



*West Neck
Community Association*

To: West Neck Community Association Homeowners
From: West Neck Community Association Board of Directors

Date Amended: January 20, 2021
Date Posted to Website: January 27, 2021

Subject: Architectural Guidelines and Community Standards Revision (6)

The effective date of Revision (6) is March 1, 2021 in compliance with the requirement set forth in the governing documents that homeowners have 30 days notice of amended Guidelines.

Part One: Introduction

Article V of the Declaration of Covenants, Conditions and Restrictions for the West Neck Community Association Inc. provides for the establishment of an Architectural Review Committee (**ARC**) and directs the development of Architectural Guidelines and Community Standards for West Neck. Furthermore, the Article sets forth the procedures for gaining approval for landscaping or structural improvements to your property. The purpose of this document is to set forth Guidelines and Community Standards that will make the approval process as efficient as possible. **Basically, if you want to change the "As Built" of the exterior of your home in any way, you will need to apply to the ARC for approval.** NOTE: These **Guidelines do not apply to the Residents of Browningstone and Wordsworth Condominium Villages.**

The Committee: Is currently comprised of 7 members:

ARC Committee Chairman (Acting): George Davis- gcdavis3@cox.net – Emerson Spring
Carl Allen - s70carllion@yahoo.com – Blue Lake
Connie Milne – cicimilne@yahoo.com - Carrollton
Barbara Firich - bfjm0481@hotmail.com - Emerson Spring
Vacant- Rosecrest
Cathy Morrison - grammycarp@yahoo.com – The Grove
Jim Watt – jwattvb@cox.net – Arthur Parke

Community Group Representative

Brett Campbell – 747-0908 - bcampbell@communitygroup.com
Beverly Mallard -747-0918 – bmallard@communitygroup.com

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If you have specific questions, you should contact your Village representative or the ARC Chairperson via email. We will be happy to assist you in verification of provisions of the Covenants and Restrictions and in the application process for approval of your projects.

Meetings: The ARC processes all applications electronically. Consequently, scheduled meetings are not required. Special meetings of the ARC will be called by the Chairperson of the Committee as situations dictate. Should a resident wish to contest the decision of the ARC, contact the Chairperson and a special meeting will be called to hear the residents' position.

Turn Around Time: Applications are acted upon as they are received. Letters spelling out the action of the ARC are prepared and mailed within a 7 to 14-day period. While the ARC endeavors to turn applications around as soon as possible, the governing documents of the Association provides the reviewer up to 30 days to make a determination after receipt of a **completed** application and all required supporting documents. Pursuant to the Declarations, the ARC may, (1) approve the application with or without conditions; (2) approve a portion of the application and disapprove other provisions or (3) disapprove the application.

Application Process: An application form can normally be found on the inside left cover of the "Green Book" containing the governing Association Documents. If you are unable to locate an application, you can download one from the West Neck website at www.westneckvillages.com, click on ARC Guidelines and scroll down to the application form. Otherwise, applications can be picked up from the receptionist at the Village Hall or you can contact your Village representative or the Associa' Community Group, our property management company, at 757-747-0918 and ask for Mrs. Beverly Mallard. She can send you an application. Submit the completed application along with the supporting documentation to the Chairperson of the ARC. You may also deliver your completed application to any of the ARC members. Additionally, you can email the documents in PDF format to the Chairperson or Associa' Community Group, or you can drop your application off at the Village Hall reception office. When received, the Chairperson will check an application for completeness and forward a copy to each member of the ARC by email. The ARC members will review all applications and submit their recommendation back to the Chairperson via email. The Chairperson will submit the duly considered application to Associa' Community Group for preparation of the Approval/Disapproval reply.

Application Submission Contains:

A Completed Application, a photograph or written description or drawing of the proposed improvement. If applicable, A copy of the owner(s)' Lot Plat showing the placement of the improvement on the owner(s)' property.

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In the case of a landscaping application, a complete list of the plants to be installed is required. The ARC may also require the submission of such additional information as may be reasonably necessary to consider any application. Additionally, if you are submitting a plan for a new screened in porch, a sunroom, a trash receptacle screening or pergola, please submit a complete set of drawings for the requested along with elevations and a specific listing of the materials to be used in the construction. The construction of these additions is subject to the restrictions listed below for each type of structure.

The signatures of your neighbors are required only to inform them that you are planning improvements to your property. If a neighbor has a strong objection to any improvement, they must respond in writing to the ARC providing a rationale for their objection. This letter must be received prior to considering the application in question. Should neighbors be out of town or otherwise not available, the application can be submitted without their signature, but it must include an explanation as to why you were unable to obtain the signatures.

To avoid any misunderstanding, incomplete applications along with a narrative of the discrepancy will be returned to the homeowner for completion prior to consideration by the ARC.

If the requested exterior modification is not addressed in the guidelines or community's standard an application must be submitted.

West Neck Community Association Inc.
Board of Directors

Effective Date: March 1, 2021

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Part Two: Architectural Guidelines

1.0 Pre-Approved Items:

Certain improvements to your property have been pre-approved for your convenience and do not require you to submit an application.

1.1 French Drains: Only professionally installed French Drains will not require an application, all other installations need approval. French Drains composed of containers planted in the ground to diffuse runoff requires prior approval for installation even if being installed by a contractor.

1.2 Holiday Decorations: Holiday decorations are allowed. Decorations may be put up 30 days in advance of a holiday and taken down within 10 days following the holiday.

Note: The ARC retains authority to require removal of inappropriate decorations. It shall be at the sole discretion of the ARC as to what constitutes inappropriate decorations.

1.3 Invisible Fencing: Below ground invisible fencing for pet control is authorized.

1.4 Landscaping originally installed:

1.41 In existing flower beds, bulbs, annuals and/or perennials commonly used in the geographical area.

1.42 Replacement of dead shrubbery (provided it is of the same type) in builder provided landscaping. If you choose to replace the builder's plants with substitute varieties, an application is required.

1.43 Edging for lawn, walkways, patios or flower beds may be of either vinyl, metal, stone or brick materials.

1.44 Decorative rocks may be placed in flower beds. Homeowners may use other small stones in flower beds to substitute for mulch or for emphasis purposes.

1.45 Re-mulching of existing landscaping with shredded or hardwood mulch or pine straw.

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1.5 Ornamental Items:

1.51 A maximum of two decorative flags, one in the front and one in the back of the residence, of a holiday or seasonal nature are allowed; dimensions of each flag shall not exceed 2' X 2' and must be placed on an appropriate holder in a flower bed or adjacent to a porch or patio. **Note that no flags may be flown from the actual building.**

1.52 An American Flag no larger than 4' X 8' is allowed. The Flag must be displayed in accordance with generally accepted standards for the display of the American Flag and, if flown at night, the Flag must be properly illuminated. The Flag may be flown from a single six foot staff for which an application is required (see section 2.5 Flag poles). Worn, torn, faded or otherwise damaged Flags will be replaced immediately.

1.53 Planter boxes or pots for flowers or shrubs may be placed on the porch, deck or patio areas. **More than a total of 10 planters around a residence are considered excessive and unacceptable.**

1.54 Parsons, Charleston or park type benches for the patio or yard are allowed.

1.55 Bird baths and bird feeders. Bird baths will count in the total number of ornamental/statuary items per residence.

Note: All other ornamental items must be submitted for approval accompanied by a photo of the object. No item will exceed 4'6" in height.

1.6 Patio Furnishings:

1.61 Standard patio furnishings (i.e., table, chairs, bar and stools, hammock, rockers, etc.) are allowed. No picnic tables are authorized on patios, decks or in yards.

1.62 Patio grills, outdoor fireplaces and planters, as mentioned above, are allowed.

Note: Patio areas are not intended for storage use (i.e., bicycles, lawn mowers, wheelbarrows, bags of mulch, potting soil, golf carts, etc.)

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1.7 Permanent Emergency Generators: Professionally installed emergency generators must comply with all Ordinances or Codes of the City of Virginia Beach governing the installation of such generators. A copy of the permit and/or other official notice will be sent to the Chairperson of the ARC prior to work commencing. Note that as of 12/12/16, per the city code “generators which do not extend more than five feet into the yard and which are no closer than five feet to the nearest lot line, shall be screened by a solid fence or landscaping if they are located within ten feet of the lot line”.

1.8 Satellite Dish and Television Antennas:

The Federal Government allows satellite antennas without need for any approval from any cooperative or Association. If at all possible, locate the antenna to the rear of the residence.

Note: Installation of any other type of antenna on the exterior of the house requires the submission of an application for approval.

1.9 Storm Doors, Exterior Doors and Garage Doors:

1.91 Please refer to Exhibit (1) for sample pictures. Storm doors may be of any brand name. Doors must be “Full View” or “Mid View”.

1.92 Glass on the “Full View” may be etched around the edges.

1.93 Storm Doors that have extensive etching, designs etc. **must** be submitted for approval.

1.94 Any changes or replacement of exterior doors or garage doors requires prior approval. This includes changing the paint color of any exterior or garage door.

1.10 Wells and Irrigation Systems:

Professionally installed wells and irrigation systems will not require an application. All permits required by the City of Virginia Beach shall be the responsibility of the owner to obtain. Owners awarded a variance for an installation to be placed within the City’s easement, shall accept full responsibility for any replacement or repairs resulting from any future activities deemed necessary by the City.

2.0 Items Requiring Application and Approval:

2.1 Awnings:

Awnings must be retractable, and the application must include a fabric swatch or picture of the fabric.

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2.2 Decks:

2.21 Decks may be constructed of natural salt treated wood or composite materials colored to compliment your residence. Submit complete plans for the deck including dimensions, and color with your application.

2.22 Railing on decks will be limited to maintenance free black aluminum, composite materials or natural wood.

2.23 Slats in the railing will not exceed 2" in width if made from natural wood or composite materials. Please submit a photo of the proposed railing with your applications.

2.3 Driveways, Patios and Courtyards:

Approval is required to paint or surface coat driveways, sidewalks, patios and/or courtyards with anything other than new concrete of the same color as the original installation. Application must include color(s) and/or the design to be used. Any expansion of a patio must be submitted for approval.

2.4 Fencing:

2.41 Only black aluminum, (please see Exhibit (2) for examples) maintenance free fencing will be approved except for trash receptacle screening. Samples in exhibit (2) are not all inclusive, but must be similar.

Note: Fences must follow the contour of the land and owner's property line when possible

2.42 The height of fences must be either thirty-six inches or forty-eight inches above ground level. The only exception to the height will be for screening trash receptacles and swimming pool equipment.

2.43. Fencing will be installed only in the back and side yards of residences. Fencing can extend no further than halfway down the side of the home. Fencing in the front yard is prohibited.

2.44 Application must include the manufacturer and name of the requested fencing along with a physical survey (Lot Plat) showing the boundaries of the fence.

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2.45 Applicants/owners are allowed to pursue a variance from the City of Virginia Beach for encroachment on an easement, usually through their fencing contractor. However, it is the applicant/owners responsibility for replacement, damage, etc., to any to any plants/structures that may occur when the easement is used for its intended purposes. The applicant/owner must certify in their application that the appropriate variances and permits are being obtained.

2.46 White vinyl fencing, (please see Exhibit (3) for examples of approved fencing) may be placed around your trash receptacles to screen them from the street and golf course. The maximum dimensions will be **13' X 6'**. Vegetative screening is encouraged where setbacks preclude residents from having the appropriate room to install fencing around their trash receptacles or for screening out air conditioners or other utility boxes. Vegetative screening of electrical, telephone or cable boxes must be in accordance with the procedures established by the utility company. No wooden fencing will be permitted in the Community.

2.47 Privacy fencing of any kind for any purpose **is prohibited** in the Community with the following exceptions. Those individuals who live on the fairways of the golf course and are subject to being struck by errant golf balls when utilizing their patio/deck, may construct a protective barrier made of lattice work not to exceed 12' in height in the rear of the residence on the side of your patio/deck which is subject to the flight of the golf balls. The lattice work may be of synthetic materials colored white or the color of your residence. Natural wood is also acceptable. Painting of the structure in white is encouraged. **Netting is not authorized as a protective structure.** Homeowners must keep such structures in good repair at all times.

2.48 White vinyl fencing no higher than 6 feet is allowed along the back of one's property line **only** for the lots in Emerson Springs and Rosecrest where the rear of the lot abuts property of other subdivisions or private homes not in the Villages of West Neck. This fencing may not extend up the side of the property line. **This provision is applicable to only Emerson Spring and Rosecrest.**

Note: Approval of this type of special circumstance fencing application will require an on-site inspection by an ARC member prior to the application being reviewed by the Committee

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2.5 Flag Poles:

2.51 Personal Flag Poles made of anodized aluminum not to exceed 20' height are authorized on a case by case basis.

2.52 Flag Poles may be white or polished aluminum finish. Flag Poles will be anchored in concrete and in such a manner to withstand rough weather with winds of hurricane force.

2.53 Submit a photograph or brochure of the Flagpole with your application and show its location on your plat survey, including any decorative or flag lighting if installed.

2.6 Hurricane Shutters:

Professionally installed hurricane shutters are allowed; however, the application must include such specifications as their design and material. The shutters must be consistent with the outside color of your home.

2.7 Landscaping Modifications:

2.71 The replacing of builder installed shrubbery/plantings or trees, any new tree or shrubbery or extending any flower bed.

2.72 Any extension of existing driveways or walkways. Concrete must be of the same grade and style as originally used by the builder.

2.73 Any new concrete, brick or decorative paving stone addition to your property such as a trash receptacle pad or paving stone used for a new walkway.

2.74 Any request to cover existing concrete such as porch or patio with decorative tile, paint or stain.

2.75 Addition of decorative trellises which are not of standard trellis design in your yard or garden (i.e., archways or abbreviated gazebo-like trellises) submit pictures with application.

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2.76 The ARC reserves the right to request that homeowners trim the height of shrubbery around their property to conform to the Community Standards which is 48” in height.

2.77 Homeowners are prohibited from planting extensive vegetable gardens throughout West Neck. A maximum of two tomato plants and two other low growing vegetable plants may be planted in an unobtrusive place.

2.78 Any type of landscape or walkway lighting requires an application.

2.8 Pergolas:

2.81 Complete plans for a pergola must be submitted with your application. Note that the city may have “setback requirements” on your property. Owners are encouraged to check with the city prior to construction.

2.82 Pergolas will be constructed of either composite materials i.e., vinyl, pressure treated lumber or extruded aluminum.

2.83 The color of the Pergola may match your home or be white if using composite materials. If using pressure treated lumber, it may be left a natural color. Use of a clear sealant is appropriate but staining is prohibited. Painting is encouraged.

2.84 Lattice work may be used only as a decorative trim around the open top sides of the Pergola. No lattice work will extend down more than 24 inches from the top of the structure. No roof material of any kind may be attached to the top of the pergola.

2.85 Construction of pergolas utilizing lattice work as a protective measure for properties located immediately adjacent to a fairway will be considered on a case by case basis.

2.9 Screened in Porches:

2.91 Applications will contain complete plans including construction materials and the placement of the improvement shown on your plat survey. Where possible, a photo or brochure of the completed product should accompany the application. Shingles and siding must match exactly the color, type and grade of materials used in the construction of the residence. Construction of the screened in porch should not commence until the letter of approval has been received.

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2.92 The exposed wood trim of the structure, if any, must be painted white or the same colors the existing exterior wood or vinyl trim of the house. No staining will be permitted on screened in structures.

2.93 All wooden and screened parts of the enclosure will be maintained in a good state of repair. Faded or peeling paint will require immediate attention and repainting.

Note: Screened patios or sunrooms are not storage areas and should not be used as such.

2.10 Solar Collection Devices:

2.10.1 Due to the large visual impact solar panels can have on a community, solar collectors generally are discouraged. The proposed panels should have a minimal visual effect on the immediate neighborhood. They should not be readily visible from a street. They also should lie flat on the home's roof.

2.11 Statuary:

2.11.1 Fountains, statues, figurines, bird baths etc. Items will not exceed 4' 6" in height. The number of items will not exceed four per residence.

2.11.2 Planters in the shape of animals, utensils or any other non-pot configuration must always be submitted for approval, a photo must accompany the application.

2.12 Swimming Pools:

2.12.1 Only in ground swimming pools are permitted. Submit complete plans with the application. Residents are responsible for obtaining and compliance with City of Virginia Beach permits regarding swimming pools. All pools must be appropriately fenced in accordance with City ordinances.

2.12.2 Prior to approval an on-site inspection by an ARC representative is required.

2.12.3 All mechanicals, i.e., pumps and filter systems, must be placed adjacent to the residence and surrounded by a vinyl fence described in the fencing requirements pertaining to trash receptacles.

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2.12.4 The integrity of the drainage easement between properties must be maintained. If the installation of the swimming pool disturbs the grade of the drainage easement the homeowner installing the pool must ensure that adequate French Drains are installed to restore the drainage easement to its original grade and ensure proper drainage between homes. Upon completion of the swimming pool the owner must certify to the Chairperson ARC that this requirement has been met.

2.13 Spas/Hot Tubs:

2.13.1 Addition of outside hot tubs and spas, including inflatable and portable ones requires an application showing where hot tub/spa will be placed and how connected.

2.13.2 Prior to approval an on-site inspection by an ARC representative is required.

2.13.3 Same as Swimming Pools (2.12.4). The integrity of the drainage easement between properties must be maintained. If the installation of the spa/hot tub disturbs the grade of the drainage easement the homeowner installing the spa/hot tub must ensure that adequate French Drains are installed to restore the drainage easement to its original grade and ensure proper drainage between homes. Upon completion of the spa/ hot tub the owner must certify to the Chairperson ARC that this requirement has been met.

2.14 Trees:

2.14.1 Normally, living trees will not be removed unless they pose a threat to you or your neighbor's home. It is, however, the property owner's responsibility to remove a tree that is deemed hazardous to yourself and/or your neighbor's property. Should the ARC notice a dead or dying tree in their routine inspections of the Community, you will be sent a letter informing you of the need to submit an application for removal.

2.14.2 If a tree located on the Golf Course property poses a threat of damage to your home you should contact the ARC Chairperson, who will inspect the tree in question and officially inform the representative of the golf course owner of the problem. We will then work toward an equitable solution to the problem.

2.14.3 If curb trees are dead or dying, you may request approval from the City for their removal. Problems with curb trees including pruning will be reported to the City Arborist by email at landscape@vbgov.com or by phone (757) 385-4461.

Note: In the event there is a serious and imminent threat to safety immediate removal of the dead or damaged tree is allowed. Please advise either the Chairperson of the ARC or your Village ARC Representative as soon as possible after the removal has been completed.

3.0 General Information:

3.1 Easement Usage. You may use the various easements on your property only after contacting the appropriate entity in the City Government and obtaining their approval to do so. City easements are controlled by the Inspections and Permits department of the City. Questions surrounding the Golf Course easements should be addressed to the ARC Chairperson who will contact the owner's representative for information and approval. Bear in mind that you are responsible for the repair or replacement of damaged items caused by the Golf Course or City during work in their respective easements. The area between the sidewalk and the curb is City easement. Residents will refrain from landscaping that area with anything other than grass. Note that the community has entered into a landscape easement with the city for the areas between the curb and sidewalk outside of eight villages. We are responsible for landscaping these areas including landscaped medians. Curb trees, located within the eight villages will be mulched and, at the owners discretion, may have annuals planted around them in the mulch.

3.2 Gazebos: The construction of Gazebos in the Community is **prohibited**.

3.3 External Decorations: Artificial flowers made of any material are not permitted within the Villages at West Neck. However, artificial flowers may be utilized in seasonal wreaths placed on front and/or back doors. Wreaths may be hung on the entry or storm door or on windows. They may also be placed on the outer walls of the residence with an approved application.

3.4 Mailboxes: Mailboxes are the responsibility of the homeowners sharing the mailbox. They must be maintained in good repair at all times. Maintenance of the mailboxes will include periodic painting of the post and boxes themselves. There are vinyl replacements available. Any replacement must be of the exact design as the mailbox being replaced.

3.5 PODS or Other Storage Containers:

3.5.1 Use of storage containers is allowed: however, before they are to be placed on your property, you must seek approval and obtain an official permit from the City of Virginia Beach. For complete information, go to vbgov.com and under City Services in upper right corner of the screen, select Permits and Inspections. Note that some owners have suffered broken or cracked concrete in their driveways from pods. Proceed with caution.

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3.5.2 Containers are allowed for a period not to exceed 16 consecutive days in a 6-month period. During construction, reconstruction, alteration or renovation of a principal structure, 24 hours before and after such activity, containers will be allowed for a period not to exceed 30 days within a 6-month period.

3.6 Signage.

3.6.1 Signs advertising a product or service are prohibited in the Community. Vendors and/or subcontractors performing work such as landscaping, irrigation installation, etc., are prohibited from displaying their signs anywhere in the Community.

3.6.2 Residents may not post in their yard signs such as: **No Trespassing, Keep off the Grass or Curb Your Dog or any other signage not specifically allowed in this article.** There is one approved small aluminum sign available for purchase at the Village Hall that reads No Soliciting & No Trespassing (See example #4). The only other exception is that homeowners may place security signs close to the entrances to the home.

3.6.3 Real Estate for Sale or Sale by Owner is acceptable. All real estate signs must be posted on the inside of the sidewalk on the owner's property and not in the area between curb and sidewalk.

3.6.4 Signs of any kind except those announcing Community events such as Board of Directors meetings, are not authorized to be placed in any common areas that are Association property without prior written consent of the Board of Directors. This prohibition includes the Association property in front of our fencing along West Neck Road.

3.6.5 Political signs may be placed in homeowner's yards only. These signs will not be placed on any property owned by the Association including the Association property along the fence along West Neck Road, or in the grassy area between curb and sidewalk. **Political signs will not be displayed until 60 days prior to election day and must be removed within two days following election day. The size of political signs will not exceed 18 X 26 inches.**

3.7 Sheds: Sheds are no longer allowed in the Villages at West Neck. Those homes that have sheds are grandfathered into compliance and will not be sanctioned in any way for having a shed as long as it is maintained properly. Sheds that fall into disrepair will be considered on a case by case basis as to what action the Board of Directors may direct.

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3.8 Weathervanes: Weather Vanes are strictly prohibited in the Community.

3.9 Yard Refuse: In accordance with Virginia Beach City Code, yard refuse including grass clippings and trimmings from shrubbery or minor tree pruning, must be placed in clear plastic bags and placed on the curbing adjacent to your trash receptacles no earlier than 5 PM of the day preceding collection day for the Community. (i.e., Tuesday pickup can go out to the curb at 5 PM Monday evening). Grass or other yard refuse will not be placed on the curb at other times. If you are going to be out of town and cannot meet this requirement coordinate with your neighbor to place your refuse on the curb Monday after 5 PM.

3.10 Air Conditioners: Placed in windows, are prohibited.

Part Three: Community Standards

4.0 Community Standards:

4.1 Expectation: Members of our Community have a certain expectation for the maintenance of our individual properties and preserving the beauty of our Community. Guidelines set forth by the City of Virginia Beach in the City Code contain standards that pertain to our Community. The documents governing our Association further sets forth in these Guidelines and Community Standards also define expectations of Residents of West Neck. Since we are an Association living in an open Community, we have an obligation to protect the value of our properties through timely maintenance of our individual homes and complying with the content of the Architectural Guidelines and Community Standards.

4.2 Standards: Each resident, whether living in the home or renting it temporarily, is responsible for maintaining the following standards. It is not the intent of the Board of Directors to be lawn police, however, it has an obligation to protect the integrity of our Community and in doing so, protect the financial investment each of us has in this Community. To ignore violations of these Guidelines and Community Standards is neither fair nor right.

4.2.1 Lawns: All residents will have an appropriate lawn, as defined by Webster's Dictionary, whether grass or wall to wall landscaping, e.g., ivy, pachysandra cotoneaster, creeping junipers, vinca, etc. A lawn of widespread weeds is unacceptable. All residents have a responsibility to maintain their grass in a neatly trimmed manner including curbside and tree mulch areas. Lawns will not be allowed to grow more than 4 inches high. Homeowners observing lawns not being maintained can contact the Chairman of the ARC or the City of Virginia Beach at vb.gov.com/housing and click on register a complaint. Or you may phone the city code enforcement department at (757) 385-4421.

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4.2.2 Flowerbeds and Landscaping: Will be maintained in a manner promoting the healthy growth of the plants and be free of weeds. Dead or dying plants will be removed and/or replaced immediately.

4.2.3 Shrubbery/Hedges: Shrubs will be regularly fertilized and pruned as needed. Shrubbery that will potentially block the site lines or view of neighboring property will be maintained at a height not to exceed 48 inches. However, there may be some cases when shrubbery could exceed 48", depending on the location and reason. An application must be submitted to the ARC for approval to exceed this height requirement. The decision to allow exceptions will be solely at the discretion of the ARC. Each shrub will be pruned so as to maintain its individual identify and not allowed to grow together forming a hedge which are prohibited in the Community in accordance with Exhibit C paragraph 2.x. of the Declarations, Covenants, Conditions and Restrictions of the West Neck Community Association.

4.2.4 Trees: Will be properly maintained and trimmed as needed so as not to interfere with the site lines of neighboring residences. Curb trees are the property of the City of Virginia Beach. Problems with curb trees including pruning will be reported to the City Arborist by email at landscape@vbgov.com or by phone (757) 385-4461 or go to vbgov.com refer to City Services in upper right corner of the home page, select landscape management service request and enter your request/problem.

4.2.5 Homes: The exterior of all homes shall be kept in good repair. If you have installed improvements that involve wood, you have an obligation to maintain the wood in good repair. Homeowners with irrigation systems must ensure rust deposits, usually from shallow wells, that form on the siding of residences, sidewalks, curb, and/or mailboxes are removed. A product, "Snow Cap", sold by Norfolk Paint, when placed in a sprayer and mixed with water will take rust stains off by simply spraying the affected areas and rinsing. **Reroofing with other than the same type and color shingles requires prior approval. Submit catalog cuts showing type and color of proposed replacement shingles.**

4.2.6 Common Areas: These areas are expected to be maintained neatly and in good repair. The ARC, working with the Landscaping Committee, will hold our landscape contractors responsible for their appearance.

4.2.7 Trash Receptacle Collection: Trash receptacles will be placed on the street no earlier than 5:00 PM on the evening prior to the day of collection.

4.2.8 Mailboxes: Mailboxes will be maintained in good repair. Composite materials should be scrubbed periodically to remove stains. Wooden boxes should be painted as the need arises to keep them looking like new. Particular attention will be paid to the post area close to the ground which is subject to damage by string trimmers. Rust marks must be removed promptly.

4.3 Maintenance Discrepancies and Notification:

4.3.1 Periodic inspections of the Community result in identification, from time to time, of residents who fail to comply with the Community Standards set forth herein. The discrepancy could be something as simple as a piece of siding that has blown off, or a resident not installing or maintaining an appropriate lawn or allowing their shrubbery to grow above the prescribed height blocking their neighbors' view.

4.3.2 When discrepancies are brought to the attention of the Architectural Review Committee, a letter is sent to the resident citing the discrepancy. When improperly maintained property is observed, the ARC will be informed, and corrective action taken. Homeowners observing instances of non-compliance should contact the Chairperson of the ARC. A letter is sent to the offending homeowner from our property manager pointing out the problem and is completely anonymous as to how the discrepancy was identified. This is the first step in the notification process in accordance with the enforcement procedures of our governing documents.

4.4 Rights to Appeal: The procedures for filing an appeal of a decision made by the ARC are as follows: All appeal review requests must be in writing to the Board of Directors and can be mailed to Community Group at the address below or dropped off at the Village Hall. The applicant will be notified of the date and time for an appeal hearing to be held at the Village Hall.

4.5 Accountability, Compliance and Enforcement

4.5.1 We have an obligation as residents of West Neck to abide by the Bylaws, Declarations, Covenants, Conditions and Restrictions set forth in the Documents we agreed to when we purchased homes in this Community. These documents are the genesis for the Architectural Guidelines and Community Standards set forth in this document. Your attention is invited to Article V and Exhibit (C) in the documents. These citations will answer many questions that may arise. Each resident is urged to become familiar with the documents.

Revised (3/1/21)

4.5.2 In those rare cases of non-compliance after a discrepancy has been identified and the homeowner fails to take action, sanctions may be imposed in accordance with the provisions of Article V Section 8.4. In addition, the Virginia Statutes provide specific steps to cure noncompliance which can include a Due Process Hearing and monetary penalties for failure to come into compliance with the governing documents.

4.6 References of Interest:

**Collection of Trash Receptacles
Curb Trees – VB Landscape Division
Overgrown Lots or Lawns
Trash Collection of Bulky Items**

**City Code Chapter 31 Sect 28
landscape@vbgov.com or Phone 385-4461
vbgov.com/housing or Phone 385-4421
Phone 385-4650**

Revised (3/1/21)

Architectural Guidelines and Community Standards (Revision 6)

Part Four: Exhibits Revised 3/1/21

Exhibit One (Storm Doors)



**Larson 36" White Secure
Elegance Storm Door**

Item #: 56344

Model: 56344

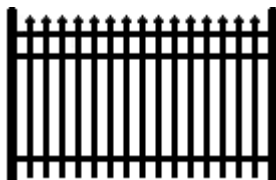


**Pella® 36" Almond One-
Touch Midview Storm Door**

Item #: 147633

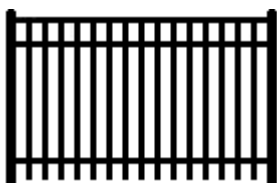
Model: PSD4825

Exhibit Two (Revision 6) Fencing



▶ 100 Series

These fences have exposed picket points on the top. These are classic "wrought iron" designs that have been used for over 100 years.

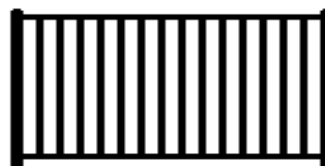


▶ 200 Series

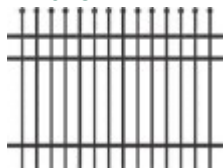
A smooth top rail makes these styles perfect around pools. These are our most popular designs because of this. Their aluminum construction makes them ideal for pool enclosures since they can never rust.

▶ Ovation and Encore Series

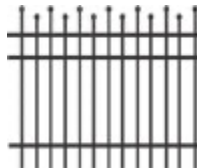
This simple design was specifically created to meet the pool enclosure code drafted by the U.S. Consumer Product Safety Commission. To give this two-rail fence the necessary strength, we use larger horizontal rails and pickets.



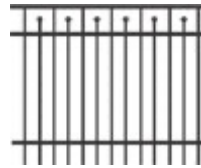
Avalon



Barcelona



Doria



Guardian Doria



Elba



**Guardian
Elba**



Exhibit Three (Revision 6) White Vinyl Fencing



**U.S. Fence 6' x 6' White
Privacy Lattice-Top Vinyl
Fence Panel**

Item #: 37991
Model: 60072

Vinyl Fencing 6' x 42"
Lattice-Top Privacy Gate

Item #: 20748

Model: 20748



Exhibit Four (Revision 6) No Trespassing/No Soliciting Signs



West Neck Community Association, Inc.
Architectural Application

Date _____ Village _____

Name: _____ Address _____

Home Phone _____ Work Phone _____ Cell _____
(please type or print clearly)

New Construction ___ Repair(s) ___ Alteration ___ Landscaping ___ Fence ___ Deck ___ Ramp ___
Tree Removal ___ Wall ___ Porch ___ Porch Rails ___ Guttering ___ Excavation ___ Grading ___ Driveway ___
Lighting ___ Exterior Painting ___ In-Ground Pool ___ Equipment ___ Sprinkler System ___ Other ___

Describe _____

(check the appropriate work and check all that apply)

WARNING!

Any exterior alterations, modifications or additions completed prior to submission and approval of application from the ARC, shall be considered a violation of the Covenants for the Association. The owner shall be liable and responsible for any costs incurred to correct the violation. Please review the Restrictions and Guidelines for the Association.

DESCRIPTION OF WORK

Supplemental sheets: lot plat and survey, drawings, photos, and/or sketches. These items should fully describe the proposed request and **MUST** be attached prior to the application being considered by the ARC. In the case of an exterior painting, a color sample of the new color along with a description of the existing paint color(s) **MUST** be included.

Please Note: Applicant is responsible for obtaining Building and Zoning permits, as required from the City of Virginia Beach.

ACKNOWLEDGEMENT

Please obtain four signatures of adjacent and/or on visually affected neighbors, wherever possible. Acknowledgement indicates only awareness of intent and does not express approval or disapproval. **(Signatures are required.)**

Name: _____ Name: _____
Address: _____ Address: _____

Name: _____ Name: _____
Address: _____ Address: _____

Requesting Owner's Signature _____ Date _____

You may mail to Community Group at 4534 Bonney Road, Virginia Beach, VA 23462 or drop off at the West Neck Village Hall & Pool at 2580 Signature Drive, Virginia Beach, VA 23456

Applications from owners who are not in "good standing" will not be processed, "good standing" meaning current with the assessments and in compliance with the Covenants & ARC.

APPROVAL

ARC has up to 30 days from the receipt date of this application to make their decision.

Approved _____ Denial _____ Date _____
ARC Chairman's Signature ARC Chairman's Signature

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End of 3/1/21 Revision of ARC Guidelines