SETTLERS LANDING HOMEOWNER'S ASSOCIATION
ARCHITECTURAL CONTROL COMMITTEE (ACC) GUIDELINES

TABLE OF CONTENTS

Part 1 – Introduction ---------- Page 3
Section A – Authority ---------- Page 3
Section B – Purpose ---------- Page 3
Section C – Appeals ---------- Page 3
Section D – Revisions ---------- Page 4
Section E – Other Issues ---------- Page 4

Part 2 – Architectural Standards & Guidelines ---------- Page 5
Section A – Room Additions ---------- Page 5
Section B – Chimneys ---------- Page 5
Section C – Driveways & Walks ---------- Page 5
Section D – Attic Ventilators ---------- Page 6
Section E – Exterior Painting & Siding ---------- Page 6
Section F – Storm Doors, Screen Doors, Windows & Skylights ---------- Page 6
Section G – Solar Equipment ---------- Page 7
Section H – Shutters ---------- Page 7
Section I – House Numbers ---------- Page 7
Section J – Utilities – Heating, Ventilation, Air Condition (HVAC) Units ------- Page 7

Part 3 – Site Standards ---------- Page 7
Section A – Fencing ---------- Page 7
Section B – Sheds ---------- Page 8
Section C – Patios, Decks, Gazebos & Screened Porches ---------- Page 9
Section D – Retaining Walls ---------- Page 10
Section E – Swimming Pools, Hot Tubs & Spas ---------- Page 10
Section F – Exterior Lighting ---------- Page 10
Section G – Recreation & Play Equipment ---------- Page 10
Section H – Basketball Poles/Backboards ---------- Page 11
Section I – Flagpoles ---------- Page 11
Section J – Permanent Grills/Barbecue & Fire Pits ---------- Page 11
Section K – Dog Houses ---------- Page 11
Section L – Exterior Decorative Objects ---------- Page 12
Section M – Storage or Parking of Recreational Vehicles (RVs), Boats and Vehicles other than Private Cars, Including Trailers, Commercial Vehicles & Construction Vehicles/Equipment --- Page 12

Part 4 – Miscellaneous Standards ---------- Page 13
Section A – Firewood ---------- Page 13
Section B – Clotheslines ---------- Page 13
Section C – Garbage & Trash ---------- Page 13
Section D – Mailboxes ---------- Page 13
Section E – Signs ---------- Page 13
Section F – Satellite Dishes, etc. ---------- Page 14
Section G – Insect Control ---------- Page 14

Part 5 – Landscaping ---------- Page 14
Section A – Introduction ---------- Page 14
Section B – Landscape Design ---------- Page 14
Section C – Foundation Planting ---------- Page 14
Section D – Vegetable Gardens ---------- Page 15
Section E – Rock Gardens ---------- Page 15
Section F – Compost Piles ---------- Page 15

Part 6 – Maintenance Standard ---------- Page 15
Section A – Exterior Appearance ---------- Page 15
Section B – Landscape Maintenance ---------- Page 16

Part 7 – New Construction ---------- Page 16
Section A – Introduction ---------- Page 16
Section B – Construction Operations ---------- Page 16
Section C – General Design ---------- Page 17
Section D – Landscape Specifications ---------- Page 18
Section E – Codes & Regulations ---------- Page 18
Section F – Application ---------- Page 18

ACC Application for Architectural Change Forms ---------- Pages 19-24
Instructions ---------- Page 19-20
Application for Architectural Change (1 of 4) ---------- Page 21
Application Information Required (2 of 4) ---------- Page 22
Abutting Property Notification Form (3 of 4) ---------- Page 23
Appendix A – Applicant Agreement & Signature Sheet (4 of 4) ---------- Page 24

Appendix B – Complaint Form ---------- Page 25

Appendix C – ACC Fee Structure for Violations ---------- Page 26

Appendix D – Rights of Appeal ---------- Page 27

Appendix E – Not Used

Appendix F – Recommended Tree Species for Settlers Landing ---------- Page 28

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ARCHITECTURAL CONTROL COMMITTEE (ACC) GUIDELINES

I. INTRODUCTION

A. AUTHORITY:

This guideline document is issued under the authority of the Settlers' Landing Homeowners' Association Covenants, section V., paragraph 5/4 titled Architectural Control Committee Rules, dated July 26, 1988, and amended on January 1, 2012 and further amended 3/1/2024.

B. PURPOSE:

Settler's Landing is an established neighborhood of approximately quarter-acre lots, Because of this proximity, homeowner actions that alter the appearance of their property will most likely affect the well-being of their neighbor's properties. One way of managing this interdependence is to develop a guidelines document that will ensure that every homeowner within the neighborhood abides by a common standard. The guidelines document will also provide a means of relief or method for appealing any fees or warnings issued because of an infraction. The fee structure is listed at the bottom of this document, along with an appeal form. All fesss and appeals must be submitted to the HOA within 30 days of receiving a fee, or the homeowners may appear before the next HOA meeting following receipt of the fee to appeal their fee before the HOA board.

1. Document Objectives: This document accomplishes several things:
   - **a.** It is a primary means of adding specificity to the broader provisions of the covenants document.
   - **b.** It also provides a means of informing each resident of what acceptable changes to the exterior appearance of their property are.
   - **c.** It is the primary vehicle by which the Architectural Control Committee (ACC) accomplishes its goals (stated below).
   - **d.** Finally, it is a homeowner's tool to ensure all requests receive a timely, fair, and consistent evaluation.

2. ACC Goals. The following statement of goals was adopted on December 3, 1990, to provide the committee with an overall philosophy regarding the management of their authority, and amended on January 1, 2012, and further amended on 3/1/2024.

The objectives of the ACC are to maintain the architectural integrity of the association, the property values of homeowners, and the safety and well-being of all association members and their families. Therefore, the overall efforts of the ACC ensure that safety and neat appearance are being maintained throughout the entire neighborhood and the rules governing the neighborhood are enforced in accordance with state law and the by-laws of the Settlers Landing HOA.

C: APPEALS:

Generally speaking, homeowners have a right to make whatever changes they want to their property. While most provisions in this document support this right and only moderate the scope or establish limits on projects for the common good, some, however, do establish outright prohibitions.

The ACC's intent in labeling an item as prohibited is to indicate those items that have been identified as undesirable by association members. If a homeowner feels there are "mitigating circumstances" (as defined in the instruction for the ACC Form in Appendix A, Application for Architectural Change) surrounding the request to install a prohibited item. The ACC will discuss the mitigating circumstances with the homeowner and will present the request for appeal to the HOA Board Members which then render a final decision.

The decision by the HOA board will be established in writing and presented to the ACC and the homeowner within 30 days from the time the homeowner files an appeal for "mitigating circumstances". If the HOA Board denies approval for the homeowner's request, then the HOA Board must state reasons why it denied the request.

If a request for architectural change is disapproved outright by the ACC, a homeowner still retains the right to appeal the ACC's decision directly to the HOA Board. A simple majority vote of the board members can overrule the ACC decision. If an appeal is filed by the homeowner to review an ACC decision, the HOA Board has 30 days to make a decision and render its decision and render its decision to both the homeowner and the ACC.

D. REVISIONS:

1. The ACC can and will periodically revise this document to clarify, refine, update, and expand when necessary, its coverage to deal with situations not already anticipated.

2. The general membership of the association can also modify, repeal, or add a provision to this document by receiving the affirmative support of at least 3/5 of the voters at any meeting (at least a quorum voting) that was specially convened to make changes in this document.

3. This guideline document was implemented on 23 August 1991 as revision 0. As guidelines are modified, revision numbers will be incremented and assigned an implementation date. A history of these changes will be included in this section.

4. Changes for January 1, 2012, are indicated with an * along the margins.
    - **a.** The 23 August 1991 version of the ACC Guidelines was reviewed by the Setters' Landing Homeowners Association Board to be more responsive to the homeowner's needs.
    - **b.** Changes implemented as a result of this review are indicated by a (Rev 1) proceeding the modified sentences/sections. The effective date of the Rev 1 modifications is 30 June 1994.
    - **c.** On 03 March 1997, the ACC Guidelines were modified to accommodate a change in FCC regulations concerning satellite dishes. The change is identified as (Rev 2) and the effective date of the modification is 03 March 1997. An update on January 1, 2012, concerning satellite dishes, includes the fact that homeowners now no longer need permission from the ACC to have a satellite dish installed on their property. If service installation allows, please attempt to locate the satellite dish so that it is not visible from the street.
5. Changes for April 1, 2024:
    - **a.** Simplified Fee Structure for violation of the ACC guidelines.
        i. This was previously referred to as "fines" to be compliant with new state laws, the word "Fine" has been changed to "fee".
    - **b.** Expand and further define ACC/HOA's ability to have basic lawn care issues resolved.
    - **c.** Changes to the section on solar panels.
    - **d.** Revisions to the sections about RVs and Commercial vehicles.
    - **e.** General revisions to provide better clarifications on various topics.

E. OTHER ISSUES:

1. Building Codes: ACC approval of any project does not alter, in any manner, the requester's need to comply with the county/state building codes and to obtain necessary building permits.

2. Notification Requirement: As explained on the ACC 1A Form, Application for Architectural Change, the purpose of the notification process is to ensure your abutting neighbors are aware of the alterations/modifications being requested. Simply stated, the application is merely there to reduce the likelihood of unpleasant surprises; it is not a requirement that they approve the project, simply that neighbors are given a courtesy notice of the intended change/s. (Rev 1)
    a. A homeowner with concerns upon notification of another homeowner's intentions of architectural changes that could affect the exterior of the appearance of his property. In this case, the homeowner(s) shall communicate their concerns to the ACC in writing or in person at the next scheduled HOA meeting. Homeowners may contact the ACC to determine the location of the next regularly scheduled HOA meeting.
    b. Homeowners who feel that a request might impact their well-being have the right to be heard and to have their opinions considered as part of the ACC's and/or HOA's deliberation on the request.
    c. In the absence of any dissenting viewpoints, the ACC will consider the request as having at least the tacit approval of all notified neighbors.

3. Eligibility: The ACC will only act upon "Applications for Architectural Change" & "Applications for Commercial and/or Recreational vehicles" from residents who are also "members in good standing" i.e. annual dues payments are up to date and have no current violations of ACC Guidelines/Covenants on record. (As defined in the Covenants Documents.) Further, the ACC may deny any application from Lot Owners with violations of the ACC Guidelines/Covenants. In addition, all previous fees assessed against the homeowner must be properly adjudicated through the HOA Board before the ACC can consider/approve any future request by the homeowner.

4. Any modification to your home that is deemed medically necessary by a medical professional requires an application for change. The application shall contain the following information.
    a. Type of work being completed.
    b. Note from a doctor stating what modification is required and that is medically necessary. Modifications for adaptive living should include multiple options if available.
    c. Copy of local permits. (If you are required to have them)
    d. Anticipated dates when the work will be done.
    e. Modifications to the exterior of the home visible from the street may not be permanent.
        i. Modifications should have the ability to be removed if medical conditions improve and upon the sale of the home.

II. ARCHITECTURAL STANDARDS AND GUIDELINES

A. ROOM ADDITIONS

1. General Design:
    a. The design of room additions and expansions should be compatible in scale, materials, and color with the existing house and any adjacent homes.
    b. New windows and doors should be consistent or closely match and naturally conform to the home and located in a manner that will relate well to the exterior openings of the existing house.
    c. These types of alterations/new construction will be subject to the same guidelines as outlined in Section VII (New Construction).

2. Application: An application is required for all room additions and home expansions or modifications. The information must include design, dimensions, location, material, color, and any structural changes to accommodate the design and appropriate Stafford County permits. It is highly recommended that permits be obtained by the contractor who has been hired to perform the work. The entire application with a copy of the permits is submitted to the ACC for review and approval. The ACC has 30 days to respond to the homeowner's application request. All Applications require digital photos displaying the current state and post-work completion.

B. CHIMNEYS

1. General Design: Chimneys and wood flue enclosures shall be used and compatible in design, location, and color with the house. Chimneys must be designed and erected following local and state regulations. The contractor hired to perform construction of the chimney or fireplace normally obtains state and local permits.

2. These types of alterations/new construction will be subject to the same guidelines as outlined in Section VII (New Construction).

3. Application: An application to the ACC is required for all fireplaces and chimneys, whether new or rebuilt. The information must include design, dimensions, location, material, color, and any structural changes to accommodate the design and appropriate Stafford County permits. All Applications require digital photos displaying the current state and post-work completion.

C. DRIVEWAYS AND WALKS

1. General Design:
    a. Driveways shall be adequate length or width to park two cars without intruding into the right-of-way. Parking of any vehicle in a nonpaved area (i.e., on the lawn) is strictly prohibited.
    b. Driveway paving material to be non-porous material (i.e., not gravel) of asphalt or concrete paving.
    c. Primary walks to the front door shall be concrete, concrete pavers, brick, or stone. Garden walks may use other materials.

d. These types of alterations/new construction will be subject to the same guidelines as outlined in Section VII (New Construction). Any specialty walks of other surfaces will be approved on a case-by-case basis.

3. Application: An application is required for all driveways and walks whether new or redesigned. The information must include design, dimensions, location, material, color, and any structural changes to accommodate the design and appropriate Stafford County permits. All Applications require digital photos displaying the current state and post-work completion.
4.
    a. If repairing, resealing, and patching of existing driveways and walkways without expanding the area size; Only notification to the ACC of the work is required.

D. ATTIC VENTILATORS

Attic ventilators, vents, or other apparatus requiring penetration of the roof should be as small in size as functionally possible. The venting apparatus should be located generally on the least visible side of the roof and not extend above the ridge line. Colors should closely approximate the roof colors. If these guidelines are met no application is required.

E. EXTERIOR PAINTING AND SIDING

1. Color changes apply to house siding, trim, exterior doors, shutters, roofing, and other related structures.

2. Adjacent houses shall not have identical color schemes and avoid houses of identical colors directly across the street from one another.

3. Applications are not required if the repainting, re-staining, or residing match the existing color of the home's current structure. Color changes require an application and must be accompanied by actual color samples, not photos of colors. The application will be forwarded to the ACC for review. The ACC must return the application to the homeowner within 30 days. All Applications require digital photos displaying the current state and post-work completion.

F. STORM DOORS, SCREEN DOORS, WINDOWS & SKYLIGHTS

Rising energy costs and the need to conserve natural resources have encouraged homeowners to take measures to conserve energy. However, energy conservation should be accomplished without compromising the visual quality of the neighborhood. The following guidelines are applicable:

1. General Design:
    a. Storm doors should be full-view glass with no ornamentation such as scallops, scrolls, and imitation gate hinges.
    b. Storm or screen doors should be the same color or coordinate to match the entry doors behind them. However, consideration will be given to doors that are the same color as the architectural trim, siding, and existing windows.
    c. Storm and screen window frames should match the trim of the window to which they are attached; however, white, or anodized aluminum is accepted.
    d. Rear doors do not have to meet full-view requirements although the color scheme should complement the appearance of the house. Rear doors do not require an application.
    e. Skylights should be located such that they are not visible from the front of the dwelling except for the original builder's skylights.

2. Application: An application is required for all storm doors, screen doors, and windows that are new installations. Information must include design, dimensions, location, material, color, and any structural changes to accommodate the design. All Applications require digital photos displaying the current state and post-work completion.
    a. If you are replacing your storm doors, screen doors, and windows and keep the same measurement/location and color, an application is not required. Only notification to the ACC of the work is required with before and after photos.

G. SOLAR EQUIPMENT

Solar panels on roofs are authorized. An application for change is not required, only notification of the ACC is required, and a copy of the county permit (if required) shall be submitted with the notification.

H. SHUTTERS

1. General Design: Shutters should be compatible with the style, materials, and colors of the house and should be of proper size and proportions to match the window to which they relate.

2. Application: An application is required for all shutters, whether new or rebuilt unless it is an identical replacement. All Applications require digital photos displaying the current state and post-work completion.

I. HOUSE NUMBERS

House numbers are required and should be legible of adequate size and material which is appropriate for the style and size of the house. Grossly oversized numbers are not allowed.

J. UTILITIES/HEATING VENTILATION AIR CONDITION (HVAC) UNITS

1. General:
   - **a.** Exterior units (heating/air pumps) may be added or relocated only when they do not interfere visually and/or acoustically with the surrounding neighbors. All attempts should be made to minimize the visual impact from public spaces and adjacent property by architectural treatment, fence, or appropriate landscaping.
   - **b.** Window units are prohibited, when visible from the front of the home.
     i. Recommendation: Utilize portable units with window exhaust ventilation which does not take away from the exterior of the home.

III. SITE STANDARDS

A. FENCING

Fencing can be used to separate property, provide security, and visual privacy, or architecturally define space. In achieving any one of these goals, a barrier is created that has both a visual and physical impact on the boundaries of common land and properties of adjacent homeowners. Careful consideration should be given to the location, basic fencing concept, architectural style of the house, and how the concept is executed.

1. Location: Fences will be restricted to the rear and side yards. Fences in the side yards of homes should be set adjacent to the front corner of the house or set 1/3 back from the corner of the house, working with the natural landscape of the lot. The depth shall include the main house structure and exclude porches, overhangs, and the like.

2. Height: Fence heights will not be less than three (3) feet nor greater than six (6) feet. Only one height per lot is allowed. All fence heights are measured from the existing grade unless a change in grade has been previously approved by the ACC or is proposed in the application.

3. General Design and Style: The design and style of the fence will be considered based on the following factors:
   - **a.** Only one style per lot is allowed.
   - **b.** The proposed fence must be aesthetically compatible with the design of the home and the natural terrain of the lot, to have a neat and structured appearance and in good Standards with the overall view of the neighborhood. The design, color, and structure of the fence will be submitted through an application, along with any state/county permits for the ACC to review. The ACC will have 30 days to return the application to the homeowner.
   - **c.** Fencing which is finished on one side only must be constructed with the finished side facing toward the public view or adjacent property. If the fence on the property was installed improperly before January 1, 2012, then the homeowner will ensure that the new fence is installed properly.

d. Gates must match fencing in design, height, material, and color.
e. Examples of unacceptable styles of fences include stockade, wrought iron, chain-link, barbed wire, pig wire, and hog wire.
f. Woven mesh (2x4 inch gage wire) may be approved for placement on wood fences on a case-by-case basis. Again, the design must be aesthetically pleasing and compatible with the natural setting of the home and the terrain of the lot, conforming to the overall architectural standards of the neighborhood.
g. Composite material fences are allowed. Again, the design must be aesthetically pleasing and compatible with the natural setting of the home and the terrain of the lot, conforming to the overall architectural standards of the neighborhood.

4. Color: Fences should be a natural (earth tone) color that is compatible with the color of the home and the natural setting of the terrain of the lot. White fences are also allowed. Painted fences must be maintained to remain aesthetically pleasing and in good taste with the overall standards of the neighborhood.

5. Maintenance: Fences must be properly maintained, including structural integrity.

6. Application:
   a. An application is required for all fences, whether new or rebuilt, where the design or size of the fence will be changed. The information must include design, dimensions, location, material, color, and any structural changes to accommodate the design and appropriate state/Stafford County permits. All Applications require digital photos displaying the current state and post-work completion.
   b. Fences that adjoin pipe stems or private drives, or are on odd, shaped lots, require special consideration. Each application will be closely reviewed to ensure that adjoining properties will not be negatively affected. Special conditions imposed upon approved applications may include (e.g., lower height limits, setbacks from property lines, specific styles, and/or immediate placement of shrubs or trees of a size and type appropriate to suffice as an immediate buffer or screen). In addition, any property owners whose property is adjacent to an adjoining neighborhood must have their application with state/Stafford County permits from the contractor reviewed by the ACC. The ACC has 30 days to return the application to the homeowner. The intent is to ensure that we are protecting our neighbors from encroaching on the property rights of others in adjoining neighborhoods, which could lead to legal confrontations between individuals or between neighborhoods.

B. SHEDS

Sheds will be subject to very strict scrutiny as to placement, color, design, size, and visual impact on all members of the Association as well as abutting neighbors. Sheds may be of the free-standing type or attached to the house. The ACC will review all applications for requests for sheds. The ACC will have 30 days to return an application to a homeowner. The following are recommendations for sheds:

1. Location:
   a. Sheds must be in the rear yard.
   b. If the yard is fenced, the shed must be within the fenced area.
   c. Views from other properties should always be considered when locating storage sheds. Although no minimum requirements are specified, appropriate landscaping will be required to lessen the visual impact of storage sheds on the view from adjacent property.
   d. The ACC may require alternate placement of the shed to soften the visual impact on surrounding neighbors and common areas.

2. General Design:
   a. No prefabricated metal sheds will be allowed.
   b. The design and style of sheds should relate to or complement the architectural design of the house.
   c. Materials and color should match (when applicable) the house and/or fence that the shed will be near or attached to.
   d. While sheds should provide sufficient volume for their intended use, they must be of a size that is appropriate for the size of the property. In other words, the shed cannot consume most of the property or overwhelm the size of the home.
   e. Structurally sound foundations are required.

3. Maintenance: Sheds must be properly maintained, including structural integrity, painting, staining, and/or sealing. When a homeowner or renter moves, all hazardous materials including, but not limited to (paints, gasoline, paint thinners, oil, etc.) should be removed by the homeowner or renter before moving. If hazardous materials have not been properly disposed of or removed, the ACC and HOA can charge a fee to the renter and/or homeowner and the local authorities will be contacted to deal with the removal of the hazardous waste to protect the overall safety and security of the neighborhood.

4. Application: An application is required for all sheds, whether new or rebuilt. The information must include design, dimensions, location, material, color, and any structural changes to accommodate the design and appropriate state/Stafford County permits. All Applications require digital photos displaying the current state and post-work completion.

C. PATIOS, DECKS, GAZEBOS AND SCREENED PORCHES

These structures, as extensions of the living space of the house, have a significant impact on its appearance, and may also affect the privacy of adjacent properties. These factors should be carefully considered when planning the design, location, and vertical elevation or height of the proposed construction. ACC approval is contingent on the homeowner obtaining appropriate state/county permits.

1. Location:
    a. When planning patios and decks, careful attention should be paid to the impact on the external architectural design, as well as the compatibility between the detailing of the deck and the style of the house. Refer to Stafford County Zoning Department for current setback requirements before planning your deck or patio.

2. General Design:
    a. Decks must be constructed of good quality, exterior grade wood or composite materials.
    b. Colors
        (i) Color changes require an application.
        (ii) Decks may remain unfinished to weather naturally.
        (iii) Decks may be stained or painted to match or coordinate with the color of the home.
        (iv) To minimize the impact of clutter, under-deck storage will be permitted only when screened from view using a visual barrier or landscaping, or if the home does not have any neighbors behind their lot and is otherwise already naturally obstructed from public viewing.
        (v) When design includes other exterior changes such as lights, plantings, awnings, hot tubs, etc., other appropriate sections of these guidelines must be consulted before application.
        (vi) Patios will be reviewed by the ACC on a case-by-case basis.
        (vii) The roof line of covered structures should be consistent with the existing roof pitch of the house to complement the architectural design of the structure.
        (viii) The roofing materials of the attached structures must be identical.

3. Maintenance:
    a. Patios and decks must be properly maintained, including structural integrity, painting, staining, and/or sealing.

4. Application:
    a. An application is required for all patios and decks, whether new or rebuilt. The information must include design, dimensions, location, material, color, and any structural changes to accommodate the design and appropriate state/Stafford County permits. No application is necessary when only repairing or re-staining the above structures the same color. All Applications require digital photos displaying the current state and post-work completion.
    b. The design shall be sketched on a plat-to-scale diagram to reflect location and size. In addition, one other drawing should be furnished that provides overhead and size elevation, to include a typical railing design.

D. RETAINING WALLS

1. General Design:
   - **a.** Walls must be constructed of stone, brick, modular/pre-cast concrete products, exterior grade wood or timbers, and located outside the drip line of existing trees when possible. Consideration should also be given to the future growth of trees which might impair the integrity of the retaining wall.
   - **b.** Concrete and masonry walls are required to have a finished surface.
   - **c.** No railway ties, either new or used, will be allowed.

2. An application is required for all retaining walls, whether new or rebuilt. The information must include design, dimensions, location, material, color, and any structural changes to accommodate the design and appropriate state/Stafford County permits. All Applications require digital photos displaying the current state and post-work completion.

E. SWIMMING POOLS, HOT TUBS AND SPAS

1. In-ground/Above-ground Pools, Hot Tubs and Spas
   - **a.** Location: Locate all pools, hot tubs, and spas in rear yards only. Pool walls should be kept an adequate distance away from adjacent property lines.
   - **b.** General Design:
     - (i) Pool construction, fencing, and gates shall follow applicable state and local codes/regulations.
     - (ii) To provide a visual barrier, a perimeter yard fence that meets the guidelines as outlined in Section III. A of this document is required. This fencing is in addition to any stipulation required by state and local codes/regulations.
     - (iii) Mechanical equipment will be screened from public view using architectural treatment, fencing, or plantings.
     - (iv) Although minimum requirements are unspecified, appropriate landscaping will enhance the pool environment, and lessen the impact on neighboring property.
   - c. An application is required for all permanent pools, hot tubs, and spas whether new or rebuilt. The information must include design, dimensions, location, material, color, and any structural changes to accommodate the design and any appropriate state/Stafford County permits. All Applications require digital photos displaying the current state and post-work completion.

3. Above-Ground Pools
   - **a.** Above-ground pools are evaluated on a case-by-case basis by the ACC.
   - **b.** Above-ground pools must meet all state/county codes and the following guidelines listed above.
   - **c.** Children's play pools, not to exceed 2 feet above grade, are acceptable so long as they are stored out of sight after the summer season. Children's play pools do not require an application.

F. EXTERIOR LIGHTING

1. Exterior lighting must not shine outside the homeowner's property in a manner that could disturb neighbors.

2. Light fixtures that are to replace original fixtures must be compatible in style and scale with the architecture of the house.

3. No application is necessary when the above guidelines are followed.

G. RECREATION AND PLAY EQUIPMENT

Homeowners often express interest in swing sets, tot lots, and other play equipment. Most equipment of this sort is commercially available but is often less than pleasing in appearance. The use of creatively designed equipment is encouraged. The guidelines listed below are provided to reconcile the need for play equipment to minimize their visual impact.

1. Location: Locate the equipment in rear or side yards only. Consideration must be given to lot size. Equipment design and size, and impact on views from neighboring properties. Safety for children is the reason why equipment is not allowed in the front yards since most homes have front yards adjacent to roads.

2. General Design:
    - **a.** Equipment utilizing natural materials or colors is encouraged. Metal play equipment exclusive of the wearing surfaces (slide poles, climbing rungs, etc.) should be painted earth tones to blend with the landscape or painted to match the house.
    - **b.** Children's playhouses should not be excessive in size that they reach the size of a large shed. Color schemes do not apply to pre-molded plastic. Playhouses that exceed these requirements must follow guidelines established for sheds that require an application.
    - **c.** No "tree houses" will be allowed. The reason for this is for the safety of children since tree roots can become dislodged during heavy rain, or a tree can fracture during a heavy winter storm.

3. Application: No application is necessary when the above guidelines are followed.

H. BASKETBALL POLES/BACKBOARDS

Basketball backboards attached directly to the house or garage are prohibited. Free-standing basketball poles require an application and will be evaluated on an individual basis to ensure that they are not erected in a manner that will violate the safety of children or impede the flow of traffic on the neighborhood roads.

I. FLAGPOLES

1. Free-standing flagpoles must be within state guidelines for neighborhoods that have an HOA.

2. Permanent flagpoles must be of a height, color, and location that are appropriate for the size of the property and surroundings. Install and maintain flagpoles in a vertical position.

3. Temporary flagstaff will be placed at an incline on a front wall or pillar of the home and will not exceed six feet in length.

4. While there are no restrictions on flags that can be flown, it is expected that all neighbors will display flags that are in good taste and good order within the moral foundation of the country, the state, and the community in which we live.

J. PERMANENT GRILLS/BARBECUE and FIRE PITS

Permanent barbeque grills/fire pits do require ACC approval. They are to be in the rear yard only and as far as practical from the adjacent property lines. All Applications require digital photos displaying the current state and post-work completion.

K. DOGHOUSES

1. Dog houses must be in the rear or side yard and only where they will be visually unobtrusive.

2. Dog houses should be appropriate in size for the animal and following state and local laws to not violate animal cruelty laws. The use of appropriate screening, i.e., fencing, landscaping, etc., will be required to minimize the visual impact on surrounding neighbors and common areas.

3. No dog runs will be permitted.

4. No application is necessary when the above guidelines are followed.

5. Any animals not being taken care of, observed being mistreated or not on leashes, and roaming freely in the neighborhood will be reported to the local authorities where fines or criminal prosecution may take place for either neglect or animal cruelty. Settlers' Landing is a pet-friendly neighborhood. We expect all neighbors to have their animals registered with the county and have all their shots up to date.

6. Dogs cannot permanently be chained or leashed to gates, porches, garages, vehicles, decks, fences, trees, or any other object. This means that any dog observed being chained to any gate, porch, garage, vehicle, deck, fence, tree, or any other object for more than one day or overnight will be referred immediately to the local authorities under the animal cruelty laws.

L. EXTERIOR DECORATIVE OBJECTS

Because the use of the following objects in the front yard can impact the exterior appearance of our community, exterior decorative objects, including such representative items as bird baths, wagon wheels, artificial animals, sculptures, flamingos, fountains, pools, stumps, driftwood piles, furniture, freestanding poles of all types, must be approved by the ACC. Use of these decorative items in front yards is discouraged.

M. STORAGE OR PARKING OF RECREATIONAL VEHICLES, BOATS AND VEHICLES, AND PRIVATE CARS, INCLUDING TRAILERS, COMMERCIAL VEHICLES, AND CONSTRUCTION VEHICLES/EQUIPMENT

To prevent RVs, large trailers, boats, commercial vehicles, construction vehicles and equipment, and vehicles other than private cars from becoming an eyesore and degrading the general value of our community, the following guidelines apply:

- **a.** All vehicles under this section will now require annual approval unless otherwise noted. Annual applications for approval are due in January of each year. Starting on January 1st, 2025. No grandfathering for vehicles that are currently present in the community at the time this version of the ACC guidelines takes effect.
- **b.** Parking of any vehicle (Private or Commercial) or equipment in the yard/non-paved areas (I.E. Yard/Grass) is strictly prohibited.
- **c.** These types of vehicles, trailers, and equipment can be stored in the garage provided they do not protrude from the garage and/or inhibit the closing of the garage door.
- **d.** If storage in the side yard of the residence is selected, vehicles should be placed on an apron constructed of materials like the existing driveway.
    a. Application: An application is required for adding additional parking surfaces to accommodate vehicles. The information must include a description of the vehicle (a picture is preferred), design, and dimensions.
- **e.** Storage of these types of vehicles in the road/shoulder in front of the homeowner's property is prohibited as it obstructs views for pedestrians and drivers in the neighborhood which could lead to a safety hazard.
- **f.** Abandoned/neglected/broken-down vehicles regularly left outside residences may be subject to HOA board action including fees and/or liens.
    a. All vehicles should be properly registered and in good working order.
- **g.** Types of Vehicles allowed are as follows:
    a. "Recreational vehicle" or "RV" means a vehicle that (i) is either self-propelled or towed by a consumer-owned tow vehicle, (ii) is primarily designed to provide temporary living quarters for recreational, camping, or travel use; and (iii) complies with all applicable federal vehicle regulations and does not require a special movement permit to legally use the highways. Recreational vehicles include motor homes, travel trailers, and camping trailers, not to exceed 30ft in length (tongue to bumper).
        i. Only one RV or Boat per unit is allowed.
    b. Small to medium open or enclosed trailers.
        i. The trailer should take no more space than a private vehicle.
        ii. The trailer must be for private use only.
        iii. Only one is allowed per unit.
    c. "Commercial vehicle" is one being used for a business or a trade, and/or also has business logos/markings. If a regular passenger vehicle is also being used as a commercial vehicle, then the following guidelines shall apply:
        i. Any commercial vehicle that is the equivalent of a 1-ton pick-up (I.E. Ford F-350, Dodge/Chevrolet/GMC 3500, Ford E-350 cargo vans) or smaller is allowed without any need for further action.
            1. This exception excludes any type of box truck/food truck or pickup truck that has any sort of utility bed.
        ii. Commercial Vehicles larger than those listed above require approval from the ACC every year.

1. Applicants will be required to get neighboring property owner's signatures that they are okay with the vehicle being in the community.
2. No grandfathering for vehicles that are currently present in the community at the time this version of the ACC guidelines takes effect.

d. Construction Vehicles/equipment are strictly prohibited.
   i. Construction Vehicles/equipment that are related to an approved application for change or allowed work under the ACC guidelines are allowed temporarily for the work to be performed.
      1. The ACC shall be advised of how long the equipment will be present in the community.
      2. At the end of each workday, the equipment should be stored as neatly as possible.

IV. MISCELLANEOUS STANDARDS

A. FIREWOOD

1. Locate firewood inside or rear yards neatly stacked. Stacks must not exceed four (4) feet in height for safety.
2. Do not use firewood stacks or storage of debris or other material.
3. Location should be in such a manner as to minimize visual impact. In certain cases, screening may be required.
4. If the above criteria are met, ACC approval is not required. If deviations from the above criteria are desired, ACC approval is required.

B. CLOTHESLINES

Clotheslines are allowed but should be placed in the backyard and on a line that is NOT invisible or hard to see as to prevent injury to first responders or others who may need to enter your backyard.

C. GARBAGE AND TRASH

1. Cans and other containers for garbage, trash, newspapers, or other refuse must be stored out of clear sight from the street.
2. Trash containers shall be placed for pickup at designated locations no earlier than 6:00 PM on the evening before trash collection day.
3. Trash shall be placed for pickup in containers manufactured for trash storage purposes only.

D. MAILBOXES

1. Streetside mailboxes for all homes should meet U.S. Postal Service requirements.

E. SIGNS

1. During a renovation or construction, a contractor may erect one sign no more than four (4) feet square in size.
2. Temporary real estate signs not more than four square feet in area advertising the lot for sale or rent are permitted and shall be removed on the day that the home is either rented or sold.
3. There shall be no more than one sign on any residential lot at any one time.
4. No signs or any other paraphernalia shall be attached to existing trees, fences or structures.
5. Small signs in the form of decals or stickers may be affixed to an appropriate location on the dwelling for valid special purposes such as notice of a security system on the premise or a lost child symbol. Such signs should be as small and

unobtrusive as possible while effectively accomplishing their intended desired function (eight (8) inches maximum is generally considered adequate).

6. Temporary signs not more than four square feet in size (i.e., garage sales, political signage, etc.), with a posting duration of no more than ten (10) days maximum, are acceptable.

F. SATELLITE DISHES, ETC

1. Every effort shall be made to facilitate the least obtrusive position and installation of a satellite dish. No approval from the ACC is needed.

2. The satellite dish can only be placed on the homeowner's property.

G. INSECT CONTROL

1. No insect control device shall be installed or operated in such a way as to cause discomfort to the neighbors and may only be operated during those times when the immediate area protected by the device is occupied by the owner and guests.

2. Insect control devices shall be turned off by 10:00 PM on weeknights and midnight on weekends.

V. LANDSCAPING

A. INTRODUCTION

Per the Covenants, all landscaping design is subject to ACC approval. To minimize time and expense, the ACC has elected to allow the homeowner to plant any natural materials (e.g. trees, shrubs, annuals, etc.) without an application. The ACC does reserve the right to review and mandate changes to landscaping/alteration that are subsequently found to be deficient or otherwise out of character with the overall architectural integrity of the community.

B. LANDSCAPE DESIGN

1. When contemplating site improvements, consideration should be given to a well-designed, comprehensive plan that could be completed in future phases as budget allows. This comprehensive site and landscape plan might consider such future construction as pools, decks, trellis, walks, retaining walls, sheds, and fences. In this way, the homeowner will be able to phase the improvements and embellish upon the basic planting in a guided and coordinated way and with the assurance that the effort is expanded towards a well-defined goal.

2. Trees and shrubs must not be placed in locations that should obstruct the line of sight for vehicular traffic or public or association walkways.

3. An application is necessary when the landscaping includes retaining walls, brick walls, sidewalks, walkways, steps, foundations, or similar materials or devices. All Applications require digital photos displaying the current state and post-work completion.

C. FOUNDATION PLANTING

1. Maintain mulch around trees and foundation planting to discourage weed growth, conserve moisture in planting beds, and create a neat overall appearance. The ACC recommends the mulch should be a fine grade, shredded, hardwood mulch at a recommended minimum depth of four (4) inches and be consistent throughout the yard.

2. Consider the use of additional shrub plants or groups as accents to the foundation planting that will provide color, texture, and an attractive and pleasing overall landscape planting complementary to the house.

D. VEGETABLE GARDENS

1. Location: The garden must be between the rear of the house and the back of the property line, unless the rear yard is enclosed in which case the garden may be in the enclosed area. It must be planted at a grade of less than five (5) feet to one hundred (100) feet. It must not encroach on the association's common grounds. The side yard is permissible if the home does not have an adjoining property.

2. Maintenance: The garden must be neatly maintained throughout the growing season. After the growing season, all debris, dead vegetation, and unused stakes, of trellis must be removed. 3. Application. An application is not required for vegetable gardens that meet the above guidelines.

3. The ACC reserves the right to restrict the location and size of individual gardens.

E. ROCK GARDENS

An application must be submitted for rock gardens in the event rock or collections of rocks exceed twenty-four inches in any direction. All rocks shall be left their natural color.

F. COMPOST PILES

1. Compost piles must be constructed of a wood frame with a wire or masonry block, shall not exceed four (4) feet in height, and must be in rear yards only, at least eight (8) feet from lot lines.

2. Compost piles must have a planting screen to minimize impact on views from neighboring properties.

3. Active compost piles must be covered with a six (6) inch layer of straw at all times to prevent odors from escaping. Compost piles must be maintained and turned periodically to ensure the proper destruction of bacterial and weed seeds by heat.

4. Application is necessary only when the above guidelines are not followed. All Applications require digital photos displaying the current state and post-work completion.

5. Failure to maintain a satisfactory compost pile and/or the point at which the compost pile becomes a public nuisance shall indicate an abandonment of the compost pile which constitutes a violation of these guidelines.

VI. MAINTENANCE STANDARD

A. EXTERIOR APPEARANCE

Homeowners are responsible for maintaining the exterior appearance of their house, landscaping, and other improvements on their lots in good order and repair. While it is difficult to provide precise criteria for what may be deemed unacceptable conditions, the following cases represent some of the conditions that would be considered a violation but not limited to:

1. Peeling paint.
2. Homes that have algae or dirt build-up.
3. Damaged mailboxes.
4. Fences with either broken or missing parts.
5. Sheds, playhouses, or dog houses with broken doors or in need of painting or other types of repair.
6. Decks with missing or broken railings or parts.
7. Unsightly lawn and landscape in need of mowing and pruning, or diseased, dying, or dead plants.
8. Missing shutters.
9. Storage or play items, yard equipment, and other clutter in front or rear yards.
10. RV Equipment, Boats, Trailers, and Vehicles parked in the yard or other non-paved areas or property.
11. Culvert end walls in need of repair.

Most homeowners, undoubtedly, would not allow any of the above conditions to exist, as they seek to preserve and protect their investment in their homes and to limit their liability by keeping all improvements on their lots in good condition.

B. LANDSCAPE MAINTENANCE

1. Mow lawns, prune, control weeds, pests, and disease, apply supplemental water, replace mulch, and other necessary maintenance measures to sustain the landscape in a neat, orderly, vigorous, and healthy condition. Any homeowner who is not currently residing in their home and is in the process of selling their home, renting their home, or is on an extended vacation, TDY, or deployment, will notify the ACC or HOA and give notice that they have made arrangements to have their lawns mowed either by current tenants or by a lawn care service of their choice. Homeowners may request neighbors to assist them in maintaining their lawns in their absence, or they may request assistance from the ACC and HOA. Assistance provided by the ACC or HOA will normally result in a contracted lawn care service for mowing and trimming. The exact expense will be determined at the time the service is needed. The HOA will pay for this service in advance and will then bill the homeowner for the expense. The HOA or ACC may also use this option without the homeowner's consent as a means of resolving landscaping issues that have had a violation issued but not resolved in the time provided in the violation notice. The cost of this would still be passed along to the homeowner.

2. Turf areas need to be mowed at regular intervals, maintaining a maximum height of six (6) inches and a minimum height of two (2) inches.

3. Given the hilly terrain and poor soil conditions that are characteristic of Settlers Landing, particular attention should be given to maintaining adequate ground cover to prevent erosion and other unsightly conditions that may occur. If growing grass on slopes is difficult, consideration should be given to using such natural items as landscaping and/or mulch, rocks, or flower beds. All homeowners whose homes border the creek that runs through Settlers Landing will monitor the amount of trash illegally dumped into the creek and near the creek, especially near the guardrail area on Rocky Way Drive. Any vehicle observed throwing garbage from the vehicle onto the road or into the area near the creek should have the license plate and a description of the vehicle and individual(s) referred to the Stafford County Sheriff's Office and the Settlers Landing HOA Board. If individuals walking on the street are observed throwing garbage on the street and near the creek should be asked their name and where they live and informed that if they do not pick up the garbage, they will be referred to the Stafford County Sheriff's Office and the Settlers Landing HOA Board. Some of the individuals committing violations of littering are likely young people from Settlers Landing and adjoining nearby neighborhoods. It is also certain that individuals committing littering violations are also adults as numerous amounts of garbage collected from the creek area are beer bottles, beer cans, cigarette packs, aerosol cans, lighters, oil, and transmission fluid plastic bottles – all of which are indicative of adults, not children. Every effort should be made to keep our streets and the areas near the creek clean, and neighbors bordering these areas are asked to help conduct litter pick up and trash removal of the area. If this project becomes too large of a task, then it is asked that neighbors take digital photos of the litter on the streets, near and in the creek area, and send the photos as an attachment to the Settlers' Landing email address at settlerslandingVA.treasurer@gmail.com. This information will be used as evidence to support the creek, since the creek is a natural waterway and since the creek is a water source that feeds into the Potomac River, which feeds into the Chesapeake Bay.

VII. NEW CONSTRUCTION

A. INTRODUCTION

As currently provided for in the Covenants, every unit constructed on a lot in Settlers Landing MUST contain no less than one thousand four hundred (1,400) square feet of fully enclosed heated floor area devoted to living purposes, exclusive of roofed or unroofed porches, terraces, and garages. (See special rules for split-level/foyer homes.)

B. CONSTRUCTION OPERATIONS

The following construction standards shall apply during new construction or renovation:

1. During the renovation or construction, the contractor is responsible for the conduct of all construction personnel to ensure that adequate temporary and permanent utilities are provided and maintained. Contractors must ensure that adequate and safe sanitary facilities are provided and maintained.

2. Restrict construction personnel parking to the applicant's property and in front of the applicant's property, in so far as it is practical.

3. Construction hours are limited to 7 a.m. to 5 p.m.

4. Construction personnel are prohibited from living on the property during construction or renovation.

5. Restrict construction activity, including materials and equipment storage, on the lots for which an ACC approval has been received and a building permit has been issued. Any ground, adjacent parcel, public property, rights of way, community facility, or green space damaged during construction shall be promptly restored to its original condition to the satisfaction of the ACC.

6. Store construction materials in an inconspicuous area of the applicant's property and in a neat and orderly manner. Do not store materials and equipment within the drip line of existing trees.

7. Maintain construction sites in a clean and orderly manner and complete all improvements or construction promptly.

8. The homeowner and contractor are responsible for providing adequate receptacles for the collection of trash and debris and enforcing their use by construction personnel. Empty the receptacles when full and collect windblown trash to maintain the community free of trash and debris.

9. All debris blown from the construction site will remain the contractor's responsibility to clean up.

10. Comply with applicable state and local regulations regarding sedimentation and erosion control. Site work should be accomplished in a manner that does not disrupt existing natural or manmade drainage and erosion control (i.e. slit fence, soil stabilization, etc.)

11. The homeowner and contractor are responsible for keeping dirt and mud off the public streets; and, if necessary, the cleaning, washing, and sweeping of streets as needed.

12. It is the responsibility of the contractor to provide and maintain safety barriers throughout the new construction or renovation.

13. Upon completion of construction, immediately remove construction debris and equipment from the lot.

C. GENERAL DESIGN

To maintain the architectural integrity of Settlers Landing, new residences will be required to meet the following standards:

1. Styles should be similar to and consistent with existing structures in the community.

2. Foundation/poured concrete or block with standard purged treatment and painted to match siding is required with new construction.

3. A minimum of one car garage per lot is required.

4. Exterior finishes including doors, windows, primary walks, driveway with culverts and finished wall or dressing, lamp post, exterior house/garage lighting, mailboxes, and roofing materials should be considered with new construction.

5. Color schemes are subject to ACC approval.

6. No exterior structure or portion of a structure will be left in an unfinished state.

D. LANDSCAPE SPECIFICATIONS

1. Lots should be graded to maximize useful area while maintaining proper drainage and erosion control.

2. Lots must have sod or be seeded with a suitable stabilizing material.

3. Basic foundation planting must include a minimum of six (6) plants at a height and diameter of eighteen (18) inches.

4. The contractor is required to plant within each lot two (2) canopy trees, a minimum of 2 D in caliper, with the exception that corner lots and pipe stem lots require a minimum of three (3) canopy trees. (See Appendix F)

E. CODES AND REGULATIONS

Meeting the minimum ACC guidelines outlined in this document does not in itself minimize, modify, or alleviate your responsibility to comply with all existing local and/or state regulations.

F. APPLICATION

1. An application is required which must include complete specifications, a formal list of building materials and associated samples for all exterior finishes, and a house drawn to scale on plat. Supporting documentation must be authenticated by initials and date of all principals of the company applying. All Applications require digital photos displaying the current state and post-work completion.

2. The ACC recognizes that it is not uncommon for additional work or changes beyond those approved in the original design to occur during construction. These additional amenities, e.g. decks, porches, fences, etc., require separate approval from the ACC.

3. Upon completion of exterior finish and landscaping, notification to the ACC is required for final review.

Settler's Landing Homeowners Association Application for Architectural Change

INSTRUCTIONS TO APPLICANT

1. The Architectural Control Committee (ACC) meets on the third Saturday of each month, in conjunction with the regularly scheduled HOA Board Meeting. Applications submitted by USPS must be postmarked by the 1st of the month to ensure timely review at the ACC's monthly meeting. Applications submitted by email must be received a minimum of one week before the ACC's monthly meeting. Applications postmarked after the 1st of the month or less than one week before the monthly meeting will be taken up at the next monthly meeting.

   Applications will also receive an immediate review if a homeowner requests an urgent review due to the necessity of receiving a special timely offer to fix, install, remodel, or build on the homeowner's property, or if the homeowner suffers a loss due to a storm, fire, or accident and needs to replace or repair existing structures without further delay.

   Temporary structures or fixtures used to protect one's property immediately following a storm, fire or accident do NOT require the approval of the ACC, however, the ACC and the HOA simply ask that the homeowner provide the ACC and the HOA periodic updates as to when the property is expected to be returned to normal condition and if there are any request that the neighborhood might be able to assist with helping the homeowner.

2. Refer to the Architectural Standards and Guidelines to identify alterations/ modifications that require ACC approval. Be sure to consult the Architectural Standards and Guidelines thoroughly paying particular attention to the sections relevant to the proposed change.

3. Applications, drawings, plats, pictures, etc. should be submitted in DUPLICATE and typed or printed legibly. Upon ACC action, one copy of all materials submitted will be returned to the applicant

4. Drawings should be to scale.

5. Provide all dimensions, including height, roof slope, etc., on new construction.

6. Certified plats will be required for new construction, including additions to a present structure, new structures on the lot, fences, etc. The area of proposed construction must be indicated on the plat. Plats are NOT required for paint changes, storm windows, or other such modifications.

7. Provide a list of all major components and materials to be used in the proposed construction. This listing should identify the type and size of the materials not quantities.

a. Present colors and any proposed colors MUST be indicated. Applications for colors that are not the original color must be accompanied by actual color samples, not photos of colors.
b. The signatures and addresses of all abutting property owners are necessary. These property owners may indicate their approval or disapproval of the change in the space provided, which indicates that the ACC and other property owners have had the opportunity to review the architectural change being submitted. Notwithstanding the foregoing, if any property owner shall refuse to sign the application or is not available, the applicant may attach a statement certifying that (1) the adjacent abutting property owner was presented with the application but refused to sign or (2) despite reasonable efforts by the applicant, the abutting property owner was not available to complete the form.
c. The ACC reserves the right to notify other potentially affected property owners of the proposed change.

8. A statement of mitigating circumstances is not mandatory. If you believe that what you are requesting/proposing might be controversial, or if you think that requests like yours have been denied in the past, you may include a statement of mitigating circumstances on a separate sheet of paper. Use this statement as a vehicle to convey any special situations or conditions that might impact the ACC's consideration of your request. Such things as location, stands of mature trees that obscure viewing, terrain, whether or not your property adjoins other developments or common areas, etc., are among the items of information to be included here.

9. Applications not meeting these instructions and the procedures outlined in the Architectural Standards and Guidelines may be returned without processing. The ACC also reserves the right to request any additional information deemed necessary to process your request/proposal. This additional information may take the form of, but is not limited to, more on-site inspection of the structural/alteration site, and/or including your attendance during the open portion of the ACC meeting.

10. Return your completed applications to:

    Via Email:
    SettlersLandingVA.ACC@gmail.com

    Via USPS:
    Settler's Landing HOA – ACC
    P.O. Box 1361
    Stafford, VA 22555

Settler's Landing Homeowners Association Application for Architectural Change

Note: An on-site inspection of the structural alteration to the site and/or your attendance during the Open Comment portion of the HOA Board & ACC meeting may be required.

Return all three pages of your completed application to:

Via Email:
SettlersLandingVA.ACC@gmail.com

Via USPS:
Settler's Landing HOA - ACC
P.O. Box 1361
Stafford, VA 22555

Applicant Information

Applicant Name: _____ (Owner – Tenant)

Property Address: _____, Stafford, VA 22554

Owner Address (if different from above)

Street Address or P.O. Box: _____

City, State & Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

First Submittal: YES – NO Resubmittal: YES – NO

Describe Proposed Changes Below (Attach additional sheets if necessary.)

Estimated Start Date: _____ Estimated Completion Date: _____

_____

_____

_____

_____

Application Information Required

1. General Design & Style – (Size, Shape, Appearance, Drawings, Photos, Product Data, etc.)

_____

_____

2. Dimensions – (Width, Height & Depth, as appropriate for the work)

_____

_____

3. Location – (Marked-up Plat Drawing)

_____

_____

4. Material – (Building Materials Required)

_____

_____

5. Color – (Unfinished, Stain Color, Paint Color, etc.)

_____

_____

6. Structural Changes – (If required)

_____

_____

7. Required Permits – (If required)

_____

_____

Abutting Property Owner Notification

The undersigned property owner acknowledges that they have been notified of the Architectural Change requested above and that it is their responsibility to communicate any objections and/or concerns to the Architectural Control Committee (ACC) as quickly as possible. This can be done via email (see address above) or by attending the next scheduled Settler's Landing Board & ACC Meeting during the Open Comment period.

#1
Abutting Property Owner Name & Signature: _____

Abutting Property Address: _____, Stafford, VA 22554

#2
Abutting Property Owner Name & Signature: _____

Abutting Property Address: _____, Stafford, VA 22554

#3
Abutting Property Owner Name & Signature: _____

Abutting Property Address: _____, Stafford, VA 22554

#4
Abutting Property Owner Name & Signature: _____

Abutting Property Address: _____, Stafford, VA 22554

#5
Abutting Property Owner Name & Signature: _____

Abutting Property Address: _____, Stafford, VA 22554

#6
Abutting Property Owner Name & Signature: _____

Abutting Property Address: _____, Stafford, VA 22554

APPENDIX A
ACCIA-5/91

Applicant Agreement & Signature Sheet

1. I, the undersigned, agree that compliance with Settler's Landing Architectural Standards & Guidelines and approval by the ACC does NOT constitute compliance with county building and zoning codes. Furthermore, I agree that ACC approval shall NOT be construed as a waiver or modification of any code requirement or restriction.
2. I, the undersigned, agree that this application is NOT valid and will NOT authorize any construction or building changes until the application is received by the ACC and the proposed changes, alteration, and/or construction is approved by the Settler's Landing Homeowners Association or as otherwise provided in the Declaration & Covenants of the Association.
3. I, the undersigned, agree that, after prior notification to me and at a reasonable time, members of the ACC shall be permitted to enter my property to inspect the proposed change, the project in process, and the completed project. Such an entry shall not constitute trespass.
4. I, the undersigned, agree that the authority granted to make the proposed changes will be automatically revoked if the changes requested have not been commenced within 180 days of the application approval date and completed by 180 days after commencement.
5. I, the undersigned, do hereby affirm that I am a Settler's Landing HOA Member in good standing (i.e. all association fees, and/or any other obligations have been paid and are current) and that all information provided in this application is true and accurate.

Property Owner's Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____

Property Owner's Printed Name/s: _____

Settler's Landing Homeowner's Association Use Only

Date Application Received: _____/_____/_____ (USPS – Email)

ACC Action: Reviewed: _____/_____/_____

Application Approved: _____/_____/_____ OR Disapproved: _____/_____/_____

Comments: _____

_____

_____

APPENDIX B

Complaint Form

1. Complainant Information: (Who are you?) Date: _____

Name: _____Lot No.:_____

Address:

_____

Home Phone: (_____) _____-_____ Cell Phone: (_____) _____-_____ Anonymity Request: Yes / No

2. Complaint Information: (Who is the complaint about?)

Subject Name: _____Lot No.:_____

Subject Address:

_____

Complaint: (What is the complaint about?)

_____

_____

_____

_____

_____

3. Please send this form to the following address:

Settler's Landing Homeowners Association
(Attn: Board of Directors)
P.O. Box 1361
Stafford, VA 22555

Complaint Signature:

_____

REF # _____ - _____

APPENDIX C

ACC Fee Structure for Violations

Violation Stages and Process:

1. Friendly Reminder.
    a. This may come in the form of an E-mail, Letter, or Phone call.
    b. With no more than 7 days to respond or correct the issue.
    c. This stage may be skipped at the discretion of the ACC and is not required as part of the violation structure.
2. Violation issued with a firm resolution date. Not to exceed 30 days.
    a. The resolution time frame will depend on what the violation is for. (I.E. Violation for Grass needing to be cut or unsightly appearance of the yard would have 7-14 days, while a violation for home repair may have 30 days).
    b. If more time is needed, the homeowner can contact the ACC and request an extension.
3. Violation referred to the Full HOA board for issuing of fee.
    a. All fees are due 30 days from the date Issued.
        i. A late fee of 10% will be applied to all fees past due.

Fees:

1. General violations of the ACC Guidelines:
    a. $50, If the item has not been resolved by the date on the violation letter.
    b. $1 to $5, Daily fees until the issue has been resolved to the board's satisfaction.
        i. Each day's daily fees are individual and are subject to a 10% late fee per charge/fee.
        ii. This fee, if imposed by the board will start on the resolution date of the violation notice.
2. Grass and basic yard maintenance not being maintained:
    a. In addition to the fines listed above in Section 1 of Fees. If the violation exceeds the resolution date of the Violation notice the board may hire a landscaping contractor to resolve the issue and the cost of the service will be passed to the homeowner in the form of a fee.
        i. If this option is chosen by the board, A daily fee can still be assessed but must be stopped on the day the service is rendered.
        ii. If the homeowner is not able to resolve the Grass and basic yard maintenance by their means. (I.E. unable to physically perform the work themselves or retain a contractor) The homeowner may request (in writing) the HOA/ACC exercise this option.
            1. If the request is made before the resolution date on the violation notice, no fee will be issued, if the request for assistance is approved.
            2. The homeowner will still be responsible for the cost of the service and that cost will be subject to the 10% late fee listed above.

Notes:

- PAYHOA.COM is the platform our HOA utilizes for the issuing of all fees and violations as well as general communications with homeowners. All homeowners are strongly encouraged to sign up for PAYHOA.COM. If you need further information. Please reach out to the HOA.
- ATTENTION LANDLORDS. Please make sure you provide your contact information to the HOA so you can be reached regarding these issues. If you utilize PAYHOA you can update your mailing address and contact info.

APPENDIX D

Rights of Appeal

Every homeowner has the right to appeal their citation and/or fee to the HOA Board either through written notification by mail or by appearing in person before the HOA Board at the next scheduled HOA meeting – which is held on the third Saturday of each month at Porter Library beginning at 9 am. Appeals will be reviewed on a case-by-case basis by the HOA Board, the President and Vice President of the HOA, and by the ACC to determine if an appeal is warranted.

Rights for an appeal will not be granted to any homeowner who is not current on their HOA dues. HOA dues must be current before any appeal will be reviewed by the HOA Board, the President and Vice President of the HOA, and by the ACC. Please confer with the HOA Treasurer to ensure your HOA dues are current before initiating and filing an appeal.

Remember, the intent of the ACC and the HOA is not to issue citations or levy fees against our neighbors, rather it is to ensure the safety, security, and appearance standards of our neighborhood and to assure that our property values are not degraded by matters that are well within our control. Our purpose is to promote Settlers Landing as a clean, safe, and secure neighborhood where kids can play and families can enjoy friends, neighbors, and family in a relaxing and pleasant environment. Please do your part to help keep our neighborhood safe, secure, and clean!

APPENDIX F

Recommended Tree Species for Settlers Landing, Northern Virginia & Mid–Atlantic Climate

CANOPY TREES FOR STREET TREES

1. Autumn Flame Red Maple, Red Sunset, or October Glory (Acer Rubrum)
2. Green Mountain Sugar Maple, Green Mountain, or Sinuosum (Acer Saccharum)
3. Willow Oak (Quercus Phellos)
4. Northern Red Oak or Shumard Oak (Quercus Rubra)
5. White Oak (Quercus Alba)
6. Scarlet Oak (Quercus Coccinea)
7. Bloodgood London Planetree or Bloodgood (Platamus Acerfolia)
8. True Chinese Elm (Ulmus Parvifolia)
9. Summit Ash or Summit (Fraximus Pennsylvanica)

ACCENT TREES FOR STREET TREES

1. American Hornbeam (Carpinus Caroliniana)
2. Bradford Pear or Bradford (Pyrus Calleryana)
3. Golden Raintree (Koelreuteria Paniculata)
4. Flowering Dogwood – white, red, or pink (Cornus Florida)
5. Saucer Magnolia (Magnolia Soulangeana)
6. Eastern Redbud (Cercis Canadensis)
7. Amur Maple (Acer Ginnala)
8. Crabapple (Malus species)
9. Yoshino Cherry (Primus Yedoensis)
10. Kwanzan Cherry or Kwanzan (Prunus Serrulata)

RECOMMENDED EVERGREEN TREES FOR FOUNDATION PLANTINGS

1. Norway Spruce (Picea Abies)
2. White Pine (Pinus Strobus)
3. Scotch Pine (Pinus Sylvestris)
4. Austrian Pine (Pinus Nigra)
5. Black Pine (Pinus Thunbergi)
6. Canadian Hemlock (Tsuga Canadensis)
7. Southern Magnolia (Magnolia Grandiflora)
8. American Holly (Ilex Opaca)
9. Deodar Cedar (Cedrus Deodara)