

The Westerley Homeowners' Association  
Design Guidelines  
A Handbook for Westerley Homeowners

2.0 February 2022

## **PURPOSE OF THE HANDBOOK**

The primary purpose of this handbook is to familiarize homeowners at Westerley with the objectives, scope and application of design standards and guidelines which are intended and will be employed to maintain the aesthetic appearance and environmental quality of the Westerley community.

The handbook enumerates specific design standards and guidelines which have been adopted by the Board of Directors of the Westerley Homeowners Association. It also explains the application and review process which must be adhered to by homeowners seeking approval for any exterior modifications or changes to their homes or lots which are subject to approval by the Association. This handbook will serve as a valuable reference source and will assist homeowners in preparing acceptable applications for review by the Association's Architectural Review Board. All homeowners are encouraged to familiarize themselves with its contents and to retain the handbook for future use.

## **BASIS FOR AND OBJECTIVES OF PROTECTIVE COVENANTS**

The legal documents for the Westerley Homeowners Association contain covenants, including those pertaining to design standards. Legally, these covenants are a part of the deed for each home and are binding upon all initial homeowners and their successors in ownership, irrespective of whether or not these owners are familiar with such covenants.

The primary purpose of design covenants is to maintain environmental and architectural design standards for the entire community. The promulgation and enforcement of design standards is intended to achieve the following objectives:

1. Maintain consistency with the overall design concept for the community;
2. Promote harmonious architectural and environmental design qualities and features;
3. Promote and enhance the visual and aesthetic appearance of the community.
4. Enhance the physical appearance of the community and protect and preserve property values.

Homeowners who reside in association communities which enforce design covenants are protected from actions of neighbors which can detract from the physical appearance of the community and, in some cases, diminish property values. In fact, surveys of homeowners living in association communities consistently reveal that this was an important consideration in their decision to purchase a home.

Compliance and adherence to these guidelines and standards herein, do not alleviate homeowners responsibilities to comply with locality, county, state or federal laws and confer no protection from nor cause the HOA to assume liability for homeowner violation of any health, safety or other responsibility. It is the homeowners and their subordinates or contractors' responsibility to be aware of and comply with any and all applicable building codes, standards and laws.

## **ROLE OF THE ARCHITECTURAL REVIEW BOARD**

All homeowners at Westerley are automatically members of the Westerley Homeowners Association. The Association is a non-stock corporation which owns and is responsible for the upkeep and maintenance of all common properties within the community.

The Association is also responsible for the administration and enforcement of all covenants which are applicable to property owners, including design standards and restrictions. The Declaration of Covenants, Conditions and Restrictions for the Westerley Homeowners Association (Article VI) provides that responsibility for the enforcement of design standards shall be exercised through an Architectural Review Board, the members of which shall be appointed by the Board of Directors of the Association.

The Architectural Review Board is to consist of three or more persons appointed by the Board of Directors.

The Architectural Review Board shall be responsible for enforcing the Association's Design Guidelines with respect to exterior modifications to homes and lots proposed by lot owners. The Review Board shall review and approve (or disapprove) applications submitted by lot owners for visible exterior additions, alterations or modifications to a home or lot. The review process shall be governed by the Design Guidelines promulgated by the Association's Board of Directors.

As part of its responsibilities, the Architectural Review Board will make recommendations to the Board of Directors with respect to the modification of the Design Guidelines initially approved by the Board. The Architectural Review Board will also be responsible for reviewing possible violations of the Association's Design Guidelines.

### **ALTERATIONS REQUIRING REVIEW AND APPROVAL BY THE ARCHITECTURAL REVIEW BOARD**

Essentially, all changes, permanent or temporary, to the exterior appearance of a building or lot are subject to review and approval by the Architectural Review Board. The review process is not limited to major additions or alterations, such as adding a room, deck, or patio. It includes such minor items as changes in color and materials. Approval is also required when an existing item is to be removed.

There are a number of exceptions to this otherwise inclusive review requirement.

1. Building exteriors may be repainted or re-stained provided that there is no color change from the original. Similarly, exterior building components may be repaired or replaced so long as there is no change in the type of material and color.
2. Minor landscape improvements will also not require an application. This includes foundation plantings, or single specimen plantings. In general, landscape improvements of a small scale which do not materially alter the appearance of the lot, involve a change in topography or grade and which are not of sufficient scale to constitute a natural structure will be exempt from the design review process.

If there is any doubt as to whether or not a proposed exterior change is exempt from design review, and approval, homeowners should first seek clarification from the Architectural Review Board before proceeding with the improvement.

### **APPLICATION AND REVIEW PROCEDURES**

Application and review procedures used by the Architectural Review Board are detailed below.

1. Applications. Applications for proposed improvements must be submitted in writing using the application form authorized by the Architectural Review Board. A copy of this form is included in this handbook. Applications must be complete in order to commence the review process. Incomplete applications will be returned to the applicant with a statement of deficiencies which must be remedied in order to be considered for review. Unless notified to the contrary, email applications to [arb@westerley.org](mailto:arb@westerley.org) or mail applications to:

Westerley Homeowners Association  
c/o Sentry Management  
50 Catocin Circle NE, Suite 301  
Leesburg, VA 20176  
Contact: Jeneice White  
Attn: jwhite@sentrymgmt.com

2. Supporting Documentation. The application must include a complete and accurate description of the proposed improvement(s). In order to permit evaluation by the Architectural Review Board, supporting exhibits will frequently be required. The application shall include but is not limited to: a site plan showing the location and dimensions of the proposed improvement; architectural drawings or plans, as applicable; landscape plan; material and/or color samples, etc. The design guidelines and application form provide guidance with respect to the supporting documentation required for various types of improvements. If an application does not include the required signatures, data points, and/or requested supplemental documentation, the application will not be accepted until the application is updated with the required signatures, data points, and/or required documentation. Depending on the lacking documentation, the ARB may request additional information be added to the application through email, or reject the application completely and ask for a complete resubmission. The ARB reserves the right to handle it as efficiently as possible based on the situation and application.

3. Time Frame for Completion of the Review. The Architectural Review Board is required to approve or disapprove any proposed improvement within forty-five (45) days after the receipt of a properly completed application. However, the forty-five (45) day review period will only commence upon the receipt of a complete application form, including any required exhibits. It is therefore advisable for homeowners contemplating substantial improvements to first ensure that they are aware of all required supporting documentation prior to submitting a design review application.

4. Notice of Approval/Disapproval. Homeowners who have submitted design review applications will be given written notice of the decision of the Architectural Review Board.

5. Appeals Procedure. Homeowners may appeal decisions of the Architectural Review Board to the Board of Directors. A homeowner may appeal a decision of the Architectural Review Board by submitting a written request to the Board of Directors within ten (10) days after the date of an action by the Architectural Review Board. This request should include any new or additional information which might clarify the requested change or demonstrate its acceptability. The Board may, at its discretion, conduct an informal hearing related to the appeal. The Board will respond in writing to an appeal within sixty (60) days from the date of receipt of an appeal.

## **ENFORCEMENT PROCEDURES**

The Declaration and Bylaws of the Association empower the Architectural Review Board and the Board of Directors to enforce compliance with the Association's Design Guidelines. The following enforcement procedures will be used to ensure compliance.

1. A violation may be observed and reported to the Architectural Review Board by a member of the Review Board, the Board of Directors, the managing agent, or a homeowner. In the case of homeowners wishing to report a potential violation, a written notification should be transmitted to the Associations or managing agent.

2. The alleged violation will be confirmed by a site visit by a member of the Architectural Review Board or the managing agent.
3. The Architectural Review Board will contact the resident in violation by letter advising them of the violation and requesting appropriate action to remedy the violation. Notice will be sent to the address of record for the unit. Notice will be sent by certified mail where the violation is deemed to involve an immediate emergency or where such violation, if not remedied, will increase or enhance with the passing of time.
4. If the violation continues for thirty days after notification to the resident in violation (or if no substantial progress is made in curing the violation, where such remedy would require more than thirty days) a final letter will be sent to the resident in violation. This letter will provide notice that the violation must be remedied within ten days from the date of mailing of the letter (or alternatively, that the resident in violation must submit to the Architectural Review Board a written plan, including timing, for the abatement of the violation within a reasonable period of time, where such violation cannot be cured within the ten day period) or that a request for a hearing must be submitted to the Architectural Review Board to contest the violation.
5. If the violation is not abated within ten (10) days from the date of mailing of the letter (or if progress is not being made to abate such violation in accordance with a plan agreed to by the resident in violation and the Architectural Review Board), the Architectural Review Board shall refer the violation to the Board of Directors for a Hearing in accordance with the provisions of the Association's legal documents and/or policies approved by the Board. If, as a result of the hearing, the Review Board determines that the violation has either not been abated or that the resident is not making a good faith effort to abate the violation in a timely manner, they may impose fines of \$10.00 per day for a maximum of ninety (90) days, or until the violation is corrected.
6. The above procedures do not preclude the Architectural Review Board or the Board of Directors from taking accelerated measures in the case of a violation which constitutes an emergency situation, provided that the resident in violation has been properly notified by certified mailing and that the action is consistent with the provisions of the Association's legal documents. Likewise, the Architectural Review Board or the Board of Directors may establish shorter notification periods for the correction of violations of the Design Guidelines where the homeowner shall not be disadvantaged by a shorter notification period for compliance.
7. The above procedures do not apply to the failure of an owner to maintain a lot in good order and repair and free of debris, as required by Article VI of the Declaration. All owners must maintain their lots in accordance with the general maintenance standards detailed below. In the event of non-compliance with maintenance standards, the Board of Directors may, after thirty (30) days written notice to the owner (or such shorter notice period as determined by the Board), authorize the Association to enter upon the owner's lot and to perform any required maintenance at the expense of the owner. In the case of persons who fail to mow their lawn or have trash or debris visibly stored on their lot, (other than neatly stored construction materials for an approved improvement of the lot or home) the notice period shall be ten (10) days.
8. Every effort will be made during enforcement to provide as much evidence and/or proof of violation to include but not limited to dates, times, photographs, video, etc. Although the burden of evidence will be a per violation decision, no enforcement shall be made without some sort of viable proof of offense, inclusive of citation of the specific HOA or ARB document and section of code/agreement being violated, and explanation of how the citation has been violated.

## **PROPERTY MAINTENANCE STANDARDS**

All portions of a lot which are not improved by an impervious surface or a structure must be maintained with grass (or other vegetation installed by a builder or approved by the Architectural Review Board). No bare earth may be exposed on a lot (except for flower beds with appropriate approvals, as required).

All turf areas on a lot must be kept neatly mowed during the growing season. Grass should not be permitted to exceed six (6) inches in height.

Turf areas and other vegetation should be watered during dry periods. Any dead plants, shrubs or trees should be removed as quickly as possible and replaced with the same varieties of plants, shrubs, and/or trees unless the homeowner submits an ARB application to change the type of plant, shrub, or tree.

Turf areas should be kept as weed free as possible. At no time should weed cover exceed more than twenty-five percent (25%) of the total turf area.

No trash, trash container, or debris may accumulate or be stored in a publicly visible location on a lot. Construction materials required for the improvement of a home or lot should be neatly stored in as unobtrusive a location on the lot as possible when not in use. For specific rules see Policy Resolution No. 2008-4.

All hedges, trees and shrubs must be neatly trimmed and maintained and their size maintained in proportion to the lot and home through pruning.

The exterior of a home must be maintained in an attractive manner. No significant blistering or peeling of exterior painted surfaces is permitted.

Any exterior building components (i.e., siding, gutters and downspouts, roof shingles, windows and doors) which are missing, broken or otherwise in a state of disrepair must be repaired as quickly as possible.

Flower beds and landscaping in the front of homes must be covered with mulch and kept weed free.

Community and public sidewalks must be kept clear of obstructions. Owners of property adjacent to or through which community sidewalks exist, must keep them clear of snow, debris, and any obstructions to a minimum passage width of 36 inches and height of 78 inches. Vegetation originating from homeowner parcels must be cleared of growth overhang from sidewalk edge to edge and straight up to a height of 78 inches.

## **DESIGN GUIDELINES**

The specific Design Guidelines detailed below have been adopted by the Board of Directors.

### **AIR CONDITIONING UNITS/HEAT PUMPS**

The Review Board will not approve applications for the installation of window or wall air conditioning units or fans. The relocation of exterior central air conditioning units and heat pumps require approval and will be considered if there is no adverse visual or noise impact upon adjoining properties. Application and approval are not required to replace a heat pump or air conditioning unit in the original location.

### **ANTENNAS AND SATELLITE DISHES**

Satellite dishes which are larger than one meter in diameter are prohibited. Satellite dishes which are one meter in diameter or less, television antennas and MMDS (multichannel, multipoint distribution) antennas

are permitted. Antennas and satellite dishes are subject to the guidelines below and do not require prior approval from the Architectural Review Board.

1. Location - Devices are not to be installed in the front of the lot or on the front facade of a residence so long as another location exists on the lot or residence from which an acceptable quality signal can be received. They are to be located so as to be as visually unobtrusive as possible, without unreasonably increasing the cost of installation, maintenance, and use and without precluding the reception of an acceptable quality signal. Whenever possible, the devices should be located in the rear yard. If they must be installed at roof level, then they should be situated on the rear side of the roof ridge line, so as to have no, or minimal, visibility from the front of the home.

2. Screening – To the extent possible, dishes and antennas should be screened so that they are not visible either from the street or to other lot owners.

### **ATTIC VENTILATORS**

Attic ventilators and turbines should be mounted on the rear side of the roof ridge line so as to minimize their visibility.

### **CARPETING**

Indoor/outdoor carpeting and synthetic grass on any exterior surfaces (for example, front stoops, patios, etc.) are prohibited and will not be approved. Indoor/outdoor carpeting for decks and screened porches may be approved on a case by case basis only.

### **CLOTHES LINES**

Clothes lines or similar apparatus for the exterior drying of clothes are prohibited. Deck railings and furniture are not to serve as makeshift clotheslines.

### **DECKS**

ALL decks must be approved by the Architectural Review Board. Homeowners are advised to consider the following:

Elevated and ground level decks are an extension of the house which can impact its exterior appearance and may affect the privacy of adjoining homes. Drawings submitted with the application do not need to be professionally done, but they must be to scale and show dimensions. Refer to the checklist for other information to be submitted with an application for a deck.

Any adverse drainage requirements which might result from the construction of a deck, patio, or screened porch should be considered and remedied. Approval will be denied if the Architectural Review Board determines that adjoining properties are adversely affected by changes in drainage. The use of a partially porous surface or the installation of mulch beds adjacent to a deck, patio, or porch are ways to offset drainage concerns. The following factors will be considered in the review of applications:

1. Location - Deck, patios, and screened porches should generally be located in rear yards. Side yard locations will generally not be approved, but may be evaluated on their individual merit. The privacy of adjacent homes will be considered in evaluating the location.

2. Scale and Style - Decks, patios, and screened porches, particularly elevated decks, should be of a scale which is compatible with the home to which attached, adjacent homes and the environmental surroundings.
3. Materials - Wood decks and screened porches should be constructed of high quality pressure-treated wood, (#2 southern grade yellow pine or better), cedar, or a composite which remains stable in exterior applications (e.g. Trex).
4. Color - Decks may be left to age naturally, treated with a transparent preservative stain or stained/painted with a color approved by the Architectural Review Board. Applicants who want to stain or paint a deck or screened porch must submit a color chip or sample as an exhibit to the design review application.
5. Underdeck Screening and Ground Covering - Elevated decks have an underdeck area which can have a negative visual impact on adjoining neighbors, particularly when used as in informal storage space for items such as lawn equipment, firewood, and similar items. The use of lattice screening or landscaping the perimeter of this area is required if the underdeck area is to be used for such storage. Lattice or vertical screening to be installed under an elevated deck will be reviewed on an individual basis. It is suggested that the area under an elevated deck where ground cover cannot be maintained should be covered with pea gravel or similar landscaping material (describe in application), or a patio should be installed.
6. Landscaping - Landscaping around decks, patios, and screened porches is strongly encouraged to soften corners and views from adjacent lots.
7. Privacy Screens/Walls - Privacy screens appended to decks on single family homes are not permitted in the case of elevated decks. Exceptions are single family homes located on a corner lot or a major thoroughfare. These will be considered on an individual basis. Privacy screens appended to decks on townhouses are permitted only on the side(s) of the deck which faces a connected townhouse.

## **DOG HOUSES AND DOG RUNS**

Dog houses and dog runs are prohibited.

## **EXTERIOR DECORATIVE OBJECTS**

Approval will be required for all exterior decorative objects, whether natural or man-made, which were not part of the original construction design, either as a standard or optional feature. Examples include but are not limited to: bird houses, bird baths, driftwood, weather vanes, sculptures, and fountains, free standing poles of any type, house address numerals, and any items attached to approved structures. \

These will be evaluated in terms of their general appropriateness, size, location, compatibility with architectural and environmental design qualities and visual impact on the neighborhood and the surrounding area. Sculpture, garden statues, bird baths, bird houses, and similar items are restricted to rear yard locations and should not be visible from the front yard or a street. Exceptions will be granted when they are used to hide or soften the appearance of a utility box (i.e., cable or telephone). Decorative flags may be displayed and do not require approval if the flagpole complies with the Design Guidelines.

Artificial Flowers are not permitted.

## **EXTERIOR LIGHTING**

Lighting which is part of the original structure may not be altered without prior approval of the Architectural Review Board. Proposed replacement or additional fixtures must be compatible in style and scale with the applicant's house.

No exterior lighting shall be directed outside of the applicant's property. Proposed additional lighting shall not be approved if it will result in an adverse visual impact to adjoining neighbors due to location, wattage or other features.

## **EXTERIOR PAINTING**

An application is not required in order to repaint or restrain an object to match the original color. However, all exterior color changes must be approved. This requirement applies to siding, doors, shutters, trim, roofing, and other appurtenant structures.

## **FENCES**

General guidelines for the construction and approval of fences are provided below.

1. Chain-Link and Barbed Wire Fences - Chain link and barbed wire fences will not be approved under any circumstances. Chain link or barbed wire fencing material will not be permitted for any use.
2. Rear Lot-Line Fences for Townhouses - Rear yards may be enclosed with a six foot high alternating board-on-board fence. The fence support posts must be pressure treated wood and the boards must be either cedar or high quality pressure treated wood (#2 southern yellow pine or better). In the case of end units, fences may not extend forward of the rear plane of the home, but may be extended to the side yard boundary. The fence may be left to age naturally, treated with a clear stain, or painted a color which has been approved by the Architectural Review Board.
3. Rear Lot-Line Fences for Single-Family Detached Homes - Fences should generally not exceed 48 inches in height in order to maintain a sense of "openness" in the community. Four permitted fence styles are illustrated in Appendices I-IV. The four styles, (four board paddock, five board estate, split rail and spaced picket all maintain a degree of visual continuity between private yards and common area. Picket fences must be installed so that pickets face common areas, areas of public view or adjacent lots. Alternative fence styles may be considered on a case-by-case basis. Solid wood privacy fences are discouraged, but may be approved on a case-by-case basis where there is no adverse visual impact on adjacent homes. Privacy fences may not exceed six feet in height. Alternating board-on-board fences are encouraged, but other fence styles will be considered. This fence style is illustrated in Appendix V. Lot line fences should not extend forward of the rear plane of the home. Exceptions may be considered on a case-by-case basis. In no case may a fence extend forward of the rear plane of the home more than one-half of the depth of the home. Any fence which extends beyond the rear plane of the home must be screened with landscape material approved by the Architectural Review Board. The fence support posts must be pressure treated wood and the boards must be cedar or high quality pressure treated wood. Fences shall be left to age naturally, may be treated with a clear preservative stain, or may be stained or painted a color which has been approved by the Architectural Review Board. A thin gauge wire mesh may be attached to the interior side of a fence to enclose the yard for pets.

## **FIREWOOD**

Firewood stored on a lot shall be kept neatly stacked and shall be located to the rear of the residence and in such a manner as to avoid adverse visual impacts for adjoining properties. Screening may be required in certain cases.

Firewood should be stacked in piles which do not exceed eight feet in length and four feet in height for both aesthetic and safety considerations.

Other than a limited quantity of firewood intended for immediate use, firewood shall not be stacked on patios or decks.

### **FLAGPOLES**

Permanent, freestanding flagpoles are prohibited, unless displaying the U.S. flag. Flagpole staffs which do not exceed six feet in length and are attached at an incline to the wall or pillar of the dwelling unit, or display a U.S. Flag do not require approval by the Architectural Review Board.

### **GREENHOUSES**

A greenhouse will be treated as a major alteration to a dwelling unit and subject to the same level of review. Only greenhouses which are attached to the dwelling unit are permitted. Greenhouses must meet the following additional criteria to be approved.

1. The scale and design must be architecturally compatible with the home and surrounding homes.
2. There shall be no adverse visual impacts for adjoining properties. The installation of landscape materials to provide a visual screen is encouraged and may be required as a condition of approval.

### **GUTTERS AND DOWNSPOUTS**

All gutters and downspouts, including replacements, must conform in color and design to those installed originally. Any addition of new gutters or downspouts, or a change in location of an original gutter or downspout, requires approval.

Gutters and downspouts must be located in such a manner as to not adversely affect drainage onto neighboring properties.

Black tubing used for additional drainage purposes must be buried underground and directed away from adjacent properties. Splash blocks should be black or green plastic or unpainted concrete.

### **HOT TUBS/SPAS**

Exterior hot tubs or spas must be located on the ground level of the rear yard adjacent to the dwelling unit and require approval. The incorporation of hot tubs as a design feature of a deck or patio is encouraged. The exterior finish of an elevated hot tub or spa should blend with the exterior finish of the home, deck or patio to which attached or most closely related. Hot tubs or spas which are recessed into decks are preferred over those which are free standing. If free-standing, a hot tub or spa should be screened with landscaping or privacy screening in order to minimize its visibility.

### **LANDSCAPING**

Application and review is not required for the following modifications:

1. Planting of annuals or perennials in existing beds and the use of a natural wood colored mulch, such as blacks, browns and subdued reds.
2. Installation of new beds less than four feet wide around the perimeter of the house foundation (and deck, patio, or fence if present) and perimeter of the rear of the lot, provided that plants installed have a mature height of less than eight feet.
3. Installation of new beds less than three feet wide adjacent to walks from the driveway to the front of the home, provided that plants have a mature height of less than three feet.
4. Installation of new beds less than two feet wide around a mailbox post and around transformer/utility boxes, provided that plants have a mature height of less than three feet.
5. Installation of black plastic edging or green metal edging around existing or approved beds, provided that it is installed to be below the height of the top of the grass.
6. The installation of individual trees or shrubs on the lot, provided that such plantings at maturity are in scale with the home and lot and are not intrusive to adjacent properties. Plantings of bamboos, willow trees, ivy and other fast growing or invasive species, such as kudzu require approval.

Any other landscaping modifications, including the following, require application and review by the Architectural Review Board.

1. Removal of grass and replacement with mulch, gravel or some other type of ground cover, except in the case of the pre-approved locations above (this will be considered for limited areas; on steep slopes, for example) using mulch or gravel to cover the entire front yard in townhouse will not be approved.
2. Any installation of landscape timbers. Timbers should not define the individual front yards or walkways, and cannot be used on property lines. Timbers may be used in rear yards to line flowerbeds, or to aid in preventing soil erosion. Any use of landscape timbers above one timber in height must receive prior approval by the Architectural Review Board. These timbers must be natural in color, not stained.
3. Stone or masonry landscape walls. Walls intended as a landscape feature should not exceed two feet in height. The use of natural stone is preferred. However, brick or artificial materials (i.e. - keystone) may be approved if consistent with design characteristics of the home and adjoining properties.
4. Any modifications that require construction (including retaining walls or garden structures, such as trellises, gazebos, etc.) or result in a grade change.
5. Approval is required for any shrubs or trees which are intended to form a hedge or natural screen which will be more than three feet in height. Landscape screens or barriers must be approvable in order to define private space or block undesirable views. However, the Review Board will consider any adverse impacts on adjoining lots, including the disruption of sight lines for adjoining properties. Landscape screens or barriers are not permitted on front yard lot lines.
6. Any proposed improvement which is of such a scale or type as to be potentially inconsistent with the scale and design features of the home, adjacent homes, and the surrounding area.
7. The use of gravel or rocks in the front of homes.
8. The use of colored mulch (only natural wood colors are permitted) is limited to red, black and natural colored mulch.
9. The use of intrusive plantings such as bamboo or ivy are not recommended and will only be approved on a case-by-case basis.

## **MAILBOXES**

Mailboxes should generally resemble the original. Any change requires approval by the Architectural Review Board.

## **PATIOS**

All patios require approval. Patios must be located in rear yards. Any adverse drainage requirements which might result from the construction of a patio should be considered and remedied.

## **SECURITY BARS**

In general, the use of security bars or grates on windows and doors will be prohibited. Exceptions may be made where the security apparatus will not be visible from the street and from adjoining properties. Homeowners concerned about the security of their residence are advised to consider alternatives, including alarms and sophisticated lock systems.

## **SIGNS**

Security signs, described below, are permitted on lots or common areas without the prior approval of the Architectural Review Board. Real estate sign offering a property for sale or rent is permitted, provided that the sign does not exceed six square feet in area. Such signs must be removed within the weeks following the sale or rental of the home. No other signs are permitted without prior review and approval of the ARB.

## **SECURITY SIGNS**

Two security signs, each not exceeding a total of sixty-four (64) square-inches may be posted on the property. Only one such sign may be posted forward of the front plane of the home. The approved location shall be at the front door. A second sign may be posted in the rear yard.

## **SKYLIGHTS**

Skylights should be located such that they are not visible from the front of the dwelling unit or a street. Skylights are not permitted on the front side of the roof ridgeline. Skylights which are constructed flush with the roofline are preferred.

## **SOLAR PANELS**

Respecting Virginia Code § 55.1-1820.1, solar panels should be selected, designed, and located to minimize the visual impact on neighboring houses.

1. The ARB must approve all solar panel installations.
2. Roof mounted panels are strongly preferred.
3. It is preferred that roof mounted solar panels lay flat, have a low profile, and be parallel to the roof surface with a maximum protrusion of 8" above the roof surface.
4. Roof solar panels should be integrated visually and structurally with the roof surface without significantly changing the look of the house.
5. Roof solar panels must be attached in a stable condition to eliminate the possibility of being blown off the roof.

6. All pipes, wires and control devices which are part of the solar system must be concealed.

Applications must include:

1. A color visualization of the installation including the proposed panel color.
2. Professional construction drawings.
3. The exact location and number of collectors, means of attachment to the roof structure and location of all exterior components must be shown.

## **STORAGE SHEDS**

1. General - The use of metal storage sheds is prohibited. The use of prefabricated storage sheds will be considered on a case by case basis. The approval process for all storage sheds is subject to a 60 day timeframe.
2. Townhouses - Storage sheds which meet the design criteria below may be attached to the home or may be a free-standing structure.
  - a. Design. The architectural design of the shed should be compatible with the design of the home.
  - b. Size. Sheds should not exceed 48 square feet of floor space and seven feet in height at the highest point.
  - c. Materials. The finish materials must be identical to those for the home.
  - d. Colors. The color scheme must be the same as for the home.
  - e. Roof. The roof slope and the type and color of roofing material should match the house.
3. Single-Family Homes - It is highly recommended that storage sheds for single-family homes be attached to the rear of the dwelling unit. All units must adhere to the guidelines below.
  - a. Design - The architectural design of the shed should be compatible with the design of the home.
  - b. Size - Sheds should not exceed 100 square feet of floor space and seven feet in height at the highest point.
  - c. Materials - The finish materials must be identical to those for the home.
  - d. Colors - The color scheme must be the same as for the home.
  - e. Roof - The roof slope and the type and color of roofing material should match the house.

## **STORM/SCREEN DOORS**

Only full view storm doors, defined as doors where the glass covers at least 80 percent of the door surface, are permitted. Provided that this criterion is met, there is latitude for a number of door styles. Approved door styles are illustrated in Appendix IV. Doors with other decorative treatment, such as grills, are not permitted. Doors must match the trim on the home or painted the same color as the unit entry door. Storm doors which conform to the above guidelines do not require approval.

## **TREE REMOVAL**

No live trees with a diameter in excess of 4 inches, measured 12 inches above ground, nor flowering trees in excess of 2 inches similarly measured, no live vegetation on slopes of more than 20 percent gradient or marked “no cut” areas on approved plans, may be cut without the prior approval of the Architectural Review Board.

### **WALKWAYS**

Approval is required for a change in an existing walkway or the construction of a new walkway. Materials to be used should be compatible with existing materials in the community (e.g., flagstone, brick, or poured concrete). Long stretches of poured concrete should be avoided, and walkways of wood decking will generally not be approved. Sidewalks and walkway painting is prohibited.

### **WINDOWS**

Approval is required to add new windows in walls. Windows must match the existing house windows. The size of the window trim and frame must match that of the other windows as closely as possible. All trim details must be duplicated.

The color of the window frame and trim must match the existing windows. Approval is not required to replace existing windows provided that replacement windows are identical to the original windows. Application and approval is required for replacement windows which are not identical to the original windows.

### **WINDOW DIVIDERS**

Window dividers installed in original windows must be retained and replaced with a comparable divider if damaged or missing.

### **HOA COMMON AREAS**

Individual homeowners or their guests or tenants are prohibited from modifying any common HOA areas or properties or structures therein contained, except where expressly permitted. Any dumping of materials on, or modification of, these areas without express HOA permission will be considered an act of vandalism.

### **APPLICATION**

The design review application has been moved to its own document.

Please obtain the [Design Review Application](#) from the Westerley Website. If the link above does not work, visit: <http://goo.gl/hGnnD0> and select “Design Review (ARB) Application.”

### **Guideline Reference Attachments:**

Appendix I- Standard Four Board Paddock Fence

Appendix II- Standard Five Board Estate Fence Detail

Appendix III- Standard Spaced Picket Fence Detail

Appendix IV- Standard Split Rail Fence

Appendix V- Standard Alternating Board on Board Fence Detail

Appendix VI- Approved Storm Door Styles