

Garland Lake Property Owners Association

Architectural Guidelines Handbook

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Garland Lake Property Owners Association

Architectural Guidelines Handbook

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I. General

a. Applicability

In general, these guidelines apply to each individual property comprising Garland Lake Estates. These guidelines do not apply to the common areas, recreational facilities, utility elements or ingress/egress areas maintained and operated by the Property Owners Association. However, the POA Board will adopt the design guidance contained herein for use in planning such facilities in order to maintain the aesthetic appearance of the community.

b. Objectives of Protective Covenants

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

- Maintain consistency with the overall design concept for the community
- Promote harmonious architectural and environmental design qualities and features
- Promote and enhance the visual and aesthetic appearance of the community

Conformance to design standards not only enhances the physical appearance of a community but also protects and preserves property values. Owners living in communities which adhere to such standards are protected from actions which can detract from the appearance of the community and diminish property values.

c. Role of the Architectural Review Committee

In short, the Architectural Review Committee is concerned with 1) the appearance and placement of dwellings and other structures; 2) the materials and methods of construction of dwellings and other structures; 3) site plans, landscaping plans and accompanying plans for environmental protection and enhancement; and 4) enforcing the covenants, restrictions, charges and liens set forth in the Declaration. The ARC is charged with determining the acceptability of the owner's plans for improvements based on functionality, size, placement on the lot, construction methods and materials, roofing, exterior color schemes, finish, maintainability of the structure, and the building process and its potential impact on surrounding property. Owners are advised to ensure their plans conform to the Richmond County Zoning Ordinances. Garland Lake Estates is zoned R-1, and the association will not entertain any waivers of the ordinance provisions.

d. Purpose of the Handbook

In accordance with the Declaration of Restrictions of Garland Lake, all owners are bound to develop and improve their properties in compliance with the restrictions, covenants and conditions contained therein for the mutual benefit of all owners. This Handbook is designed to provide the property owner with a topic oriented description of the design guidance so that their decisions and planning may more readily fall into conformance with the Declaration. **It is also designed to provide the property owner a description of the process for submitting plans for ARC approval, and checklists for the material to submit in support of their application.**

In order for the Architectural Review Committee to effectively and fairly determine the acceptability of the proposed improvements, it must receive and review certain detailed information from the owner which describe the improvement or structure sufficiently that compliance with the restrictions is clear.

e. Application and Review Process

i. Application Submission

Appendix A is the application form for submission to the ARC. In essence, the form is a cover sheet, and will contain summary information provided by the owner. It will be the document of record showing Owner identification and contact information, Lot number, Contractor identification and owner acknowledgement. The submission date, the receipt date commencing the review cycle, and response dates and the notice of approval or disapproval will be annotated on the form for record retention. The application form should be used for the initial construction of planned dwellings, as well as for additions or alterations, including changes in size or color, or removal of previous approved improvements.

The form is supported by the Checklist for Submissions of Planned Improvements, in Appendix B.

ii. Supporting Documentation

1. Two complete sets of plans for the improvement or structure desired, providing sizes, elevations, materials and specifications. Details will include design factors, materials, colors, and construction methods. Pictures and schematics are generally helpful. Note: If plans are provided electronically only one set is required.

2. A site plan of the property showing:

- construction limits,
 - limits of clearing and grading,
 - the location of planned buildings, or structures,
 - driveways,
 - culverts, and
 - Utility elements such as electric service, fuel tanks, wells, and septic lines and drain fields.
3. Identification of and contact information for the General Contractor who will manage the project.
 4. When the land disturbance permit or building permit is issued by Richmond County, the Contractor or owner must provide a \$1000 bond in favor of the Association against damages to road surfaces and/or common grounds that might occur during construction as a result of the use of contractor's equipment.
 5. Plans for erosion control measures as necessitated by the clearing and or grading of the lot. These may also be required by the county.
 6. A check in the amount of \$225 (filing fee) to defray committee expenses, only for the dwelling application. Make the check payable to the Garland Lake Property Owners Association (GLPOA). (The filing fee amount may be changed from time to time by the GLPOA Board as needed to defray expenses.)
- iii. Time Frame for Review Completion

Upon receipt of the application form and all of the accompanying documentation, the ARC will commence review of the proposed project. The Committee will make a determination of approval or disapproval within thirty days. However, in some cases, issues and questions may arise in the initial review that can be resolved through communication with the property owner. Such a dialogue will be undertaken to support a clear determination whenever possible, without repetitive submissions.
 - iv. Notice of Approval/Disapproval

The application form (and one set of plans if submitted on paper) will be returned to the owner indicating the approval or disapproval. Accompanying notations may reflect items discussed during the review, may explain the basis for the final determination, and may be important for the owner to understand either for a resubmission if needed, or for executing the project in accordance with negotiated changes.
 - v. Appeals

The Committee expects that appeals will be rare. The review process is undertaken with a goal of reaching a clear determination. In most cases, disapproval will be based on a specific deviation from the Declaration of Restrictions. In those cases the owner may adjust project plans to fall into compliance and resubmit their application.

However the owner may submit a Letter of Appeal to the Committee detailing the item of disagreement, a rationale for the disputed plan element to be allowed or a waiver granted, and a proposed change to the wording in the Declaration that the POA Board may consider. The ARC will consider the appeal and reply within 14 days.

f. Property Maintenance Standards

The wooded nature of the properties in Garland Lake is an aesthetic value to each of us. Over clearing is to be avoided, thereby retaining the natural appearance of the land throughout the community. For obvious and practical reasons some clearing is necessary for the driveway and structure areas and a safety margin around them. Owners must maintain such areas in clean, neat, and debris free condition. Within the cleared areas:

Lawn/turf areas must be kept neatly mowed during the growing season. Shrubs must be neatly trimmed, gardens free of weeds, and any dead plants, trees or shrubs must be removed or replaced without delay.

Construction materials for any approved improvements must be stored neatly in an unobtrusive area when not in use.

Debris and trash may not be allowed to accumulate. Proper receptacles shall be used, and placed out of general view from the street and driveway approaches to the dwelling.

The exterior of the dwelling and associated structures must be maintained in an attractive manner.

- No significant blistering or peeling of external painted or stained surfaces is permitted.
- Any exterior building components (i.e. siding, shingles, gutters, downspouts, windows and doors) which are damaged, missing, or broken must be repaired as quickly as possible.
- Hoses should be rolled up, hung on a suitable device, or hidden from view when not in use.
- Exterior lighting should be maintained in proper working order.

- Decks, Screened Porches, approved fencing, arbors, and decorative yard elements must be maintained in good condition at all times.

g. General Provisions

The following provisions shall prevail as to construction and activities conducted on any lot in the subdivision:

- i. No temporary house, trailer, tent, garage, or other outbuilding shall be placed or erected on any lot; however, the Committee may permit such temporary structure for the storage of materials during construction if it is permissible under local ordinances.
- ii. No temporary structures may be used at any time as a dwelling place. No camper, recreational vehicle, motor home or the like may be used for temporary or permanent residence.
- iii. Once construction is started on any lot, the construction of the improvement or structure shall be diligently pursued to completion within twelve months after the date work began.
- iv. All debris, waste, and remaining materials on the lot must be disposed of within one month after completion.
- v. All cleared or bare earth shall be seeded and or covered with straw/mulch within one month after completion of construction.
- vi. Owners shall undertake to landscape the foundation area of the residence within six months of completion of the residence.

II. Design Guidelines

a. General Construction Elements

No lot shall be used for any purpose other than single family residential use. All plans and specifications for any structure or improvement whatsoever to be erected on any lot, and the proposed location thereof on the lot, the construction material, the roofs and exterior color schemes, any later changes or additions after initial approval, and any remodeling, reconstruction, alterations or additions shall be subject to approval in writing of the Architectural Review Committee before any such work is commenced.

Every dwelling constructed on a lot shall contain a minimum square feet of fully enclosed floor area devoted to living purposes (exclusive of roofed or unroofed porches, terraces, garages, decks, carports or other out buildings). The required minimums are:

- i. 1500 square feet if the dwelling is a single story structure

- ii. 1800 square feet if the dwelling is a two story (or more) and provided that the first floor shall be at least 1200 square feet

The Committee will judge the size and height limitations for all other types of buildings and structures and fences or walls in the context of the dwelling unit planned for the lot.

The materials and colors proposed for the exterior of the dwelling and other structures shall be in harmony with the natural attributes of the lot and its surrounds. There shall be a preference for wood and stone surfaces, and colors naturally occurring in lakeside and woodland settings. Some composite materials may be determined by the Committee to be acceptable if the appearance and performance is substantially equivalent in final affect.

Foundations shall be finished with brick or stone, either solid or veneer, or in the case of poured concrete, a brick or stone finish pattern, finished in a color similar to the siding material of the building or a stone color.

All fireplaces and chimneys shall be of masonry construction, either stone or brick. No wood frame chimneys shall be permitted.

For purposes of the guidelines, regardless of the orientation of the dwelling with respect to door entries or porches or other design elements, the front of the dwelling is defined as the side closest to the street and the rear of the dwelling is the side away from the street.

b. Antennas and Satellite Dishes

No radio station or shortwave operators of any kind shall operate from any lot or residence. No direct broadcast satellite dishes or multi-point distribution system of more than one meter in diameter shall be installed on any lot, and no mast that is more than twelve feet over the roofline shall be installed on any lot without the written approval of the Committee. Satellite dishes shall be placed in the least intrusive location, considering visibility from the street and from neighboring lots and technical requirements for appropriate signal reception.

c. Birdbaths/Fountains

Birdbaths and fountains are a suitable design element of a residential landscape plan. Size and scale shall be compatible with the landscape plan. Color and material shall be compatible with the dwelling and other structures.

d. Clotheslines

Clotheslines or similar apparatus for outdoor drying of clothes are permitted to the rear of the residence, out of sight from the street. To protect views from the lake, or neighboring lots the drying device or clothesline shall be stored out of site when not in use.

e. Compost Bins

Compost bins may be placed to the rear of the house and may be integrated with a patio, deck or protrusions of the dwelling. Manufactured vermin proof bins are preferred and shall be black, beige/tan, or dark green in the context of the woodland setting. Hand-built bins shall be constructed with care to achieve the same affects.

f. Decks/Patios/Porches

Decks, patios or porches that abut a dwelling shall be considered in size, design, and materials to be integral with the dwelling. The materials shall be similar in texture and color with the exterior materials of the house. As with the dwelling, landscaping should be used to soften corners and views from the street or neighboring lots. If a deck or porch is raised above ground level, the area under the deck may be screened with landscaping finishes, or enclosed with lattice or siding in materials and colors similar to the dwelling. Roofs shall be similar in material and color to the roof of the dwelling.

Patios or decks that are separated from the dwelling shall be incorporated into the general landscape design approved for the lot. In general the choice of materials in texture and color shall be in harmony with the lakeside or woodland setting just as the dwelling. Structural elements of the deck, patio, or porch shall consider the likely affects of weather, wind, and exposure typical for the location. They shall be maintained in good condition at all times, including paint or stain. Decks, patios, and porches that are added after the residence is completed do require ARC application and approval.

g. Decorative Objects

Exterior decorative objects are an attractive element of the residence and landscape design. Care must be used not to use the objects to excessive numbers, extreme size, or having inappropriate themes. Decorative objects that are oriented to annual holidays should be removed after the holiday has passed.

h. Docks and Waterfront Structures

Lakeside lots present the opportunity for owners to access the lake directly from their property for swimming, boating, fishing, canoeing and kayaking. A suitable dock or platform may be built at the waterline to provide safe egress. Docks and platforms shall be constructed of wood, or wood-like composites, treated for use in a marine environment, and should be finished in a color that is naturally occurring in the woodland and lakeside setting. Docks and platforms should be of size and configuration to support safe use.

Owners are reminded that no powerboat or other mechanically powered watercraft or device propelled by other than man-power, sail, or electric motor may be used or operated on the Lake. Owners should refer to the details contained in the Declaration regarding Use and Enjoyment of the Lake.

Docks are subject to County permit processes. The County has significant restrictions on structures within the RPA, the land area within 100 ft of the water. Owners shall first apply to the Committee for permission, and upon approval, submit for county permit.

i. Dog Houses, Animal Shelters, and Runs

No animals, livestock, or poultry of any description shall be kept on any lot, except the usual household pets, which are here defined for these purposes as domestic cats and dogs, aquarium fish, and pet-store birds. The keeping of all animals shall be in strict accordance with the current and future ordinances of Richmond County.

Lot owners shall maintain any pet facilities on the property in a state of cleanliness and good repair, to prevent becoming a nuisance, annoyance, or hazard to any resident, guest on any other lot, or to the public at large. Nuisance or annoyance or hazard includes sight, smell, noise, health or fear.

j. Driveways

Vehicular access for each lot shall be provided by the property owner once the lot is improved, with the commencement of the dwelling construction. Such driveway access shall be finished with paving (blacktop or concrete), stone pavers, or gravel and shall be maintained free of obstructions or other hazards to vehicle safety.

Any vehicle parked at or upon any residential lot shall not obstruct or interfere with safe vehicular travel on the roadways within the subdivision.

No tractor-trailer trucks (tractor or trailer) shall be parked on any lot. Derelict vehicles are prohibited.

Owners shall position utility trailers, lawn equipment, off road vehicles such as ATVs out of sight from the street or the lake. Motor homes, RVs, and campers as well as boats over 20 ft. on trailers should be stored offsite, not on the residential lot. Smaller boats on trailers may be stored but must be out of sight from the street.

k. Easements

Owners are advised to review carefully the Declaration for detailed information regarding easements, especially those portions related to storm water and erosion control.

l. Exterior Lighting

Reasonable lighting of decks and porches for safety and convenience is permitted. Flood lights that illuminate the yard for security purposes are also permitted. Owners should ensure that such lighting is not directed or positioned in a way to disturb or inconvenience neighboring properties. No lighting used on the property should create a hazard to vehicular traffic, or to the safety of passing watercraft or aircraft.

m. Fences

In order to preserve the natural quality and aesthetic appearance of the subdivision, all property lines shall be kept free and open to one another. No fences shall be permitted on any lot or lot boundary lines except where, in the opinion of the Committee, a fence or other enclosure as designed will contribute to and be in keeping with the character of the area and it serves one of three purposes: legally required enclosure of a swimming pool, containment of animals within a portion of the property, or as a landscape design feature, e.g. defining an entry way.

No barb-wire, chain link, or solid wall privacy fences will be permitted. Fence elements of landscape improvements must be approved by the ARC with the landscape plan, or as an addition to the plan.

n. Firewood

Property owners may store firewood for use in the residence, so long as it is kept in orderly fashion on racks and kept free of vermin, pests, and colonizing insects. The storage racks should be positioned to the rear of the residence if possible, or to the side so as to limit its visibility from the street.

o. Flags/Flagpoles

Owners may display appropriately sized flags as may be attached to the dwelling. These are typically flags, brackets and poles found in home improvement stores. If the owner plans to erect a freestanding flagpole, he or she must submit an application with drawings to show sizes and locations to the Committee for approval. Outsized equipment will not be approved.

p. Generators

Whole house generators for the provision of power when utility service is interrupted are permitted. It should be positioned to the rear or side of the dwelling to limit its visibility from the street, and screened with landscaping if such can be effective in reducing the visual impact. If the Generator is added after the dwelling has been completed, owner must submit an application to the Committee for approval. Care shall be taken in the storage of fuels for generators. Buried tanks must conform to Richmond County regulations.

q. Signs

No sign of any kind shall be displayed on any lot except:

- i. One professionally made sign not exceeding three square feet identifying and advertising a builder or contractor while actively employed in the construction of a residence on the lot. This period ends upon the completion of the residence, or upon expiration of the time period allowed for completion.
- ii. One sign not exceeding one and one-half square feet, and not exceeding three feet in height or length, which identifies the residence.
- iii. One appropriately sized "For Sale" sign , typically 4 SF in a metal frame and staked, during the period the property is on the market. Large wooden posts are to be avoided.
- iv. During campaign/election season, residents may display one appropriately sized political sign. The sign must be removed within the week following the election.
- v. Such other signs as may be approved in writing, prior to erection thereof, by the Committee.

r. Solar Systems

Solar energy collection systems have matured in the market place, utilizing better technology, having improved appearance, and becoming more affordable to the homeowner. The positive benefit to

homeowners in financial savings make these systems highly practical for addition to the dwelling. The addition of solar collectors is permitted after application to and approval by the ARC. Property owners should plan to install them as roof mounted systems, and favoring the rear slope of the roof, meaning less visible from the street. If system efficiency is negatively affected by a rear slope position, a compromise may be reached by discussion with the Committee. Ground installation will not be permitted.

s. Storage Sheds/Out-buildings

No detached garage, storage shed, or outbuilding may be constructed on a lot prior to the construction of the dwelling or residence. Any storage shed, garage or outbuilding must be approved by the Committee prior to its construction. Such structures shall be constructed of materials which are similar in texture and color to the dwelling, must be of appropriate size and design in keeping with the character of the woodland and lakeside lots.

t. Trash and Debris

Each lot owner shall keep his/her property free of trash, debris and rubbish. No portion of the lot shall be used as a dumping ground for rubbish, No outside burning of trash, garbage, or household refuse shall be permitted. All trash, garbage or other waste shall be kept in sanitary containers maintained in a neat and orderly manner and out of view from any roadway.

u. Trees and Vegetation

In order to preserve the woodland character of the subdivision, lot owners shall minimize the clearing of trees, especially trees with trunk diameter greater than 3 inches. No lot shall be clear cut. If clearing as needed to construct the dwelling impacts the character of the lot, the property owner shall provide for restorative plantings.

v. Vegetable Gardens

While agricultural use of the lots is prohibited, residential gardening is permitted. Gardens may be at grade or raised beds, but must be maintained in neat appearance and free from vermin, pests or colonizing insects. The area allowed for vegetable gardens shall not exceed the square footage of the main floor of the dwelling. Gardens should be positioned to the rear of the dwelling, and to the extent possible, not visible from the street. If gardens are to be placed in a side yard position, other landscape elements shall be employed to screen the view from the street.

w. List of Appendices

A. Design Review Application

B. Checklist for Submissions of Planned Improvements

C. Bond Release Request

Garland Lake Property Owners Association

Appendix A: Design Review Application

From:	GL Lot No:
Address:	Cell Phone
City, State:	Home Phone:
Email:	Work Phone:

Directions:

Please fill in the identifying information above. It is not only identifying information, but gives the Review Committee a means to communicate with you for issues and questions that arise. The information to be attached to the application includes plans and specifications including floor plans, elevations, and if available, catalog information. Sketches and photos may be helpful to show the location on your lot for placement of the planned improvement. Use a copy of your recorded plat, lot survey as a beginning point for location, limits of clearing etc. Illustrations and printed material can be used to show the nature, kind, shape, color, dimensions, and materials to be used. Please use the Checklist in Appendix B to ensure you have a complete application package.

Description of the Proposed Improvement: (i.e.- house, dock, fence, garage etc.) Include dimensions and general description.

Contractor's Name _____ Phone No. _____

Estimated Start Date _____ Estimated Completion Date _____

Owner/Applicant Signature _____ Date _____

Co-Owner/Applicant Signature _____ Date _____

Garland Lake Architectural Review Committee

Appendix B: Checklist for Submissions Of Planned Improvements

In accordance with the Declaration of Restrictions of Garland Lake, all owners are bound to develop and improve their properties in compliance with the restrictions, covenants and conditions contained therein for the mutual benefit of all owners. In order for the Architectural Review Committee to effectively and fairly determine the acceptability of the proposed improvements, it must receive and review certain detailed information from the owner which describe the improvement or structure sufficiently that compliance with the restrictions is clear. This checklist is provided to assist owners in assembling the comprehensive information for submission, and to aid the ARC in its review. The process will be more orderly, efficient and timely as a result.

The Committee will respond with approval or disapproval within 30 days of receipt as stipulated in the Declaration. However, in some cases, issues and questions may arise in the initial review that can be resolved through communication with the property owner. Such a dialogue will be undertaken to support a clear determination whenever possible, without repetitive submissions. Similarly, if the owner has questions about the submission package that are not resolved by reading the Declaration, please contact a member of the ARC for assistance.

In short, the ARC review is concerned with

- 1) The appearance and placement of dwellings and other structures
- 2) The materials and methods of construction of dwellings and other structures
- 3) Site plans, landscaping plans and accompanying plans for environmental protection and enhancement
- 4) Enforcing the covenants, restrictions, charges and liens set forth in the Declaration.

The items in the checklist may contain a reference to a part or paragraph of the Declaration, giving the owner guidelines for their planned improvements.

Checklist

- Two complete sets of plans for the improvement or structure desired, providing sizes, elevations, materials and specifications. Details will include design factors, materials, colors, and construction methods. Pictures and schematics are generally helpful. {page 3, paragraph 6}
- A site plan of the property showing
 - construction limits,
 - clearing and grading,
 - the location of planned buildings, or structures,
 - driveways,
 - culverts, and
 - utility elements such as electric service, fuel tanks, wells, and septic lines and drain fields. {paragraph 6}
- Identification of and contact information for the General Contractor who will manage the project.
- Contractor Bond: When the land disturbance permit is issued by Richmond County, the Contractor must provide a \$1000 bond in favor of the Association against damages to road surfaces and/or open or common grounds that might occur during construction as a result of the use of contractor's equipment.
- Plans for erosion control measures as necessitated by the clearing and or grading of the lot, as such may be required by the county.
- A check in the amount of \$225 (filing fee) to defray committee expenses, only for the dwelling application. Make the check payable to the Garland Lake Property Owners Association (GLPOA). (The filing fee amount is subject to change by the GLPOA Board as necessary to defray expenses.)

Submission materials should be sent to:

GLPOA ARC
c/o Robert Acker
68 W Sunrise Drive
Warsaw, VA 22572

Or by e-mail to: backercga69@gmail.com

Lot owners are encouraged to review in detail the guidance contained in Declaration, especially the advice and limitations in paragraphs 4 through 9 that pertain to planned improvements and the construction process.

Garland Lake Property Owners Association

Appendix C: Bond Release Request

From:	GL Lot No:
Address:	Cell Phone
City, State:	Home Phone:
Email:	Work Phone:

Directions:

Please fill in the identifying information above. This will match your request to your application file. Then enter the completion date below and forward the request to the ARB Chair for processing. An ARB member will inspect the common area and road at the project location. If no damages are present, the ARB member will sign the release and forward to the Board. After the Board member signs, it will be sent to the Treasurer authorizing payment by check.

If damages are found, comments will be noted below and sent back to the property owner for resolution. After damages are corrected, resend the request to the ARB member for review.

Damages found:

Actual Completion Date _____

Owner/Applicant Signature _____ Date _____

Co-Owner/Applicant Signature _____ Date _____

ARB Member Signature _____ Date _____

Board Member Signature _____ Date _____