

ARCHITECTURAL REVIEW COMMITTEE'S DESIGN GUIDELINES

Stafford, VA
<http://sheltonsrn.com/>

Design Guidelines Update: 10/13

Introduction

In a planned community, a question that naturally arises is how to maintain a harmonious, quality development as the community matures. In order to protect homeowner investments in their property, these guidelines are provided to meet the needs of private home owners in conjunction with the broader interest of this community. In the end, these guidelines provide the standard and procedure(s) for external improvements and/or modifications to the property. They are not all encompassing; rather, they represent the minimum responsibility of each homeowner to their neighbors who reside alongside them in the Shelton's Run Community Association, Inc. Shelton's Run is a Virginia corporation and Homeowners' Association (HOA). It should be noted that for the purposes of these guidelines, the terms external and exterior are to have the same meaning and be otherwise interchangeable.

The *Declaration for Shelton's Run* (hereafter referred to as 'the covenants') and the Bylaws of Shelton's Run (hereafter referred to as 'the bylaws') run with the land and are binding upon all homeowners, their renters, and/or their tenants; and should be fully understood. *In addition, **please retain the Shelton's Run Architectural Review Committee's Design Guidelines as part of your permanent papers.** You should make these guidelines available to any renters of your home.* In the event you need additional copies of this document, the bylaws, or the covenants, please visit the Shelton's Run HOA website at <http://sheltonsrn.com/>.

The fact that each homeowner is subject to the covenants should assure all homeowners that the standards of design and quality will continue to be maintained, enhancing the community's overall environment and protecting property values.

The rules, responsibilities, and procedures outlined in these guidelines have been established by the Architectural Review Committee (ARC) and approved by the Board of Directors (BOD) of Shelton's Run in compliance with the covenants. These guidelines do not replace or substitute for any law, permit, zoning, or building code requirements established by the state or local authorities.

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Architectural Review Committee (ARC)

Pursuant to Article 7.1(a) of the Bylaws, the BOD may establish an ARC as set forth in Article 9 of the Declaration. The ARC, which is to be comprised of three (3) or more representatives, to rule on architectural external improvement/modification requests to ensure they meet the design guidelines as defined in this document. Additionally, the ARC will conduct an annual walk-thru of the community to ensure each property is in compliance (appearance standards/maintenance) with the design guidelines as set forth in this document. Once appointed by the BOD, ARC members serve for a term of one to three years, or as may be determined by the BOD. The ARC will meet, at a minimum, once per month in order to manage the duties of the committee.

Design Guidelines

Declaration, Article 9, Architectural Review, Section 9.1(b)(4) states the following:

"The Architectural Review Committee shall propose Design Guidelines for approval by the Board of Directors. Such Design Guidelines, approved and adopted by the Board of Directors, are hereby incorporated by this reference and shall be enforceable as set forth herein in full."

The purpose of these design guidelines is to keep the community attractive, safe, and to protect the value of property owners. It shall:

- Keep the community aesthetically attractive, and safe.
- Define minimum acceptable standards for exterior change(s) to property.
- Assist residents in designing, modifying, and enhancing their property.
- Provide for the architectural integrity and structural safety of the community and common areas.
- Protect and enhance property values.
- Provide uniformity and a process for exterior modifications by standardizing a system for homeowners to utilize that is consistent and always in the best interest of the community.

In sum, the Shelton's Run design guidelines are intended to organize a system of checks and balances to manage change within our community that will create and maintain an aesthetically pleasing place to live.

To promote open and equal access to these design guidelines, the ARC may from time to time publish and distribute architectural standard bulletins, which shall announce said guidelines to assist with ensuring that the same are fair, reasonable and uniformly applied. The ARC shall be responsive to technological advances or general changes in architectural designs and materials and related conditions in future years and use its best efforts to balance the equities between matters of taste and design and the use of private property. Such bulletins shall supplement the covenants and are incorporated herein by reference. If new guidelines allow modifications previously rejected, homeowners may submit a new application for consideration. Conversely, if an application for modification is rejected, the homeowner may appeal the ARC decision in writing to the BOD for a decision.

Explanation of Standards

The standards outlined below are the procedures and guidelines applied by the ARC to assist the HOA and its members in the design review process. It is hoped that these standards will serve as a positive tool to assist in the full and free use of each owner's property in a manner that is consistent with the aesthetic and harmonious development of the community.

Design Guideline Categories

There are three categories of design guidelines, and homeowners are encouraged to review them to determine if their architectural exterior improvement request needs to be submitted to the ARC. These are very important to the homeowner because they identify those items that need approval or are not permitted; blanket approvals (do not need approval provided certain conditions are met); and appearance/maintenance items as they relate to the homeowners lot.

1. Blanket Approvals:

Items in this category do not require approval, provided the guidelines mentioned are followed. Items not specifically mentioned here require approval.

- Front storm doors should be the same color as the home's existing trim. Type should be full view design (clear glass to encompass approx. 90% of overall door space), no barn style doors. They should be constructed of anodized aluminum/steel (including baked-on enamel).

- Back Storm Doors should be the same color as door or existing trim and constructed of aluminum or steel (including baked-on enamel).
- Plants, shrubs and flowers planted within three feet of the front of your house that do not grow higher than the lowest portion of the windows.
- Bedding borders, if constructed of common landscaping borders that do not exceed six inches (6") in height. Miniature fencing used as a border does not fall into this category and requires approval.
- Plantings of flowers and shrubs around trees or the mailbox.
- Mailboxes that are black in color, no larger than standard USPS size and can be constructed of plastic or metal. Post to be 4" in diameter and no longer than 6" in diameter. Posts can be black or dark brown (natural wood, must be painted).
- Low voltage lighting to illuminate only your house/landscaping.
- Hose caddies affixed to the home or enclosed in appropriate container and screened with vegetation may be in the front of the house.
- Outside seasonal decorations displayed up to five (5) weeks prior to and three (3) weeks after the holiday season.
- Vegetable gardens in backyards provided the plants do not exceed allowed fence heights or grow through to the neighbor's yard. Gardens should not be visible when standing on the street in front of the house.
- Removal of trees that are less than two inches (2") in diameter, are on slopes of less than twenty (20) percent gradient, and are in "no cut" areas previously marked on approved site plans. All other trees to be removed must have the approval of the ARC and if deemed necessary, signatures of neighbors. If a tree is dead, it may be removed without approval.
- Lawn furniture, barbecue equipment, toys, bikes, trampolines, etc., if kept in good repair. These must be stored in the garage or in the backyard when not in use.

2. Items Requiring Approval:

- **Satellite Dishes**
 - Must comply with FCC OTARD Rule, 47 C.F.R. Section 1,4000
 - More info can be found at <http://www.fcc.gov/mb/facts/otard.html#links>
- **Exterior Painting/Maintenance**
 - Provided the material and color remains the same, no approval is required for standard maintenance of the house exterior.
- **Hot Tubs**
 - Hot tubs/spas may not be visible from the front of the house (and they must be in the backyard).
 - Hot tubs/spas must meet all county requirements (enclosed fencing, plumbing, electricity, safety cover, etc.). Please check the Stafford County Code Administration Office for specific details.
- **Play Equipment/Tree Houses**
 - All play equipment should be located at the rear of the house. Equipment should not be on the side or front yards or on porches. Please note that this also includes skateboarding ramps.
 - Play equipment must be located at least 3 feet from property lines.
- **Basketball Goals**
 - Goals shall be stored on the rear third (toward the house) of the driveway or parking pad when not in use. No more than one goal per house.
 - Goals can be mounted on a single pole and must contain a backboard.
 - Goals are prohibited from being mounted directly on the house.
 - Portable goals are preferred.
 - Owners must be courteous and not hinder a neighbor's property during normal play.
 - Goals are not to be placed so basketball is played in the street.
 - Goals need to be erect at all times. (However, during storms, goals may and should be placed on their side.)

3. Common Improvements:

Items in this category require approval. An application must be submitted along with all required documentation in order to be considered complete. Improvements needing approval are not necessarily limited to those listed here, but these are some of the most common.

- **Grading**

- Major changes to the topography of a lot require approval by the ARC *prior to* being started and may require county approval as well. (e.g. installation of pool; landscaping; retention walls; etc.)
- Drainage and water flow patterns must be taken into consideration prior to the start of any grading.
- *The HOA, its BOD, nor the ARC accepts any liability for any damage caused by such grading, whether the ARC approved the request or not.*

- **Exterior Color and Maintenance (Changes)**

- Paint and stain must be maintained and kept in good repair with no peeling, chipping, cracking or discoloration on the trim or siding.
- You must specify the new material and/or color you wish to use. Please include a color sample from the store.
- Changing the exterior color of your home requires ARC approval.

NOTE: You may contact Shelton's Run HOA if you own a Ryan built home and need the original color scheme designed for your house. Home Depot, Lowes or Sherwin Williams Paints, located along Route 610 (Garrisonville) can provide selections that closely match existing colors within our community for your consideration. There are a number of companies that can match your paint. (Home Depot, Lowes and Sherwin Williams are provided as examples only). The ARC and BOD do not endorse one company or the other.

- **Driveways and/or Parking Pads**

- Change to driveways or parking pad additions require ARC approval.
- Gravel driveways or parking areas are not permitted.
- Driveways must be maintained as needed to insure the driveway retains its color, integrity and function.

Sealing with petroleum based products is the normal maintenance required on asphalt driveways.

- **Pools**

- All pools must be inside a fenced in area meeting the minimum height of 48 inches above grade.
- All pools must be in compliance with Section D 105.2 of the Stafford County code.
- In-ground pools are the only type of permanent pools allowed. (Permanent herein means that the pool has a dedicated filter system, is kept full of water, and cannot be dismantled and moved within a reasonable time). Permanent above ground pools are not permitted and will not be approved. All in-ground pools must meet all county and state requirements (enclosed fencing, plumbing, electricity, etc.). Please check the county codes and/or statutes before submitting your application.
- All pools must be confined to the rear of the house and landscaped, if appropriate, to provide privacy for neighbors.
- Kiddie pools are exempt from fencing. They shall be used in the rear of the home only and shall be stored out of sight when not in use and overnight.

- **Fences/Walls**

- Permissible Materials: Pressure treated wood, natural wood, vinyl, aluminum, stone, or brick masonry (no cinder block exterior). Chain link and permanent snow-fencing are not allowed (see Kennels below). Split rail fence with plastic fencing of 18 gauge or less and holes 3" or greater to keep pets retained is allowed. The final look must be that a passerby could not easily see the plastic fencing from a distance of 50'.
- Fences may enclose all or part of the backyard, but shall extend no farther forward than 2/3rds the distance of the front of the house from the rear corners of the dwelling. Neighboring fences should meet in a straight line when looked at from the front of

homes.

- The required fence height is a minimum of 4 feet (48 inches with a pool) and a maximum of 6 feet.
- Fences must be maintained and kept in good repair.
- Color: Fence colors should complement the color scheme of the home and not detract from the neighborhood or conflict with neighboring house color schemes. Wooden fences can allow the wood to retain its natural color; fences requiring stain should match the primary home's deck, or complement the primary home.
- Retaining Walls: All retaining walls must be well maintained to provide a safe and aesthetically pleasing environment. Crumbling, leaning, or poorly maintained walls are the responsibility of the owner to repair.

- **Kennels/Doghouses**

- Must be confined to the rear of the house.
- Clothesline type runs are not allowed.
- Commercial pet kennels are not permitted.
- All kennel enclosures must have ARC approval before purchase and installation.
- Kennels must be made of chain link fencing only if it is landscaped to hide the kennel from neighbors and provides the animal(s) humane confinement.
- No portion of the property can be used to tie up dogs or for dog breeding. No doghouses should be visible from the front of the house. Excessive dog noise, animal odors, excrement, and/or cruelty should be called into animal control.

NOTE: All homeowners are required to pick up after their pets. Please be courteous!

- **Storage Sheds**

- Permissible Materials: Wood, brick, or vinyl.
- Sheds shall be in proportion to the size of the lot and home and complement it

in style and color.

- A suitably constructed floor system or foundation is required.
- All sheds require a Stafford County Permit.
- Sheds should be placed on the property behind the house so the shed cannot be seen from the road when standing directly in front of the house.
- They shall be at least 3 feet from property lines and 25 feet from any street curb.
- The siding material must be similar in color and composition to the home. Siding is preferred.
- The roof must have a similar pitch, similar materials, and a similar color as that of the home.

- **Decks/Screened Enclosures/Outdoor Living Areas**

- A deck should not extend past the side of the house.
- All decks must be on the rear of the house. No side or front decks are permitted.
- Colors: Water repellant protection or semi-transparent stains to include gray, redwood, cedar, white vinyl or clear colors are permitted.
- Decks must not pose drainage problems for you or your neighbors.
- Materials: Deck may be constructed with wood, stone, vinyl, or plastic type wood decking.
- Maintenance: All decks must be maintained to include any necessary staining or water protection and general maintenance. Missing railings, balusters, boards, etc. must be repaired or replaced immediately.
- All decks, patios, gazebos and screened porches must blend with the natural terrain.

- **Lamps and Landscape Lighting**

- One walkway/entrance light on a post is allowed. The light is not to exceed 7 feet in height, measured from the ground to the base of the light fixture.
- The lamp design should be similar to existing house exterior lights.
- External lights on houses and other fixtures on the HOA's property must

match or be complimentary to each other and the structures.

- No exterior lighting shall be directed outside the boundaries of the lot.
- Security Lights: Argon, halogen or similar security lighting which illuminates the entire lot is not allowed.

Note: Low voltage lighting does not need ARC approval.

- Holiday lights shall be removed within 3 weeks of the holiday's completion.

- **Windows**

- Window unit air conditioners are prohibited.
- Fans in windows are prohibited.
- Appropriate window dressings are required.
 - Window dressings should present an orderly and uniform appearance from the street. (Sheets, newspapers, foil, blankets, etc., are prohibited).

- **Solar Collectors**

- Solar collectors are for hot water, electric, etc., must be approved by the ARC. Each request will be considered on a case-by-case basis. Solar collectors shall not be visible when the house is viewed from the street.

- **Sun Control Devices**

- Fixed, extended awnings and any other permanent structure designed to block sunlight is not acceptable if visible from the front of the home.

- **Green Houses**

- Must be confined to the rear of the house.
- Must be aesthetically pleasing and in as-new condition.

- **Antennas**

- FCC rules apply. Must have ARC approval.

- **Attic Ventilators**

- Must be located on rear side of roof.
- Must be low-profile electric unit.

- **Chimneys and Metal Flutes**

- Replacements must complement original structure. Rusty flutes must be repaired or replaced.

Appearance Standards & Lot Maintenance:

The ARC will conduct an annual walk-thru of the community during the Spring/Summer timeframe. This gives members of the ARC the opportunity to interact with homeowners and also allows for the homeowner to work through the ARC appearance standards checklist with a member of the ARC, if needed. The following categories are included in the checklist (Note: these standards are in addition to any listed in the Declaration):

- **General Appearance**

- No items (toys, bikes, garden equipment, trash containers, wood, recycling bins, etc.) may be left in the front or side yards or on porches when not in use.

- **Lawns**

- Must be well-kept with visible uniform ground coverage.
- Lawns must be maintained, exhibiting a healthy appearance with evident weed control/abatement.
- Lawns with visibly apparent weed growth and/or bare spots must be repaired/restored to a healthy appearance.

- **Automobiles**

- For safety and aesthetic purposes, when practical, automobiles should be garaged or parked in driveways.
- Vehicle parking on lawns or common areas is prohibited.
- Parking over the sidewalk is prohibited, including sidewalks that go through driveways.
- Please do not park within 15 feet of stop signs, street signs and fire hydrants.
- Owners hosting events such as parties are responsible for informing neighbors and making provisions to prevent damage to the neighbor's yards.
- Automobile repairs shall be completed within a few days of commencing, and shall be limited to the Owner's garage or driveway. Continuing ongoing automobile repair(s) should not be evident.
- No vehicle oil stains should be visible on driveways.
- No commercial truck, storage or cargo-style van/truck, commercial bus or other

commercial vehicle of any kind, specifically with a GVW of more than 10,000 lbs. (example: tow truck, flatbed, tractor and/or trailer) may be parked on a lot without the approval of the BOD, if such approval is required by the Declaration. This does not include standard ½ to 1-ton-style service vehicles.

➤ Driveways should be visibly free of oil stains and the like.

- **Trailers, Watercraft, Recreation Vehicles, Travel, Trailers, and Camper Storage**

➤ Recreation vehicles, camping trailer and boat storage is prohibited on any lot or common area unless it can be garaged and is otherwise impermissibly parked pursuant to the Declaration.

➤ Temporary storage for cleaning, seasonal storage preparation, or before and after travel is allowed, **but not to exceed five (5) days** unless approval from the BOD is first obtained. Campers/RV's are not to be used as temporary living areas for homeowners or tenants.

➤ Landscaping trailers, kayaks, canoes, and the like, including small watercraft (i.e. jet skis) must be parked/kept in such a manner as to be fully enclosed in the garage, or otherwise out of view from any direction on the resident's property.

➤ The property should be free of any debris, trash, and unused items.

- **Clotheslines**

➤ Or other clothes drying apparatus are *prohibited*.

- **Vegetable Gardens**

➤ Permitted in *backyards only*. If visible from public access streets, must be maintained in a defined garden area within Owner's property.

- **Chickens Coops**

➤ In accordance with Stafford County ordinances, chickens/coops are not permitted in residential zoning areas and are therefore *prohibited*.

- **Trash Containers**

➤ Trash containers shall be stored in garages or out of view from the front of the home with the exception of trash collection days.

➤ The containers may be placed on the curb the night prior to collection, but must be picked

up the same day as the collection.

- **Signs**

➤ All signs require ARC approval except those expressly exempted under the Declaration.

- **Roofs / Vinyl Siding:**

➤ **Replacement roofs** must complement existing home. Architectural or designer shingles are permitted.

➤ **Materials:** Asphalt shingles, all other materials including wood shakes, and metal require approval. The design must be in keeping with the existing home and others in the neighborhood.

➤ **Color:** Roof color should be black – other colors must be approved by the ARC.

➤ **Vinyl siding** must be kept free of mold and mildew and should be maintained on an as needed basis.

In sum, the Shelton's Run design guidelines are intended to institute a process by which to manage change within our community, ensuring we maintain our community's standards and beautiful appearance.

The Application and Review Committee Process:

Declaration, Article 7, Operation of the Property, and Section 7.5(a) requires prior written approval for any exterior improvements to a property. *Do not commit labor or materials until you have received written approval from the Shelton's Run ARC.*

The homeowner must submit to the ARC an application for review along with all requested documentation. To submit a request, homeowners should complete the request form found on the Shelton's Run HOA website (www.sheltonsrn.com/arc) and then select **ARC Request for Exterior Modifications Form** in its entirety and include all supporting documentation.

Mandatory documents that shall accompany applications include:

- A house location survey or plat map (except for paint changes and storm doors/windows).
- Drawings and/or a picture of the proposed project (provides the ARC a visual representation of the proposed modification on the property).
- Any additional information that amplifies the project or benefits the homeowner in explaining the project is encouraged but not mandatory. Homeowners may request to be present during meetings that their application will be reviewed.

Once complete, homeowners can submit their form in duplicate either electronically (via email with request and supporting documentation scanned as an attachment) or utilize regular mail (U.S. Postal Service); both email and traditional addresses can be found on the website.

Note: Out of courtesy, we request you inform your neighbors of your proposed improvements (i.e., a new fence) and obtain their signature on the application form. Their signature does not constitute their consent, rather, it lets the ARC know your neighbors are informed of your intent.

Review Criteria:

Per *Declaration, Article 9, Architectural Review, Section 9.1 (d)*: the ARC has 45 days to review a complete application; however, electronic copies of the application and amplifying paperwork (in .pdf formats) may eliminate mail delays and reduce your approval time.

The ARC shall review/evaluate the request based on the following criteria:

- **Validity of Concept:** The basic design criteria must harmonize with the surrounding community.
- **Landscape and Environment:** The exterior change must not destroy any identified wetlands or protected areas as noted on plats and county maps.
- **Relationship of Structures and Adjoining Property:** The proposed change should relate harmoniously to its surroundings and to existing buildings and terrain that have a visual relationship to the change.
- **Protection of Neighbors:** The interest of neighboring owners and renters should be protected by making provisions for such matters as surface water drainage, sound and sight buffers, preservation of views, light and air, and other aspects of design, which may have substantial effects on neighboring property. For example, fences may not obstruct views, breezes or access to neighboring property. Nor should pools ever be drained where they affect neighboring property/lots.

The ARC should consider the various appropriate criteria and exercise discretion in determining which of the criteria govern in each specific application:

- **Design Compatibility:** The proposed change must be compatible with the design characteristics of the applicant's home and the general neighborhood setting. Compatibility is defined as harmony in style, scale, materials and color.
- **Style:** The overall look and feel of the improvements should match that of surrounding properties and of the neighborhood.
- **Scale:** The three-dimensional size of the proposed change must relate satisfactorily to adjacent structures and their surroundings.
- **Materials:** Continuity must be established by using the same materials as those used in the existing home. Siding materials and shingles must match the existing structure. If the original materials are no longer available, compatible materials may be substituted.
- **Color:** Color may be used to soften or intensify visual impact, while maintaining continuity.
- **Workmanship:** The quality of the work must be equal to or exceed that of any existing structure. Poor practices may cause the owner problems and may be visually objectionable to others. For example, a wooden fence not properly treated and maintained may start to decay and become unsightly to the owner and neighboring property owners.

The ARC reserves the right to visit the homeowner to review the proposed improvement(s). This will be done for two specific reasons:

- To ensure that the ARC understands the application, and
- To ensure the project details are being and/or have been followed.

Approval Process:

Each application is processed upon receipt and considered on its individual merit. The homeowner will receive a response (electronic/mail) from the ARC with a response to their request stating the following: approval, approval with conditions, disapproval or a request requiring additional information. This notification shall be provided to the homeowner within 45 calendar days of receipt of a complete application. (In most cases the owner will receive a response sooner than this.)

Approval Definitions:

- **Approval:** The application is approved as

submitted.

- **Approval with Conditions:** The overall proposal is accepted however, there are specific changes, limitations or requirements that must be followed.
- **Disapproval:** The application is denied. The owner can appeal to the ARC within 15 business days. The homeowner may appeal any decision of the ARC to the BOD. (See the Appeal Procedure section for more details.)
- **Additional Information Required:** The ARC has determined that additional information is needed for appropriate review of the application. In this case, the entire process begins again once the ARC receives the requested information. The owner should follow the same submission procedure as before. The ARC will act swiftly on all re-submissions.

Once work has begun on an approved application, it must be completed within six (6) months. Applications are valid for six (6) months from the date of approval by the ARC; the owner must request a project extension if the project takes longer than six months to complete. Extensions will be granted on a case-by-case basis, and the duration of the extension is negotiable.

Note: Many design changes and improvements require a county permit. Stafford County's decisions to grant or refuse permits supersede all ARC decisions. Please plan in advance and remember that the ARC has 45 days after all the appropriate information has been received to review applications. It is strongly suggested that Stafford County permission be received prior to application submission to the ARC. The ARC's approval does not constitute Stafford County's approval. Liability for meeting Stafford County's Code is the responsibility of the homeowner.

Appeal Procedure:

If the applicant disagrees with the decision of the ARC, an appeal may be submitted within 15 business days after the receipt of a notice of disapproval. The owner shall file a written appeal to the ARC (electronic/mail) stating the grounds of the appeal and any amplifying information they feel supports their case. The appeal should be sent to the same address as the application.

Upon receipt of the appeal, the ARC will contact the owner and schedule a review of the issue. Should the

ARC disapprove the owner's appeal, the matter will automatically be forwarded to the BOD for consideration. The BOD shall then contact the owner and establish an amicable date and time for the appeal to be heard. Normally, this will be made at the next scheduled BOD meeting. A majority vote by the BOD is required to reverse an ARC decision.

Note: No work, by the applicant or its designee, may proceed during the appeal process.

Violations and Penalties:

Declaration, Article 12, Compliance and Default. In addition to a rule violation, an exterior change made without the required approval of the ARC constitutes a violation of the covenants. A violation may require removal or modification of the work at the expense of the owner. The BOD requests all owners familiarize themselves with Article 2 of the Declarations.

When a violation is determined to have occurred, the following steps shall be taken:

- The ARC will investigate any reported violation and attempt to bring the owner into compliance.
- Owners will be notified in writing of the violation and are expected to bring the violation into compliance in a timeframe not-to-exceed thirty (30) days. The ARC is responsible for determining a reasonable time given for compliance based on the alleged violation.
- Owners are urged to make immediate contact with an ARC member to discuss violation(s) and relay mediation efforts.
- If ARC member(s) have not observed efforts to remediate a violation, and/or have not been personally contacted by Owner concerning violation, a second letter will be sent.
- If a third non-compliance letter is initiated, the ARC will request the HOA attorney begin the process of placing a lien on the home.
- Any liens placed on a home will remain in effect until the home is brought into compliance. Any legal fees for placing/removing the lien will be the responsibility of the homeowner.
- Should the owner fail to act upon the recommendations for corrections, the ARC shall submit the matter to the BOD. The BOD will send a notice of the violation to the owner with a listed time for compliance before any sanction is

assessed. The notice will also state the respondent is entitled to a hearing, as pursuant to the covenants. Said notice shall include the charges or other sanctions that may be imposed, shall be hand-delivered or mailed by registered or certified mail, return receipt requested, to the owner at his or her address of record with the HOA at least fourteen (14) days prior to the hearing.

- The owner, if desirous of a hearing before the BOD, shall submit in writing a request for said hearing, pursuant to the covenants. The owner will have the opportunity to be heard and present evidence. Homeowners have the right to be represented by their legal counsel at their expense. If the violation is brought back into compliance prior to the hearing, no hearing will be necessary. In this case, the owner must let a member of the BOD know he or she is in compliance. Once the issue is verified, no further action is required. If compliance cannot be verified, the parties proceed with the hearing.
- After the hearing, the BOD will respond to the homeowner with a decision in writing within seven (7) days. Any penalties, charges or fees relating to the violation the homeowner is responsible for will be noted in the letter from the BOD. The letter will include the date the accrual of charges began.
- All charges assessed by the BOD will be due ten (10) days after receipt of its decision. Charges will not exceed fifty dollars (\$50.00) for a single offense or ten (\$10.00) dollars per day, not to exceed ninety (90) days, for any offense of a continuing nature.

Note: In any case not covered by these Guidelines, contact a member of the ARC or BOD for clarification.

Shelton's Run Homeowners Association, Architectural Review Committee's Design Guidelines have been reviewed and approved by the Board of Directors, this _____ day of November, 2013.

SAMPLE
**Architectural Review Committee's
 Annual Walk-Thru Checklist**

Categories	Compliant	Non-Compliant	Remarks
Storm Doors			
Plant/Shrubs/Flowers			
Bedding Boarders			
Mailboxes			
House/Landscape Lighting			
Water Hoses/Caddies			
Vegetable Gardens			
Lawn Furniture			
Play Equipment			
Exterior Painting/Trim			
Hot Tubs/Spa			
Basketball Hoop/Goal			
Improvements			
Grading/Water Flow Drainage			
Paint/Stain Color/Condition			
Driveway Appearance			
Pools Above Ground/Kiddie			
Fence – Condition/Color			
Retaining Walls			
Kennels/Doghouse			
Shed Material/Location			
Decks			
Exterior Lighting			
Windows			
Solar Control Devices			
Sun Control Devices			
Green House			
Attic Ventilators			
Chimney and Flue			
Appearances			
Lawn			
Automobile Parking			
Trailers/Boats/Campers			
Clotheslines			
Trash Containers			
Signs			
Roof/Siding/Shutters			

ARC Design Guidelines: <http://sheltonsrn.com/wp-content/uploads/2013/08/ARC-Guidelines.pdf>

SHELTON'S RUN HOA
ARCHITECTURAL REVIEW COMMITTEE (ARC)
APPLICATION FOR EXTERIOR MODIFICATIONS

HOMEOWNER'S NAME	
ADDRESS	
LOT#	
EMAIL ADDRESS	

HOME PHONE		WORK PHONE	
FIRST SUBMITTAL	<input type="checkbox"/> YES <input type="checkbox"/> NO	RE-SUBMITTAL	<input type="checkbox"/> YES <input type="checkbox"/> NO

INSTRUCTIONS TO APPLICANT
<ol style="list-style-type: none"> Consult the Covenants and Architectural Review Committee (ARC) Rules for specific requirements for each proposed change. All alterations except paint changes and storm doors/windows require a house location survey indicating the location of the proposed changes. Submit the application form, drawings, pictures and lot plat and other required or helpful documentation in duplicate to: <div style="text-align: center;"> <p>Shelton's Run HOA c/o Architectural Review Committee P.O. Box 793 Garrisonville, VA 22463</p> <p>Or email the documents to: ARC@sheltonsrn.com</p> </div>

DESCRIBE PROPOSED CHANGE(S)

ESTIMATED START DATE:	
ESTIMATED COMPLETION DATE:	

IMPORTANT NOTIFICATIONS
<ol style="list-style-type: none"> I have reviewed the Shelton's Run HOA (SRHOA) Covenants and my request is in compliance with the SRHOA and ARC guidelines. I also understand that approval by the HOA does not constitute compliance with county building and zoning codes, and HOA approval shall not be construed as a waiver or modification of any code restriction. I agree that no changes will be started until written approval of the HOA, through ARC has been received by me, and that if changes are made, I will be required to return the property to its former condition at my own expense and pay all legal fees incurred if this application is not approved. I agree that the members of the ARC shall be permitted to enter my property after prior notification to me and at a reasonable time, for the purposes of inspecting the proposed changes, the project in progress, and the completed project. Such entry shall not constitute a trespass. I agree that authority granted to take the proposed changes will be revoked automatically if the changes requested have not commenced within three (3) months of the approval date and completed within six (6) months thereafter.

Homeowner Signature		Date Completed	
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Please print a copy of this application and sign it in ink before you mail it or email it to the ARC Committee for review.
The Application can also be found online at: http://www.sheltonsrn.com/wp-content/uploads/arc/modification_application.pdf