open to the Association membership except for any reason listed in Article 3 Section 55-510.C of the POA Act. A portion of the meeting may be closed to discuss specific violations of these Guidelines or CC policy.

The CC will evaluate applications on the individual merit of each application and will make its decision using criteria including, but not limited to, the following:

- a) Conformity with the Covenants and these Guidelines
- b) Harmony with the Architectural plan of the community
- c) Clarity and completeness of the request.

The CC will not knowingly approve any external modification that fails to meet Spotsylvania County code requirement. Approval by the CC shall not relieve an owner from any obligation to obtain required governmental permits.

2.3.1 Specific Review Criteria. The following criteria represent in more specific terms the general standards that will be used in reviewing and evaluating each application and design.

- a) Design Compatibility. The proposed improvement must be compatible with the Architectural characteristics of the homeowner's house, adjoining houses, and the neighborhood setting. Compatibility is defined as similarity in Architectural style, quality of workmanship, and construction details.
- b) Location. The proposed alteration should relate favorably to the landscape, the existing structure, and the neighborhood. The primary concerns are access, view, sunlight, ventilation, and drainage.
- c) Impact on Neighbor. All submitted applications for exterior modifications will require the signatures of neighbors most affected by the proposed improvements. Approval may be denied if the improvement adversely affects neighboring homeowners.
- d) Scale. The size of the proposed improvement should relate well to adjacent structures and surroundings. For example, a large addition may be inappropriate to a small house and Lot.
- e) Color. Color may be used to soften or intensify visual impact. However, the elements of an addition should remain consistent and similar to the existing house such as roofs and trim should be matching in color.
- f) Materials. Continuity is established by use of the same or comparable materials as were used in the original construction. Therefore, alteration options may be limited by the design and materials of the original construction.
- g) Workmanship. The quality of work shall be equal to or better than the level of workmanship within the overall community.
- h) Timing. Improvement projects shall commence within six months after the date of approval and completed in a timely manner. Any project exceeding 90 days requires resubmission to the Board for approval. Certain approvals may provide for a different period during which to commence and complete construction.

2.4 SUBMISSION REQUIREMENTS

The homeowner must submit an application package, which shall include the application form, plans, drawing documents, and plat map (material samples may also be requested). In an attempt to alleviate potential future problems between neighbors, the CC requires that the applicant obtain the signatures of the homeowners most affected by the modification.

2.4.1 Application Documentation. The package should be composed of the following items:

- a) Application Form. The application form requests information helpful to the CC in

determining the scope, detail, and impact of your proposal. An application form is required and must be complete and accurate in order to avoid delay of the approval process.

- b) **Site Plan.** A site plan is required as a part of most applications. A site plan is a scale drawing of your Lot (site) which indicates dimensions of the property, adjacent properties if applicable, and all improvements including those covered by the application. The site plan must show the location and dimensions (distance in feet) from the house and from all property and setback lines to the corners or prominent points of the proposed construction. It is acceptable to utilize a copy of the house location survey provided at settlement (plat map).
- c) **Architectural Drawings.** For major building alterations, a set of Architectural drawings showing entrances, floor layout, and window locations are required. Elevation drawings of all sides should indicate complete size of buildings, details of trim, materials, and finishes.
- d) **Landscape Plan.** Major landscape additions or grading alterations require a landscape plan showing the entire Lot, buildings, and other improvements in relation to the proposed modification site, as well as the plant species and other landscape materials being utilized for the improvement.
- e) **Materials/Samples.** Actual samples of major materials, finishes and colors, along with photographs may be required for application approval. (Other samples which may be required include: photocopies and/or manufacturer's catalog cut sheets or product literature for items such as light fixtures, recreation equipment, and house numbers.)
- f) **Existing Conditions. Photographs.** As a part of your submittal package, pertinent photographs of the existing house, Lot, site improvements, and adjacent properties relative to the proposed improvements will help the CC in evaluating your proposal.

2.4.2 Deviations from Approved Application. Any deviations from previously approved applications, including drawings, documents, material samples, or any additions such as colors not previously specified, must be identified on an application and resubmitted to the CC for approval.

NOTE: Under no circumstances should a CC application or approval be confused with required building permits. The homeowner must apply for building permits and conform to all governmental building codes. If a project is modified through any governmental agency review process, the homeowner must submit an amended application to the CC.

2.4.3 Drawings. A graphic description may be in the form of manufacturer's literature or photographs accompanied by a site plan indicating the overall location of the improvement. For many improvements, freehand drawings will suffice; utilize contractor's bid proposals and/or Architectural and landscape design drawings when appropriate. The amount of detail in the drawings should be consistent with the complexity of the proposal.

SECTION 3 – GUIDELINES

3.1 GENERAL STANDARDS

These Guidelines are set forth to give direction and guidance to homeowners and to address overall issues such as quality of construction, relationships between adjoining residences, and compatibility of styles, materials, and colors within the overall community. Applicants following these Guidelines should expect timely approval from the CC on all submissions. Consideration shall be given to the following General Standards:

It is important to note that your Lot is subject to the Association's Covenants and Guidelines AND applicable governmental codes, regulations, and ordinances. Thus, any action taken on your Lot will be subject to each authority independently. In other words, you must follow each authority, regardless of whether one authority is more restrictive than the other.

- a) **Governing Agency Approvals.** It is the responsibility of the applicant to obtain building permits and ensure that the design and construction are in compliance with applicable national, state, and local codes and regulations.
- b) **Building Setbacks.** Follow all applicable Spotsylvania County zoning regulations regarding setback information for proper siting of buildings and other improvements.
- c) **Visual Obstructions.** No tree, hedge, shrub, fence, or other improvement shall be erected or maintained in such a manner as to obstruct sight lines or adversely affect the safety of pedestrians and vehicular traffic. Great care should be taken to preserve existing trees throughout the property, as this will enhance the home and the appearance of the overall community.

3.2 ARCHITECTURAL DESIGN STANDARDS

Major architectural alterations are generally considered to be those that substantially change the existing structure either by subtraction and/or addition. Major building alterations include, but are not limited to, construction of room additions or expansions, fireplaces and chimneys, garages, driveways, porches, decks, greenhouses, or other additions to a home. The location of major alterations should consider the impact on the view or amount of sunlight and natural ventilation on adjacent properties.

3.2.1 Grade Change or Drainage Change

If changes in grade or other conditions that will affect drainage are anticipated, they must be indicated. An application will be denied if adjoining properties are adversely affected by changes in drainage. Major grading changes must be certified by an engineer showing the before and after effects of such change.

3.2.2 Construction Site

During construction, materials must be stored to minimize impairment of views from neighboring properties. Excess material should be removed during and after completion of construction. Construction material shall not be stored upon common areas at any time.

3.3 MAJOR ARCHITECTURAL ALTERATIONS

The architectural alterations identified below are considered by the Homeowners Association as being major alterations. In addition to the submission requirements identified in Section 2.4, the following applies:

3.3.1 Room Additions

- (1) CC approval is required.
- (2) A set of architectural drawings showing entrances, floor layout, and window locations are required. Elevation drawings of all sides must indicate complete size of buildings, details of trim, materials, and finishes.
- (3) The design of room additions and expansions must be compatible in scale, materials, and color with the existing house and adjacent houses.
- (4) New windows and doors must match the type used, and be located in a manner which will relate well to the exterior openings of the existing house.

3.3.2 Fireplaces and Chimneys

- (1) CC approval is required.
- (2) Masonry chimneys and wood flue enclosures (pre-fab) may be used and shall be compatible in design, location, and color with the house.

3.3.3 Greenhouses

- (1) CC approval is required.
- (2) A set of architectural drawings showing entrances, floor layout, and window locations is required. Elevation drawings of all sides must indicate complete size of the greenhouse, details of trim, materials, and finishes.
- (3) Sufficient storage space should be provided within the greenhouse to avoid exterior clutter from horticultural tools and supplies.
- (4) Greenhouses must maintain continuity with the architectural style, color, and materials of the house.
- (5) Locate greenhouses within the setback zone (a minimum of five (5) feet from rear and side property lines). All greenhouses will be located in the rear of the property.
- (6) Size must be appropriate in relation to the home and Lot size.

3.3.4 Driveways / Walkways

- (1) CC approval is required if there is a modification beyond the builder installed driveway.
- (2) Driveway paving material shall be non-porous material of concrete with a broom brush finish.
- (3) Entrance drive aprons shall be concrete and constructed in accordance with County standards.

3.4 MINOR ARCHITECTURAL ALTERATIONS

The architectural alterations identified below are considered by the Homeowners Association as being minor alterations. In addition to the submission requirements identified in Section 2.4, the following applies:

3.4.1 Gutters / Downspouts

- (1) CC approval is not required unless the installation of such will adversely affect a neighboring property. If it is later determined that such has been installed and does

impact a neighboring property, the Board of Directors may ask that the modification be removed and returned to its original condition.

- (2) Gutters and downspouts must match the color of adjacent materials to minimize their visual impact. Copper will not be permitted.
- (3) Downspout extensions must be located and directed such that adjacent property is not adversely affected by storm water run-off.
- (4) PVC pipe extensions used to keep sump pump drainage away from the house must be directed such that adjacent properties are not affected.
- (5) Drainage extensions shall be installed in such a way to minimize their visual impact.

3.4.2 Exterior Painting

- (1) CC approval is required if the exterior painting is of a different color than the existing home including but not limited to siding, trim, front door, etc.

3.4.3 Storm Doors/Windows

- (1) CC approval is required.
- (2) Storm doors shall be full view clear glass only (staining, painting, and/or opaque tinting of the glass is not permitted).
- (3) Storm/screen doors must be white.
- (4) Exterior window frames must be white or anodized aluminum, or shall match the trim of the window to which they are attached.
- (5) Generally accepted window treatments are allowed, to include curtains, blinds and/or shades. Tin foil or other reflective materials, newspaper, cardboard, sheets, or other such materials shall not be used as window treatments.
- (6) All doors and windows shall be kept in good repair by the homeowner. The homeowner will repair all broken doors, windows, or torn screens immediately.

3.4.4 Sun Control Devices / Awnings

- (1) CC approval is required for all permanent sun control devices/awnings. Sun control devices including permanent awnings, sunscreen film and motorized and non-motorized awnings require CC approval.
- (2) Retractable awnings (motorized and non-motorized) shall be located in the rear of the house and shall remain closed when not actively in use.
- (3) Sun control devices shall be maintained in good condition.

3.4.5 Shutters

- (1) CC approval is required if the builder did not provide shutters upon erection of the home. No ACC application is required if replacing existing shutters with comparable shutters of the same size and color.
- (2) New shutters must be compatible with the style, materials, and colors of the house and shall be of proper size and proportions to match the window to which they relate.

3.4.6 House Numbers

- (1) All homes shall display house numbers on the front of the house in plain view from the street. Every attempt shall be made to place house numbers so that front entry lights will illuminate them.
- (2) House numbers must be black, brass, or antique brass only. Wooden house numbers are not acceptable.

3.4.7 Utilities / H.V.A.C

- (1) ACC approval is required if any HVAC or utilities are moved to a location other than the original location designated by the builder.
- (2) Every effort shall be made to locate utility elements including heat pumps, central air-conditioning units, and other mechanical apparatus to minimize their visual impact on the view from public spaces and adjacent property. The site plan must show the location of proposed utility lines and appurtenances.
- (3) Window air-conditioning units are not permitted.

3.4.8 Skylights / Solar Panels

- (1) CC approval is required.

3.5 SITE STANDARDS

The architectural alterations identified below are considered by the Association as being major site alterations. In addition to the submission requirements identified in Section 2.4, the following applies:

3.5.1 Patios / Decks

Patios and decks, as extensions of the living space of the house, have significant impact on its appearance, and may also affect the privacy of adjacent properties. These factors

should be carefully considered when planning the design, location, and vertical elevation or height of decks and patios. In addition to and in conjunction with the requirements in the Covenants, the following shall apply:

- (1) CC approval is required for both below grade and above grade decks, to include detailed plans and a plat map of the property.
 - a) Above-grade decks are those decks built higher than 18 inches off the ground.
 - b) On-grade decks are those decks built so that the top of the deck's flooring is within eighteen inches from the finished grade of the ground.
- (2) Applications should be submitted to the CC for approval prior to submission to the County for a building permit.
- (3) Decks and patios shall remain within the owner's property lines.
- (4) All decks and patios shall be in the rear of the house.
- (5) Decks are subject to county setback requirements. Please call the County Zoning Office for setback requirements.
- (6) Brick, stone, masonry, and wood are suitable building materials.
- (7) The owner shall use proper procedures for drainage, treatment, waterproofing, or other techniques for the proper construction and maintenance of these structures and ensure that water does not drain onto others' property.
- (8) Decks may be stained with prior CC approval; otherwise they shall remain their natural wood color.
- (9) Homeowners intending to stain an existing deck must submit an application and receive approval from the CC if changing from the original color.
- (10) Decks to be constructed of vinyl or similar plastic composites must be approved by the CC. A sample of the material is required with the application.
- (11) To minimize impact of clutter, under deck storage will be permitted only when screened from view.

3.5.2 Fencing

Fencing may be used to separate property, provide security or visual privacy, or to architecturally define space. In achieving any one of these goals, a barrier is created which has both a visual and physical impact on the boundaries of common land and properties of adjacent homeowners. Careful consideration should be given to the location, basic fencing concept, and architectural style of the house and the manner in which the concept is executed.

- (1) CC approval is required for all fencing.

- (2) All fence requests shall be accompanied by an official plat map of the property.
- (3) Fences shall comply with Spotsylvania County requirements.
- (4) Any fences approved in easement areas may have to be removed to perform work in those areas. In such an event, it is the responsibility of the homeowner to remove the fence and replace it.
- (5) Fences shall not be built in the front yard.
- (6) Fences may be erected evenly on both sides of the house to enclose heat pumps only.
- (7) Fences must be wood or vinyl or other such materials approved by the CC and cannot exceed six (6) feet in height. Wood fences must remain natural wood color, waterproofed and/or sealed with a clear preservative. Any other color or stain must be approved by the CC.
- (8) All fences shall have a matching gate installed. All gates shall have and maintain an operable securing device.
- (9) No wrought iron, chain link, mesh, barbed wire, or split-rail fences are allowed on any portion of the property.
- (10) Each application will be reviewed to ensure that any negative effects on the adjoining property owners are minimized.
- (11) When fences abut neighboring properties, consideration should be given to a design that is finished or "good both sides."
- (12) Fencing which is finished on one side only must be constructed with the finished side facing toward the public view or adjacent property.
- (13) Fences on corner Lots shall be no closer to the street than the required building setback.
- (14) All CC Request Forms for fences shall include a list of materials to be used describing dimensions and types of materials.

3.5.3 Sheds

- (1) CC approval is required for all sheds.
- (2) All sheds shall be kept in rear yards.
- (3) No sheds with metal siding or metal roofing will be allowed.
- (4) Sheds shall not exceed 10 feet in height from the ground to the highest point of the shed, and one hundred sixty (160) square feet of storage area, and must be kept in good repair.
- (5) Sheds shall maintain continuity of the architectural style of the home. If siding is

used, it must match the color of the home. If siding is not used, an appropriate wood grade material shall be used. Plywood and pressboard are not considered appropriate wood grade material. Materials such as T-111 are considered appropriate.

- (6) Wooden sheds may remain the natural wood color and left to weather naturally, or may be painted or stained upon approval by the CC. All other sheds should conform to the subdivision color schemes.
- (7) If painting or siding is used, it must match the color of the home and be maintained.
- (8) Sheds shall not be integrated with the fence, as this is a violation of Spotsylvania County setback zone requirements.
- (9) If a shed is placed underneath the deck; it must be attached to the deck, and removed from view by placing lattice around the deck.
- (10) Views from other properties should always be considered when locating your shed. Depending on the shed's visual impact, the CC may require appropriate landscaping.

3.5.4 Pools

- (1) CC approval is required prior to installation for all in-ground pools. Above ground pools of any kind are not permitted.
- (2) Pools shall be located in rear yards only.
- (3) Pool construction, fencing, and gates shall be in accordance with applicable governing agency codes. Pools must be enclosed by fencing. Fences and gates shall conform to the portion of these standards pertaining to fencing. However, applicable governing agency codes take precedence, especially with regard to safety.
- (4) Mechanical pool equipment should be screened from public view by architectural treatment (e.g. fences or plantings).
- (5) Although minimum requirements are unspecified, appropriate landscaping will enhance the pool environment, and lessen the impact on neighboring property.
- (6) Operation and maintenance of a pool cannot cause voluminous amounts of water to flow onto adjoining property (i.e. pools cannot create drainage issues previously unencountered by the adjoining property).

3.5.5 Recreation Equipment

Homeowners often express interest in swing sets, basketball goals, and other play equipment. Most equipment of this sort is commercially available but is often less than pleasing in appearance. The use of creatively designed equipment is encouraged. The

Guidelines listed below are provided in an effort to reconcile the need for play equipment with the goal of minimizing their visual impact.

3.5.6 Play Equipment

- (1) CC approval is not required.
- (2) Swing sets and other play equipment can only be installed in the rear yard and must be kept in good repair. Consideration must be given to Lot size, equipment design, and the impact on views from neighboring properties.
- (3) Equipment utilizing natural materials or colors is recommended.
- (4) All play equipment (e.g. toys, bikes, kids/wading pools, etc.) must not remain in the front yard.

3.5.7 Permanent Basketball Units

- (1) Permanent basketball units are not permitted.

3.5.8 Portable Basketball Units

- (1) CC approval is not required. Please note: the homeowner must be aware that they are responsible for any and all damages caused to neighboring properties as a result of having a portable basketball unit.
- (2) Only commercially manufactured portable basketball units are permitted and must be maintained in a state of good repair. The following list provides examples of requirements to maintain good repair, but is not all inclusive.
 - a) Backboard must not have any cracks.
 - b) Net and rim must be intact
 - c) Base must be filled with either water or sand; it may NOT be held down with cinder blocks, bags of concrete, etc.
 - d) If applicable, paint must not be peeling or chipping.
- (3) Portable basketball units are not authorized on any street (to include cul-de-sacs) or sidewalks. They must remain on the homeowner's property.
- (4) Portable basketball units must be at least ten (10) feet from the curb of the street.

3.5.9 Lighting (Exterior / Security / Landscape)

- (1) CC approval is required.
- (2) No exterior lighting shall be directed outside the homeowner's property or installed in

such a way as to cause discomfort to neighboring properties.

- (3) Lighting fixtures must be compatible in style, color, and size with the architecture of the house.
- (4) Entry lighting should include illuminating the house number.
- (5) Avoid light penetrating indoor living areas or beyond the walkway area.
- (6) Pole height for all freestanding lighting (light posts) is limited to six (6) feet from the ground at base of post.
- (7) Freestanding light posts shall be placed within two (2) feet from the sidewalk leading to the home.
- (8) Landscape lighting placed along landscaping, and the driveways, do not require CC approval.

3.5.10 Grills

- (1) CC approval is required for any permanent grill.
- (2) Permanent grills shall be located in the rear yard only.
- (3) Movable grills may not be stored in the front of the home.

3.5.11 Doghouses / Runs

- (1) CC approval is required if the doghouse is constructed from building materials, rather than a commercially manufactured unit.
- (2) Doghouses must be compatible with the applicant's house in color and material or match the natural wood fence. Doghouses must be located in the rear yard where they will be visually unobtrusive. The use of appropriate screening is encouraged, and may be required in some cases to minimize negative impacts.
- (3) Enclosed dog pens are prohibited.

3.5.12 Vegetable Gardens

- (1) All types of vegetables are permitted.
- (2) All vegetable gardens are to be within the boundaries of the rear yard and shall not be allowed to encroach on a neighboring property.

3.5.13 Rock Gardens

- (1) CC approval is required for rock gardens in the event rocks or collections of rocks exceed 24 inches in any direction.

- (2) All rocks shall be left their natural color.

3.5.14 Exterior Decorative Objects

- (1) CC approval is required for exterior decorative objects (e.g. lawn ornaments) greater than twenty four (24) inches in height.
- (2) CC approval is not required for exterior decorative objects twenty four (24) inches or less in height and placed in a landscape beds.
- (3) All decorative yard objects must be located in landscape beds so as not to interfere with the yard service.

3.5.15 Exterior Furniture

- (1) Canopy yard swings must be installed in the rear yard only.
- (2) No outdoor furniture may be stored in the front of the home except for chairs and a small table near the entry way.
- (3) All exterior furniture must be maintained in a state of good repair.

3.5.16 Security Cameras

- (1) CC approval is not required as long as the below conditions are met.
- (2) No security camera shall be directed outside the homeowner's property.
- (3) Camera fixtures must be compatible in style, color, and size with the architecture of the house.
- (4) Avoid camera penetrating indoor living areas of your neighbors.
- (5) Cameras may not be installed on freestanding poles and must be affixed to the structure of the home in an appealing manner as to not detract from the home or community.

3.6 LANDSCAPING STANDARDS

Under the direction of competent design assistance, each builder has provided minimum landscaping for each residence. It is the homeowner's responsibility to maintain the plantings in good order and repair.

3.6.1 Trees

- (1) CC approval is required when the following conditions apply:
 - a) Trees are planted within three (3) feet of the property lines.
 - b) If a tree or trees greater than 4" in diameter are removed.
 - c) When trees are planted in front yards.

- (2) Maintenance of all trees is the responsibility of the homeowner.
 - a) It is the homeowner's responsibility to ensure that his/her tree(s) does not encroach on either Association property or a neighbor's property. Tree limbs which overhang sidewalks or streets shall be kept pruned to a height of 7 feet. Trees in the front yard must also be pruned so as not to interfere with the yard service.
 - b) Unsightly, dead, diseased, or damaged trees that pose safety hazards shall be removed or replaced.

3.6.2 Shrubs and Plants

- (1) CC approval is required when shrubs, hedges, flowers, and plants are planted outside of the front landscape beds installed by the builder or if they meet the following criteria:
 - a) The height of the hedge exceeds 36 inches in the front yard or 72 inches in the rear or side yard.
 - b) All varieties of flowers are permitted with the stipulation that flowers growing over six (6) feet in height will not be planted unless trained to grow on a trellis.
- (2) Any shrubs, bushes, or flowers must be enclosed in mulched landscape beds which the homeowner shall maintain in order to discourage weed growth, conserve moisture in the planting beds, create a neat overall appearance, and prevent unnecessary obstacles for grounds maintenance service providers.
- (3) Diseased or dead shrubs and plants must be replaced or removed.
- (4) Artificial flowers, plants, and shrubs are permitted in rear yards only and may not be visible from the street.

3.6.3 Retaining Walls

- (1) CC approval is required for all retaining walls.
- (2) All retaining walls shall remain within the owner's property lines.
- (3) Retaining walls shall be constructed with brick, natural stone, or new wood timbers.
- (4) No exposed concrete on the face of the walls shall be allowed.
- (5) No creosote railroad ties shall be allowed.
- (6) Proper procedures shall be used for drainage when retaining walls change the original grading of the land, to ensure that water does not drain onto adjoining property.
- (7) Retaining walls shall be kept in good condition.

3.6.4 Landscape Borders

Landscape borders when properly constructed and placed can enhance the appearance of a home.

- (1) CC approval is required.
- (2) All landscape borders shall include, but are not limited to, wood timbers, stones larger than eight (8) inches in diameter, brick pavers, or plastic one-foot borders.
- (3) Landscape borders should be kept in good condition.

3.7 MISCELLANEOUS STANDARDS

3.7.1 Firewood

- (1) Firewood shall be located in rear yards, neatly stacked. Stacks longer than six (6) feet should be two (2) rows deep minimum. Stacks must not exceed four (4) feet in height for safety.
- (2) Firewood stacks shall not be utilized for storage of debris or other materials.
- (3) Firewood shall be located in such a manner as to minimize visual impact. In certain cases, screening may be required.
- (4) If the above criteria are met, CC approval is not required. If deviations from the above criteria are desired, CC approval is required.

3.7.2 Compost Piles

- (1) Open compost piles are not permitted.
- (2) Fully enclosed compost bins not to exceed 28 gallons are permitted in rear yards only and do not require CC approval.
- (3) Compost bins must be located at least ten (10) feet from property lines.

3.7.3 Clotheslines

- (1) No clothing, laundry, or wash shall be aired or dried on any exterior portion of a house.
- (2) No exterior clotheslines or clothes hanging devices are permitted.

3.7.4 Trash Cans/Recycling Bins

- (1) Trash shall be stored on the owner's property in plastic trashcans or recycling bins provided by the current trash collection service provider.
- (2) Trash cans, trash bags, and recycling bins shall not to be stored in front of the house.
- (3) Trash cans and recycling bins may be stored on the side of the house if effectively

screened from view from the street; that is, when viewing the home from the street little to none of the trash can or recycle bin can be seen. All man made screening devices require CC approval.

- (4) Trash and recycling bins are to be placed at the curb no earlier than the evening prior to scheduled pick-up days. Containers are to be removed from the curb and properly stored on the same day as the scheduled pick-up.

3.7.5 Mailboxes / Mailbox Post

- (1) CC approval is required for all modifications.
- (2) Mailboxes must be in compliance with U.S. Postal Service regulations.
- (3) All mailbox posts must be constructed of wood.

3.7.6 Signs / Flags

- (1) Each house may erect one "For Sale" or "For Rent" sign in the front yard.
- (2) The size shall be no greater than six (6) square feet and appearance of the sign shall be what is generally acceptable as standard in the real estate industry.
- (3) No "For Sale" sign shall be erected on common property except for cases of an "Open House", if and as approved by the Board or the CC.
- (4) Directional signs may be erected on common property for an "Open House" on the day the event is to take place, if and as approved by the Board or the CC, but shall be removed the day the event ends.
- (5) Security signs, no soliciting signs, no trespassing signs and signs required for medical purposes may be one square foot in size, mounted in a landscape bed, and shall at no time be mounted in lawns or impede lawn maintenance.
- (6) During any renovation or construction, a contractor may erect one sign no more than two (2) square feet in size and may not be displayed for a period of time to exceed one (1) week.
- (7) No signs or any other paraphernalia shall be attached to existing trees or fences.
- (8) All other signs on the house, its components, or Lot are prohibited.
- (9) No flag other than the US American flag, the Virginia State flag, a flag representing any branch of the United States Armed Forces, or small garden flags not to exceed 12" x 18" in height are permitted.
- (10) No flag larger than 3' x 5' can be displayed at any time.
- (11) No more than two (2), 3' x 5' flags are permitted to be displayed at one time.

- (12) Any flag, other than a small garden flag not to exceed 12" x 18" in height and displayed in a landscape bed, shall be affixed to the home by way of a proper flag pole and bracket.
- (13) All permitted garden flags must be displayed in landscape beds and shall at no time be mounted in lawns or impede lawn maintenance.
- (14) All flags shall be maintained in good condition and may not be torn or faded.

3.7.7 Animals / Pets

- (1) No non-domesticated animals, livestock or poultry of any kind shall be raised, bred, or kept on any property.
- (2) Dogs, cats, and other household pets may be kept provided that they are not raised, bred, or kept for any commercial purpose.
- (3) Lot owners are required to control their pets.
- (4) No pet shall be released to have freedom to roam onto any other property including common areas.
- (5) Homeowners are required to keep dogs on a leash when not inside of the home or confined to a fenced in rear yard.
- (6) Homeowners and their guests are required to clean up after pets when not on their property (to include common area and other homeowner's property).
- (7) Homeowners must regularly clean up after their pets to avoid offensive odors that could affect neighboring homeowners. Should such a situation arise, it will be considered in violation of these Guidelines.

3.7.8 Holiday Decorations

All holiday decorations shall be removed within thirty (30) days following the holiday and may not be erected for display more than thirty (30) days in advance of a holiday.

3.7.9 Motor Vehicles

- (1) No portion of the property outside one's garage shall be used for the repair of automobiles other than the minor upkeep of vehicles owned by the homeowner.
- (2) No trailer, inoperable vehicle (either improperly tagged or mechanically inoperable), commercial truck, commercial bus, or other commercial vehicle of any kind shall be kept or parked overnight upon any portion of the property.
- (3) No RV's, campers, or boats shall be kept or parked overnight upon any Lot or shall at any time be hooked to a source of electric or water without prior Board approval.
- (4) Vehicles shall not be left unattended in any unsafe manner, including but not limited

to the vehicle being left on blocks, a jack, rocks, wood, etc.

- (5) Homeowners shall be liable for any clean up necessitated by automobile repair, damage, or state of disrepair of any vehicle for which they are responsible. This may include billing from the Association to attend to common areas.

3.7.10 Commercial Vehicles

- (1) Vehicles that carry ten (10) or more passengers, including the driver (such as buses or van pool vehicles) are not permitted.
- (2) Any other vehicle used for commercial purposes or to advertise a business require Board approval prior to being parked on any Lot overnight or regularly during daylight hours.

3.7.11 Motorized Vehicles

- (1) For the purposes of this section 3.6.14, motorized vehicles shall include, but not be limited to, ATV's, dirt bikes, scooters, mopeds, and/or all other comparable forms of motorized transport. This list is exemplary, not all-inclusive.
- (2) No motorized vehicles are permitted on any common property without express prior consent from the Board.
- (3) Motorized vehicles shall not be used in any manner which is disruptive or destructive to any Lot or common property.

3.7.12 Temporary Storage Units

- (1) No temporary storage units (e.g. PODS -portable on-demand storage) shall be kept overnight upon any portion of the property without prior CC approval.

3.8 MAINTENANCE STANDARDS

Property ownership includes the responsibility for maintenance of all structures and grounds, which are a part of the property. This includes, but is not limited to, items such as mowing grass, removal of trash, and structural maintenance. Maintenance affects the visual character and economic values of the property and neighborhood, and in some cases, safety.

3.8.1 Exterior Appearance

Residents are responsible for maintaining the exterior appearance of their house, landscape, and other improvements on their Lots in good order and repair. While it is difficult to provide precise criteria for what the Association deems as unacceptable conditions, the following examples represent some of the conditions which would be considered a violation:

- (1) Peeling paint.

- (2) Damaged mailboxes.
- (3) Fences with broken parts, missing parts, or bowed boards.
- (4) Structures with broken doors or in need of painting or other types of repair.
- (5) Decks with missing or broken railing or parts.
- (6) Unkempt lawns and landscape in need of mowing, pruning, weed control, or diseased, dying, or dead plants and trees.
- (7) Missing shutters, broken windows, torn screens.
- (8) Storage of play items, yard equipment, and other clutter in front or rear yards.
- (9) Dirt and mildew forming on sides of homes.
- (10) No Lot shall be used or maintained as a dumping ground for rubbish.
- (11) No material, refuse, or container for same shall be placed or stored in front of any house.
- (12) Porches with broken or missing rails and or spindles.
- (13) Inoperable lighting.
- (14) Gutters and down spouts damaged or missing.
- (15) It is not the responsibility of the HOA to remove snow and ice from the sidewalks but is the homeowners right to do so as soon as such can be safely accomplished.

Most residents, undoubtedly, would not allow any of the above conditions to exist, as they seek to preserve and protect their investment in their homes and to limit their personal liability by keeping all improvements on their Lots in good condition. The Association expects that all residents will undertake necessary maintenance to prevent any of the cited conditions from occurring in Salem Run HOA.

3.8.2 Landscape Maintenance

Prune shrubs, hedges, and trees, and control weeds, pests and diseases. Apply supplemental water and replace mulch and other necessary maintenance measures to sustain the landscape in a neat, orderly, vigorous, and healthy condition.

While every effort has been made by the HOA and the Board of Directors of Salem Run to prepare these Guidelines in such a manner as to aid, protect and benefit each homeowner, we are unable to cover every issue that may arise. These Guidelines are not "all inclusive," and are subject to review. Please contact the management agency with any questions before you begin a project.