

BEAUREGARD ESTATES

**ARCHITECTURAL
GUIDELINES**

OBJECTIVES AND GENERAL INFORMATION

A. Objectives of Beauregard Estates Architectural Guidelines

This document's objective is to guide homeowners, residents and members of the Architectural Control Committee in maintaining and enhancing the environment of the Beauregard Estates Homeowners Association (BEHOA). The guidelines described in this booklet address improvements for which homeowners most commonly submit applications to the Architectural Control Committee (ACC). They are not intended to be all inclusive or exclusive but rather to serve as a guide to what is permissible.

The specific objectives of this booklet are:

1. To increase residents' awareness and understanding of the Covenants.
2. To focus on all exterior alterations made by owners.
3. To describe the organizations and procedures involved with the architectural standards and review.
4. To illustrate design principles which will aid residents in developing exterior improvements that are in harmony with the immediate neighborhood and the community as a whole.
5. To assist residents in preparing an acceptable application to the ACC
6. To relate exterior improvement to the plans for BEHOA.
7. To provide uniform guidelines to be used by the ACC in reviewing applications.

B. Protective Covenants

The basic authority for maintaining the quality of design in BEHOA is founded in the Covenants, which are a part of the deed to every property. The intent of Covenant enforcement is to assure residents that the standards of design quality will be maintained. This, in turn, protects property values and enhances the community's overall environment. Every BEHOA property owner received a copy of the Covenants at settlement. All too frequently this information is not read by the owner. Since these Covenants "run with the land", they are binding on all owners whether or not they have been read. They should be periodically reviewed and fully understood. The Covenants were established by the Declarant and govern the actions of the BEHOA and the ACC.

C. Role of BEHOA and ACC

The role of the BEHOA, of which every homeowner is a member, is not only to own and maintain open space but to conserve and enhance the resources of the total community.

The BEHOA accomplishes these functions in a variety of ways. One of which is by ensuring, through the ACC, the retention of the harmonious, though diverse, design qualities of the community. Surveys of planned communities show that providing this insurance is reflected in the preservation and enhancement of real estate values and is of prime importance to residents.

The ACC is made up of three individuals appointed by the Board of Directors of the BEHOA. The ACC performs its task of ensuring aesthetic quality of the homes and their environs by establishing and monitoring the architectural review process. The ACC ensures that proposed exterior alterations comply with the objectives set forth in the Covenants. This involves regular review of all applications for exterior alterations submitted by residents.

D. What changes must have ACC approval?

The Covenants explicitly state that all improvements, structures, exterior addition and changes require the approval of the ACC. It is important to understand that ACC approval is not limited to such major alterations as adding a room or a deck to a house, but also includes items such as changes in color, materials, etc. Approval is also required when an existing item is to be removed.

Each application is reviewed on an individual basis. There are no automatic approvals. For example, a homeowner who wants to construct a deck identical to one already approved by the

ACC is still required to submit an application. The one exception involves such structures as decks which are offered as builder options and are shown on most original site plans. These structures, if built to exact building option specifications, have already been approved by the ACC and do not require an application.

E. ACC Review Criteria

The ACC evaluates all submissions on the individual merits of the application. In addition to evaluating the particular design proposal, this includes consideration of the characteristics of the housing type and the individual site since what may be an acceptable design of an exterior in one instance may not be in another. Design decisions made by the ACC in reviewing applications are not based on any individual's personal opinion or taste but rather upon the following criteria, which represents the general standards of the Covenants in more specific terms:

1. **Validity of Concept** – The basic idea must be sound and appropriate to its surroundings.
2. **Design Compatibility** – The proposed improvement must be compatible with the architectural characteristics of the applicant's house, adjoining houses and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color and construction details.
3. **Scale** – The size (in three dimensions) of the proposed alteration must be compatible with adjacent structures and surroundings. For example, a large addition to a small house may be inappropriate.
4. **Color** – Color may be used to soften or intensify visual impact. Parts of the addition that are similar to the existing house such as roofs and trim must be matching in color.
5. **Materials** – Continuity is established by the use of the same or compatible materials as those used in the original house. The options may be somewhat limited by the design and materials of the original house.
6. **Workmanship** – The quality of the work should be equal to or better than that of the surrounding area. Poor practices can be visually objectionable to others in addition to causing the owner problems.
7. **Timing** – The alteration authority granted by the application to the AC will be revoked immediately if the alteration requested has not been completed within the timeframe required by the Declaration.

F. Amendments to the Architectural Guidelines

These guidelines may be amended to provide clarification or to reflect changed conditions or technology. The ACC will conduct a periodic evaluation of the guidelines to determine if amendments are required. Owners may submit written requests to the ACC for changes to the guidelines. Upon review the ACC will make a recommendation to the BEHOA Board of Directors. Amendments will require final adoption by the Board of Directors.

G. Application Forms

The application forms (Appendix A) provide information which is useful in determining the scope and detail of the proposal. All applications must include the signatures of all adjoining homeowners (or proxy). Their signatures do not necessarily reflect approval, just awareness of the proposal. All information required on the application must be completed otherwise the application will be returned.

H. Site Plan

A site plan (scaled drawing of your lot) is required as part of most applications. The site plan should show exact dimensions of the property, adjacent properties if applicable, and all improvements including those covered by the application. Contour lines are required where drainage is a consideration. In most cases, the site plan for single applications should be developed from the plat plan provided to you when you purchased your home. More complex applications may require larger scale (20. 94 10. scale) blowups of the plat plan of county approved development or site plans.

I. Review Procedures

All applications should be filed either with an ACC member or mailed to the Management Agent. Each application will be checked for complete information by the ACC. If information which is pertinent to the review of the application is missing, the incomplete application will be returned.

If the ACC determines the application is complete, the review process begins. The application will be reviewed by a quorum of the ACC. The ACC will act upon all applications within 14 days of receipt of a complete application. Applicants with special cases that require an interpretation will be notified and asked to be present for the meeting concerning their case.

The decisions of the ACC will be sent by letter to the address on the application whether or not the applicant attends the meeting. The decision of the ACC is not binding until ten working days after the applicant receives the decision in order to allow time for the appeal process. First appeal is to the ACC, the second appeal can be made to the BEHOA Board of Directors.

J. Enforcement Procedures

The restrictive Covenants (Article VI) require the ACC to ensure compliance of all lots with the BEHOA architectural standards. The following enforcement procedures apply:

1. All violations will be confirmed by a site inspection by the ACC Chairman and/or ACC Member.
2. An attempt will be made to contact the resident in violation.
3. If within seven working days no contact has been made, a violation notice will be sent by certified mail.
4. If the violation is not resolved within 30 days after the written notice is received, a notice will be sent by certified mail informing the resident of the time and place of a hearing by the ACC concerning the violation.
5. If the violation can not be resolved by the ACC, the violation will be turned over to the BEHOA Board of Directors with a recommendation for legal action.

K. Maintenance Requirements

Property owners are responsible for maintenance of all structures and grounds on their property. This includes, but is not limited to, mowing grass, removal of trash, structural maintenance and overall appearance. Violations of maintenance standards are violations of the Covenants and are enforced under Article VI, Section II.

Dwelling & Structures – Residents are responsible for maintaining the exterior of their dwelling and other structures on their lot such as decks, fences, sheds and playground equipment. The following represent some of the conditions considered to be a violation of the Covenants:

1. Peeling paint on exterior trim
2. Dented mailboxes or mailboxes in need of repainting
3. Playground equipment which is broken or in need of repainting
4. Fences with broken or missing parts
5. Sheds with broken doors or in need of painting or other repair
6. Decks with missing or broken parts or in need of re-staining
7. Foundations in need of repainting
8. Loose or missing siding

Landscaping – Turf areas need to be mowed at regular intervals and planted beds must be kept in a neat and orderly manner. Dumping of debris or lawn clippings on common areas/open space is prohibited.

Trash Removal – Residents are responsible for picking up litter on their property as well as on the open space which originates from their property. Removal of trash and debris from common areas/open space will be completed as necessary. Voluntary neighborhood cleanup saves everyone money.

MAJOR ALTERATIONS

A. Major Exterior Changes

Major alterations are considered to be those which substantially alter the existing structure wither by subtraction or addition. Major building alternations include, but are not limited to, rooms, screened porches, garages, driveways, decks and fences.

The design of major alterations should be compatible in scale, materials and color with the existing house and adjacent houses. The location of major alterations should not impair the views or amount of sunlight and natural ventilation on adjacent properties.

Pitched roofs must match the slope of the roof on the applicant's house. New windows and doors should match the type used in the existing house and should be located in a manner which will relate well to the location of existing exterior openings.

Construction materials should be stored so that impairment of the view from neighboring properties is minimized. Excess materials should be removed immediately upon completion of construction. No debris may be allowed to accumulate during construction.

Applications are required for exterior changes to property or house. Several types of changes may be combined on one application. In most cases only a single application is required. For extensive changes, a preliminary application for conceptual approval should be submitted. Formal and/or preliminary application forms should be obtained from an ACC member and include:

1. Site plan showing location of proposed structure and relationship to property lines and adjacent houses.
2. Detailed drawings and plans which include exterior elevations and dimensions. A full set of architectural drawings must be included for some changes.
3. Description of materials including such items as type of siding and proposed color, exterior lighting arrangements, etc.
4. Landscape plans including size and type of plans as well as number to be planted.
5. Estimated start and completion date.
6. Duplicate of those documents required for a County Building Permit.

B. Fencing

In general fencing may not extend forward of the back corners of the house. Fences must not extend into front yards. Fence types should be selected in an effort to balance the needs for property security and privacy against the desire for openness.

All fence materials should be either pressure treated (PIT), cedar or redwood. Fencing which is finished on one side only must be constructed with the finished side facing out. Gates should be compatible with fencing in design, material, height and color.

Wire-mesh screening may be used to increase security as part of an "open fence". The wire mesh should be attached on the inside of the fence and should not extend above the top rail. The only approved wire mesh is 2" X 4" galvanized or dark green vinyl coated hardware cloth.

An application is required for all fencing.

C. Patios and Decks

Patios and decks should be located only in rear yards. Side yard locations will be evaluated on an individual basis. When patio or deck schemes include other exterior changes such as screening, lights, planting, sheds, etc. other sections of these guidelines should be considered during the completion of the application. Details of changes to windows or doors should be included if applicable.

The Town of Leesburg has specific building codes regulating deck construction which must be strictly followed.

Dimensions of railings, posts, stairs, stoops, benches and other details are required to describe the proposed structure clearly. Height of deck above ground must be included. The ACC strongly recommends using 6" X 6" vertical deck supports for decks more than four feet above ground.

Approval must be obtained for under deck storage. If the area under the deck will be used for storage it must be indicated whether trellis work or solid walls will be used. Trellised areas should be landscaped. Solid walls will be treated as a shed and should conform with Section D (below).

The wood must be allowed to weather naturally however this does not preclude the use of a clear preservative.

D. Storage Sheds

Storage sheds have an aesthetic impact on neighbors. An inconsiderately placed or poorly designed shed can visually and functionally detract from an otherwise desirable residential area. The design of a storage shed is directly related to its location. As the relationship between the house and the shed changes, so does the type of shed to be used.

The shed must be designed to appear as part of the house, landscape or fence theme or it may be part of a deck. The shed must be designed to respect the visual rights and esthetic interests of neighboring properties.

Sheds have been placed in four categories based upon the shed's relationship to the house:

1. Attached to the house – The architectural design of the shed must be compatible with the design of the house i.e., same materials, color scheme, roof pitch and detailing.
2. Integral with Fence – The architectural design of the shed must be compatible with the design of the fence whether the fence already exists or is to be built with the shed. The finished material of the shed must be the same as the finished material used on the fence. The color scheme should be identical to that used on the fence. The roof of the shed should be either flat, with the top of the roof at the same elevation as the top of the fence (in the case of a six foot high fence), or should slope similarly to the roof of the house.
3. Free standing – The only time that a free standing shed is acceptable is when it is screened by landscaping. The finished materials of the shed must be the same as that used either on the house or on the fence. The color scheme must be the same as that used on the house or on the fence.
4. Integral with Deck – The architectural design of the shed must be compatible with the design of the deck, whether the deck already exists or is to be built with the shed. The finished materials of the shed must be the same as the finished material used on the deck. The color scheme must be identical to that used on the deck. The roof of the shed should be either flat, with the top of the roof at the same elevation as the top of the deck, or should slope similarly to the roof of the house.

E. Greenhouses and Screened Porches

Detached greenhouses will be reviewed with consideration for the special requirements of sun orientation. Attached greenhouses and screened porches will be reviewed as room additions. Architectural drawings are required for all greenhouses and screened porches.

F. Swimming Pools, Spas and Hot Tubs

Only in-ground swimming pools are permitted. Swimming pools, spas and hot tubs must be located in the rear of the house and approach the property line no closer than building codes and zoning laws permit.

A fence in compliance with Loudoun County building codes and ACC guidelines is required to enclose a pool and related equipment. Approval of the fence is contingent upon completion of any of the pool.

Applications must include detailed drawings and plans of the pool, spa or hot tub, deck area, walkways or fence.

G. Recreation and Play Equipment

Equipment must be placed in rear yard. Play equipment constructed of wood is encouraged however galvanized gray play equipment is acceptable.

Painted metal play equipment (exclusive of the wearing surfaces i.e., slide poles, climbing rungs, etc.) and free-standing basketball backboards and their poles should be painted with dark earth tones to blend with the natural surroundings, or if located adjacent to a dwelling or fence, painted to match the background or screening structure.

Other play equipment colors will be considered contingent upon location and landscaping.

Basketball backboards secured to detached houses or garages should be painted to match or blend with the background. A contrasting rectangular color outline may be painted on the background behind the goal.

H. Antennas – Exterior antennas including satellite dishes and television antennas are discouraged.

1. No installation is permitted without prior notification to the ACC.
2. Satellite dishes/antennas should not interfere with the architectural integrity of the homeowner's site.
3. Satellite dishes/antennas should be selected and located to minimize their appearance from the street and neighboring properties. The location should take advantage of screening provided by existing structures and/or vegetation.
4. Based on the required positioning to receive the transmissions, the satellite dish should be placed in an inconspicuous location so that it is unobtrusive to the sightlines of adjacent properties and should not be placed in areas where it would constitute a safety hazard.
5. Roof mounted satellite dishes/antennas should be placed in an inconspicuous location and are limited to a maximum of 12 feet (including supports) above the roofline.
6. All satellite dishes must be less than one meter (39 inches) in size in compliance with FCC Regulations.
7. Should satellite be available with color options, the color selections should complement the house's basic colors following the same guidelines as exterior painting; otherwise the color should be as purchased: neutral tones, black, tan or grey.
8. There should be no commercial advertising on the satellite dish itself other than the brand name.
9. Satellite dishes/antennas must be placed on the homeowner's property not in any common areas.
10. Only one satellite dish per household is permitted.

I. Minor Exterior Changes

1. **Exterior Air Conditioning Units** – Air conditioning units extending from windows are prohibited. Exterior units may be added or relocated only when they do not visually impact your neighbors.

2. **Attic Ventilators and Metal Flues** – Attic ventilators and turbines are permitted. They should be painted to match the siding or trim color on the house if mounted on a gable end, or to match the roof if placed on the roof. Roof location shall be on the least visible side of the roof peak. Large metal flues and any vent through the roof should be painted to match roof color.
3. **Chimneys** – Chimneys may be masonry or enclosed. Chimney caps must be painted and any vent through the roof must be painted to match roof color. Enclosed chimneys must be made from the same materials and be the same color as the house siding.
4. **Compost Piles** – Compost piles must be constructed of a wooden outside frame with wire or block interior. Piles must have a screen plan submitted with each application. Compost piles must not exceed 4' in height and 6' x 6' in outside dimension. They must be located at least 10' from a lot line and in the rear of the house.

All active compost piles must have a 6" layer of straw spread on top of them at all times to prevent odors from escaping. All compost piles must be maintained and turned periodically to ensure the proper destruction of bacteria and weed seeds by heat.

Failure to maintain a satisfactory compost pile or allowing the compost pile to become a public nuisance will be a violation of these guidelines.

5. **Dog Houses, Runs and Animal Entry Doors** – Dog houses must be compatible with the house in color and material or match an approved wooden fence. They must be located where they will be visually unobtrusive. The same criteria apply to dog houses as to storage sheds.

Dog Runs are small fenced areas within a rear yard for dogs that require more security than that provided by the property line fences. Runs may be board on board fencing. Chain-link fencing is not allowed.

Animal Entry Doors are permitted only into the fenced area where the animal is restricted. The entry door must be painted to match the siding or anodized aluminum to be acceptable.

6. **Exterior Painting** – Color changes apply not only to the house siding but also to the doors, shutters, trim, roofing and other appurtenant structures. Change of exterior color should relate to the colors of the houses in the immediate area. Repainting or staining an object to match its original need not be submitted for approval.
7. **Firewood** – Firewood should be kept neatly stacked and located at the rear of the residence within owner's property lines. Location should be in such a manner as to minimize visual impact. In certain cases, screening may be required.

Piles larger than three cords require approval. Piles longer than 6' should be a minimum of two rows deep. Piles must not exceed 4' in height for safety. Firewood piles must contain firewood only, no debris.

8. **Flagpoles** – Permanent flagpoles must be a height, color and location appropriate for the size of the property and background. Permanent free-standing flagpoles must be installed and maintained in a vertical position.

Applications are not required for temporary flagpoles which do not exceed 6' in length and are attached at an incline to the front wall or pillar of the house.

9. **Vegetable Gardens** – Vegetable gardens must be located between the rear property line and side lines of the house and should not exceed $\frac{1}{4}$ of the available area. All gardens should be neatly maintained with unused stakes, trellises and dead growth removed. The garden should no damage other property through the flow of water.

10. **Mailboxes** – An application is required for any new or replacement mailboxes. Mailboxes are to be predominately black in color. All mailboxes must meet U.S. Postal Service regulations.
11. **Permanent Grills and Barbecue Pits** – Permanent grills should be placed in the rear of the house and must not be located within 10' of the side and rear property lines. An application is required.
12. **Storm and Screen Doors** – Storm and screen doors should be straightforward, without such ornamentation as scrolls, imitation gate hinges, ornamental grillwork or scallops. Full view doors must be the same color as the entry doors or surrounding trim. Doors with less than full view must match door color. Applications are required and approval will depend upon the design of the particular door and its relation to the design of the house and adjacent houses.

Plain paneled doors which are the same color as the entry door do not require an application.

Storm and screen window frames should match the trim color of the house although white or anodized aluminum is acceptable.
15. **Sun Control Devices** – Sun control devices must be compatible with the architectural character of the house in terms of style, color and materials.

Awnings and trellises should be consistent with the design of the house to which they are attached. The location of the awning or trellis must not adversely affect views, light, winter sun or natural ventilation of adjacent properties. Solid colors are recommended. Striped awnings are permitted.

Trellis work must match the trim or deck, if part of the deck, or match the dominant color of the house.

Frames for canvas awnings should be painted to match trim or dominant color of the house. If awnings are removed for winter storage, the frames must also be removed.

J. Miscellaneous

1. Storage of Recreational or Commercial Vehicles

Recreational vehicles are defined as:

- a. Any boat or trailer
- b. Any motor home or other self-contained camper
- c. Any camper, slip-ons not mounted on a vehicle
- d. Any mobile home, trailer or fifth-wheel trailer
- e. Any pop-up camper/tent trailer or other similar recreation oriented portable or transportable facility or conveyance.
- f. Any vehicle not defined above which could not normally or regularly be used for daily transportation including dune buggies, non-operative automobile collections or other automotive equipment not licensed for use on Virginia highways

For the purposes of requiring screened parking and storage, the following vehicles shall be treated in the same manner as recreational vehicles:

- a. Any vehicle defined as commercial by the Town code
- b. Any vehicle that has commercial signs, advertising or commercial equipment visible
- c. Any private school or church bus

No recreational vehicle may be parked for longer than 48 hours on residential property, public or private streets, or on open space. Visiting recreational vehicles may be parked up to 14 days in the driveway of a resident's home by obtaining a temporary permit from the ACC.

2. **Trash Cans and Recycling containers** – Containers should not be placed for pick up at appointed locations prior to 6:00 p.m. the previous evening. Repeated violations of this provision may result in a fine. Trash is to be placed for pick up in appropriate metal or plastic containers manufactured for trash-storage purposes only.
3. **Tree Removal** – Residents are advised to consult with the Town of Leesburg for compliance with the ordinance on tree cutting.
4. **Real Estate Sales/Rental Signs** – Real estate signs must meet county regulations with respect to size, content and removal. Signs may only be placed in the front yard of the available property.
5. **In-home Businesses** – The Town regulates in-home businesses and permits must be obtained. Customer intensive businesses which frequently attract large numbers of vehicles to the residence are not permitted. The following special requirements must be met:
 - a. Copy of Town permit must be filed with BEHOA
 - b. No signs or other advertising devices of any nature may be placed on the lot
 - c. No exterior storage of business related materials will be permitted.
6. **Exterior Lighting** – The addition of all freestanding lights require approval through an application.
7. **Windows** – New windows require approval through an application. Windows should match the type used in the applicant's house. Window grids ("mullions") are required in any new window installations.