

# *EXETER HOMEOWNERS ASSOCIATION*



## *HOMEOWNER HANDBOOK*

*GENERAL GUIDELINES  
REVIEW PROCEDURES*

*AND*

*DESIGN GUIDELINES  
OF THE  
ARCHITECTURAL REVIEW BOARD*

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## *Homeowner Handbook*

### **1. Document Revision History**

<b>Date</b>	<b>Revision</b>	<b>Change Summary</b>
05/18/2008	1.2	Approved Consolidated Baseline Guidelines posted
10/05/2009	1.2a	Updated Reference for PMP Office Address
09/02/2012	1.2b	Added Document Revision History Table
01/16/2013	1.3	Revised Definition of Commercial Vehicle
07/22/2013	2.0	Revised Format; Modified and added new sections
12/04/14	2.0a	Updated 3.11 (g) fencing materials
05/30/2019	2.0b	Updated Property Manager contact information.

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## **2. Homeowner Handbook**

### **2.1. Introduction**

The purpose of this manual is to present general policy, review procedures and design guidelines for homeowners intending to make repairs, changes, or improvements to their property or to the exterior of their homes in Exeter. We encourage homeowners to check with Exeter's property management company before making changes to confirm which changes require prior approvals, and to obtain the latest procedures, guidelines, and application forms.

The ***Board of Directors (BOD)*** is responsible for policy formation, implementation and interpretation. The BOD reserves the right to make policy changes at any time. Changes will be made to reflect amended policies, covenants and procedures consistent with the needs of the Association. As changes occur, the handbook and guidelines will be updated, and homeowners advised appropriately. The Design Guidelines are also intended to serve as a reference for members of the ***Architectural Review Board (ARB)*** of the Exeter Homeowners Association and staff in reviewing projects submitted to them by homeowners. This document is not intended to be all inclusive or exclusive, but to serve as a guide for making improvements in the community. In general, the Design Guidelines have been prepared to guide the development of Exeter with the following objectives:

- To provide uniform guidelines for the ARB in reviewing applications based upon the goals set forth in the Declaration of Covenants, Conditions & Restrictions of the Association.
- To assist homeowners in preparing and submitting an acceptable application to the ARB.
- To illustrate basic design principles that will aid homeowners in developing exterior improvements in harmony with the community as a whole.
- To increase homeowner's awareness and understanding of the Rules and Regulations of the Association.

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### **2.2. About the Association**

Exeter Homeowners Association is a non-stock corporation whose members are the owners of 829 residential Lots contained within approximately 215 acres of land located in the Town of Leesburg, Loudoun County, Virginia. Of the total number of Lots, 397 are single family detached homes and 430 are townhomes. In addition to the Lots, the Association includes a swimming pool, changing facility/bathhouse, community clubhouse, two tennis courts, two multipurpose courts and four tot lots.

The Association consists of all Lot owners (the "Members"), Recreation Members (unit owners of Fox Chase Condominium at Exeter) and optional Recreation Members (owners of the 49 Lots in Exeter Section One).

The Association is governed by the Board of Directors. The homeowners took control from the developer as of November 7, 1994. The Board consists of seven (7) members elected to staggered three (3) year terms. Board members are elected at the Annual Meeting held each May as terms expire or positions become vacant.

The guidelines for the administration of the Association are a set of written instruments the Articles of Incorporation, the By-Laws, the Declaration of Covenants, Conditions and Restrictions, and any resolutions adopted by the Board of Directors). The Association was incorporated on May 8, 1990, and the Declaration was recorded on August 2, 1990.

Committees are also a crucial part of the administration of the activities of the Association. The Committees at Exeter include a Pool/Recreation Committee, a Landscape Committee, a Newsletter Committee, and an Architectural Review Board. More information about the Committees can be obtained from the Management Agent.

#### **2.2.1. Association Responsibilities**

The Association is responsible for providing a variety of services to the Owners. Among these services are the maintenance of the common area grounds and improvements, the payment of expenses for common area water, sewer and electricity, hazard and liability insurance for the common area and the Board of Directors, the plowing of snow on privately maintained streets within the Association, the management and maintenance of the pool and recreational facilities and the establishment of reserve funds for the repair and replacement of capital improvements. The Association also plays the very important role of architectural review and enforcement of the covenants of the community.

#### **2.2.2. Funding of the Services and Reserves of the Association**

Each year the Board of Directors adopts an annual budget to cover expenses of the Association. The budget serves as the basis for determining the Annual General Assessment, Annual Service

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Assessment and Annual Recreation Assessment that each Owner will pay during the subsequent year. The Annual Assessment can be increased by five percent (5%) or an amount equal to the Consumer Price Index, whichever is greater, annually by the Board of Directors without a vote of the members.

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### **2.3. Collections Procedures of Delinquent Accounts**

The Annual Assessment for each fiscal year shall be established by the adopted Operating Budget for that fiscal year. The Annual Assessment shall be payable in one of the following manners: a one-time (1) payment due at the beginning of each fiscal year due in advance, not later than the first day of the year or four (4) equal quarterly installments. Assessments installments shall be payable in advance, not later than the first day of each quarter to which they apply (January 1, April 1, July 1, October 1) or twelve equal monthly payments shall be payable in advance, not later than the first day of each month to which they apply (January 1, February 1, March 1, April 1, May 1, June 1, July 1, August 1, September 1, October 1, November 1, and December 1).

Assessment installments not received by the Association within thirty (30) days of the due date shall be deemed late, and a charge of Ten Dollars (\$10.00) per month shall automatically be added to the account as a cost of collection. All delinquent assessment installments shall also bear interest at the rate of six percent (6%) per annum. The Association shall send a Reminder Notice to all Unit Owners who have not paid within thirty (30) days of the due date.

If the installment(s) and any costs of collection, interest and postage remain past due sixty (60) days after the due date, the Association shall send a Late Notice by Certified Mail, Return Receipt Requested.

If the installment(s) and any costs of collection, interest and postage remain past due ninety (90) days after the due date, the Association shall refer the account to the Association's attorney for collection and a Demand Letter shall be mailed to the Unit Owner by Certified Mail, Return Receipt Requested. Upon receipt of the account by the Association's attorney, an additional cost of collection fee of Fifty Dollars (\$50.00) will be placed on the account.

If the installment(s) and any costs of collection, interest, postage and attorney's fees are not paid by the Unit Owners within fifteen (15) days of the date of the Demand Letter, the Association shall authorize its attorney to file a lien for the full amount due, including but not limited to the costs of collection, the cost of the certified notices, the costs of filing and releasing the lien, and all attorney's fees.

At the same time, the Association shall, through its attorney, take further steps to collect the sums due. These steps may include, but are not limited to, obtaining a judgment, garnishing salary or wages, attaching assets, and foreclosing the lien. All costs related to these actions shall be added to the amount due and must be paid by the Unit Owner.

From the time an assessment installment payment is late through to when all past due assessments, costs and charges have been paid in full, the right of the delinquent Unit Owner to exercise to enjoy the use of the common elements of the Association shall be suspended.

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### **2.4. Rules and Regulations**

Rules and regulations in the Association are needed for the protection and benefit of the Owners and residents. The rules listed below, as established in the Declaration and By-Laws, are not intended to restrict the Owners or to prevent their enjoyment of the common area. Rather, the rules have been established to increase everyone's use and enjoyment of the community.

#### **2.4.1. Leases**

Owners may lease their units, but should recognize that the Declaration places some limits on leasing. For example, initial lease terms must be at least six (6) months in length. The Owner should notify -the Management Agent in writing of the lessor's name and the Owner's address. In conjunction with this, it is the Owners responsibility to provide the lessee with a copy of the rules & regulations and carefully explain the need to abide by those rules. The Owner is responsible for the actions of his/her lessee(s) and may be held accountable by the Association for violations of the rules and/or damage to the common area. Moreover, failure to comply with any of the rules and regulations may result in the Board of Directors requiring the Owner to evict the tenant.

#### **2.4.2. Pets**

As stated in the *Declaration, Article VII, Restrictive Covenant, Section 6*, only common household pets such as dogs and cats may be kept, provided they are not kept, bred or maintained for commercial purposes and so not create a nuisance or annoyance to surrounding Lots or the neighborhood and are in compliance with applicable Leesburg and Loudoun County ordinances.

Owner and all other persons who are owners and/or custodians of pets shall not allow such pets to run at large within the Association. A dog or cat shall be deemed to run at large while roaming, running or self-hunting or when not restrained by a dependable leash and controlled by a responsible person as defined by the County Ordinance.

All Pets must have the appropriate shots, licenses and tags, as required by County Ordinance. The Association has extended permission to the County Animal Warden to enforce all applicable portions of the County Ordinance in regard to all animals within the Association.

Pets shall not be chained or leashed within the Association except within the boundary of the Owners property nor shall they become a nuisance to residents in the Association. Actions that may constitute a nuisance include, but are not limited to, barking, crying, scratching, be hygienically offensive or physically threatening. **If a noise problem exists with pets, please contact the Loudoun County Animal Warden. All complaints to the Association regarding pets shall be made in writing.**

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**Pet Owners shall be responsible for the immediate cleanup and proper disposal of pet wastes from their pets. Pet Owners shall incur any and all costs for repairing damage to the Association caused by their pets.**

### **2.4.3. Residential Use Only**

The Declaration provides that the property shall be used exclusively for residential purposes, including recreational uses.

### **2.4.4. Signage**

Real estate signs must meet County regulations with respect to size, content and removal. They may not exceed more than four (4) square feet in area. Real estate-directional signs will be allowed on the common area between Saturday at 9:00 a.m. and Sunday at 5:00 p.m. Any real estate signs on common area at any other time shall be removed and disposed of without warning. Only one real estate sign per lot is allowed. Real estate signs must be removed within three (3) days from the date of execution of any agreement of sale or rent. All other Signage is strictly prohibited without the prior written approval of the ARB.

### **2.4.5. Storage of Items**

Storage of items, such as but not limited to, bicycles, trash or trash containers, barbecue grills, snow shovels, tires, work tools, boxes, building supplies, etc. in the front (including on porches and stoops) or unfenced side yards of the property is not permitted. Items permitted to be stored on front porches are exterior furniture items, garden hose reels and planters.

### **2.4.6. Trash Containers**

Trash containers shall not be placed outside for pickup earlier than 6:00 p.m. on the evening before pickup and must be removed from the curb or front yard no later than the evening of the pickup. Trash must be in securely tied plastic bags or other approved containers and placed at curbside or other designated areas for pickup. All trash containers must be stored out of view, such as in a garage or rear yard, at all times other than pickup days. Globe townhome owners may keep trash containers completely within the enclosed area below the front steps.

### **2.4.7. Vehicles**

No junk vehicles, recreational vehicles, house trailers, or commercial industrial vehicles, such as, but not limited to: moving vans; commercial trucks, tractors, trailers, vans, wreckers; hearses; buses; boats, boating equipment; travel trailers; or camping equipment shall be regularly parked or habitually parked within the Association without the written approval of the Association. The Association shall not be required to provide a storage area for these vehicles.

No commercial truck, commercial bus or other commercial vehicle of any kind shall be permitted to be kept or parked overnight upon any portion of the Association. A commercial

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vehicle is defined by the Association as any vehicle with a capacity equal to or greater than one ton or one that is less than one ton but possesses post-factory lettering or non-factory modification, such as, but not limited to, racks, ladders, toolboxes, piping, etc., in addition any vehicle with commercial vehicle license plates is considered a commercial vehicle. Federal, State or local government vehicles are exempted.

No portion of the Association shall be used for the repair of automobiles, nor shall any vehicles other than a private automobile parked in any of the parking spaces maintained by the Association. Minor maintenance completed within the same, day is allowed. Ten (10) days after such notice to the owner of any vehicle parked in violation of this covenant, the Association may remove such vehicle at the expense of the owner thereof.

No unlicensed vehicles, including, but not limited to, motorized bicycles, motorcycles, mini-bikes, and go-karts, shall be operated on or parked upon any common area of the Association.

The dumping or disposal of oil, grease, or any other chemical or residual substances or any substance or particles from holding tanks of vehicles of any type is not permitted.

All motor vehicles shall be operated in the paved parking lots, streets and driveways only and shall be parked in designated parking spaces. Only one vehicle is permitted per parking space in the townhome parking lots. Parking in the fire lanes is prohibited.

All vehicles must be operational and must be in compliance with the Commonwealth of Virginia and the Town of Leesburg governing laws. Consent is given to all appropriate law enforcement officers to enter upon the Association property and enforce the applicable requirements of the Code of Virginia as amended.

**The following are PROHIBITED under the Architectural Guidelines of the Association:**

- Window Air Conditioner Units
- Exterior Clotheslines

*Revised 07/13*

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### **2.5. Enforcement Procedures**

The ARB and BOD will take the following procedures to enforce the rules and regulations as set forth in these guidelines:

1. All Owners and residents of the Association shall comply with all of the provisions of the Articles, By-laws and Rules & Regulations of the Association. Failure to comply with the aforementioned documents shall be grounds for action to recover damages or for injunctive relief, for suspension of voting rights and the use of recreational facilities, for foreclosure of liens or any other legal or equitable relief deemed appropriate.
2. In the event any rule or regulation of the Association is violated, the owner shall be notified of the violation and actions to be taken by the Association, including the assessment of fines, by first class mail or by a hand delivered notice. The notice shall be delivered to the address shown on the Management Agent's books.
3. If the owner is a nonresident, a copy of the violation notice shall also be sent to the tenant at the unit address.
4. In any instance where the violation presents a health or safety hazard, the Management Agent may take immediate action to correct the violation. Such action shall be at the Owner's expense. Notification to the Owner of the action taken and the costs incurred will be by first class mail.
5. The Association, through its authorized officers, employees and agents, shall have the right to enter upon any Lot at all reasonable times for the purpose of ascertaining whether such Lot and/or the construction, erection, placement, remodeling or alteration of any structure thereon is in compliance with the provisions of the guidelines.
6. The Owner shall have the right to appeal any violation citation. The request for appeal is made to the ARB and must be submitted in writing and received by the Management Agent within fifteen (15) days of receipt of the violation notice. An appeal may be made if it appears that the following situations occurred:
  - a) Proper procedures were not followed during the administration and review process.
  - b) The ARB's decision was arbitrary and had no rational basis.

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7. If the decision stands, the Owner is advised that measures will be taken to correct the violation, i.e. legal action, etc. The Owner shall have the right to appeal the ARB's decision to the Board of Directors. The request for appeal must be submitted in writing and received by the Management Agent within fifteen (15) days of receipt of the ARB's decision. Items 6A and 6B as listed above also apply. The Board of Directors decision is final. The Owner is advised of the action to be taken to correct the violation.

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### **2.6. Architectural Review Board and the Review Process**

The authority for maintaining the quality of design in the community is provided for in the *Declaration of Covenants, Conditions and Restrictions (Declaration)* with the creation of an **Architectural Review Board (ARB)**. The ARB consists of three (3) or more members, appointed by the Board of Directors.

The ARB administers the design review process for all modifications on property which is subjected to the Declarations. Article VII, Restrictive Covenants, Section 11 of the Declarations explicitly states that any change, permanent or temporary, to the exterior appearance of one's property must be approved by the ARB **prior** to the modification being made. Further, once a plan is approved, it must be followed. Any alteration to an approved plan must be approved by the ARB.

The applicant (Owner) is responsible for complying with the provision of these Procedures and Guidelines, initiating the reviews and obtaining the required approvals. **There are no exemptions or automatic approvals and each application will be reviewed on an individual basis.** Decks and fences offered/installed as builder options have been approved by the ARB provided the homeowner is required to provide the Association with a copy of the sales contract or site plan showing the option.

#### **2.6.1. Review**

Applications should be submitted well in advance of the scheduled commencement of the modification. As provided in the *Declarations*, **the ARB has up to forty-five (45) days from the receipt of a complete application to reach a decision on the request.** Every effort is made by the ARB to process applications as quickly as possible. Depending upon the number of applications submitted, however, it may take the full forty-five (45) days to process applications. This is especially true in the spring and summer months.

The Management Agent will review all submitted applications and their accompanying information for completeness. Submissions that do not have the necessary information for review shall be deemed to be incomplete and will be returned to the Owner. Complete submissions will be reviewed by the ARB in the order in which they are received. The submission of a complete application is crucial to enable the ARB to provide you with a response quickly. If additional information or clarification is needed, the ARB may contact the applicant directly. In the event of a complex or major project, the ARB may request the applicant to present their design in person at the ARB is next scheduled meeting.

The decision of the ARB will be sent by first class mail to the applicant's address. Failure of the ARB to act upon any complete request submitted within forty-five (45) days from the date it is received by the Management Agent shall be deemed as approved as submitted, unless the modification or improvement is a violation of existing covenants, rules and/or regulations of the Association. The failure of the applicant to RECEIVE written notification within the forty-five

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(45) day period does not in itself constitute automatic approval. The applicant should contact the Management Agent regarding the status of the request.

### **2.6.2. Approvals**

The ARB's approval of any proposed construction is within its sole discretion. The ARB may enforce or modify, in whole or in part, any or all of these Procedures or Guidelines.

Approval by the ARB does not relieve the Owner of the responsibility of obtaining all other necessary approvals and permits required by the Town of Leesburg, Loudoun County, the Commonwealth of Virginia and/or other agencies having jurisdiction over the project or improvement.

Notification of the ARB's final approval constitutes an agreement by the Owner not to deviate from the approved plan unless such proposed deviation has been submitted to the ARB and has been specifically approved by the ARB.

The ARB may, at its discretion during the design review process, suggest alternative design solutions; however, such suggestions shall not necessarily constitute an approved design solution and the ARB shall not have any responsibility for ensuring, or making any determination regarding compliance of such suggested design solutions with applicable governmental regulations and other requirements.

### **2.6.3. Appeals**

Within ten (10) business days after notice of an ARB decision has been mailed, the Owner may file a written request that the ARB reconsider such decision. Any such request for reconsideration shall include a statement of the basis for such request and technical design information supporting such request. The ARB may require additional information in connection with any request. The Owner's written request for consideration may include a request to present their appeal in person at the ARB's next scheduled meeting. All reconsiderations will be reviewed on a case by case basis, and the granting of a request for reconsideration with respect to one project does not imply or warrant that a similar request will be granted with respect to any other project. Each case will be reviewed on its own merits and in light of the overall objectives of these design guidelines.

In the event the ARB denies the request, the Owner may file a written request that the Board of Directors reconsider the ARB's decision. Such a request must be made within ten (10) business days after notice of the ARB's decision has been mailed. It may also include a request to present the appeal to the Board of Directors in person at their next scheduled meeting. The decision of the Board of Directors is final.

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### **2.6.4. After Approval**

Approved projects are to be completed within six (6) months from the date of approval. After six (6) months, if the approved modification is not completed, the application must be resubmitted for approval.

### **2.6.5. Inspection and Compliance**

The Architectural Modification Completion Notification (ACN) form sent with the notice of approval should be completed by the Owner and returned within forty-five (45) days of completion of an approved modification. Upon the ARB's receipt of the ACN form, the ARB will inspect the modification to verify compliance with the approved application. The Owner is sent notice of compliance/non-compliance.

### **2.6.6. Revisions to the Design Guidelines**

Periodic BOD approved revisions to the Design Guidelines will occur. The BOD Secretary is responsible for updating the Design Guidelines. Revised guidelines shall list the dates of their revisions.

*Revised 06/08  
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### **3. Design Guidelines of the Architectural Review Board**

#### **3.1. Arbors**

##### **3.1.1. Definition and Use**

- a) The term "**arbor**" is generally defined as an outdoor ornamental structure.
- b) Arbors are generally intended to provide support for plantings and may be designed to contain a bench or seat underneath with an overhead lattice or structure for plants to grow over the sitting area.
- c) Pergolas, an arbor or a passageway of columns supporting a roof of trelliswork on which climbing plants are trained to grow, are considered major architectural modifications and are not covered under this section. (See section **3.17 Major Exterior Changes** for guidelines).



##### **3.1.2. General Consideration & Guidelines**

Arbors may be painted to match the trim of the house; or, be painted white, dark green, or black; or, treated with a clear or slightly pigmented preservative with a matte finish.

##### **3.1.3. Location**

- a) In an unfenced yard, arbors shall be located in rear yards only.
- b) In fenced yards, arbors may be located anywhere within the fenced area.
- c) The placement of arbors shall not interfere with property drainage.

##### **3.1.4. Size**

The height of arbors shall not exceed ten feet in height from existing grade to the highest point of the arbor. The width of arbors shall not exceed six feet in width.

##### **3.1.5. Prior ARB Approval for Arbors**

- a) Arbors that meet all the above requirements and that are enclosed by a fence do not require ARB approval.
- b) All other arbors require prior ARB approval.

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### **3.1.6. Submission Requirements**

- a) Completed Architectural Modification Application.
- b) Lot plan (plat) showing the house, patio, deck, fencing, property lines and the proposed location of the arbor.
- c) Construction plans or catalogues containing drawings or pictures of the proposed arbor along with a description of the materials, color, and other pertinent details of the arbor.

*Revised 02/97  
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### **3.2. Barbecue Grills (Permanent)**

#### **3.2.1. General Considerations & Guidelines**

- a) Permanent barbecue grills contained within a yard enclosed by a six (6) foot fence do not require prior ARB approval.

#### **3.2.2. Submission Requirements**

- a) A completed Architectural Modification application.
- b) A copy of the existing site plan (plat) showing the house, existing decks, patios, fences, and/or accessory structures, significant vegetation, property lines and easements and the location of the proposed barbecue grill.
- c) A photo or picture of the proposed barbecue grill.

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### **3.3. Decks and Deck Finishes**

#### **3.3.1. General**

These guidelines apply to both Townhomes and Single Family homes, except where noted. All decks require prior approval by the ARB before construction. All deck finishes require prior approval by the ARB before application.

- a) **Maintenance** – All decks must be maintained in good condition. If a deck is not properly maintained by the Homeowner, the Exeter Homeowners Association may make any necessary repairs and bill the Homeowner for said repairs.
- b) **Permits** – All decks must comply with all Governing Bodies building rules and regulations. The Homeowner must provide copies of the Town and/or County Building Permits and Final Inspection Notice to the ARB. All ARB approval is contingent upon Governing Bodies approval.
- c) **Location** – Decks shall maintain a setback from all property lines as required by the Town and/or County regulations.
  - **Townhomes** – Decks shall only be permitted in the rear yards.
  - **Single Family Homes** – Decks are permitted in the rear yards. Requests for side yard decks shall be evaluated on a case-by-case basis.
- d) **Materials** - Decks may be constructed of pressure-treated wood or other rot resistant wood such as cedar, redwood, or cypress. Decks may also be constructed of composite materials, such as Trex. **Composite materials may not be used as a load bearing post, joist or any other primary load-bearing member.** All other proposed uses of composite materials may be approved on a case-by-case basis. Railing pickets must be 2" x 2" vertical members with no ornamentation (i.e., spindles). Decorative elements may be approved on a case-by-case basis. Samples of the composite material shall accompany the initial application.

**NOTE: Screened porches** are viewed as Major Exterior Changes and must follow those guidelines. (See section **3.17 Major Exterior Changes** for guidelines).

#### **3.3.2. Deck Finishes**

All decks must be finished with an approved deck finish within six months after construction. Approved deck finishes are as follows:

- a) Clear (translucent or transparent) waterproofing type finish;

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- b) Semi-Clear (semi-translucent or semi-transparent) deck stain;
- c) Solid (opaque, non-glossy, "matte") deck stain; or
- d) PVC (plastic) coating material for decks and deck railings.

Decks may be finished to match the trim or house color. Door and shutter colors **are not** considered part of the house trim.

The following solid deck finish colors **are unapproved**: BLACK, RED, GREEN, YELLOW, BLUE, PURPLE, PINK, and ORANGE.

A list of RECOMMENDED deck finish colors for Homeowners to review is available on the Association's website, [www.exeterhoa.com](http://www.exeterhoa.com) and at the Property Management office.

### **3.3.2.1. Submission Requirements**

- a) A completed Architectural Modification application.
- b) A copy of the existing site plan (plat) showing the house, existing patios, fences, and/or accessory structures, significant vegetation, property lines and easements and the location of the proposed deck.
- c) Deck plans, to scale, showing the existing house and decks (if any), including dimensions, elevation drawings showing height above grade, railing and stair detail (height, style, picket size), material to be used and any other proposed elements including, but not limited to benches, planters, privacy screens.
- d) A copy of all required building permits.
- e) A deck finish color sample.

*Revised 02/97  
Revised 01/99  
Revised 06/00  
Revised 02/02  
Revised 03/03  
Revised 01/08*

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### **3.3.3. Wood Deck Stains**

The foregoing are RECOMMENDED general deck stain colors of the Association. When submitting an application for deck stain, the Homeowner is responsible for providing a color sample of the proposed deck stain.

#### **CLEAR**



Clear  
Manufacturer by all

#### **SEMI-TRANSPARENT/SOLID STAINS**



#### **SOLID STAINS**



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The foregoing are RECOMMENDED deck stain colors for COMPOSITE and PVC COATING. When submitting an application for deck stain, the Homeowner is responsible to provide a color sample of the proposed deck stain.

### COMPOSITE DECKING



Winchester Grey



Saddle



Madeira



Woodland Brown

### PVC COATED DECK COLORS



Dune  
Gray



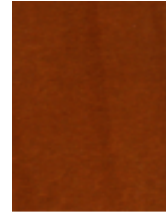
White



Natural



Red  
Cedar



Redwood

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### **3.4. Dog Houses**

#### **3.4.1. General Considerations & Guidelines**

- a) Dog houses shall be located in rear yards where they are visually unobtrusive
- b) Dog houses shall be compatible with applicant's house in color and material or match the Homeowners natural or stained wood fence.
- c) All dog houses shall be maintained in good condition.
- d) Enclosed dog runs are prohibited.
- e) Dog houses contained within a yard enclosed by a six (6) foot fence do not require prior ARB approval.

#### **3.4.2. Submission Requirements**

- a) A completed Architectural Modification application.
- b) A copy of the existing site plan (plat) showing the house, existing decks, patios, fences, and/or accessory structures, significant vegetation, property lines and easements and the location of the proposed dog house.
- c) A photo or picture of the proposed dog house.

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### **3.5. Doors (Entry, Garage, Storm/Security)**

#### **3.5.1. General Considerations & Guidelines**

- a) All doors should complement your home's architectural style, paying attention to siding and windows.
- b) All doors must be maintained in good condition.
- c) All changes to door types/styles/colors require prior ARB approval, except for storm doors described in section 3.5.4 below.

#### **3.5.2. Entry Doors**

- a) Acceptable entry door materials include steel, fiberglass, or wood.
- b) Decorative glass is permitted and will be considered on a case-by-case basis.

#### **3.5.3. Garage Doors**

- a) Acceptable garage door materials include steel or wood.
- b) Garage doors must match existing trim or siding color.

#### **3.5.4. Storm/Security doors that do not require prior ARB approval**

##### **3.5.4.1. Construction**

Front and side storm/security doors must be full view or modified full view (see figure below) with clear, uncolored glass. A modified full view -storm /security door is defined as a full view door with a bottom "rail" no taller than 20 inches. Doors must be without ornamentation such as, but not limited to, scallops, scrolls, and imitation gate hinges. Rear storm/security doors are not required to meet these criteria if the rear yard is enclosed by a six (6) foot privacy fence and the door is not visible at ground level.

**Full view**



**Modified full view**



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### **3.5.4.2. Finish**

Storm/security and screen doors must be painted white or the same color as the entry door behind them or to match the surrounding trim of the house. No plastic covering will be permitted on the outside of the outside of storm doors.

### **3.5.4.3. Submission Requirements**

- a) A completed Architectural Modification application.
- b) A photo or picture of the current door and house.
- c) An image or photo of the proposed door and house.

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### **3.6. Driveways**

#### **3.6.1. General Considerations & Guidelines**

- a) Driveways should be designed to conform to the architecture of their connected single family homes or townhomes and should be either asphalt or concrete.
- b) Driveways should be kept in a proper state of repair and maintenance free from hazardous conditions. Crumbling of asphalt or significant sinkholes should be resurfaced or repaired. Likewise, large cracks in concrete or uneven surfaces causing a trip hazard should be repaired or replaced.
- c) ARB approval is not required if driveways are repaired or replaced using the same materials as the existing driveway and are the same size and shape.
- d) All other changes (e.g., replacing with different materials or changes in size or shape) require prior ARB approval.
- e) All concrete driveways should be prepared with a good subgrade—one that will provide adequate support, ensure an even slab thickness, and prevent slab settlement and structural cracking.

#### **3.6.2. Submission Requirements**

- a) A completed Architectural Modification application.
- b) A photo of the existing driveway and house.
- c) If changing size or shape: A copy of the existing site plan (plat) showing the house and driveway location.
- d) If changing material: Specification of new material to be used (e.g., concrete, concrete pavers, asphalt, brick) and sample image if other than asphalt or concrete.

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### **3.7. Exhaust Ducts and Attic Ventilators**

#### **3.7.1. General Considerations & Guidelines**

Attic ventilators or mechanical devices requiring roof penetration should be as small in size as functionally possible and should match the color of the roof, chimney duct, or be mill finished.



Such devices should be located on the back side of the roof and should not extend above the ridgeline.

#### **3.7.2. Submission Requirements**

- a) A completed Architectural Modification application.
- b) A photo of the existing house showing the location of the proposed vent/duct.
- c) A photo or picture of the proposed vent/duct.

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### **3.8. Exterior Decorative Objects**

#### **3.8.1. General Considerations & Guidelines**

These guidelines apply to both townhomes and single family homes, except where noted. These guidelines include seasonal decorative objects. Objects will be judged based on, but not limited to, their size, color, location, and aesthetics.

Holiday decorations are exempt from these requirements. However, holiday decorations must be removed no later than thirty (30) days after the holiday.

#### **3.8.2. Location**

- a) **Single Family Homes** – Exterior decorative objects greater than 12 inches in height and those further than four (4) feet from the foundation<sup>1</sup> and are located in either the front or side yard require prior ARB approval. Items located in the rear yard or within a yard enclosed by a fence do not require prior approval.
- b) **Townhomes** – Exterior decorative objects greater than 12 inches in height and those further than four (4) feet from the foundation\* are prohibited when located in either the front or side yard. However, items located in the rear yard, or within a yard enclosed by a fence, are permitted and do not require prior approval.

**\*Foundation of the house/townhouse is defined as the base on which the house stands. This does not include staircases, sidewalks, decking, and/or patios attached to the house.**

#### **3.8.3. Submission Requirements**

- a) A completed Architectural Modification application.
- b) A copy of the existing site plan (plat) showing the house, existing decks, patios, fences, and/or accessory structures, significant vegetation, property lines and easements and the location of the proposed exterior decorative object(s).
- c) A photo or picture of the proposed exterior decorative object(s).

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### **3.9. Exterior Lighting/Electronic Insect Traps**

#### **3.9.1. General Considerations & Guidelines**

- a) Low voltage landscape lights installed within 18 inches off the ground do not require prior ARB approval.
- b) ARB approval is not required when replacing existing exterior light fixtures with fixtures of similar style and finish.
- c) All other exterior lights including, but not limited to, security lights require ARB approval.
- d) Electronic insect traps require ARB approval.

#### **3.9.2. Submission Requirements**

- a) A completed Architectural Modification application.
- b) A copy of the existing site plan (plat) showing the house, existing decks, patios, existing showing fences, and/or accessory structures, significant vegetation, property lines and easements and the location of the proposed lighting.
- c) A photo of the existing house showing the location of the proposed lighting.
- d) A photo or picture of the proposed lighting.

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### **3.10. Exterior Painting**

#### **3.10.1.General Considerations & Guidelines**

- a) All color changes require prior ARB approval.
- b) Painting a specific object to match its original color does not require prior approval.
- c) All painted exterior surfaces must be maintained in good condition.
- d) A sample book of original builder color samples is available for viewing at the management office.

#### **3.10.2.Front wood steps in sections 10 and 11 (Globe Townhomes)**

All railings, stair treads, risers, and platforms shall be painted. Railings shall be painted white. Stair treads, stair risers, and platforms shall be painted white, gray black. Replacement railings, risers, treads, and supporting structure shall be of the same style and wood type as the original and shall be painted as above. Carpeting on steps shall be Gray or black Alternate materials (such as Trex) may be approved on a case by case basis upon submission of an application with samples of the proposed alternate materials.

#### **3.10.3.Submission Requirements**

- a) A completed Architectural Modification application.
- b) A photo of existing structure to be painted showing its original color.
- c) A paint sample of the proposed color change.

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### 3.11. Fences

#### 3.11.1. General Considerations & Guidelines

All fences require prior approval by the ARB. These guidelines apply to both townhomes and single family homes, except where noted.

- a) **Maintenance** – All fences must be maintained in good condition and straightened as required. If a fence is not properly maintained and kept straight by the homeowner, the Exeter Homeowners Association may make any necessary repairs and bill the homeowner for said repairs.
- b) **Location** – Fences shall follow the property line unless a variance is requested and granted (see exception for single-family corner lots below). No front yard fencing is permitted.
- c) **Townhomes** – *Side yard* fencing is permitted on townhome end units. Side yard fences must have at least a six (6) foot setback from the front of the dwelling.
- d) **Single Family Homes** – *Side yard* fencing is permitted, however, fencing may not be installed farther forward than the midway point of the dwelling, unless a variance is requested. Homeowners are encouraged to build open type fences. On a corner lot, a fence that adjoins the sidewalk must be between 42 and 48 inches tall so as not to impede sight lines of vehicles. On a corner lot, a six (6) foot fence must be setback from the sidewalk by at least three (3) feet.
- e) **Construction** – The unfinished side of the fence (showing the posts and other supporting members) shall face the interior of the lot on which the fence is erected. If the ground slopes, the fence shall be parallel to the ground. “Stair-stepped” fences will be approved on a case-by-case basis.
- f) **Height** – No fence shall be shorter than 3.5 feet (42 inches) or taller than six (6) feet.
- g) **Materials** – Fences shall be constructed using wood, or for single-family homes, a natural-looking composite material. **Any other fence materials for single-family homes will be considered on a case-by-case basis.**
  - 1. **Wood** – Only pressure-treated wood or other rot resistant wood such as cedar, redwood, or cypress is permitted. **All wood fences shall be treated with a protective coating within six months after construction both to protect the wood and for aesthetic purposes.** Fences shall be treated with either a "clear-coat" or semi-transparent stain with a "matte" finish. Fence

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finishes shall be consistent with the deck and deck finish guidelines.  
Requests for solid stains will be considered on a case-by-case basis.

2. **Natural-looking Composite** (single-family homes only) – Composite fencing material, which is made from a combination of plastic and wood fibers, should be natural looking and resistant to fading and warping.



### h) **Fence Styles –**

- **Townhomes** - Fences shall be the same type as the builder has installed.
  - **Single Family Homes** - Fence style will be decided on a case-by-case basis.
- i) **Nonfunctional Fencing** - Nonfunctional, partial fencing is considered an exterior decorative object - see "Exterior Decorative Objects" for guidelines.

### **3.11.2.Submission Requirements**

- a) A completed Architectural Modification application.
- b) A copy of the existing site plan (plat) showing the house, existing patios and decks, existing fences, accessory structures, significant vegetation, property lines and easements and the location of the proposed fence.
- c) A drawing, photo, or brochure of the proposed fence design, including dimensions and material to be used.

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### **3.12. Firewood**

#### **3.12.1. General Considerations & Guidelines**

- a) Firewood shall be kept neatly stacked in the rear yard only.
- b) Under no circumstances shall firewood be stored on the common areas.
- c) Piles larger than two (2) cords require ARB approval.
- d) Piles longer than six (6) feet should be two (2) rows deep at a minimum.
- e) Piles should not exceed four (4) feet in height for safety reasons.

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### **3.13. Flagpoles**

#### **3.13.1. General Considerations & Guidelines**

- a) Temporary flag pole staffs that do not exceed six (6) feet in length and are attached to the front wall or column of the dwelling do not require prior ARB approval.
- b) All other flagpoles require prior ARB approval.

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### **3.14. Gutters and Downspouts**

#### **3.14.1. General Considerations & Guidelines**

Gutters and downspouts must match those existing in color and design and must not adversely affect drainage at adjacent properties or common areas.

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### **3.15. Landscape and Ground Maintenance**

#### **3.15.1. General Considerations & Guidelines**

- a) All exterior changes require prior ARB approval except where noted below.
- b) Each Homeowner is responsible for ensuring his/her home's lawn is mowed and properly maintained. After mowing, grass clippings and other debris should be cleaned up and removed as soon as practical. The lawn should be periodically treated to minimize the development and spreading of dandelions and other weeds to adjacent properties. Lawn height shall not exceed eight inches in height.
- c) ALL property must be maintained in good condition. If not properly maintained by the homeowner, Exeter Homeowners Association may make arrangements for any necessary and bill the Homeowner for said maintenance.
- d) Trees and shrubs shall be planted so that they do not obstruct sight lines of vehicles. When trees are removed, stumps should either be removed or obscured from street view.
- e) Compost must be properly maintained in a container designed for compost. The compost container must be located in the rear yard.

#### **3.15.2. Front and Side Yards**

ARB approval is not required for the following front or side yard landscaping provided there is no adverse effect on the drainage:

- a) Trees, shrubs, flowers, and plantings located within four (4) feet of the base of the house.
- b) Stone, brick, wooden borders, edging or retaining walls not exceeding eighteen (18) inches from the base at ground level to the top (except along public sidewalks along the street).
- c) Tree borders, retaining walls, and flowers around trees no farther than three (3) feet from the tree trunk and not exceeding eighteen (18) inches from ground level to the highest point.
- d) Small plantings around mailboxes in single-family homes.
- e) Reverting previously landscaped areas back to grass.

All other front and side yard landscaping require prior approval.

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### **3.15.3. Back Yards**

ARB approval is not required for the backyard landscaping within a privacy fence provided there is no adverse effect on the drainage:

- a) Where there is no fence around the backyard, no approval is necessary for the following landscaping providing there is no adverse effect on the drainage:
  - 1. Trees shrubs, flowers, and plantings.
  - 2. Stone, brick, wooden borders, edging or retaining walls not exceeding eighteen (18) inches from the base at ground level to the top.
  - 3. Tree borders, retaining walls, and flowers around trees no further than three (3) feet from the tree trunk and not exceeding eighteen (18) inches from ground level to the highest point.
  - 4. Reverting previously landscaped areas back to grass.
  - 5. All other backyard landscaping requires prior approval.

### **3.15.4. Submission Requirements**

- a) A completed Architectural Modification application.
- b) A site plan (plat) at scale, showing the house and existing decks, patios, fences, and/or accessory structures, significant vegetation, property lines, easements and the proposed landscaping.
- c) A detailed description of proposed landscape materials, including size (current and at maturity).

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### **3.16. Mailboxes**

#### **3.16.1. General Considerations & Guidelines**

- a) Prior ARB approval is not required if conditions are met in “a” and “b” in section 3.15.1.2. All other variations to mailboxes or posts require prior ARB approval and will be considered on a case-by-case basis.
- b) All mailboxes and posts must be kept in good condition. This means that rusty mailboxes must be painted, posts must be repaired properly if damaged, and flaking paint must be removed and the post repainted. Grass and vines must be trimmed and gardens around the post maintained.
- c) Areas in front of mailboxes should be kept clear of any items that could impede the delivery of mail by the U.S. Postal Service.

##### **3.16.1.1. Townhomes**

Cluster mailboxes are provided for all townhomes by the U.S. Postal Service, which is solely responsible for the condition and maintenance of those mailboxes.

##### **3.16.1.2. Single Family Homes**

- a) Mailboxes should be a standard size, metal or plastic material, and black or green in color (see image).
- b) Posts should be painted or stained wood. Acceptable paint colors are black or white. Stains must be similar to the approved deck colors.
- c) Any ornamentation on mailboxes or posts other than the name and/or house number will be considered on a case-by-case basis.
- d) Temporary holiday design covers are acceptable; however, permanent design covers require prior ARB approval.
- e) Mailboxes for single family homes must be located in accordance with postal regulations.
- f) High visibility, three (3) inch house numbers are preferred by the US Postal Service and local rescue workers.



#### **3.16.2.Submission Requirements**

- a) A completed Architectural Modification application.
- b) A picture of the proposed mailbox or post.

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### **3.17. Major Exterior Changes**

#### **3.17.1. General Considerations & Guidelines**

- a) All major exterior changes require prior ARB approval.
- b) Major exterior changes are those which substantially **alter an existing structure** in size or appearance. Major exterior changes also involve the **addition or removal of structures**—including decorative elements. Elements subject to the requirements of this section include, but are not limited to the following: covered porches (screened or unscreened), roof extensions, covered entries, sub-grade entries, greenhouses (attached or detached from the main structure), fireplaces and chimneys, exterior stairs accessing the main entrance, full enclosed additions, and solar energy collection devices.

#### **3.17.2. Design**

- a) The design of major exterior changes must be compatible with and complementary to the design of the existing structure to be altered in terms of the structures' original design, scale, massing, roof pitch, materials, windows, color, trim detail, etc.
- b) The "existing structure" for the purposes of this section is considered to be any existing improvement on a single family lot or, in the case of a townhome applicant, the entire structural entity of connected townhomes which includes that applicant's townhome.
- c) The design of structural additions to the individual townhome units including, but not limited to, covered porches and fully enclosed additions, must be able to be replicated in kind on each unit within the connected group of units which includes the applicant's townhome.
- d) Proposed additions, which adversely impact the use or value of adjacent properties, will not be approved.
- e) The ARB review will consider the impact of a proposed addition on the view, day lighting, natural ventilation, grade, and drainage of adjacent properties.

#### **3.17.3. Permits**

The homeowner is responsible for obtaining and keeping on record any permit(s) required by Town of Leesburg or County of Loudoun codes or laws before beginning the proposed modification. Submission of the permit(s) to the ARB with the application for modification is not required.

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### **3.17.4. Construction**

The quality of construction of any proposed addition must be at least equal to that of the existing structure in terms of materials, construction details, and finish.

### **3.17.5. Design Approval**

Following design approval by the ARB, applicant must submit documents which indicated the method and materials of construction.

### **3.17.6. Submission Requirements**

- a) A completed Architectural Modification application.
- b) A dimensional site plan, at scale, clearly showing the location of the proposed improvement, as well as existing house and existing decks, patios, fences, and/or accessory structures, significant vegetation, property lines and easements.
- c) **For Townhome applications** - the plan must also show the entire structural entity of connected units as well as the end units of the adjacent groups of town homes. Townhome applications must adequately demonstrate the applicability of the proposed design to each unit in the applicant's group of units.
- d) Applications for additions as described above must include architectural design drawings (floor plans, elevations, roof plans, etc.), which fully delineate the proposed addition, and its relationship to the existing structure.

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### **3.18. Patios**

#### **3.18.1. General Considerations & Guidelines**

- a) A patio is defined as a structure less than 24 inches in height (from grade).
- b) All patios must be maintained in good condition.
- c) Changes in grade or drainage pattern must not adversely affect adjoining properties.
- d) Rear and side yard patios do not require ARB approval if the proposed patio is contained within a yard enclosed by a six (6) foot tall privacy fence.
- e) Any patio that is visible at eye level by a neighboring property must have prior ARB approval.

#### **3.18.2. Submission Requirements**

- a) A completed Architectural Modification application.
- b) A copy of the existing site plan (plat) showing the house, any existing deck, fencing, and accessory structures, significant vegetation, property lines and the proposed location of the patio.
- c) A plan (to scale) showing the house and the proposed patio, including dimensions, materials, colors and any changes to grade.
- d) Detailed construction drawings of any railings, steps, benches and/or planters to be incorporated into the general design of the proposed patio.

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### **3.19. Privacy Screening/Latticework**

#### **3.19.1. General Considerations & Guidelines.**

- a) All latticework or similar privacy screening devices require prior ARB approval.
- b) All latticework must be maintained in good condition.



#### **3.19.2. Construction**

Lattice may not be installed as a fence or in place of deck railings. Lattice must be installed with framing and limited to eight (8) feet in total height, including the deck railing.

#### **3.19.3. Finish (applies to single family homes and townhomes)**

- a) Lattice on decks may be used as a privacy screen and must match the color of the deck railings, whether painted, stained, or left natural.
- b) Lattice used as a privacy screen on patios may be painted or stained to match the trim of the house or may be left natural.
- c) Lattice attached under a deck must match the color of the support beams. Wooden Lattice may be treated with a "clear-coat" or slightly pigmented preservative and have a "matte" finish.

#### **3.19.4. Submission Requirements**

- a) A completed Architectural Modification application.
- b) A copy of the existing site plan (plat) showing the house, existing decks, patios, fences, and/or accessory structures, significant vegetation, property lines and easements and the location of the proposed lattice work.
- c) A plan, to scale, showing the existing house and decks (if any), and the proposed latticework including dimensions, placement, framing detail, etc.

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### **3.20. Rain Barrels**

#### **3.20.1. General Considerations & Guidelines**

- a) Rain barrels may only be placed in the back and side yards.
- b) Rain barrels visible from the street shall be a solid color that either blends with the landscaping (i.e., earth tone) or is painted to match the siding or trim color of the house.
- c) Up to two rain barrels (separate or connected) are permitted per single family home or townhome. Additional rain barrels require prior ARB approval.
- d) Rain barrels that follow the guidelines in “a through c” above do not require prior ARB approval.



#### **3.20.2. Submission Requirements**

- a) A completed Architectural Modification Application.
- b) A photo or image of the proposed rain barrel, number of barrels requested, and/or proposed color.
- c) A color photograph of house.

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### **3.21. Recreational Equipment**

#### **3.21.1. General Considerations & Guidelines**

- a) All equipment should be located in rear yards only.
- b) Equipment may not be installed on common ground.
- c) Recreational equipment includes, but is not limited to: swings, swing sets, slides, playhouses and play forts.
- d) A playhouse must conform to the same criteria as sheds (see "Storage Sheds" for guideline) and must not exceed eight (8) feet in height. A playhouse is defined as a structure with solid walls (with or without windows) and a solid roof.
- e) A play fort must not exceed ten (10) feet in height. A play fort is defined as an open structure with or without railings.
- f) All play structures must conform to applicable safety regulations.
- g) All Recreational Equipment must be maintained in good condition.
- h) Recreational Equipment as described above does not require prior ARB approval.

#### **3.21.2. Basketball Hoops/Goals**

- a) **No permanently installed** basketball hoops/goals are permitted.
- b) In accordance with Leesburg town ordinances (Section 30-35), portable basketball hoops/goals must be returned to the homeowners property after daily use.

*Revised 06/03  
07/13*

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### **3.22. Solar Energy Collection Devices**

The installation of a solar energy collection device (i.e., any device manufactured and sold for the sole purpose of facilitating the collection and beneficial use of solar energy, including passive heating panels or building components and solar photovoltaic apparatus) on any property in Exeter is considered a major exterior change. (See section **3.17 Major Exterior Changes**).

*Revised 07/13*

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### **3.23. Storage Sheds**

#### **3.23.1. General Considerations & Guidelines**

Storage sheds require approval by the ARB before being constructed or erected. Storage shed applications will be disapproved if upon review it is determined that the color, building material, style and proposed location will not preserve and enhance the value of the dwelling, or fails to maintain a harmonious relationship among existing structures within the neighborhood and the community at large.



Outdoor storage containers or "deck boxes" not exceeding 64 cubic feet do not require ARB approval and must be located in the rear yard only. Trashcan enclosures are not considered storage sheds, but are subject to the conditions and requirements set out in the Design Guideline entitled "Trash Cans and Trash Can Enclosures." Storage sheds built into and as a specific part of an existing dwelling are subject to the conditions and requirements set out in the Design Guideline entitled "Major Exterior Changes." Only one storage shed per lot is allowed.



The overall design of the storage shed, to include color, building material and style, should match or be compatible with the existing color, building material and style of the dwelling.

#### **3.23.2. Design, Construction Materials and Color**

- a) Storage sheds will be constructed using generally accepted construction standards, and if applicable, in accordance with Town of Leesburg and Loudoun County regulations.
- b) Storage sheds shall be maintained at all times in a state of good maintenance and repair.
- c) Roof shingles (if applicable) should match the roof color of the existing dwelling.
- d) Prefabricated vinyl, metal, and plastic sheds are allowed, including but not limited to Rubbermaid sheds, subject to approval by the ARB.

#### **3.23.3. Submission Requirements**

- a) A completed Architectural Modification Application.
- b) A copy of the existing site plan (plat) showing the existing dwelling, patio and deck, existing fence (if any), any accessory structures, trees, property lines, common areas, easements and location of the proposed shed.
- c) A color photograph of house.

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- d) If the storage shed is to be constructed, include a plan and elevation drawing, to scale, with dimensions, materials to be used, and colors.
- e) If prefabricated, a catalog photo or manufacturer's brochure of the storage shed, including dimensions, materials, and colors will be submitted along with the ARB application.

### **3.23.4. Location**

- a) **Townhomes** – Storage sheds must be located in the rear yard only. For townhomes with a finished deck, storage sheds not exceeding 4'w x 8'h x 4'd may be located under the deck next to the existing dwelling, subject to approval by the ARB. Otherwise the shed may be 10'h x 10'w x 8'd.
- b) **Single Family Homes** – Storage sheds may be located in either the rear yard or side yard.
- c) For lots with an unfenced rear yard, the storage shed must be located in the rear yard only.
- d) Storage sheds must be located a sufficient distance from the existing dwelling or fence to allow for routine maintenance of both the storage shed and existing dwelling or fence.
- e) Storage sheds must be located so as not to interfere with property drainage.

### **3.23.5. Size**

- a) All storage sheds must not exceed 10'h x 10'w x 8'd.
- b) If the grade of the lot slopes, the height is measured from the existing grade to the highest point of the storage shed.

*Revised 01/06  
07/13*

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### **3.24. Swimming Pools/Hot Tubs**

#### **3.24.1. General Considerations & Guidelines**

- a) Permanently installed hot tubs, spas, and in ground swimming pools, require prior ARB approval.
- b) All hot tubs, spas, and in ground swimming pools must conform to all applicable Town and/or County regulations.

**Permanently installed above ground swimming pools are prohibited.**



#### **3.24.2. Submission Requirements**

- a) A completed Architectural Modification application.
- b) A copy of the existing site plan (plat) showing the house, existing decks, patios, fences, and/or accessory structures, significant vegetation, property lines and easements and the location of the hot tub/spa/in ground swimming pool.
- c) A photo or picture and plans of the proposed hot tub/spa/in ground swimming pool.

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### **3.25. Trash Cans & Trash Container Enclosures**

#### **3.25.1. General Considerations & Guidelines**

- a) **Application** – These guidelines apply to both townhouse -and single family homes except where noted.
- b) **Maintenance** – All trash cans and receptacles must be kept clean and must have lids. Homeowners are responsible for any trash that is scattered due to foraging wildlife (crows, raccoons, etc.) or due to high winds.
- c) **Location** – Trash cans and trash receptacles must be hidden from view, whether enclosed in a rear fenced yard, kept in a garage or enclosed in a trash container enclosure. Trash container enclosures shall conceal all trash, trash cans, and other trash receptacles.
- d) **Trash Collection** – Trash collection is on Tuesdays and Recycling pickup is on Fridays. **Please DO NOT place your trash out and leave it out all weekend, or place it in the common areas.** Trash containers should be placed on the curb in front of your house Monday after 6:00 p.m., and back brought in Tuesday before 6:00 p.m. Recycling goes out Thursday night after 6:00 p.m., and empty containers should be brought back in Friday before 6:00 p.m.
- e) **Special Pickups** – If you have large amounts of landscaping debris, appliances, furniture or other large items that need picked up please contact the Town of Leesburg Street Division at 703-777-2420.

#### **3.25.2. Trash Container Enclosures**

- a) **Definition** – Trash container enclosure is defined as a structure that entirely obscures a trash can or other trash receptacle from view.
- b) **Location** – Trash container enclosures may not be located at the front of the house. Trash container enclosures shall be located in the rear yard only except for single family homes where the enclosure may be located at the side of the house but not further forward than the midpoint of the house. Trash container enclosures not within a fenced yard shall be attached or appear to be attached to the house. For townhouses, trash container enclosures not within a fenced yard shall be attached or appear to be attached to the house or the eight (8) foot section of the privacy fence.



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- c) **Construction** – Trash container enclosures shall be tall enough to completely hide the trash containers, may not exceed five (5) feet high and three (3) feet in depth from the house. The maximum length shall not exceed eight (8) feet. Enclosures shall be constructed of pressure treated wood or lattice or be of a manufactured product such as plastic. Lattice shall be framed.

### **3.25.3. Approval**

- a) No prior ARB approval is required if the trash container enclosure complies with the provisions above.
- b) All other trash container enclosures must have prior ARB approval.

### **3.25.4. Submission Requirements**

- a) A completed Architectural Modification application.
- b) A copy of the existing site plan (plat) showing the house, existing decks, patios, fences, and/or structures, significant vegetation, property lines and easements and the location of the accessory proposed trash container enclosure.
- c) A design drawing of the proposed enclosure with details of materials and desired finish and color.

*Revised 07/98  
09/98  
06/00  
10/03  
06/08*

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### **3.26. Trellises**

#### **3.26.1. General Considerations & Guidelines**

- a) All trellises must be maintained in good condition.
- b) Trellises to provide support for plantings should be attached directly to the house siding. Trellises that are free standing must be framed.
- c) Trellises can be painted or stained to match the trim of the house and may be painted white or treated with a "clear-coat" or slightly pigmented preservative and have a "matte" finish.
- d) Trellises that follow the guidelines in "a through c" above do not require prior ARB approval.



*Revised 07/13*

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### **3.27. Windows and Shutters**

#### **3.27.1. General Considerations & Guidelines**

- a) All changes in windows or shutters require prior ARB approval.
- b) All windows and shutters must be maintained in good condition.

#### **3.27.2. Construction**

- a) Windows must be clear, uncolored glass.
- b) Windows must match each other in style and design. Variations (e.g., grids vs. no grids in windows) will be considered on a case-by-case basis.
- c) Shutters must match each other in style and design.
- d) Windows (including storm windows) must be without ornamentation such as, but not limited to, scallops, scrolls, and imitation gate hinges.



#### **3.27.3. Finish**

- a) Windows must be white or a color to match the surrounding trim of the house.
- b) No plastic covering will be permitted on the outside of windows.

#### **3.27.4. Submission Requirements**

- a) A completed Architectural Modification application.
- b) A photo or picture of the house and proposed windows.

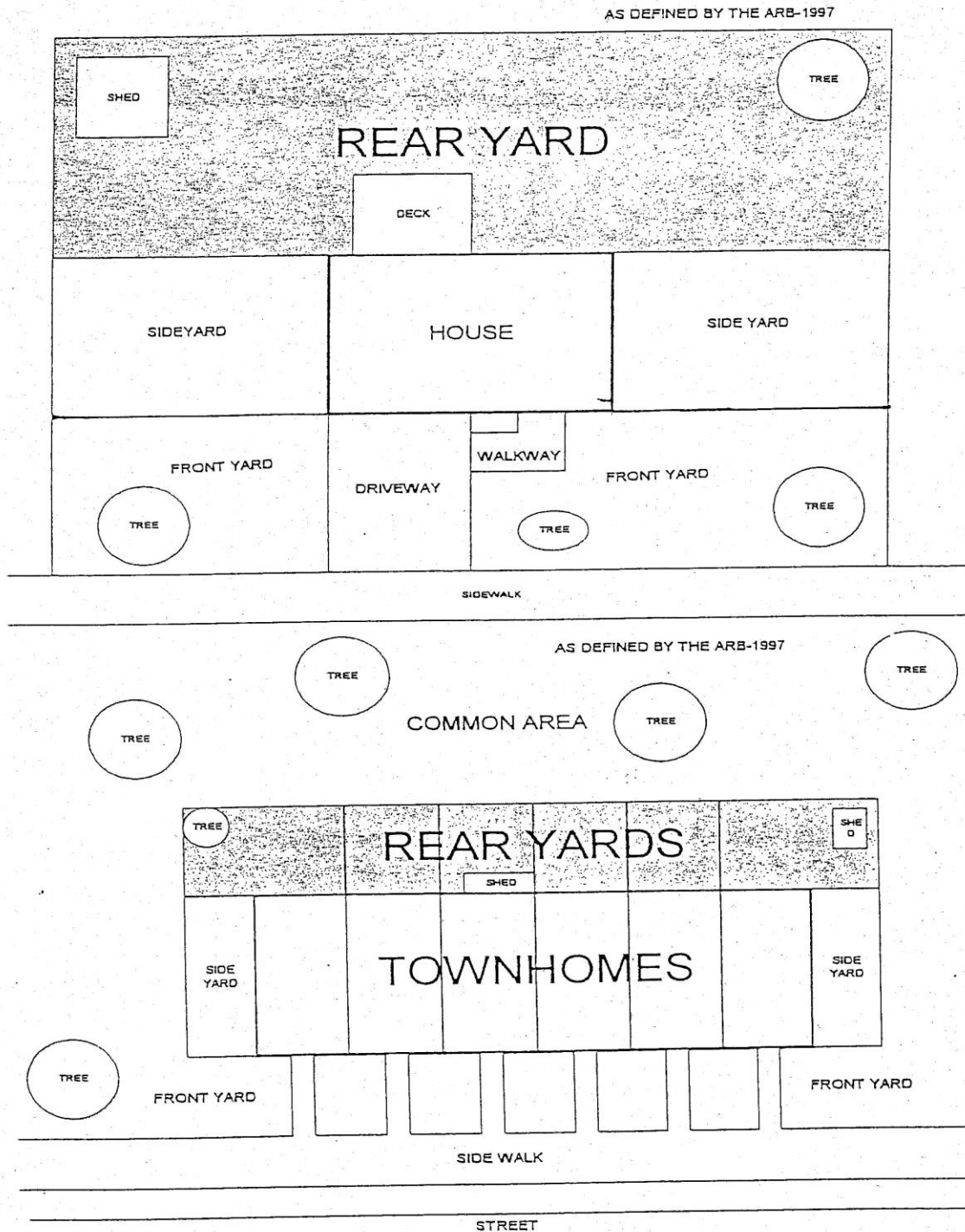
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## Homeowner Handbook

### 4. Appendices and Forms

#### 4.1. Rear Yard Definitions



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### 4.2. Architectural Modification Form

Control No.  
(PMP)

#### EXETER HOMEOWNERS ASSOCIATION ARCHITECTURAL MODIFICATION FORM

Date Received by  
PMP

Name of Owner: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Exeter Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

DESCRIPTION OF PROPOSED EXTERIOR CHANGE OR ALTERATION:

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#### OWNERS' ACKNOWLEDGEMENT: I/We understand that:

1. Material herein contained shall represent alterations/modifications, which comply with the zoning and building codes of the County to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of such ordinances. The owner is responsible for obtaining the necessary building permits prior to commencement of construction and for complying with all zoning and building codes.
2. No work shall commence until the owner has received written approval. Any construction or exterior alteration before approval of this application is not allowed. If alterations are made, we may be required to return the property to its former condition at our own expense and we may be required to pay all legal expenses incurred.
3. Approval is contingent upon all work being completed in a workmanlike manner within six months. The management may make a routine inspection during construction.
4. This request is subject to restrictions by the Declarations and a review process as established by the Board of Directors. Any variation from the original application must be resubmitted for approval.
5. I/We acknowledge and agree that we will be solely liable for any claims, including without limitations, claims for property damage or personal injury that result from the requested addition or modification. I/ We hereby indemnify the Homeowners Association and the Management Company from and against any and all such claims. Moreover, I/we accept responsibility for all maintenance, repair and upkeep of said addition or modification. I/ We further agree that the members of the Architectural Review Board, the Exeter Home Owners Association, the Exeter Board of Directors, and /or the Exeter management company shall not be liable for damages, incidental or consequential, relative to this application or the work/project herein.
6. I/We hereby give consent to the Homeowners Association and the Management Company for access to my property to inspect the above changes and/or alterations upon completion.
7. The ARB meets the 3<sup>rd</sup> Thursday of each month; applications must be received by Noon the prior Monday.

Signature of Homeowner \_\_\_\_\_

\_\_\_\_\_ Date

Signature of Homeowner \_\_\_\_\_

\_\_\_\_\_ Date

#### ARCHITECTURAL REVIEW BOARD ACTION

Date Received by ARB: \_\_\_\_\_

☐ Incomplete      ☐ Disapproved      ☐ Approved as Requested  
☐ Approved Subject To The Following Conditions/Modifications:

\_\_\_\_\_

Printed Name of ARB Member \_\_\_\_\_

Signature of ARB Member \_\_\_\_\_

\_\_\_\_\_ Date

Printed Name of ARB Member \_\_\_\_\_

Signature of ARB Member \_\_\_\_\_

\_\_\_\_\_ Date

### 4.3. Instructions for Completion of Architectural Modification Form

1. **Separate Applications for Each Project:** A separate application form is required for each project (e.g., a deck and fence require a separate application for each).
2. **Where to Send:** Return the completed form and all required documents to:  
  
Sentry Management  
602 S. King Street, Suite 400  
Leesburg, VA 20175
3. **Required Documents:** Submission requirements for specific modifications are listed in the Architectural Guidelines available at [www.exeterhoa.com](http://www.exeterhoa.com). Include a description and diagram (sketch or picture) of the addition or modification being requested, and if appropriate, a copy of your plat plan with the location of the modification indicated on it. A plat plan is generally required for all modifications and additions. To avoid a delay in the approval of your application, be sure to include a plat plan if one is required. Plat plans may be obtained from the Town of Leesburg, 25 West Market Street. If more space is needed to describe the proposed modification, additional sheets may be attached. All paint color changes require a picture showing the current color and a sample of the proposed color.
4. **Notification of Action Taken by the Architectural Review Board (ARB):** You will be notified in writing by the Property roperty Manager, Sentry Management, of the action taken by the ARB.
5. **Permits:** Obtaining required permits is the responsibility of the homeowner. ***Do not submit a copy of the permit with your application.*** It is recommended that you keep a copy of any permit(s) in your personal records even if the permit is obtained by a contractor.
6. **Completion Deadlines:** The approved project must be completed within six months after approval. If the project is not completed within six months, the approval becomes void and a new application is required.. In the event a new application is required, you may attach a copy of the original application to the new one.
7. **Notification Form Required Upon Completion:** Upon completion of the approved project, submit to Property Management People a completed ***Architectural Completion Notification*** form. This form may be obtained online at [www.exeterhoa.com](http://www.exeterhoa.com) or from the Property Manager.

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#### 4.4. Architectural Modification Completion Notification (ACN) form

<b>EXETER'S HOMEOWNERS ASSOCIATION</b> <b>ARCHITECTURAL REVIEW BOARD</b> <b>Architectural Modification Completion Notification (ACN)</b>	
<div style="border: 1px solid black; padding: 5px;"><p><b><u>This form must be mailed back to the Architectural Review Board (ARB) c/o Property Management People, Inc., 101 Blue Seal Drive, Suite 100, Leesburg, VA 20175, within 10 days of completion of the approved changes. If the ARB fails to receive this form within 90 days, it may conduct an inspection to determine if the modification has taken place. Upon completion of inspection, a copy of this form will be sent to the Homeowner. IMPORTANT NOTE: All approvals for modification not completed within 6 months are considered void and the homeowner must reapply for the approval to the ARB.</u></b></p></div>	
<b>Name:</b> _____  <b>Address:</b> _____  _____	<div style="border: 1px solid black; padding: 5px;"><b>App. #</b> _____  <b>RE:</b> _____  <b>Approval Date:</b> _____</div>
<p>This is to give notice to the Architectural Review Board that the Architectural Modification(s) listed above has been completed and is ready to be reviewed by an ARB member. I understand that the purpose of this review is to ensure that the Architectural Modification completed compares favorably with the Architectural Modification application that was submitted and approved. I further understand that in the event of the Modification completed does not comply with the application submitted and/or the standards set forth in the Homeowner Handbook, enforcement procedures shall be initiated as indicated in Homeowner Handbook and Association By-Laws.</p>	
<b>Date:</b> _____ <b>Homeowner Signature:</b> _____	
<hr/> <p><i>For ARB use only:    Architectural Board Completion Status</i></p> <p>The completed Architectural Modification noted above has been inspected by the Architectural Review Board and compared to the application submitted by the Homeowner. It has been determined that the Modification</p> <ul style="list-style-type: none"><li><input type="checkbox"/> has been installed/constructed as presented in the application as submitted.</li><li><input type="checkbox"/> has <b>not</b> been installed/constructed as presented in the application submitted and/or in compliance with the standards set forth in the Homeowners Handbook (see comments below).</li><li><input type="checkbox"/> has <b>not</b> been installed/constructed as presented in the application submitted by the homeowner, however, the modification has been accepted with the approvable modification(s) to the application as listed below.</li></ul>	
<b>Verified By:</b> _____ <b>Date:</b> _____	
<b>Comments:</b> _____  _____	