

Western Branch Preserve

A Conservation Minded Waterfront Community



ARCHITECTURAL REVIEW COMMITTEE

Design Guidelines & Procedures

July 2004

WESTERN BRANCH PRESERVE ARCHITECTURAL GUIDELINES

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The Architectural Review Committee Guidelines For WESTERN BRANCH PRESERVE

I. Introduction

The WESTERN BRANCH PRESERVE Architectural Review Committee (ARC) is dedicated to creating a unique and ecologically sensitive community. To achieve these objectives, the ARC has established certain architectural design and construction philosophies. For instance, a building should be unobtrusive in form and color, traditional in character, and fit appropriately into the existing landscape. A specific architectural style has been established by the ARC consistent with those found in coastal, tidewater, and low country villages. Variety in form and detailing should vary from house to house while still maintaining a cohesive neighborhood scale. It is important that the community be free from discordant or competing architectural shapes and design statements which vie for attention or attempt to create a greater visual impact than neighboring shapes and designs. The ARC expects that the common elements of a project be quality of design and material.

These philosophies suggest that each building is part of a total neighborhood and not an individual creation or architectural entity arbitrarily placed on the site or in the neighborhood. The various designs should complement and enhance the neighboring properties through consistency of scale, quality of material and coordination of colors.

The Architectural Review Committee, consisting of approved members and professional advisors, has been established to administer these philosophies. To that end, the ARC has the responsibility to preserve the natural beauty of WESTERN BRANCH PRESERVE while protecting the property investments made by its members.

Each project submitted to the ARC will be reviewed toward:

1. Ensuring that any development, structure, or landscaping complies with the Covenants and Guidelines of WESTERN BRANCH PRESERVE.
2. Preventing excessive or unsightly grading, indiscriminate clearing of property, and removal of trees and vegetation which could cause disruption of natural water courses or scar natural land forms.
3. Ensuring that the location and configuration of structures are visually harmonious with the terrain and vegetation of the residential lot and their surroundings.
4. Ensuring that the landscaping plans provide visually pleasing settings for structures on the lot and blend harmoniously with the landscaping on adjacent lots.

Important initial considerations:

1. We strongly recommend that you obtain professional design assistance in planning for your new home and that both you and your professional read and understand these guidelines. Owners will be required to sign a statement acknowledging their receipt and understanding of the ARC's guidelines and procedures.

2. Your home must be completed within twelve months after you receive final approval of your plans. Time extensions may be granted.
3. No clearing of your lot or commencement of vertical construction can take place without written ARC approval.
4. Any changes to your plans after final approval has been obtained, must be submitted for approval before the work is begun.

II. Review Process

A. ARC Meeting Schedule

The WESTERN BRANCH PRESERVE ARC meets on the 2nd Thursday of each month, provided there are current applications to review.

B. Review Procedure

The ARC requires a phased process in which Preliminary and Final Plans are reviewed for approval. This is done to avoid unnecessary expense or time delays for the owner. It is a requirement that the architect who has prepared the drawings be present for the Preliminary review of the plans. This is to establish communication between the ARC and the design professional, and to eliminate misunderstandings that could ultimately delay the project. We also strongly recommend that the owner attend the Preliminary review.

C. Submission Requirements

1. Two sets of Plans must be submitted to the ARC administrator along with the appropriate application and fees at least 3 days prior to the scheduled meeting.
2. The plans should be blueprint formatted. (Penciled in comments will not be considered in the review process). Plan size and scale should be 24" x 36" and 1/8"=1" for the site plan and 1/4"=1" for the building plan unless the size of the house requires a smaller scale.
3. Building plans must comply with all current national, regional and local building codes.

D. Plan Reviews

1. Preliminary Review

The Preliminary submission must include: a site plan showing the proposed footprint of the structure and all exterior elevations of the proposed structure. An approval, at this stage, is an expression of conditional acceptability by the ARC of the plan/design. The ARC, however, reserves the right to disapprove all or part of the plan upon final application in the event that the plan or design is significantly altered from the preliminary submission or in the event that significantly new information is brought to light during the Final review.

At the discretion of the applicant, an artist's rendition of the proposed structure may be included in order to help determine the suitability of a particular style or design for construction in WESTERN BRANCH PRESERVE.

At this juncture of the review process, the ARC's opinion will be strictly non-binding and will be offered only in an effort to save the applicant time and expense in pursuing a design that might ultimately be disapproved.

2. Final Review

This submission demands the greatest level of detail. Upon approval, it will mean construction can begin. All changes made to the Preliminary Plan and responses to the ARC's Preliminary Approval Letter, must be submitted in writing to the ARC Administrator. Also, a final stakeout of the house and property must be completed prior to this Review. If the submission fails to include all of the following required items, it will not be placed on the meeting agenda.

Required Items:

a. Site Plan at 1/8" equals 1' scale showing:

Location and type of trees over 6" diameter at breast height (DBH) that are to be removed. Tree protection for all significant specimens must be indicated.

Property lines and buffer/building setback lines.

Perimeter of all vertical construction, dimensioned perpendicular to the property line at the closest point.

Roof plan accurately showing the extent of overhangs including roofs for covered decks and pools.

All horizontal construction including driveways, parking areas, paths, walkways, pools, patios, etc.

Location of any service yard used to house meters, HVAC, and/or pool equipment, waste water grinder pump systems.

Finished Floor elevations for all floors, garages, patios, and decks.

Planned location of port-a-lets, dumpsters, and material staging areas.

b. Architectural Plan at 1/4" equals 1' scale showing:

Fully dimensioned floor plans, including decks, terraces, porches, pools, patios, etc.

Computations of heated floor space for each floor and total heated area.

Elevation drawings for all sides of the house. (Non-rectangular designs may require more than four elevations.)

Typical construction details, wall section, corner detail, privacy fence/wall detail, service court fence/wall detail, chimney cap detail, exterior steps and handrail details and all other details necessary to explain the materials and finishes to be used on the exterior of the building. All details must be properly keyed to the elevation.

c. Landscape Plan at 1/8" equals 1' scale

The Landscape Plan must include an overlay of proposed plant materials for the entire site with particular focus on key elevations of the house (i.e. side entry garages, blank walls, high foundations, etc).

The ARC in its sole judgment, will determine at final inspection if the landscape plan is adequate, or if additional trees and/or plants are required. This holds particularly true for landscaping that is used to screen highly sensitive areas such as swimming pools, garages, service yards and driveways.

d. Samples of Exterior Colors and Materials

Samples of the color and finish for all significant exterior materials must be provided. These must include siding, trim, and roofing materials.

e. Variance Requests

If the proposed construction includes any variances from the design guidelines stated herein, they must be requested specifically on the application form. If a variance is discovered that was not requested on the application, the application may need to be resubmitted reflecting the appropriate resolution.

E. Pre-Construction Final Site Inspection

Prior to the commencement of any construction, a final site inspection by the ARC Inspector is required.

All proposed vertical and horizontal construction must be staked out in accordance with the final plan. Where property lines are adjacent to wetlands or existing homes, a silt fence must be erected and maintained to keep construction debris within the job site.

All regulated trees proposed for removal must be flagged in red with no other trees flagged except for the elevation benchmark tree. The appropriate tree protection barriers noted on the Site Plan must be in place

The Contractor should notify the ARC Administrator once the stakeout is complete. The Contractor will be notified by phone when the ARC inspector has completed the final site inspection.

F. Project Approval

If the project is approved, the ARC will send the owner, within 5 business days, an Approval Agreement Letter. Upon its return, together with a copy of the Lancaster County Building Permit and the Owner/Builder's compliance deposit, a Certificate of Plan Acceptance will be issued and construction will commence. Construction must be completed within 12 months from the date of this letter unless the ARC has approved a written request for an extension.

It is important to note that the Certificate of Plan Acceptance is not a building permit. Plans that have been approved may not be transferred to another owner or used on another lot without ARC approval.

If the project is disapproved, a letter stating the reasons for disapproval will be sent to the Owner. Revised plans may be resubmitted with a letter explaining any corrections/modifications. If the resubmitted plans are again disapproved the owner may continue the process or appeal to the Board of Directors as provided for in the Covenants.

G. Compliance Assurance

Although the ARC has no responsibility to monitor the Builder and assure the Owner that his plans are being executed properly, the ARC from time to time will review the progress of construction to best assure the Community that its Guidelines are being followed. To facilitate this process, the ARC requires that a copy of the approved plans be maintained at all times in the ARC office.

It is the **Builder's** responsibility to make sure that all trenches for Utility lines are dug according to the approved Site Plan. Errors in location resulting in damage to significant tree specimens will result in forfeiture of the Builder's deposit.

Ultimately the Completed Project Inspection will mitigate issues of non-compliance. However, to prevent a catastrophic error in the location of the home, the ARC will perform a physical inspection of the foundation prior to commencement of framing.

The Builder is responsible for unsightly conditions, proper tree protection, and maintenance of barrier fences. Owners and/or Builders will be notified of any violations. If a violation is not corrected in a reasonable and timely manner, (24 to 48 hours), the Owner and/or Builder will be subject to the forfeiture of all or part of their deposits. Repeat violations could result in the shut down of the project.

H. External Changes and Additions

No external changes to the approved project will be allowed without ARC approval. No work on such changes shall be performed until the ARC renders its decision on the proposed changes. Interior changes that do not affect the exterior of the building do not require approval.

I. Inspection of Completed Project

When the construction project is completed, the owner should submit a letter of certification stating that all construction has been completed in accordance with the plans approved by the ARC at which the ARC will initiate point a final inspection.

All building materials, port-a-lets, dumpsters, and construction signs must be removed from the site prior to inspection.

If the ARC determines, through its inspection, that the construction and landscaping are in accordance with the approved plans, the ARB will issue a Letter of Construction Acceptance and return the compliance deposit.

If the ARC finds that the construction and/or landscaping has not been completed in accordance with the approved plans, the owner will be notified in writing as to the reasons for non-compliance. The Owner must then correct the deficiencies and resubmit a new letter of certification together with a revised set of plans reflecting the changes that were made. If in its sole judgment, the ARC feels that the owner has failed to satisfactorily rectify an issue of non-compliance, some, or all of the deposit monies may be forfeited.

III. Design Guidelines

The architectural design guidelines based below provide the owner/builder specific requirements for Western Branch Preserve.

A. Architectural Design Guidelines

1. General Overview

a. Building Form: The eventual building form of every residence should be carefully planned so as to be compatible with the natural setting of its site. Low-key traditional-oriented designs are encouraged. Large homes can be made to appear smaller and smaller homes to appear larger by the manipulation of shapes and forms, and by the effective use of decks, screened porches, and roof lines.

b. Articulation: The aesthetic appearance of a home depends greatly upon the articulation of the siding, roof, fascia detail, fenestration, walls and fences. Windows should be selected and located to provide for natural lighting, ventilation and views. Walls, and fences should be used to provide privacy, enclose service areas and reduce the scale of larger masses. Detail at the soffit, fascia, base, corners, window and decks should have common elements that help to unify the appearance. The ARC will carefully review the size and form of these elements.

2. Foundations: High foundation walls will require careful treatment such as accents, indentations, or landscaping to help reduce their apparent height and massiveness. Pier foundations are considered too minimal and lacking in design. Louvered or lattice

openings in a foundation wall are a preferred alternative. Acceptable foundation materials include stucco, brick, and stone. No unfinished concrete block will be allowed.

3. Exterior Walls: Exterior walls should be of brick, wood siding or shakes, cementuous board or shakes, or stucco. Plywood composite materials, fiberboard, vinyl or metal siding is not appropriate. Architectural treatment and detailing of the exterior is required to breakup the massiveness of wall designs.

4. Windows: Various styles and functions of window are encouraged. Large areas of glass without any division are discouraged. Double hungs, casements, and awnings are permitted if appropriate for the style of the house. Mullion patterns should be consistent on all elevations. No more than 30% of the wall surface on the street side of the house should be glass. The view side of the house may have a greater percentage of glass. Large glass areas should carefully integrate into the total design. Clear or low-e glass is permitted. Glass with a mirror effect will not be allowed.

Skylights are discouraged on street side elevations.

Large expanses of exterior glass block is considered out of character for Western Branch Preserve.

5. Shutters: Shutters must be sized to fit over the window when closed and should be mounted on operable hardware.

Hurricane Shutters require ARC approval. They may be used only when storm warnings are issued and be removed as soon as is practical once the storm has passed. Hurricane Shutters may not be used for long-term enclosure of the House.

6. Roofs: Architectural roofing materials such as slate, tile, copper, wood, and terne metal are encouraged. Forty-year, architectural, fiberglass shingles are also acceptable. Colors and configurations should be chosen which do not call attention to the roof. Exaggerated roof slopes, both high and low, should be avoided. Plumbing vents, gutters, skylights or any other roof-mounted features must be finished so as to blend in with the roof's appearance and should not be located on the street side of the house.

7. Fireplaces and Chimneys: Two types of fireplaces are permitted. If the intent is to burn combustible material that requires ventilation outside of the house, then a fireplace and chimney composed entirely of brick, concrete block, stone or other solid masonry material may be constructed. If the intent is to use a gas log appliance that does not require outside ventilation then no masonry chimney is required. In either case, the exterior portion of all chimneys protruding through a roofline must be of a masonry, stone or stucco construction. The ARC must approve fabricated metal chimney caps.

8. Garages and Detached Structures: Where possible, garages should be located in the front half of the property; garage doors should not face the street. Side entry garages facing the interior of the lot are preferred. If however, the entry doors must face adjacent lots or the street, additional landscape screening and/or enhanced garage door detail will be required. Detached garages are permitted and may be connected to the house by a covered passageway. They must be compatible in style, material and color with the main house.

Propane tanks must be buried underground.

9. Walls, Fences and Gateposts: Walls, fences and gateposts are permitted for the following purposes:

- Enclose and screen a service yard
- Define an entrance space or courtyard
- Provide privacy to rear patios, decks and pools.

Owners should be aware, when selecting plant material for their landscaping, that deer are a common element in Western Branch Preserve. Owners are strongly encouraged to use indigenous plants in landscaping plans.

All walls, fences, and gateposts must be located within the setbacks and be constructed using materials and colors that are architecturally compatible with the house. (Walls, fences and gateposts will be reviewed on a case-by-case basis. No wire or chain link fences will be allowed)

10. Decks, Terraces and Patios: The scale, detail and material of the decks, terraces, and patios should be consistent with the architecture of the house. They should be considered an extension of interior space, while providing a transition from the building to the landscape.

B. Building Sizes

1. Primary Dwelling: All primary single-family residential dwellings shall have a minimum of 1,800 square feet of enclosed living space. Primary homes larger than 3,600 square feet are discouraged.

2. Building Heights: The overall building height shall not exceed 35 feet. All homes will be limited to 1.5 stories except for ARC pre-approved wooded home-sites.

C. Building Orientation

Homes should be oriented to best take advantage of views and open space. Care must be taken to locate each structure, whenever possible, so as not to infringe upon view corridors of adjacent homes as well as the natural amenities of the area.

Homes should be placed square with the street or setback lines where possible. Minor variations in building setbacks from roadways can be incorporated in order to avoid a regimented and monotonous streetscape. Staggering the facades of the roadway elevation will also achieve a similar effect.

A single home may be placed in the center of two adjacent lots that have been combined and replatted with the county and Western Branch Preserve so long as the home maintains a similar scale as outlined herein.

D. Building Setbacks/Buffers (Setback/buffers as outlined are to remain undisturbed except for reasonable maintenance as permitted by the ARC).

1. Front: The minimum setback from the front property line for any vertical construction is: 40 Feet. The ARC may grant variances in certain situations.
2. Side: The minimum setback from the side property lines for any vertical construction is: 15 Feet. The ARC may grant variances in certain situations.
3. Rear: The minimum setback from the rear property line is the 100ft RPA. Variances have been granted for lots A1 – A5.

E. Parking/Driveways

Garage parking should be designed to accommodate all vehicles (including golf carts) that are operated by the owner. Two enclosed parking spaces are required. In addition, 2 off street guest parking spaces are required. Long term outside parking of any type of vehicle is discouraged.

Long driveways should be curved. Brick pavers, divided concrete, and pervious materials such as gravel, shell, sandshell aggregate are very acceptable, however, when using pervious materials substantial edging will be required to maintain the driveway dimensions visible to the street.

Driveways and guest parking spaces that are located close to the minimum setback will be required to have sufficient landscape screening to minimize visibility from the street and adjacent property.

F. Swimming Pools

All pool equipment must be placed within an enclosed area that is located inside the setback lines and preferably, attached to the house.

Landscaping will be required around pools and pool decks to screen adjacent properties.

G. Tennis Courts

Tennis Courts are not permitted on individual lots.

H. Docks and Bulkheads

No docks other than the shared and commons docks approved by the ARC will be permitted. Regulations concerning specific use of docks will be outlined within the Declaration of Covenants, Conditions, and Restrictions for Western Branch Preserve.

I. Antennas, Satellite Dishes and Sound Devices

1. No television antenna, radio receiver or sender or other similar device may be installed without ARC approval. No transmission of radio, television, or any other form

of electromagnetic signal which may unreasonably interfere with the reception of television or radio signals is permitted.

2. Satellite Dishes are permitted, however, they must be placed in either an inconspicuous location, a service yard, or on the ground if they are adequately screened from view from the street and adjacent neighbors. The ultimate location of dishes must be approved by the ARC.

3. Exterior sound devices, with the exception of security alarms, shall be located and controlled so as not to interfere with the peace and privacy of neighbors. This will be strictly enforced.

J. Utilities

All water, sewer, electrical, telephone, and cable TV lines must be underground.

K. Exterior Lighting

1. All exterior lighting including landscape lighting must be approved by the ARC prior to installation.

2. Driveway and walkway illumination must be subdued (low wattage), directed downward, and where possible, concealed into steps, walls, bollards, or handrails.

3. Landscape lighting should also be subdued (low voltage and low wattage) uplighting is not allowed. Downlighting should be focused on specific landscape objects and not used for general illumination purposes. Landscape lighting shall not adversely affect the adjoining neighbors. High intensity lights and streetlights are prohibited. Traditional Christmas lighting such as window candles and subdued front door lighting will be allowed during the month of December.

4. Colored lighting is not acceptable.

L. Landscaping

The intent of the landscape plan is:

- To beautify the home site
- To soften the visual impact of vertical structures
- To screen specific areas from street and neighboring views
- To restore the site from disturbances which occur during construction

A successful landscape design will complement the house and site. The ARC must approve plans for all landscaping, grading, excavation or filling of lots.

1. Grading and Drainage

Site grading should be kept to a minimum in order to maintain existing drainage patterns of the land. In general, the areas of the lot that may be filled are limited to the area immediately under and around the house and the driveway. This fill

area should transition down to existing grade as soon as possible once beyond the building line.

Grading and drainage should be designed to ensure no storm water or roof water runoff is directed toward adjacent home sites. Runoff should be directed into existing natural or created swales.

Cuts and fills should be designed to complement the natural topography. Grading should produce graceful contours, not sharp angles. A smooth transition should be provided at the crest and base of the slope.

2. Design

A simple massing of the plant materials is the most effective method of creating a successful planting scheme. Lawns are allowed in open areas around homes where sunlight is available for a good portion of the day. Wooded areas should be preserved and enhanced by the selective introduction of ground cover and edge plantings. Particular focus should be paid to areas requiring visual screening, such as pools, service yards, utility boxes, side entry garages, and foundation walls. When screening these areas, plant materials must be of sufficient size, when planted, to cover at least 50% of the height of the object to be screened. In general, proposed plant material should be natural to the region, drought resistant, cold hardy, and unappealing to deer.

Owners will be required to plant at least two street trees with a minimum caliper of three inches measured one foot above ground level and two flowering trees with a two-inch diameter. The ARC will specify specific species of trees. This requirement will be waived for wooded lots.

3. Tree Protection

Tree preservation is ultimately the owner's responsibility, however during the term of the construction project a joint effort must be made by all parties to protect trees and vegetation.

Trees and vegetation along marshes, wetlands and ponds are critical to the ecological stability of these sensitive areas. Minor trimming and pruning will be allowed with ARC approval. Any significant clearing is prohibited and will cause restoration work to be initiated at the owner's expense.

4. Irrigation

Irrigation systems should be designed to minimize water usage. Rain sensors are required. All fixtures as well as their field of spray must be kept within the property lines and buffers.

5. Accessory Structures

Tool sheds and playhouses or any other similar type structure require screening and must be approved by the ARC. No metal or prefabricated storage buildings

will be allowed. Any accessory building must adhere to the architectural style of the home.

Basketball nets may be placed in driveway or garage areas with ARC approval; however significant screening will be required.

Statuary elements require ARC approval and must be located within the Setbacks. Bright or glimmering objects are not allowed.

Flag poles no greater than 30 feet in height are permitted, however they must be located within the property setback lines/buffers.

Exposed clotheslines are not permitted.

M. Miscellaneous

1. Mailboxes: The standard Western Branch Preserve mailbox must be used. The ARC Administrator will provide details on obtaining one.

2. House Numbers: House numbers are only permitted on the mailbox assembly, along with the owner's last name.

3. Construction Signs: The standard Western Branch Preserve construction sign must be used. The sign will be limited to the names of the owners, two design professionals, and the primary contractor. (see exhibit D for sign specifications).

4. Undeveloped Lots: It is the owner's responsibility to keep undeveloped lots free of excessive debris, such as fallen trees, limbs and underbrush. If the lot becomes too unsightly, or unsafe, the ARC will take the necessary action to have it cleaned up at the owner's expense.

IV. Existing Home Guideline

Although the primary purpose of the ARC is to assure the Community that all new building construction is in accordance with the Covenants and Guidelines, it has a secondary responsibility to assure the community that all changes to existing homes adhere to the Covenants and Guidelines as well. This oversight includes the monitoring of the visual appearance of homes and lots.

A. Repainting, Restaining, or Changing Exterior Materials

Repainting, restaining, or changing exterior material requires ARC approval.

B. Improvements

No building addition or alteration to the exterior, or significant modification of landscape screening that would affect the purpose thereof may take place without ARC approval. Requests for such improvements must follow the procedures outlined previously for new construction.

C. Landscaping

Every owner is responsible for the upkeep and maintenance of his/her property. Landscaped areas must be kept tidy. Plant materials must be pruned and watered. Lawns must be mowed regularly. Natural areas must be kept free of weeds and debris. The Western Branch Preserve Property Owners Association will maintain all common areas. Property owners may opt to have their lawn mowed by the Property Owners Association for a fee. The ARC has the right to mow the grass on any lot once the grass exceeds the height of eight inches and to bill the homeowner for the cost.

D. Signage

The use of any sign except for the purpose of identification, selling property or installation of a security system is prohibited. Homes shall be identified only by the address and last name painted on the standard Western Branch preserve mailbox.

E. Rebuilding Destroyed or Damaged Structures

In the event that a structure is damaged or destroyed, it can be rebuilt as previously approved by following the current ARC process and fee schedule. Certain changes/modifications may be required to bring the rebuilt structure in line with the current guidelines as well as compliance with state or local laws. These changes could include but are not limited to: landscaping, lighting, window specifications, fireplace construction, etc. etc.

V. Exhibits

- A. Fee Schedule
- B. Application for Approval of Residential Construction
- C. Approval- Agreement Letter
- D. Sign Construction Specifications
- E. Construction Modification Form

EXHIBIT A

WESTERN BRANCH PRESERVE ARCHITECTURAL REVIEW COMMITTEE FEE SCHEDULE

Plans must be submitted to the Architectural Review Committee Administrator, together with the appropriate fees in accordance with the following schedule.

NEW HOME APPLICATION FEE Due at Preliminary Submission	\$500.00
OWNER/BUILDER'S COMPLIANCE FEE- Due at the time Final Approval is granted and Certificate of Plan Acceptance is issued: Refundable upon approved final inspection of home and landscaping.	\$1,500.00
MAJOR ADDITIONS, i.e. POOL, GARAGE, SCREEN PORCH, DECK, GAZEBO, OR ADDITIONS THAT CHANGE ROOF LINES, ETC. . APPLICATION FEE	\$300.00
MAJOR ADDITION COMPLIANCE DEPOSIT . Due after final approval is granted . Refundable upon approved inspection by ARC.	\$1,500.00
MINOR ADDITIONS THAT AFFECT THE EXTERIOR APPEARANCE . DRIVEWAY, PATIO, BAYS UNDER EXISTING EAVES, RESTAINING/REPAINTING (No Compliance Deposit required)	No Charge

* Make check(s) payable to Western Branch Preserve ARC

EXHIBIT B

**APPLICATION FOR APPROVAL OF RESIDENTIAL
CONSTRUCTION FOR WESTERN BRANCH PRESERVE**

SUBMIT TO:

WESTERN BRANCH PRESERVE ARC
P. O. Box 520
Lancaster, VA 22507
(804) 435 1085
(804) 435 2299

DATE: _____

Address of Construction: _____

Lot # - Street Name
(Use Legal Plat Lot#)

- 1) Preliminary Approval Request: _____
- 2) Final Approval Request _____

New House: _____
Addition, Porch Enclosure, Deck _____

Mailing Address
Owner Name: _____
Address: _____
Phone: _____

ARCHITECT:

CONTRACTOR/BUILDER

License #: _____
Name: _____
Address: _____
Fax #: _____
Phone No. _____
1st Floor Elevation above MSL _____
Submitted By: _____

Name: _____
Address: _____
Phone #: _____

Enclosed Dwelling Area (Sq. Footage) 1st Floor _____ 2nd Floor _____

For ARC USE ONLY

Preliminary Approval _____ **Final Approval** _____

Submittal Fee Paid _____ **Compliance Fee Paid** _____

Builder Compliance Fee Paid

CRP CERTIFICATD OF PLAN ACCEPTANCE PERMIT # _____
DATE PERMIT ISSUED _____

WESTERN BRANCH PRESERVE ARC APPLICATION

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<u>ITEM</u>	<u>MATERIAL</u>	<u>COLOR</u>
Siding (Wood)	_____	_____
Siding (Cementious)	_____	_____
Siding (Stucco)	_____	_____
Roofing	_____	_____
Fascia, Trim	_____	_____
Shutters	_____	_____
Railings, Pickets	_____	_____
Columns	_____	_____
Front Door	_____	_____
Exterior Door	_____	_____
Garage Door	_____	_____
Windows	_____	_____
Window Trim	_____	_____
Chimney/Fireplace	_____	_____
Driveway Paving	_____	_____
Walk(s) Paving	_____	_____
Other	_____	_____
Exterior Lighting	_____	_____
Landscape Lighting	_____	_____
Pool/Spa (Size): _____	Type: _____	Equipment: _____

Variances
Requested: _____

Variance
Justification: _____

I certify that I have read the current Western Branch Preserve Architectural Review Committee Design Guideline Procedures, and that I have complied with all applicable parts of those Guidelines, and that the information presented above is true to the best of my knowledge.

DATE: _____

SIGNATURE OF ARCHITECT

EXHIBIT C

WESTERN BRANCH PRESERVE ARC APPROVAL - AGREEMENT LETTER

DATE: _____ RECORDED LOT # _____

STREET #: _____

OWNER: _____

ARCHITECT/DESIGNER: _____

CONTACTOR/BUILDER: _____

Approval is granted, as per certain recorded covenants, for the construction of a _____ (residence, addition, pool, exterior alterations) subject to the acceptance by the Owner and Builder of the following conditions:

1. The construction, in all aspects, will be in accordance with the drawings dated _____ and approved by the Western Branch Preserve ARC on date) _____ with the exception of the following items:

- A) _____
- B) _____
- C) _____
- D) _____

2. The construction will be situated upon the lot in accordance with the approved sit plan dated _____.

3. Drainage swales, culverts, etc. will be installed whenever construction adversely affects the drainage of the natural water shed or causes excessive runoff to adjacent properties. The Contractor agrees to immediately repair any damage to improved adjacent properties caused by unnatural runoff from the construction site.

4. All changes from the approved plans, including materials or colors must be pre-approved in writing by the ARC before the change is made.

5. Construction may only take place during the hours of 7:00 a.m. to 6:00 p.m. Monday . Saturday. No work will be allowed on Sunday or on the following holidays: New Year's Day, Memorial day, Independence Day, Labor Day, Thanksgiving Day or Christmas Day.

6. No water usage will be permitted until the appropriate tap fees are paid and meters are installed.

7. No construction trash burning will be permitted on the site.

8. The General Contractor is responsible for enforcing the following work rules for all construction workers and suppliers to the job site:

Workers are not permitted to use any Western Branch Preserve facilities.

Workers are not permitted to fish from any boat dock.

The possession and/or consumption of alcohol or drugs is strictly prohibited on Western Branch Preserve property.

Workers should refrain from using inappropriate language, honking horns and playing loud music.

Workers are prohibited from bringing firearms or other weapons into the property.
Workers are prohibited from bringing their dogs, cats; or other pets into the property.
Workers must obey all posted speed limits when driving on community roads.

9. Trash containers and Port-a-lets (door facing inward to the property) must be located as per the approved site plan.

10. Vacant, adjacent properties may not be used for access, parking or storage of material and equipment without written permission of the owner. (A copy of this permission must be filed with the ARC Administrator). The Contractor/owner will be responsible for repairing any damage done to adjacent property before their deposits will be returned.

11. All landscaping as approved on the Landscape Plan dated _____ must be in place no later than 60 days after the completion of the home. The Owner further agrees that the ARC in its sole determination, has the right to require additional landscaping should the approved landscape plan prove to be insufficient upon completion.

12. The Contractor is responsible for maintaining a clean and orderly job site, proper tree protection and protective screening for marshes, and adjacent homes. The Contractor further agrees that following verbal notification that any of the above stated responsibilities have not been followed, the ARC, in its sole determination may deduct an appropriate amount of money from the Builder's deposit for each day that the violation goes uncorrected. At such time as the Builder's deposit has been exhausted, the Builder will be required to make an additional deposit in order to continue any work in the community.

Owner and Contractor acknowledge that no approval of plans, location, specifications, or publication of architectural standards or guidelines by the ARC shall ever be construed as representing or implying that such plans, specification or standards will, if followed, result in a properly designed building or that such standards comply with building codes.

Owner and Contractor acknowledge that their respective deposits will be deposited in an interest bearing account with interest accruing to the benefit of the ARC.

Owner and Contractor acknowledge that this agreement will expire in 6 months if construction has not been started. In such case, all protection barriers and stringing must be removed until a new agreement has been obtained.

This agreement is not transferable to a new Owner without written approval by the ARC .

ARC ADMINISTRATOR

OWNER

Signature

Signature

DATE: _____

CONTRACTOR/BUILDER

Signature

EXHIBIT D

SIGNAGE

EXHIBIT E

CONSTRUCTION MODIFICATION FORM

During the construction of a home in process if modifications are to be made, i.e., replacing window for a door, adding a skylight, adding or deleting a dormer, etc. this form must be completed and submitted with a plan showing the modification to the ARC Administrator. Our guidelines state that every change (MAJOR OR MION) must be submitted for approval by the ARC Committee prior to the modification being made. This will also make it easier at the time the final compliance inspection is completed. Thank your for your cooperation and consideration in this ARC process.

OWNER NAME:

LOT#: _____ STREET ADDRESS:

BUILDER/CONTRACTOR

PHONE # _____

REQUESTD MODIFICAITON/CHANGE:

FRONT ELEVATION

REAR ELEVATION

LEFT SIDE ELEVATION

RIGHT SIDE ELEVATION

DRIVEWAY REVISIONS

LANDSCAPING REVISIONS

Date: _____ Signature: _____
Contractor or Architect