

Purchaser’s Handbook
Architectural Review Committee (ARC) Version
Effective Date: January 10, 2021

10 January 2021

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Section 1. INTRODUCTION

A. PHILOSOPHY OF THE FORD'S COLONY at WILLIAMSBURG HOMEOWNERS ASSOCIATION (FCHOA)

1. The FCHOA is committed to creating a premier residential community based on the highest standards of land planning while simultaneously respecting harmony with nature. Consistently high standards of site planning, architecture, and landscaping will be applied to accomplish this end.
2. Ford's Colony will maintain a colonial ambiance as inspired by neighboring Colonial Williamsburg. We can draw from that cultural, social and architectural heritage as guidelines to a community that is dedicated to quality. The continuing intent of all development at Ford's Colony is to harmoniously blend traditional architecture styles that are indigenous to the colonial Virginia area.

B. ARCHITECTURAL REVIEW COMMITTEE:

1. In order to achieve the development intent, the Architectural Review Committee (ARC) was created in Section VI of the Amended & Restated Declaration of Protective Covenants to provide reasonable and objective control over site planning, architecture, and landscaping design. In the form of legal structure, the Architectural Review Committee (ARC) is a Standing Committee of the FCHOA Board of Directors. The ARC Members are appointed by the FCHOA Board of Directors.
2. Control is secured through systematic and uniform review and inspection procedures and surety deposits held as potential liquidated damages for failure to comply with ARC policies and directives. The intent of the exercise of this control is to preserve the environmental quality of the community, to promote design excellence, and to maintain or enhance property values.
3. The residential covenants, restrictions and easements are clearly stated in the subdivision plats, and the FCHOA Amended & Restated Declaration of Protective Covenants, Bylaws, and the Supplemental Covenants for each Section of homesites. Each Property Owner and Applicant to the ARC should be sure they have thoroughly read and understand the above documents.

The following sections have specific requirements stated in their respective Supplemental Covenants: Section VIII and VIII-B (Highland Hills and Killarney); Section X (St. Andrew's Village); Section XII (Nottingham Place); Section XIV-A (North Turnberry); Section XIV-B (South Turnberry); Section XXX (Southport); Section XXXI (Western Gales); Section XXXII (Berkshire); Section XXXIII (Eaglescliffe); XXXIV (Knob Hill); and Section XXXV (Westport). A Supplement for multi-family construction was approved in 2020 and is updated from time to time and is available on the FCHOA.org website.

C. PURPOSE OF THIS HANDBOOK:

1. The Purchaser's Handbook was assembled to provide a clear and distinct method of applying for ARC approval for the construction of any exterior improvements. Adherence to the enclosed construction guidelines and ARC policies, as amended from time to time, in addition to the covenants, restrictions and easements, will enable the Property Owner to secure ARC approval in a prompt manner and enable the refund of surety deposits in a prompt manner following a final inspection confirming that the construction on the homesite conforms with the plans and specifications approved by the ARC for the application homesite and that there has been no damage done to adjacent surrounding areas which would otherwise require restoration or mitigation.

D. COPYRIGHT:

1. The ARC is not responsible for the use of plans and specifications that may be copyrighted by the designer or Owner. The role of the ARC is to review plans for their acceptability in conforming to Ford's Colony's design intent. Any plan filed with the ARC is subject to visual inspection, at the ARC Office, by any Ford's Colony Property Owner.

E. LIABILITY:

1. In applying to the ARC for approval for construction, the applicant, builder, and Property Owner agree to defend and hold harmless the Ford's Colony at Williamsburg Homeowners' Association, Inc. (FCHOA), Architectural Review Committee Members, employees of the Management Agent, FCHOA Board Members, FCHOA Committee Members, and volunteers serving the Homeowners' Association or the ARC in an official capacity, referred to herein on occasion as "ARC and Affiliated Parties", from any legal liability in connection with the review, approval or disapproval, inspection and construction of improvements in Ford's Colony.
2. Applicant and owner purposefully waive any and all rights to seek legal and/or financial remedies in regard to the ARC's role and actions in accordance with the Governing Documents of the FCHOA and/or this Handbook, including decisions made by the ARC or ARC Manager on behalf of the ARC to withhold the refund of deposits as liquidated damages based on a determination that the Applicant, Owner, and/or Builder did not comply with the policies of this Handbook, such as, but not limited to, time of completion of improvements within twelve months, construction in accordance with plans approved by the ARC, landscaping, maintenance of improvements and environmental controls, jobsite cleanliness, and erosion control.

F. POLICIES IN EFFECT AT THE TIME OF FINAL PLAN SUBMISSION:

1. ARC policies may be amended or discontinued without notice and in advance of revising this handbook, provided such changes do not create an undue hardship directly on a homesite currently under construction. In such instances that policy changes directly impart a hardship on a homesite currently under construction, or final plans being reviewed within six months after preliminary approval, the ARC may grant a waiver or variance for that homesite, as necessary to cure the hardship. The ARC's waiver or variance from any specific policy in this handbook, intentional or not, does not waive other policies as stated in this Handbook. Previous approvals will not be considered precedents for continued approval for items inconsistent with the ARC's current interpretation of the development design intent and traditional design. Applications will be reviewed with the policies and procedures in effect at the time of final plan submittal. The dates of homesite purchase and sales presentations are not applicable to the ARC's considerations or purpose.
2. It is not practical to include guidelines for every possible design situation. Most questions to the ARC concern the use of architectural elements in a non-traditional or eclectic style. Several conditions usually exist differentiating one house plan from another. An architectural element, such as a special window type, seen on some homes may not be appropriate in each house style or composition. Each plan submittal will be reviewed on its own merit and is subject to the ARC's decisions respecting the individual application and adjacent area conditions.
3. Applicants are encouraged to seek preliminary review on any design or portions of a design. Preliminary plan approval may assist the Property Owner by reducing changes to final construction documents and final construction pricing as may be necessitated by ARC conditions for approval. The ARC will accept for review preliminary plans in advance of homesite purchase, without fees; so that prospective owners have the satisfaction of preliminary plan approval prior to financially committing to a lot purchase or construction contract. Preliminary approval will be valid for a period up to six months. Preliminary approval will assist owners in gaining assurance that the general design elements and site location are compatible with the development intent of the subdivision. Accordingly, preliminary house elevations and site plans should be as complete as feasible to enable the ARC to provide reasonable assurances. Construction not commenced, with foundations completed, within six months of final approval may be invalidated and a resubmission with fees may be required for ARC approval.

G. RESPONSIBILITIES OF OWNERS AND THEIR AGENTS:

1. Applicants to the ARC and those attending the ARC review process, if other than the Property Owner, such as the Builder, Real Estate Agent, or Architect, are considered by the ARC to be acting as the Owner's Agent between the Owner and the ARC, unless otherwise directed by the Owner. As such, the Agent for the Owner

has a duty to advise the Owners of the ARC's policies, conditions, and demands as they relate to the applicable jobsite. However, the Property Owner is, at all times, fully responsible for all actions or inactions on the applicable homesite such as changes from the approved plans, as well as compliance with the ARC policies, conditions, and demands. Owner's failure to adequately control the construction activities, or lack thereof, on their property is not an excuse or defense against the ARC's demand for corrective action, additional fees or the forfeiture of deposits. Owners are advised to obtain legal counsel to review construction contract proposals. Owners should also consider retaining competent construction management oversight services to represent the Owners, if the Owners are not able to effectively supervise and monitor construction due to infrequent inspections, distance or lack of expertise. The proactive expenditures for legal counsel and construction management services usually pale in comparison to the reactive expenses of delayed construction, legal action, correcting construction deficiencies or ARC policy violations, and/or the forfeiture of surety deposits as liquidated damages.

2. Applicants to the ARC have the responsibility to familiarize themselves with the policies and requirements of the ARC, as stated in this Handbook prior to submission of the application. Submission of plans or details knowingly inconsistent with the policies and requirements is not permitted. ARC approval of plans or details that are not consistent with this Handbook or are inconsistent with other information submitted in the application, knowingly or by accident, may be subsequently voided by the ARC unless specific variances and/or notes are approved by the ARC. In addition to or in lieu of voiding an approval, the ARC may require construction changes, removal of improvements, monetary charges for plan review, and/or forfeiture of the surety deposit as liquidated damages. It is the burden of the applicant to ensure that details on the architectural and site plans are consistent with the graphic elevations of the front, rear and sides of the proposed construction. For example, elements must scale accurately and be inclusive in exterior views.

3. The ARC may refuse to accept any proposed representative of the Owner as the designated Agent of the Owner, as the concept of an Agent is discussed herein, as the communication link and authorized representative between the ARC and the Owner, if, in the sole discretion of the ARC or ARC Manager, the proposed representative has participated in a history of non-compliance with ARC policies, failed in the communication link between Owners and the ARC, or otherwise is considered not able to function effectively as the Agent between the ARC and the Owner. In such situations, the ARC may require the Owner to be the applicant and communications contact, attend any ARC meetings regarding the application or construction progress, and post required surety deposits as considered appropriate by the ARC Manager. The ARC is not required to justify its decisions in this regard beyond stating a reasonable concern. In not accepting a proposed representative of the Owner as an Agent between the ARC and the Owner, the ARC may not be held liable for an alleged interference of contract between the Owner and a contractor. The Owner may continue to be in contract with their contractor of choice, provided that: the contractor is appropriately licensed to conduct general contracting business in James City County, Virginia; the contractor does not have any outstanding violations of ARC and Ford's Colony Homeowners' Association (FCHOA) policies; and the contractor continues to comply with ARC and FCHOA policies, such as jobsite cleanliness, compliance with plans approved by the ARC in a timely manner, and appropriate construction progress to be completed within twelve months. However, the ARC will consider the Owner as the applicant and builder for its purposes of communication, compliance with ARC policies, and the onsite builders sign will be in the name of the Owner.

4. The ARC may, in its sole discretion, require certain additional protections or due diligence for itself, Ford's Colony, and/or on behalf of the property owner prior to accepting any Agent/contractor as an authorized representative of the Owner or prior to approving any application for construction, on a case-by-case basis, with or without similar precedent. Such precautions may include, but not be limited to, requiring an addendum to the owner's construction contract that offers sufficient protection to an owner in the issues of contractor default and termination of contract if there is reasonable suspicion, in the opinion of the ARC or ARC Manager, that the contractor has history of: a. inadequate monthly progress toward a completion date within twelve months of ARC approval; or, b. inadequate workmanship or supervision that has led to forfeiture of a surety deposit; or, c. a failure to construct in accordance with building codes or environmental regulations/policies; or, d. a failure to comply with ARC and FCHOA policies and directives; or e. subjecting property to liens or other legal encumbrances; or, f. a bankruptcy; or, g. a failure to obtain or maintain adequate insurance for builder's risk,

worker's compensation, and general liability; or, h. a complaint of suspected commingling of funds between separate contracts; or, i. a failure to pay suppliers, material men, and sub-contractors in a complete and timely manner; or, j. other reasons as considered necessary by the ARC Manager. Such precautions may also include the requirement for the Owner and/or builder to provide additional surety deposits as determined by the ARC.

5. An application submitted to the ARC for approval of construction of improvements to a homesite becomes a contract between the Property Owners, the Builders, and the ARC (the Parties) when (1) the ARC issues final approval of the application as evidenced by the letter issued by the ARC along with any conditions of approval and, (2) the construction commences as evidenced by clearing and/or any work conducted on the site. The intent of the contract is that the Property Owners and the Builder guarantee the completion of the improvements in conformance with the plans and specifications approved by the ARC and in conformance with the policies of the ARC as stated in this Handbook, as amended from time to time, as agreed in Exhibit A, signed by the Property Owners and the Builder. The Parties acknowledge and agree, as evidenced by the submission of the application to the ARC for final approval, the ARC's approval of the application with conditions, and commencement of construction as evidenced by clearing and/or any work conducted on the site, that all Parties consider the surety deposits held by the ARC for the applicable homesite as being held as potential liquidated damages if the Property Owners and/or Builder fail to comply with the conditional approval granted by the ARC and the policies of the ARC as stated in this Handbook. The ARC will conditionally approve the application for construction if the application conforms to the policies stated in this Handbook or the ARC will refund the monies provided for the surety deposits and fees, except the fees for the plan review process. The ARC will promptly refund the amount of the surety deposits submitted to the ARC upon the ARC's determination that the improvements have been completed as approved and within 12 months of commencing construction, and the Owner's application for the final inspection is received prior to the end of the 12th month, unless otherwise extended by the ARC prior to the end of the 12th month. By application to the ARC for approval of improvements to be constructed on the homesite, the Parties agree that provisions of this Handbook, the Application for Approval, the fees submitted to the ARC, and the surety deposits held by the ARC adequately address the essential elements required in a legal contract between the Parties.

H. RECOMMENDATIONS FOR LEGAL COUNSEL:

1. Most of the homes in Ford's Colony are custom homes that have been completed without a major incident between the Builder and the Owner. However, there are times when better communication and a comprehensive contract would have been very helpful in solving disputes. The ARC recommends that the Owner retain the services of an attorney prior to engaging in any significant contract and certainly, as in the subject of this Handbook, the construction of one's home. Since most Owners obtain competitive bids prior to final selection of the builder, legal counsel can help prepare bid specifications that will advise the builders of key contract provisions particular to your concerns' such as, dates of starting and completing work, how progress and final payments will be made, potential termination and default provisions, and Owner's financial protection. For example, some Builders may need to decline your request to bid if the completion date is a critical factor in your final selection. Many Builders use a standard American Institute of Architects (AIA) contract form and payment schedule that covers most issues. Your attorney may suggest additional provisions for the bidders that you consider essential to your situation. Your attorney may also research other issues such as the bidder's history in construction litigation and regulatory matters. Your attorney should then review the final contract.

The ARC maintains a file of letters written to the ARC regarding contractors and products. Property Owners are welcome to review this file. This is simply a file of letters received by the ARC. The ARC does not take a position on the circumstances, messages, or accuracy of these letters, nor does the ARC recommend or not recommend particular contractors. Owners are encouraged to write to the ARC for any reason that they consider helpful to prospective construction decisions.

The ARC also maintains a record of compliance inspections made by Ford's Colony Security and ARC Volunteer Inspectors, and catalogs the number of weekly warnings/stop work notices given to each Builder. Stop work orders, as a consequence of the Builder's failure to maintain the job site standards stated in this

Handbook or construction deviations from the plans approved by the ARC, may have a significant effect on timely completion and/or the ability for the Owner to fully recover the surety deposit at the completion of the work, among other remedies for violations. The ARC recommends that the Owner's contract states that the Builder will fully comply with the jobsite standards and policies of the ARC, as stated in this Handbook and states the consequences for the Builder's failure to comply, including consequences for actions or inactions that subjected the Owner's surety deposit to be forfeited by the ARC. The ARC also recommends that the builder be responsible for timely notification to the Owner of any notice received by the ARC concerning the job that may affect the completion date of the job and/or the refund of the Owner's surety deposit.

All general contractors are subject to all the policies and procedures of the ARC. Recommendations for legal counsel, due diligence, and other suggestions contained in the Handbook apply to all general contractors without regard to referral sources or other agreements. The ARC does not maintain any referral or preferred vendor agreements.

I. ARC INSPECTION PROCESS:

1. The ARC maintains an inspection process to help the ARC monitor, for its own purposes, compliance with the Protective Covenants and the ARC Policies and Guidelines, jobsite cleanliness, and the plans approved by the ARC. Inspection is normally performed by the ARC Members and staff, Ford's Colony Security, and Volunteer Inspectors appointed by the ARC. The inspection process is coordinated by the Architectural Review Committee Manager. It is not the intent of this inspection program to substitute the need for the Property Owner to control the actions or inactions of the general contractor. The ARC inspection program is not intended as a service for the benefit of the Property Owner, though indirect benefits often occur, such as the independent observation of violations or noticeable lack of construction progress.
2. The ARC inspection process does not relieve the Property Owner of the ongoing responsibility to ensure that the house and site construction complies with the ARC's approval and this Handbook. Since the Property Owner has the burden of supervising and/or contracting for the supervision of the construction, the timeliness or the lack of any notice from the ARC is not relevant to the Owner's requirement to ensure that construction is consistent with the plans approved by the applicant.
3. Ford's Colony Security, by virtue of the Roving Patrol, observes construction in progress on a frequent basis. Security also inspects each jobsite to monitor jobsite cleanliness, erosion control, and safety fence enclosure. If a jobsite is considered out of compliance by the Security Officer, the Security Officer will provide notice to the Builder/Owner. If the discrepancies are not corrected within the period of time specified by the Security Officer, the violations result in an immediate shut-down of construction activity with a warning to the builder and notification to the home owner. A second shut-down will result in a \$500.00 fee, depending on the number of shut down issues. A third or subsequent shut down will result in an additional \$750.00 fee and a requirement to provide an \$15,000.00 surety deposit to accompany any new construction applications for one year. Security may at any time refer the problem to the ARC. See Section 2.D.3 of this Handbook for remedies available to the ARC to correct problems. These fees and deposit amounts are subject to change from time to time and the current fees and deposits will be as shown on Exhibit E. Shut-down fees may be collected prior to allowing work to continue or may be deducted from the deposit.
4. Volunteers are appointed by the ARC to inspect jobsites from the initial clearing and site work to final grading and landscaping. See Exhibit "F" for the Inspection Checklist used by the volunteers. The volunteers observe noted details of exterior construction to monitor compliance with the plans approved by the ARC. The volunteers do not approve or deny changes in the field. They only report observations of exterior construction compliance. Requests for changes must be made to and approved by the ARC prior to executing the proposed change. The ARC wishes to emphasize that the volunteers are serving the ARC. They are not professional inspectors and do not relieve the responsibility of the Owner and Builder to comply with the plans as approved by the ARC. The ARC volunteers are not authorized to approve changes to plans or construction and do not bind the right of the ARC to approve or not approve changes.
5. Section 2.F. provides information on changes and modifications to house or site plans after the initial approval of the ARC. Property Owners are subject to work being stopped and additional costs for any changes

or modifications made without prior ARC approval. The ARC reserves the right to not approve the changes or modifications and to require the Owner to reconstruct in accordance with the plans approved by the ARC. Property Owners are responsible for any change or modification that was not approved by the ARC prior to the construction phase incorporating the change or modification, for any reason, including conflicts between the floor plans and exterior elevations, miscommunication between Owner and designer or Builder, and construction mistakes, oversights, or modifications. The ARC's primary consideration and approval is based on the exterior elevations of the house. As such, the Owner is responsible for ensuring that the detail notes, interior floor plans, framing, foundation, and site plans conform to the exterior elevations approved by the ARC.

6. Either Security or the assigned ARC Inspector may determine that the house or site conditions, including inadequate erosion/drainage controls and jobsite cleanliness, are not in compliance with the ARC's approval or this Handbook, and that the situation is such that immediate action to stop work until the discrepancies are corrected is warranted. Such decisions are authorized by the ARC.

7. The inspection service to the ARC is made without direct cost to the Property Owner/Builder. ARC Members, employees of the Management Agent, and ARC Volunteers, acting in an official capacity for the Homeowners' Association or the ARC are covered for accident/injury by the FCHOA liability insurance. Should a Property Owner choose to not permit any of the above persons onto their private property for the purpose of inspection, the ARC will require the Property Owner to submit certificates of compliance as provided in the Protective Covenants, Article VI, Section 6.8. The form of the Certificate of Compliance shall be the same form shown in Exhibit "H". The Certificate of Compliance shall be certified by a Professional Engineer or Architect, licensed in the Commonwealth of Virginia, at the completion of each of the following stages of construction: clearing and excavation; framing and roofing; siding and trim; painting; driveway and sidewalks, landscaping and, continuing inspection and approval of soil erosion and sediment control devices.

J. APPEALS:

1. In accordance with the Amended & Restated Declaration of Protective Covenants (Article VI, Section 6.9 Appeals), any Applicant shall have the right to appeal to the FCHOA Board of Directors any decision of the ARC. Such appeal must be in writing, within thirty days of the decision, and addressed to the FCHOA Board of Directors, c/o Ford's Colony Community Services, 100 Manchester Drive, Williamsburg, Virginia, 23188. The Applicant can expect a response within thirty days of postmark for a scheduled hearing date for a regular meeting of the Board. Applicants shall not start construction of any improvements while an appeal is pending or being considered unless otherwise specifically approved by the ARC. Starting or continuing construction, while an appeal is in process, unless specifically approved by the ARC, constitutes acceptance of the plans as approved by the ARC and voids the appeal application without notice.

2. It is not appropriate to appeal to the FCHOA Board of Directors comments made by the ARC during the preliminary approval process. Preliminary review comments by the ARC are meant to be helpful and instructive for the Applicant in submitting an application for construction. Only final decisions of the ARC in the application process are subject to appeal to the FCHOA Board of Directors.

3. While the Bylaws allow any decision of the ARC to be appealed to the FCHOA Board of Directors, the Board has indicated it will generally not overturn decisions of the ARC on issues and policies that are clearly provided for in this Purchaser's Handbook, or consider appeals that are made after a violation has already occurred in construction, either through commission of details not previously approved by the ARC, or omission of details approved or required by the ARC during the approval process, or the failure to complete the improvements within twelve months or as otherwise approved by the ARC, or hardships to the Property Owner, including financial, caused by the general contractor. The policies stated in this Purchaser's Handbook have been through several revision processes since its original publication in 1986, involving numerous property owners, general contractors, retained professionals and the Environmental Control Committee (ECC), which was the predecessor to the ARC before the ARC was established on April 1, 2013. Appeals to the FCHOA Board of Directors should be made before violations occur and should address interpretations within the architectural styles described in the Purchaser's Handbook or new design issues which are not currently

addressed in the Handbook. The FCHOA Board of Directors may simply deny any appeal if the policy or reason for a decision, in the opinion of the Board, is clearly stated in this Handbook or if the reason for making an appeal is in response to an observed unapproved change or other non-conformance to approved plans.

K. HOA ASSESSMENTS, CHARGES AND POLICIES:

Owners, Builders, and sub-contractors must be in good standing with the Ford's Colony Homeowners Association (FCHOA) and the ARC prior to commencement of construction and throughout the period of construction. If the Owners, Builders, or sub-contractors are not in good standing at any time, including being delinquent on assessments, fees, or charges or are considered in violation of FCHOA or ARC policies, the ARC will not allow the commencement of construction, may stop construction as applicable and will retain the surety deposit until the owner and/or builders and sub-contractors are back in good standing with the FCHOA and the ARC or the parties not in good standing are no longer involved in the job. The ARC may choose to forfeit surety deposits as liquidated damages and may require additional deposits prior to allowing construction to proceed. A member of the Homeowners Association is subject to both the governing documents of the HOA as well as the authority and powers granted to the Architectural Review Committee in the governing documents.

Owners must remain in good standing in terms of the governing documents of the FCHOA and the policies and procedures of the ARC. For example, an Owner who is in violation of the FCHOA rules or is delinquent in the payment of assessments may be prevented from starting construction or may be subject to a stop order during construction. The refund of the surety deposit will also be delayed until the Owner is back in good standing or may be forfeited if the ARC determines that the time taken for the Owner to restore good standing is delayed more than three months from the date of notification by the ARC or FCHOA. An Owner who is in violation of ARC policies and procedures may be referred to the FCHOA Covenants Committee or the Association's legal counsel for violation of the governing documents which empowers the ARC to have policies and procedures. Construction that is not completed within 12 months of the start of clearing/site work and without an extension approved, will forfeit the deposit and may be subject to further action for the violation.

L. ACCESS TO JOBSITES:

Access to any jobsite may be terminated or suspended by the ARC or the FCHOA if either determines that an individual or organization is responsible for violations of ARC and/or FCHOA policies. Access to a property will not be denied to the actual Property Owner; however, construction activity may be limited or suspended until violations are resolved to the satisfaction of the ARC or FCHOA as appropriate.

Access to jobsites may be denied for FCHOA road maintenance or inclement weather. Builders can contact Security at 757-258-4080 to determine if road access for construction activities is closed. Storm warnings should be used to ensure that building sites are secured to prevent wind blown debris and sediment transport off the jobsite.

Section 2. DESIGN AND CONSTRUCTION GUIDELINES AND POLICIES

A. REFERENCES:

Please refer to the following sections in the FCHOA Amended & Restated Declaration of Protective Covenants:

Article II - Common Area

Article VI - Architectural Control

Article VII – Use Restrictions

Article X - Easements

The Architectural Review Committee has published the design and construction guidelines and policies in this Handbook to supplement those described in the Amended & Restated Declaration of Protective Covenants and Bylaws. The policies herein are not all inclusive. If an issue is not specifically documented in this Handbook, Applicants may consult architectural literature applicable to Colonial Virginia architecture (1670 - 1860) and preliminary review comments received from the ARC. The ARC also recommends the following reference material:

1. A Field Guide to American Houses

-Virginia & Lee McAlester, 1984

2. A Field Guide to American Architecture

-Carole Rifkind, 1980

3. What Style is it? (A Guide to American Architecture)

-Poppeliers, Chambers & Schwartz, 1983

(Historic American Buildings Survey)

4. Williamsburg Before and After

-George Humphrey Yetter, 1992

-Published by the Colonial Williamsburg Foundation

5. The Eighteenth - Century Houses of Williamsburg

-Marcus Whiffen, 1972

-Published by the Colonial Williamsburg Foundation

Applicants may be required to submit architectural reference when seeking approval of their plans. Applicants are encouraged to communicate with the ARC to obtain preliminary review. Preliminary reviews are conducted without formal submittal and fees. Adherence to these guidelines will assist the prospective homeowner in receiving prompt house plan approval. **Property Owners/Agents are encouraged to attend the ARC review of the Application to clarify design intent, to answer questions, and to discuss ARC comments.**

Each Section in Ford's Colony has a Supplemental Declaration of Protective Covenants that incorporates that Section and its Common Area into Ford's Colony and the Homeowners' Association. Minimum square foot requirements as well as other restrictions will be specified in the Supplemental Declaration.

Certain residential sections in Ford's Colony have specific architectural, landscaping, and site planning requirements that are significantly different or more restrictive than most other sections. These sections are Section VIII and Section VIII-B (Highland Hills and Killarney), Section X (St. Andrew's Village), Section XII (Nottingham Place) Section XIV-A and XIV-B (North and South Turnberry), Section XXX (Southport), Section XXXI (Western Gales), Section XXXII (Berkshire), Section XXXIII (Eaglescliffe), Section XXXIV (Knob Hill) and Section XXXV (Westport). The Supplemental Declaration of Protective Covenants for each section in Ford's Colony specify the additional restrictions that pertain. Please see applicable Supplemental Protective Covenants for specific requirements. Additional supplemental guidelines have been approved by the ARC for St. Andrew's Village, Section X and Eaglescliffe, Section 33.

B. DESIGN INTENT:

1. The Architectural Review Committee has the right to reject any site, building or landscaping plans, and specifications which are not desirable in the judgment of a majority of the Committee, reasonably exercised, including purely aesthetic reasons. The Committee is not held to precedents from previous approvals or construction. The Committee continuously evaluates the demonstrated effect of previous approvals and in some cases will adopt policy to not permit repetitive designs or techniques that are deemed inconsistent with the ARC's objectives. The Committee has no intention of acting in an arbitrary and capricious manner. The Committee acts in a manner intended to preserve the quality and harmony of external design of proposed new structures, alterations, and additions as they relate to the surrounding neighborhood. Visual impact of the structures from adjacent or neighboring properties may be evaluated, as well as the appearance from the street and the golf course. However, the waiver of an architectural design element for the reason of not being visible to others will not normally be considered by the ARC.

2. The design intent at Ford's Colony is to harmoniously blend traditional architectural styles that are indigenous to the Colonial Virginia area. The following styles are considered appropriate and range chronologically from the late 1600's to the mid 1800's:

- a. Colonial (1670- 1820)
- b. Georgian (1735 - 1790)
- c. Classical Revival (Jefferson) (1770 - 1830)
- d. Federal (Adam) (1790 - 1820)
- e. Greek Revival (1820 - 1860)

3. Architectural styles should be as authentic as practical. Mixtures of architectural styles in one building will not normally be approved. For example, a traditional home of the Georgian period should respect the details and disciplines of that period and not include design details from other eras.

4. Modern technology, building codes, and lifestyles necessitate architectural adaptations from the traditional styles listed above. In order to approve homes that harmoniously blend with the development intent, and are essentially colonial in character, the ARC will place emphasis on traditional design details, such as: exterior building materials used for support, siding and trim; window type, size, and the appearance of true divided light panels (muntins); architectural balance and simplicity; roof material, composition, mass, and pitch; chimney material and style; and colors. The use of materials that may reduce maintenance is an important consideration, but is subordinate to the development design intent.

C. GENERAL:

1. Bright colors or pastel colors on exterior surfaces will not normally be permitted. This includes exotic door colors, super graphics, and any surface material that tends to reflect light. Mirrors and artificial ornamental

devices that are incompatible with the architecture will not be allowed on exterior surfaces. Colors selected must be harmonious with each other and with other finishes such as masonry foundations and roof colors.

A standardized color palette has been adopted by the Board of Directors. The color palette by Benjamin Moore (Williamsburg Color Collection) shall be used as reference for any and all applications made to the Architectural Review Committee (ARC). Said color palette is maintained for public viewing at the Community Services office, www.fchoa.org, and is available online at www.benjaminmoore.com/en-us/for-your-home/williamsburg-color-collection. Paint need not be purchased from Benjamin Moore so long as the other product is approved as being consistent within the approved color palette. A sample of each proposed color change shall be attached to the application for evaluation by the ARC. Painted brick is not normally permitted except to match existing for maintenance, restoration or expansion. Painted brick may be considered in some special circumstances for remodeling and each application will be considered on its own merit without precedence on other applications.

Normally a dwelling shall be painted no more than four exterior colors consisting of one base or siding color, one trim color, one front door color and one shutter color. Access doors are normally colored white or to match the trim. Dark base colors will require a contrasting trim, door and shutter color. Existing dwellings may be repainted to match previously approved colors. Outbuildings should be painted to match the colors of the dwelling, except that white is normally approved for those homes sided in brick.

New construction and alteration of exterior color that is substantially the same siding, trim, shutter color combination to any home on a lot to the immediate right, left, or directly opposing side of street will not be approved.

2. To maintain diversity of architecture within neighborhood areas, essentially complete duplications of exterior architectural design will not normally be permitted when both structures are visually within range of each other. The Property Owner/ Applicant has the responsibility for ensuring that the construction plans or color schemes submitted for approval do not essentially duplicate an existing home within visual range of the application homesite. The ARC reserves the right to require changes to architectural details and/or colors prior to the completion of construction of the home if the ARC was not informed by the Owner/applicant, on the application for construction, of the potential conflict. Property Owners/Builders in Highland Hills and Killarney (Section VIII and VIII-B), St. Andrew's Village (Section X), Nottingham Place (Section XII), Turnberry (Section XIV-A and XIV-B), Southport (Section XXX), Western Gailes (Section XXXI), Berkshire (Section XXXII), Eaglescliffe (Section XXXIII), Knob Hill (Section XXXIV), and Westport (Section XXXV) are referred to the respective Supplemental Declaration of Protective Covenants for these Sections, for additional information on restrictions and requirements for house plans, dimensions, architectural details and landscaping. Special note is made for Westport (Section XXXV) for restrictions and requirements for construction and maintenance.

3. Exterior elevations should be designed to respect views from neighboring homesites, common areas and golf courses. All elevations are reviewed for conformance to style, proportion, window openings, etc. A front entry is normally visible from the street. Rear orientation is normally perpendicular to the rear lot lines or toward a rear corner. The 30-foot front setback normally will apply to both street sides for a corner lot, and will begin at the base of the stem for a narrow entry (flag/stem) lot. The 30-foot front setback is a minimum to be used when it is not practical to set the house back further. Usually, a front setback exceeding 45 feet is most appropriate to the site except for lots in Sections VIII-B, XII, XIV-B and XXXII. Refer to the Supplemental Declaration of Protective Covenants and/or the subdivision Plat for setbacks and easements.

4. Access to public utilities such as electric, water, telephone, natural gas, and cable television is provided by each respective utility. Neither the Developer nor the Homeowners' Association controls the timing of installation, access, or the specific placement of above ground terminals/pedestals. Property Owners and builders are encouraged to contact each utility company as soon as practical to discuss needs and connection dates. Property Owners or their designated Agents should keep a record of utility applications and follow-up at least one month prior to the anticipated connection date. Any problems with the installation of utility pedestals should be discussed with the Utility's Customer Service Representative. The Developer installed water and sewer mains and service laterals. The meter bases and clean-outs were inspected by the James City Service

Authority (JCSA) prior to completion of the sub-division infrastructure. Any errors, omissions, or damage found after the JCSA inspected and accepted the utilities should be resolved with the JCSA directly.

5. The Federal Communications Committee adopted certain provisions in the year 1996, which have been subsequently amended, regarding the permitted use of satellite reception devices (dish up to 40-inch diameter) and television antennas. The Property Owner should submit notification to the ARC of the location, of any reception device exposed to view by neighbors, street, or golf course traffic. The reception device should be reasonably screened from street and golf course views, either by location, fence or landscaping. Usually, the preferred location will be attached to the chimney or roof but screened from the street view by the roof mass. Homeowners may call the ARC office for a field visit by a representative of the ARC. Homeowners should have a satellite dish installer indicate areas on their property, such as the chimney, that provide adequate signal strength. Satellite signals normally require a southwestern exposure, clear of tree branches. Satellite dishes installed on the ground should be reasonably screened from view by landscaping.

6. The Architectural Review Committee has final approval authority for all exterior improvements and modifications (including color changes) at the Links Townhomes. The Ford's Colony at Williamsburg Homeowners' Association is a Master (Umbrella) Association of the Links Townhomes, the Nottingham Place Neighborhood Association (NPNA), the Eaglescliffe Condominium Association (ECA), and the Westport Neighborhood Association (WNA). Recognizing the Links Townhomes Association, each of the other Sub-Associations and their respective Boards of Directors, the ARC has established a policy of requiring the endorsement of the Sub-Association's Board of Directors, or its Representative, on all plans submitted to the ARC for approval. Applicants from these Sub-Associations should submit plans and specifications for improvements to their respective Board of Directors. The Board shall forward the application, and its recommendation for approval or denial, along with suggested conditions for approval, if any, to the ARC.

D. FEES, ASSESSMENTS, AND DEPOSITS: (SEE EXHIBITS "E" and E-1" FOR FEE/DEPOSIT SCHEDULES)

1. The Architectural Review Committee charges a fee to review new construction house and site plans. A lesser fee is charged for additions and modifications. There is no charge for resubmittals in conformance with the ARC recommendations or requests for changes initiated by the Property Owner/Builder prior to installation. The fee is paid to defray the expenses of the Committee, for example, employee wages and benefits, administrative expenses, signs, supplies, postage, professional architectural and engineering assistance, and the publishing of this Handbook as well as general revenue to the Association. The ARC may charge a resubmittal fee if plans do not conform with ARC recommendations, are significantly revised or substituted requiring additional plan review, or if changes are made in the field requiring plan review, when such changes were not approved prior to installation.

2. The Homeowners Association charges a fee for new construction, and a separate fee for additions and modifications that exceed \$10,000 in construction expense, to help the Association offset the expenses of road/curb and gutter/drainage ditch and other repair and maintenance due to the aggravated maintenance needs caused by the vehicles and equipment serving homesite construction.

3. A general Contractor or a Property Owner acting as its own builder will be required to deposit a surety deposit in accordance with Exhibit "E-1" Surety Deposit Schedule. The ARC has determined that additional protections in the form of fees and deposits are appropriate for the best interests of the Association, including timely completion of construction. The ARC reserves the right to reject any applicant or agent for the applicant who has failed, or who the ARC has reason to suspect will fail, to comply with the ARC policies as determined by the ARC Manager. If the ARC rejects an applicant, the ARC may require an independent 3rd party, acceptable to the ARC, to represent the interest of the Property Owner to act as an agent as discussed herein.

Those Builders who are or have been involved in violations of the ARC policies or guidelines will also be required to deposit a surety deposit in accordance with Exhibit "E-1" Surety Deposit Schedule. As long as there are no violations or delinquencies of fees or charges, the Builder's surety deposit will be returned to the

Builder upon successful completion of the job and at the same time as the Owner's surety deposit is refunded to the Owner.

Violations on a jobsite could lead to a forfeiture of all or part of the surety deposit as liquidated damages. Following any forfeiture of a surety deposit while the job is on-going, the ARC may suspend work at that jobsite until the Builder restores the original deposit amount.

4. The Committee collects a deposit as partial assurance that the Property Owner/Builder will comply with plans and specifications approved by the ARC, as well as all policies of the ARC; that the homesite cleanliness requirements are maintained in accordance with the Protective Covenants and Purchaser's Handbook; that the erosion and sediment controls and other environmental controls are installed and maintained; and, that the drainage ditches or curbs and gutters and other improvements are operable and maintained in accordance with the designed engineering development plans on file with James City County and available from Ford's Colony. Compliance with the Protective Covenants and Purchaser's Handbook is expected. However, if, in the opinion of the ARC or its designated Inspector, the jobsite is at any time unsatisfactory, or damage is done to adjacent properties, the Architectural Review Committee may implement one or more of the following actions in an effort to correct any discrepancies:

- a. Notification to job site superintendent;
- b. Notification to Property Owner/Builder;
- c. Temporarily close down construction access to homesite until discrepancies are corrected. (See Exhibit E for fees)
- d. Correct discrepancies using FCHOA resources and charging such expenses against the deposit amount remaining on the homesite;
- e. Require the restoration of funds necessary to restore a full deposit amount prior to reopening access to the jobsite;
- f. Take necessary legal action on behalf of the Homeowners Association.
- g. Refer violations to the Ford's Colony Covenants Committee.
- h. Forfeit all or part of surety deposits held for the homesite as liquidated damages and require sufficient funds to restore the amounts normally held as surety deposits.

5. Construction progress, adequate to ensure that construction is completed within twelve months of the approval to start construction, in accordance with the Amended & Restated Declaration of Protective Covenants, is subject to periodic review by the ARC. The ARC Manager will typically inspect a jobsite or review inspectors' notes at about the sixth month and ninth month periods of jobsite construction to determine the apparent adequacy of construction progress. The ARC Manager may determine that construction progress is not reasonably consistent with the construction schedule on file with the ARC and that there is reasonable evidence that construction will not be completed within the applicable twelve-month period. If the ARC Manager so determines, the Owners and Builder will be considered in violation of the ARC's policies and the Owner will be considered in violation of the FCHOA Amended & Restated Declaration of Protective Covenants. The ARC Manager may initiate any or all of the remedies listed in this Handbook for violations of the ARC's policies, including but not limited to, referral to the FCHOA Covenants Committee, as well as require other remedies the ARC Manager determines appropriate to the situation. Owners may appeal the decision(s) of the ARC Manager to the ARC, by appointment, at the next regularly scheduled ARC meeting or as otherwise scheduled by the Owners and ARC Manager, but no later than 30 days after the date of the violation notice.

6. Upon application to the Architectural Review Committee for refund of the deposit at the end of construction, or when otherwise determined by the ARC Manager, the Committee or its designee will inspect the homesite. In addition to an architectural, site condition and landscape inspection, there will be a separate drainage and adjacent property area inspection. If the homesite is considered satisfactory by the Committee, the deposit will

be promptly refunded. Construction of improvements must be completed within 12 months unless a specific variance request is granted by the ARC prior to the end of the 12th month. Job sites not completed within the time allowed by the ARC are subject to forfeiture of the surety deposit and to being held in violation of the Protective Covenants. Any violations not corrected will be subject to disclosure in a FCHOA disclosure package for resale of the property and or home. **Property Owners/Agents may request an inspection by use of Exhibit “D” prior to the 12-month deadline to be eligible for the surety deposit refund; otherwise all homes will be subject to an inspection at the end of the 12-month building period unless an extension has been granted by the ARC. A re-inspection fee will be charged if any discrepancies require another inspection.**

Request for extensions must be made in writing and prior to the 12-month building envelope. The request shall include an explanation of delay, all elements that remain unfinished and a time schedule for completion. The ARC will review the application and approve or not approve the request. A monetary fee will be imposed at the time of application. (See Exhibit E).

7. Completion of a final inspection by the ARC does not exonerate the Owner from violations from the ARC house and site plan approvals that were not discovered or addressed during the inspection process. The ARC will determine whether a violation will require correction, forfeiture of surety deposit, or other remedies.

8. The ARC will normally refund the surety deposit to the person or entity named on the check submitted for deposit.. The ARC will address the property owner deposit and the builder deposit separately if two deposits are made. Neither deposit will be returned until all inspection items are satisfied unless otherwise determined by the ARC Manager. A copy of the check is held at the ARC office for reference. If there is a request to refund the surety deposit to an entity other than the person or entity named on the deposit check, the ARC will require the requestor to obtain a release from the Property Owner and builder. The ARC strongly advises the Property Owner and Builder to address potential contract termination, default, and the surety deposit in the initial construction contract.

E. LIQUIDATED DAMAGES:

All references to forfeiture of all or a portion of surety deposits held by the ARC shall be considered liquidated damages for the failure to comply with the policies of the ARC as stated in this Handbook, reasonably interpreted by the ARC or the ARC Manager. Because each violation of this Handbook and ARC policies results in the expenditure of time and resources and the potential or real loss of neighborhood property values, the ARC, Property Owner, Builder, and all parties to the application and construction of improvements on a homesite agree, by applying to the ARC for approval of construction, that the full amount of surety deposited with the ARC may constitute the amount of liquidated damages, and that the ARC may forfeit all or part of the deposits in the discretion of the ARC or ARC Manager. The ARC estimates that a reasonable range of expenditures of time and resources and/or potential or actual loss of property values, in regards to violations of ARC policies, may vary from approximately \$2,000 to \$110,000 in value. This range of value was determined by estimating administrative and professional time, resources, and expenses, as well as estimating that any one instance of a violation of ARC policies, including delayed time of construction completion, could impact real or perceived neighborhood property values in amount of approximately up to 20 percent of average housing resale values. The Property Owner, Builder, and all parties to the application and construction of improvements on the applicable homesite agree to defend and hold harmless the ARC, the FCHOA, and all agents and employees of the foregoing from any action whose purpose is to claim a refund of surety deposits or fees held or charged by the ARC or anyone on behalf of the ARC, or otherwise challenge the right of the ARC to withhold or forfeit any or all surety deposits as liquidated damages. The ARC reserves the right to require a restoration of funds to be held on deposit if fees or forfeitures reduce the amount held.

F. CHANGES AND MODIFICATIONS:

1. The ARC will accept all requests for plan modification, which are made to the ARC in advance of construction, without additional submittal fees. These requests will be given highest priority for review and will be the first order of business for the ARC's regular meeting. If the situation is unusually urgent, efforts will be made to provide an administrative review by the Chair or Manager of the ARC. Property Owners/Agents shall provide the ARC with appropriate information and plans describing the proposed change and reasons for, to enable the ARC to make appropriate review and in some instances offer suggestions or conditions for approval. The ARC will assume that construction is in progress and urgency is a factor.
2. If the inspection process observes a modification made in the field without proper ARC approval, the standard procedure will be to:
 - a. Halt construction in progress with the exception of site cleanliness until the change has either been approved or restored to the ARC approved drawing;
 - b. Require the Property Owner/Agent to resubmit plans detailing the change with a request for the ARC to approve such changes;
 - c. Require the additional payment of a plan review fee;
 - d. Make such review for the change at the regular meeting schedule, routine priority.
3. Owners that make changes that are not approved by the ARC are subject to additional penalties, including but not limited to, being held in violation of the FCHOA's governing documents which may be recorded against the homesite, monetary charges which may become a lien against the homesite, and forfeiture of any surety deposit as liquidated damages. Monetary charges are subject to a hearing held by the Ford's Colony Covenants Committee.

G. LOT CLEARING INSPECTIONS:

1. Upon approval of the site and architectural plans by the ARC, the Property Owner/Agent will be notified of approval and asked to have the lot flagged for clearing as follows:
 - a. Trees should be wrapped with a bright color ribbon to signify the limits of clear cutting. All trees so marked with ribbon are to remain after clearing. Ribbons designating the approved limits of clearing shall remain on the tree until the landscaping phase is complete.
 - b. If selective clearing is desired beyond the limits of clearing approved on the site plan by the ARC, a contrasting ribbon will be used to mark trees in the selective clearing area that are to remain in place subject to approval by the field inspector.
 - c. Property corners and property string lines, set by surveyor, should be clearly visible on the site.
 - d. House corners are to be staked or flagged in appropriate locations for the site clearing inspections.
 - e. All tree marking ribbons shall remain in place after site clearing and during construction.
 - f. A Work order number shall be obtained from Community Services for street light utility identification at least five business days prior to the driveway installation or grading in the road right of way.
2. The ARC will inform the Property Owner/Agent of the name and phone number of the ARC Inspector assigned to the job. When the lot has been flagged for clearing, but before any clearing activity commences, the Property Owner/Agent shall make arrangements with the assigned ARC Inspector, for an onsite inspection. The Property Owner/Agent should allow for a 48-hour notification to the ARC Inspector. Upon completion of a satisfactory ARC inspection and issuance of a James City County Land Disturbing Permit, approval may be given to the Property Owner/Agent at the site to commence clearing. If clearing is approved, a green card, provided by the ARC and signed by the Builder and the ARC Inspector, will be erected at the site. The Property Owner/Agent shall place the card on the builder's sign if available, or if not available, in a visible location within fifteen feet of the construction entrance. The card shall remain in place for a period of at least four weeks after the site is cleared.

3. Both the Inspector and the Property Owner/Agent will sign the site plan which will be placed in the permanent ARC file for reference. Any changes made to the clearing limits or tree removal will be annotated on the site plan. The Inspector may also note problems such as cracked concrete, pot holes, eroded ditch lines, the road right of way adjacent to the lot and across the street, islands, easements, the curb and gutter, etc., which will not be the responsibility of the Property Owner/Agent to correct at the conclusion of the job. However, any damage attributable to the Owner, his Builder, his subcontractors, utility companies or suppliers to the above-mentioned items will be required to be repaired, or the cost to repair the damage will be withheld from the Homeowner/Builder surety deposit. Any additional clearing after the inspection approval must have the prior approval of the ARC. A lot may not be cleared of any trees in excess of 3" diameter outside the clearing area, without the written approval of the ARC or its designated Inspector and the James City County Environmental Department.

4. If an area noted as selective clearing on the site plan, as approved by the ARC and James City County, is substantially cleared, the ARC or James City County may require the Property Owner/Agent to submit an amended and mitigating landscape plan to the ARC for approval. Such amended landscape plan shall be submitted within 90 days. The Property Owner will be required to install mitigating landscaping, such as reasonably mature trees. The ARC may choose to forfeit surety deposits as liquidated damages in addition to requiring mitigating reforestation or landscaping.

5. If a tree is dead, significantly damaged, decaying, or infested in the selective clearing area, the property owner shall have the ARC or Inspector confirm such condition prior to removal. Removal of trees and brush in the selective clearing area is not to be done with equipment that will damage the root zone of trees to be kept. (e.g., excavators, backhoes, etc. are not to be used. A mitigating landscape plan may be required to replace trees. These trees shall consist of native shade trees, i.e. Red Maple, Pin Oaks, Willow Oaks and Beeches.

6. Reasonable allowances will be made for generally wooded homesites to clear undergrowth and less mature trees to promote the health of more mature trees, open the landscape area to air and sunlight, and generally make a well-planned landscape design more effective.

7. Lots that are generally void of mature trees or that require significant areas of clearing and grading will require landscape trees to be installed.

8. Exhibit G "Trees" is provided for information.

H. SITE WORK/LANDSCAPING:

1. Brick or masonry walls or columns are not recommended at the driveway entrance. If approved by the ARC, the vertical height of the wall covering the ends of a driveway culvert pipe shall not extend more than sixteen inches above the driveway surface. Any entry wall or column, other than the sixteen-inch-high wall over the driveway culvert, must be approved in form and location on the site plan, and be located on the Applicant's property. Columns will not be allowed on the Association's road right of way. Normally, an entry column will be brick and not exceed an overall height (including light fixture) of four feet above the higher-grade side of driveway entrance. The light fixture should be no greater than 1/3 of the overall height. If a light fixture is used, the total wattage shall not exceed 100 watts and the light color shall be white. A single pole light fixture, six to eight feet in height, is usually more appropriate and effective than lighted entry columns on a typical size lot.

2. Corner spot lights under the roof eave and entry lighting are generally permitted. All other exterior lighting plans must be approved by the ARC. Generally, exterior lights must have concealed light sources and should be low voltage. Exterior lighting shall not be focused at a neighboring house. Security and spot lighting should be focused downward so as not to be a nuisance to neighbors. Exterior lighting that becomes a nuisance to a neighbor may be subject to modification or removal as determined by the ARC or the FCHOA.

3. The installation of video cameras/surveillance equipment is considered an alteration of the exterior of the buildings that will require written approval of the Architectural Review Committee before installation. Installation approval of video cameras and surveillance equipment will only be given upon consideration of its effect on neighbors' right to privacy and quiet use and enjoyment of their property. Installations will not be permitted that the Committee determines will cause an unreasonable interference with neighboring residents'

reasonable expectation of privacy. Whenever possible the cameras shall be placed in the least intrusive or visible location.

4. Driveway designs should be done with minimal disruption of natural grades, except that steep grades are normally restricted to not exceed a transitional slope greater than eight percent (8%). A variance is required for transitional slopes exceeding 9.5%. Driveways with transitional grades greater than 7.5% shall be so numerically indicated on the site plan in bold type. Exposed aggregate concrete driveways are highly recommended to blend with the surrounding area. Broom finish driveways are acceptable but are required to be color-stained and outlined with a minimum twelve-inch-wide border of a contrasting material (both color and border material are subject to ARC approval). Loose surface gravel driveways are no longer permitted except for modest extensions of the backout pad with borders to contain gravel movement. Existing gravel surface driveways are required as a minimum to maintain an exposed aggregate concrete connection from the actual road surface to the homesite property line. Unless otherwise permitted in the applicable Supplemental Declaration of Protective Covenants, asphalt surface driveways are no longer permitted, but existing asphalt driveways may be maintained or replaced. When it is necessary for a driveway location to encroach upon the lot setback requirements and a variance has been granted by the ARC, appropriate mitigating landscape screening will be required by the ARC.

5. Driveway flares from the property line to the road shall not extend beyond the line of sight down the side lot line. Driveways should remain ten feet from side lot lines whenever feasible. A variance of up to five feet on the side setback may be granted if deemed necessary by the ARC, provided the side lot line is landscaped with screening landscape shrubbery, at least four to five feet tall at installation, and spaced to screen in three years. The screening landscape shrubbery must be shown on the site plan and landscape plan. Either sufficient natural vegetation or installed landscaping should screen the neighbor from garage doors and parking area. Driveway back-up pads are recommended to be planned at a minimum of 25 feet from the garage with a turnout or 30 feet without a turnout. The back area for courtyard driveways in front of the house needs to plan for foundation landscaping and usually require a landscape buffer area of at least five feet for foundation landscaping. If the hard-surface driveway is permitted to connect to the house for drainage purposes (courtyards), large planters with evergreens shall be used and maintained in lieu of foundation landscaping.

6. Circular driveways are discouraged because of the additional clearing of trees, site grading, and hard surface in the front of the house. Circular driveways must be approved on the site plan. Minimum planning criteria will include a 25-foot landscaping setback from the front property line to the driveway, a mitigating landscape plan, and a driveway width not to exceed ten-feet across the front yard. Two driveway cuts are not allowed unless they are part of a circular drive that meets the circular drive requirements. Parking places in the front of a home are not permitted.

7. Driveway culverts, if necessary, must be sized and located to pass the area drainage without backing up water. All culverts are required to be dressed out with either flare ends of aggregate concrete, black vinyl or galvanized steel, a head wall, stack stone or placed stone (4-6" size, earth tones). Grass not permitted without adequate flow line protection and culvert screening. The engineer or surveyor preparing the site plan should indicate the proper culvert size based on the designed drainage calculations. AES Consulting Engineers, 757-253-0040, designed the Ford's Colony drainage system. Plans are also on file at the ARC office and James City County. Care should be taken in selecting the proper size and shape culvert. The use of a temporary construction culvert is highly recommended until final driveway grading is planned. Concrete culverts are preferred. Culverts that are set too low will store water and silt in and around the pipe. Culverts set too high may impede normal drainage flow and create a high bump in the driveway. An elliptical shape culvert will often provide the flow area necessary without causing a high bump in the driveway. Culverts less than ten inches on inside diameter are not recommended due to potential blockage. Use of a trench drain with a grate top provides ease of maintenance for small diameter culverts. Some driveways will be located near a drainage high point and may not require the use of a culvert; a driveway swale and/or trench drain may be all that is necessary. Normally a trench drain is required when a culvert is not used and when the area /street generally drains toward the driveway. The Owner's engineer or surveyor shall determine grade through the drainage ditch, roadside, and

ditch back slope. Property Owners are responsible for maintaining the driveway, culvert and culvert screening for keeping ditches and swales located on the Lot free and unobstructed and in good repair.

8. If slopes resulting from site grading are not at such an angle as to permit quality maintenance in grass (slope 3 feet vertical for each 1 foot horizontal), they must be stabilized with appropriate ground cover. Site grading must be done so as to avoid drainage of additional or concentrated surface water onto an adjoining lot, to the detriment of that lot. Natural drainage patterns should be accommodated as much as practical so as to not impede the normal flow of surface water; however, control site drainage down the side lot lines to the rear or front as appropriate. Drainage control techniques include grading swales or berms, drainage pipes, and retaining walls. Some additional clearing may be necessary as approved by the ARC. Initial grading for berms and swales to control cross lot drainage shall be installed as soon as practical after clearing.

Gutter downspouts and outfalls should not be directed toward the adjacent lot. Underground lateral piping may be required.

9. Bio-retention basins (rain gardens) are strongly recommended as an integral part of storm water management for new construction. Rain gardens are a planted depression that is designed to absorb rain water runoff from nearby roofs, driveways, and other impervious surfaces. Rain gardens delay and filter surface runoff and increase the amount of water that infiltrates into the ground. Calculations for rain gardens are determined by the volume of storage necessary to capture and retain the equivalent of 2.6 inches of rain multiplied by the square footage of impervious surfaces area on a site plan. 2.6 inches represents the approximate calculation of the net runoff from a two-year storm in the Williamsburg, Virginia area after a factor of ground water absorption. Proposed calculations will be certified by a civil engineer licensed in Virginia and shown on the site plan.

10. In general, it is recommended that lawns be limited to relatively restricted areas around the principal buildings on a homesite, and that the balance of the property, insofar as is practicable, remain in forest cover. This has the obvious advantage of minimal disruption of the immediate environment, ensures the prospering of established trees, and offers the additional advantage of minimal maintenance. Use of sod is highly recommended in lawn areas and in roadside ditches for erosion control and stabilization. Use of sod is required in some sections by the Supplemental Declaration of Protective Covenants.

11. Retaining walls may be necessary for severe grade changes or to reduce clearing of trees. Retaining walls will be permitted if they are well designed and constructed properly of approved materials. Retaining walls with appropriate grades must be shown and approved on the site plan.

12. Swimming pools applications will require a professional plan (to scale) to include final grades, concrete/decking finishes, fence location (with design and height), pool layout/design/size, drainage control measures during the project and how drainage will be handled once complete (including de-watering/backwash), and the pump and /or pool house. Pool and pool deck should be set back at least 25 feet from the rear property line. The ARC will handle each submission on a case to case basis with field review to determine if any additional information is required.

13. Adequate erosion controls, such as silt fences, diversion berms, straw bales, straw matting and seeding or sodding, shall be installed immediately and maintained to prevent the washing of earth into ditches, lakes, neighboring property, and ravines, during and after construction. Erosion controls shall be installed immediately after initial site clearing and prior to additional land disturbance such as the excavation of foundation footings. Once site clearing commences, erosion control must be installed immediately after clearing. Erosion control measures such as silt fences and/or straw bales must be regularly maintained and remain in place until the site is fully stabilized with grass and/or mulch beds. Erosion controls shall be checked after each significant rainfall and reset as necessary. Blowout areas shall be re-enforced as necessary to prevent re-occurrences. If these controls are taken down for landscaping and final grading, the silt fence/straw bales must be re-installed until sufficient stabilization is in place.

14. A four-foot orange safety fence, plastic or webbed, must be installed and maintained around the limits of construction or clearing. The safety fence shall be supported by stakes or suitable trees at a maximum interval

of six-foot spacing. Portions of the orange safety fence may be pulled back for short, temporary periods as necessary to install underground lines. The safety fence helps to mitigate views of the jobsite, control wind-blown debris, and to provide a barrier to control the limits of material storage and construction activity to help preserve trees. The safety fence shall be installed immediately after clearing. Inadequate controls will lead to a stop work order until corrected. The safety fence may be installed with a temporary break which can be taken down and reinstalled daily to facilitate material delivery to the jobsite.

15. Design and implementation of site work must provide for necessary drainage pipes and drainage ways, to ensure stabilization and prevent future erosion. Provisions must be made for existing drainage courses and structures. No existing drainage structures may be tapped or altered without prior approval of the ARC. However, drainage pipes terminating at a concrete ditch are normally cut into the concrete with appropriate concrete patch repairs.

16. A landscaping plan shall be required for review and approval prior to the installation of landscaping. Landscape plant materials should be of native varieties. Minimum installation for foundation landscaping is an average installed plant height of 30 to 36 inches above grade, with no plant used immediately forward of the foundation at less than 22 inches above grade, unless otherwise dictated in the Supplemental Covenants for a special section (See landscape summary chart Exhibit 21). The measurement of the height of a shrub begins at the ground point (top of the ball) and continues to where the main part of the plant ends. Stone that may be incorporated into your landscape plan (for example, but not limited to; walkways, drainage techniques, landscape features etc.) is required to be of neutral brown/beige earth tone color and 4-6" in size unless otherwise approved by the ARC.

Minimum installation caliper for screening landscaping is a 1 ½" caliper trunk, as measured six to twelve inches above the top of the root ball, or 4' to 5' above grade, as appropriate to plant species. Additional specifications for each section are included in the Supplemental Covenants. The Surety Deposit will be held until the landscaping and lawn stabilization is complete. For additional information on the use of evergreen landscaping for screening, the ARC recommends American Standard for Nursery Stock (ANSIZ60-1996).

It is the responsibility of the Property Owner to plant grass or sod in the road right-of-way adjacent to the lot, from the property line to the road edge and/or curb and gutter and maintain such turf similar to the adjacent yard. If sod is required for the lawn, finish the sod out to the road edge. Other landscaping in the right-of-way must be approved by the ARC. Irrigation heads should not be placed on the FCHOA property. The FCHOA is not liable for any damage to personal property on the FCHOA property.

17. Topsoil should be carefully stripped and protected from erosion for reuse in landscaping.

18. Outdoor heating and air conditioning, HVAC equipment, other mechanical equipment, such as electric generators and trash receptacles shall be shown on the site plan and shall be to the rear or side of the house and must be reasonably screened from view from all sides by fencing prior to occupancy. In addition to the fencing requirement, installed standby electrical generators must also be equipped with sound reduction features, including muffler and sound proofing panels/enclosure, and produce an operating noise level no greater than 70 decibels. Typically, a fence screen (1" x 6" picket with 1" spacing and sufficient height to screen the unit) shall be approved by the ARC and shall be solid-stained or painted an approved color on both sides. Window and wall installed air conditioning equipment is not permitted.

19. The Builder shall be responsible for positive drainage control on lot and moisture control in a finished crawlspace. Each lot must drain to the street drainage ditch, storm pipe system, or designated drainage easement/greenway to the side or rear of lot. Drainage control shall be established at initial site clearing and grading. The Builder shall carefully check conditions during site clearing, grading and foundation work to insure proper finished drainage and foundation moisture control conditions. Relative grades should be confirmed to ensure positive drainage from the foundation and throughout the lot to eliminate standing water.

20. Play Structures, such as tree houses, swing sets and play houses may be permitted, but may be also limited or rejected for aesthetic, lack of adequate visual screening, or other reasons determined by the ARC. No play structures will be considered or approved for the front or for side yards if the location on the side yard is not sufficiently screened from neighboring and street views. Location of play structures shall be noted on a site

plan for approval as well as a catalog cut sheet of the play structure design, materials and size. The standard building material for play structures is natural wood with weatherproof coating or powder coated metal. Plastic, vinyl, metal, etc. are not allowed except for minor accessories (slides, swing seats, cover, etc.) to wooden structures. All exterior recreational property must be reasonably maintained and kept in use. All play structures should be properly anchored to prevent them from moving or falling over. Tree houses will be approved only in limited situations, on a case-by-case basis, when the tree proposed for holding the tree house is located so that the tree house is reasonably screened from view, in the opinion of the Committee, from other adjacent residents' homes or from streets and golf courses. Such situations would normally be when the position of the homeowner's lot is such that the back of the lot is a wooded area or immediately adjacent to a wooded area. Tree houses shall be structurally sound and should not exceed 8' x 8' x 6' tall in size. Tree houses must be painted or stained to match the color of the tree bark.

Play structures should reasonably be screened from the street and neighboring house views. If necessary, fencing, trees and/or bushes may be required by the Committee to aid in meeting this requirement. The trees or bushes should be of sufficient size to provide an immediate reduction in the visibility of the structure and should be evergreen to provide coverage year-round.

All play structures shall be maintained in attractive and safe operating condition. Unsightly or unsafe equipment must be repaired or removed. Play structures are considered as "temporary structures"; ARC approval is valid for a 2-year period. At the end of the twenty-fourth month from the approval date, the homeowner shall submit a request to the FCHOA for an extension of time or remove the structure/equipment. Failure to resubmit for approval in a timely manner will be sufficient grounds for demand for removal of the structure/equipment. Failure to remove or to properly maintain temporary structures/equipment when instructed by the ARC or the FCHOA will be considered a Covenant violation. The approval of play structures is not transferable to a change in ownership or tenant. If a new buyer wishes to retain play structures which have received FCHOA approval and are on the homesite at the time of purchase/sale, the new home buyer will be required to obtain a new approval from the FCHOA for retention of the play structures.

21. The ARC may adopt reasonable rules and regulations with respect to limitations on placement, materials, number, size, language, type, and picture or visual purpose of flags, flagpoles, and the like, including the United States Flag and the Virginia Flag. Unless otherwise limited, one flag of either the United States or Virginia, at a size not greater than four feet by six feet, may be displayed on a Lot, in a manner consistent with the patriotic customs set forth in 4 U.S.C. 5-10, as amended, governing the use and display of the flag of the United States, on a flagpole not taller than 25 feet and not wider than four inches or on a flag stanchion attached to the house and not longer than six feet. Flagpole halyards shall be secured to prevent a noise nuisance in wind conditions. The specific placement of a flag and support structure must be approved by the ARC prior to installation. Flags or signs that display language, symbols, or pictures that are considered offensive or inflammatory, in the sole discretion of the ARC or as determined by the Board of Directors, are not permitted, and the Owner may be held in violation of this Handbook and the FCHOA's Governing Documents which empower the ARC to have policies and regulations that regulate signs, exterior appearances, landscaping, structures, and the like.

22. Building code requires a minimum drainage slope from the foundation. All site drainage must be directed toward the master plan system drainage conveyances without causing erosion or excess water onto the neighbor. Care should be taken when building to protect the neighboring property. Installing drainage controls after the home and landscaping are complete is usually much more expensive than during initial construction.

23. All detached structures and outbuildings must be approved by the Committee. Detached structures and outbuildings including garages, storage sheds, plant greenhouses, pool houses, gazebos, play houses, dog houses etc. shall be designed to complement the materials, color, and style of the house and to respect neighboring views. All structures shall be painted or solid-stained white or off-white or an approved color by the ARC for the particular application. Natural wood color and natural stain is no longer permitted.

Detached secondary garages should not exceed 18' (width) x 22' (depth) and shall be located as close to the house as feasible so as to limit the amount of clearing and impervious structure(s). The approaching driveway should not exceed the width of the garage door.

Accessory buildings shall stylistically complement the primary house such as; roof styles and slopes, windows and doors, cornice details, exterior finish materials and colors. Accessory buildings should not exceed 12' x 14' in size for larger open lots, but smaller accessory buildings are usually more appropriate for lots less than one third acre in area. A minimum of one 2'-8" x 4'-2" or 2'-8" x 4'-6" window is required. The window shall face the closest neighboring lot. Accessory buildings must be built on a brick foundation, concrete slab or 12 x 12 brick corner piers with lattice infill behind the brick piers. Wood and similar material piers may be wrapped by brick but not used alone. Foundation landscaping is required on all elevations. The location of the building shall be annotated on a site plan and should conform to building setbacks. Elevation drawings, including "side-view with proposed window, overall dimensions, cornice detail and color / material selection are required with the application. Kit buildings and pre-manufactured buildings from home-improvement stores do not usually have sufficient exterior detail to complement the primary house and are normally not permitted. The aesthetic concept of the constructed out-building is emphasized over a kit or pre-fabricated shed. Accessory buildings will require a surety deposit as detailed in Exhibit E-1.

24. Utility wire and cables shall be placed underground. Temporary service lines may be above ground for not longer than thirty days. In no instance may temporary service lines pose a hazard to pedestrians or vehicles. Property Owners are responsible for temporary service lines.

25. All sections with curb and gutter are required to have (2) schedule 40-two-inch conduits placed 18" below grade directly behind the curb for future wires/cables/pipes. All other sections are required to have (2) schedule 40-two-inch conduits placed 3' from the road edge and 18" below grade. Builders/Owners must verify installation of conduits and notify the ARC by (1) forwarding a picture of the installation prior to backfill or pouring the driveway or (2) request an inspection from the ARC. Inspection requests will be honored within 72 hours or as inspectors are available. Owners that do not provide the required conduit under the driveway are required to reimburse the FCHOA, or the utility company for any cost to bore or cut the driveway to install wires/cables/pipes.

26. Wells for the purpose of lawn irrigation will require ARC approval in addition to James City County approval. Wells will not be approved in the front or side yard where they are exposed to view from the street. Screening landscaping will be required if the well is exposed above grade. Wells are not permitted in Section XII, Nottingham Place, Section XXXIII, Eaglescliffe or Section XXXV, Westport. Homeowners are not permitted to draw pond water for irrigation of their property.

27. Rain and Compost Barrels are typically approved on the side and rear elevations. The ARC will require that the barrels be screened from street view to the extent reasonable as determined by the ARC. The barrel color preference shall be black, dark brown, dark green or oak. If no longer in use, rain barrels shall be removed. Additional water saving suggestions may be referenced at the James City County website www.bewatersmart.org.

I. SIDING:

1. With the exception of Section XII (Nottingham Place) exterior siding of plastic, vinyl and shiny metallic surfaces will not be approved. Stucco or simulated stucco materials will only be approved in limited applications, if in the judgment of the ARC, its use conforms to an approved architectural style and is indigenous to the Virginia area.

2. Horizontal beaded or lap siding is normally used. Plywood or similar material is not acceptable. Cementitious products, such as Hardi-plank, are permitted for siding and trim, as approved by the ARC on the house plans, and shall be painted.

3. The use of all-board siding or all-brick siding is preferred. If board and brick siding are both used, as a minimum, brick must be returned (18” minimum) to an inside corner and continue around the main body or wings of the house. The intent is to appear as if an addition, either brick or siding, was added after initial construction. Limited brick finish on the front elevation only is not appropriate. House plans must clearly indicate, on all plan and elevation sheets, the use of board siding or brick. The Owner and/or Owner’s Agent must affirmatively disclose to the ARC at the ARC meeting, any intent to mix brick and board siding, so that the ARC can verify the appropriate points of transition. This paragraph does not apply to roof dormers. Second story gable roof lines will normally use the same siding material used on the first story. The ARC may approve a transition to board siding if a full roof cornice return is used to separate the brick and board siding.

4. The typical use of alternative materials for various applications is summarized in the following guidelines.

Ford’s Colony

Vinyl/PVC/Fiberglass/Composite Material Application Guidelines

(Does not include natural or pressed wood siding, brick or cementations siding)

(Excludes Section XII which has its own supplemental requirements)

<u>Application</u>	<u>Guidelines</u>
Windows	With ARC Approval (1)
Shutters	Approved
Foundation/Gable Vents	Approved
Exterior Trim	With ARC Approval (2)
Chimney Facing	Not Approved
Fencing	With ARC Approval (3) Composite Material Approved in St. Andrew’s-Section X (5)
Porch/Deck Railing	With ARC Approval (4)
Lattice	Approved
Decking	Approved
Porch /Deck Columns	With ARC Approval (2)
Gutters	Not Approved
Siding	Not Approved
Driveway Culvert	With ARC Approval

Notes:

1. Approved window styles will require a traditional sloped window sill, use of traditional 2 ½ inch wide brick molding around the window and minimum ¾ inch wide muntins.
2. Must adhere to traditional designs and appearance and be painted an ARC approved color.
3. Fencing must be in compliance with the ARC Picket Fence Book styles.
4. Railing must be in compliance with ARC approvals and be painted an ARC approved color.
5. Fencing must be in compliance with the approved St. Andrew’s Fence Detail and in the color white.

5. Oversized wood/vinyl foundation vents shall be used on front elevations of the house and other elevations exposed on a corner lot, golf course, or a main road. Oversized foundation vents look most appropriate with the approved styles of architecture and are highly recommended on all sides. Typically, minimum oversized foundation vents, as required by the ARC, are 16” high x 32” wide in size. A smaller size vent 10-12” high may be necessary for tight grades, however, the vent shall use the same exterior details as a 16” x 32” wood foundation vent.

6. Brick type and color shall be indigenous to the Virginia area. White and off-white brick (painted or unpainted), without an adequate range of dark tones, are no longer permitted, except to match existing for maintenance or expansion. A variance may be considered to paint existing deteriorating brick for remodeling/renovations. Full range, reddish-brown brick colors are preferred. Owners should see a style of brick on a completed home or wall. Choosing from a small sample board is very difficult and the actual field of

brick may be significantly different. The ARC may require a 4' X 4' sample brick panel to be constructed on the home site for approval.

7. Quoins are an architectural element that accentuates the corners of a house. They are most appropriate on a two-story style home such as; Georgian, Greek Revival and Adam. Quoins are most appropriate for restrained and balanced elevation compositions. The use of quoins at wall corners should be consistent and balanced across the front elevation of the house. They may also be utilized on other corners of the house as approved by the ARC. Quoins should be wrapped around the corner of the home at least on front and not just face applied. A water table base is preferred for houses with quoins, and the quoins should extend from the base to the bottom of the cornice. Quoins can be featured in an accent or field brick as approved by the ARC.

8. All foundations exposed to view shall be brick. All brick homes should consider a water table and other shapes to add dimension and interest. Exposed brick foundations shall be a minimum of two-feet and a maximum of five-feet, above finish grade, on front and street corner elevations, unless special grading conditions will not allow. Fill and retaining walls may be necessary where natural grades will result in higher foundations exceeding five-feet on front and street corner elevations, or if the distance to a side/rear property line prohibits grading fill at a slope of 3 to 1 or less without the excess removal of trees or adequate control of drainage. When grading conditions require a foundation height of less than two-feet, foundation vents designed as open brick vents or other approved historic detail will be required. Foundation exposure exceeding 5 ft. may require window and/or door openings.

9. Special grade design consideration for handicap access is appropriate for access to doors. Usually, it is feasible and therefore architecturally appropriate to fill or cut grades as necessary to provide reasonable handicap access to doors while maintaining at least two-foot foundation exposure around the rest of the house. Other architectural techniques may be feasible to maintain a near grade first floor or access while maintaining the exterior appearance of a traditional foundation height. Owners should consult with an Architect.

J. ROOFS AND VENTS:

1. Roofing materials exposed to view or on slopes shall be of a permanent quality, such as wood shingles or shakes, slate, simulated slate, asphalt shingles of an approved color and grade, or another suitable roof material as approved by the ARC. Composite or simulated wood shingles in vinyl or plastic materials are not permitted. For the purpose of depth and composition, the minimum asphalt shingle thickness allowed is found only in certain style shingles. Higher grades of shingles produce more depth and shadow line, and result in a more classical appearance. For an approved list of shingles, please contact the ARC. Asphalt shingle color should be dark tones such as weathered wood, slate blend, black, or charcoal gray.

2. All plumbing vents, fan exhausts, gas flues, and other necessary roof equipment must be on the rear or side slope of the roof or otherwise screened from view from the street as much as practical. **Builders shall provide necessary planning and coordination to locate gas equipment, such that the roof vents do not rise more than two feet above the roof ridge.** All roof vents, metal and PVC, shall be painted flat black. Ridge vents covered by shingle caps are highly recommended for ventilation quality, maintenance, and appearance. It is recommended that fan exhausts be terminated in soffits or architectural louvers so as not to be visible. **It is highly recommended that high-efficiency gas heating units be used to reduce the height of exhaust piping.**

Horizontal venting for gas fireplaces is permitted. The ARC requires the location of the vent be shown on the architectural drawings and approved by the ARC prior to installation. The ARC recommends the vent to be located on the rear elevation; however, the ARC may allow the vent on the side elevation upon the condition that it is screened from view from the street. If necessary, the ARC will determine the height and location of the landscaping. The vent shall not exceed more than 1' x 1' in height and width from the wall. The vent shall be painted the siding color or black if the house is brick.

The elements of traditional architecture must be considered when placing the horizontal venting for a gas fireplace. The ARC is unlikely to approve window configurations that inadvertently draw attention to the fact that a vent has been substituted for a chimney. For example, a Property Owner might decide to alter a plan that has a chimney by bringing the fireplace into a room, removing the chimney, adding a vent, and placing a window in the wall directly above the vent. As a result, this configuration visually emphasizes the absence of

the chimney and creates a non-traditional window pattern. The ARC would require that alternatives be explored.

“Tankless” hot water systems are permitted. The ARC would prefer to see the unit on the rear elevation or in the garage; however, they will entertain side elevations upon request. The mounting on side elevations may require screening landscaping. The ARC will not approve a unit on the front elevation. The unit should be as low on the wall as practical. The ARC’s preferred location would be close to the electrical and gas meter, and enclosed with fencing.

3. Standing seam roofs, if appropriate to the architectural style, shall be a color and design as approved by the ARC. Typical colors are dark gray, copper, and black. Colors such as red, green or metallic are not appropriate.

4. With the exception of Section XII, “Nottingham Place”, Section XXXIII, “Eaglescliffe” and Section XXXV “Westport” a chimney must be constructed as an essential traditional architectural element. Ridge-mounted chimneys must be appropriate in size, (32” x 48” x 3’ high above the ridge minimum) scale, material and design to the style of roof and architecture. Vinyl-simulated brick is not permitted for chimneys. Cementitious products such as Hardi-board (stucco style finish) with cap detailing may be approved. If approved, chimney corner trim must be no larger than 3/8” x 1”. Stucco chimneys shall be finished in a traditional cap appearance as shown in Section 6 Architectural Exhibits, Exhibit VI-13. Stucco chimneys shall be painted a light natural stucco color including trim boards.

Constructing a brick chimney to grade with foundation is highly recommended. Owners should consult with their Builder if planning to support the chimney by interior wood framing, which may be subject to movement and leaking. An exterior projection for a fireplace box will require a full-height brick chimney. Stucco chimneys are only allowed as roof-mounted and are not allowed to grade.

Brick exterior chimneys that protrude through the roof should have metal flashing both at the roof shingle edge and through the brick above the roof shingles. Through-brick flashing is used to prevent moisture penetration down through the brick into the roof structure. Simulated stucco chimneys seem to be prone to damage by birds and other problems that may allow water to infiltrate. Metal chimney caps shall be painted black and should be screened from view or kept as low as possible, and shall not rise more than twelve inches above the chimney structure. An architectural detail exhibit shall be submitted at 3/4 inch or above scale for each chimney.

5. Exterior exposed television aerials or satellite dishes (not to exceed 1 meter = 39.37 inches diameter) are permitted, but must be approved by the ARC. See Section 2.C.6. Cable TV is available in Ford’s Colony.

6. Single story houses shall have a minimum roof pitch of 8/12. Steeper roof pitches of 10/12 and 12/12 are usually preferred and may be required by the ARC on some designs. A roof pitch exceeding 12/12 is not normally permitted in that it most likely is not consistent with the approved styles of architecture.

7. Gable vents are encouraged for architectural detail. Rectangular gable vents are preferred. Please note that if ridge vents are used, some roofing companies suggest the gable vents should be closed for better updraft ventilation.

8. For radon gas mitigation applications, the homeowner must apply for appropriate installation thru the Architectural Review Committee (ARC). Based on the current available options to resolve radon gas issues, the ARC would prefer the method of using the interior of the home to install the mitigation system. This method typically conceals all the equipment and piping necessary for the mitigation system. If this method of installation is not available due to internal structure obstacles, then the ARC will be open to accepting other methods with their detailed input to require the equipment, including but not limited to, the piping running alongside the house be concealed and hidden from sight as much as possible. Also, piping or vents running alongside of a sided house, shall be painted to match the siding color. If it is an all brick house, the piping and vents shall be painted black. The contractor completing the installation should be a radon certified installer in Virginia, listed on either of the following websites: www.nrsb.org or www.nrpp.info.

K. GARAGES:

1. Generally garages should be visually played down. Where site conditions permit, garages should be entered from the side or back of the house. On some sites it may be necessary to enter a garage from the front. In each case, the garage must be properly detailed and landscaped with the intention of screening parked cars and as much of the garage door as possible. One and two car garage bays are preferred. Three car garages may be permitted if the house design and site conditions permit. A separate/detached garage may be more appropriate to provide the third bay.
2. Generally, Oversize foundation vents and double hung windows should be used on garage walls to break up large areas of brick/siding.
3. Windows are not permitted on any overhead garage doors. However, transom windows above garage doors may be permitted with appropriate detailing. Garage and secondary doors should be a panel design unless otherwise noted and approved by the ARC. Garage and secondary doors should be the same color as the siding or trim unless otherwise approved by the ARC.
4. The spacing above the garage doors shall not exceed 4 ft. from the top of the garage door to the bottom of the frieze board without additional detailing.

L. FENCES:

1. All fence locations and designs, including HVAC/trash/mechanical equipment fencing must be approved by the ARC on the site and landscaping plan. Wood or an ARC approved PVC material fencing must be of a vertical open picket design, at a height not to exceed 42 inches above grade, or 48 inches above grade per JCC code requirements for a pool. Except for the HVAC/trash fence, the open spacing between pickets shall be a width of approximately one-half the width of the picket. Picket rails shall be to the inside of the property, facing the owner's house.

Black metal or wrought iron fencing is acceptable at 42 or 48 inches with the design to include a single horizontal bar at the top of the fence. The Committee will entertain a 54-inch fence with the design to include two horizontal bars at the top, such as when used for a pool enclosure.

Split-rail fencing is not appropriate except for a single short run to support roses, etc.

The ARC has a designated 6 ft. privacy fence detail for lots adjacent to public roads, such as Centerville Road, News Road and Route 199.

2. Fences shall normally conform to the building setbacks unless a variance is granted by the ARC. Perimeter fences are not encouraged. The ARC will entertain granting a variance on interior lots to a minimum of 10 ft. from the rear property line upon the condition that either natural vegetation is preserved behind the fence or landscaping shrubs are installed. Side set back variances are usually granted only with the neighbors' consent, however neighbors' consent is not determining nor superseding the ARC discretion. Fences are not normally permitted in the front yard, although they are an integral part of the St. Andrew's Courtyard Village, Killarney, Berkshire, and Turnberry concepts. Rear fencing on lots adjacent to the golf course and main streets is strongly discouraged. However, if approved, they normally maintain a minimum of 25 feet from the rear property line, include a rear gate if on the golf course, and will be subject to additional landscape requirements on the golf course and street sides. The ARC may require additional information for golf course lots such as distance to the fairway, cart path, etc. Restrictions on rear fencing must be considered by Property Owners that may desire a swimming pool.
3. Chain link, wire, or other utility type fences will not be approved except for limited use in very unusual circumstances. Any style of wire/filament deer fencing is not permitted.
4. Free-standing brick walls should reflect the detailing, color and character of the house.
5. The use of wood or landscaping fencing materials is recommended. Heavy stock vinyl fencing may be approved.
6. Plywood fences, railroad ties, and other solid fencing are not acceptable.

7. Fences, other than screening for HVAC/trash, must be painted or stained white or off-white on both sides. HVAC/trash fencing, on both sides, must be painted or stained white, off-white, or an approved color to match the trim or siding. Natural wood or brown color stain is not permitted. If salt-treated material is used, a period of up to six months will be allowed before painting. The completion of all painting is required before the surety deposit is refunded.

8. Concrete and concrete block walls are unacceptable as a design element. They will not generally be approved, unless they are totally confined to areas that are not readily visible.

9. The fence style AAA in the ARC Fence Book is the most appropriate for HVAC and trash receptacle enclosures. This is a picket detail using one-inch x six-inch pickets, one-inch spacing. Other picket details, such as alternating the pickets on both sides of the rail for air flow, are also appropriate. The HVAC/trash fence is a full enclosure with gate access.

10. All hot tubs shall be reasonably screened with fencing from neighbor and/or golf course views on all sides. If the hot tub is constructed within or on the deck, the deck railing will serve the purpose for screening. The hot tub rim shall not exceed the deck railing height. The fencing shall be painted or solid-stained white or off-white, or a color to match the trim or siding as approved by the ARC. Fencing shall be at least as high as the hot tub rim, but in no case shall the fencing or hot tub rim exceed the height limitations for fencing. Evergreen landscape shrubs may be considered due to the grade of the property and location. The approval will be reviewed on a case by case basis. Lattice panels may be considered for basement/porch columns to screen the tub.

M. DECKS AND PORCHES:

1. Vertical pickets or Chippendale style rails shall be used on screen porches to add a more traditional appearance and help the screen porch tie architecturally into the main part of the house.

2. As an alternative, the ARC may approve specific porch detailing that is substantial in size and proportion. For example, eight-inch columns with capital and base trim and deep overhang trim may be sufficient detailing to omit standard screen pickets. The ARC offers the following suggestions to help minimize visual obstruction. First, screen pickets are only required from the handrail height down. The height of the handrails need not be more than 30 inches, unless otherwise required by code. Second, the pickets can be made of 2x2 materials rather than 2x4 or 4x4. Third, pickets can be spaced 4 inches apart unless otherwise required by code. To help minimize maintenance, screens can be paneled so that repairs can be made on one panel instead of the entire screen porch.

3. Decks and porches with floors 12 inches or more above grade shall have the inside foundation area screened from view by brick or lattice, with landscaping, unless the under story is finished with windows or doors. Actual design of the lattice should be shown on the elevation and how the lattice will be framed. Any open span of 12" inches or taller between the ground level and the rear deck/building structure, including beneath any stairs will require appropriate screening with lattice. Lattice may be kept natural or may be painted white only. All lattice must be kept clean and in good aesthetic appearance. A typical lattice styles such as vertical or horizontal style lattice may not be used in heights requiring screening taller than 4' feet. The ARC will reserve the right to require a particular style, color and/or additional screening thru plantings based on the overall architectural aesthetic of the home. If the deck/porch is high enough to allow a finish floor below with windows or doors, the framing and column support shall be detailed with the following standards:

a. Framing: The finish dimensions of horizontal framing (band boards) exposed to view shall be a minimum of approximately 10 inches wide. The skirt board below an elevated porch Band Board may be scalloped to approximately 7 inches wide.

b. Columns/Vertical Support: Brick/columns with an outside dimension of at least 12 inches are recommended. Wooden exterior columns shall have a finished outside dimension of a minimum of 10 inches with capital and base trim applied.

4. All Pergolas, deck rails, pickets, porch rails, guard rails, band boards, and stringers shall be painted or solid-stained white, off-white, or a color to match the trim. The color “Cliffside Gray” is available as a solid stain and is acceptable to the ARC. Floors, foundation supports, and lattice screening may remain natural. Support beams and post for decks should also be painted or solid stained in an approved color unless screened from view by lattice.

5. For decks or screen porches that are converted to a sunroom, the majority of the wall area shall be glass as approved by the ARC. Glass in gables shall be limited to traditional window forms. The sunroom shall be constructed on a solid masonry foundation. Architectural elements such as cornice detail, window and door trim shall match the style of the same elements on the existing home. In addition, traditional trim in the form of columns or pilasters with cap and base trim shall be typically required. Window proportion, spacing and trim details shall have traditional proportions compatible with the style of the house and consistent with the Design Intent of Ford’s Colony. All exterior finish materials and colors shall match the existing home.

6. Floor to ceiling screening applications that function like windows, such as the brand “Eze-Breeze” panels, will require an application to be submitted to the Architectural Review Committee for review prior to installation. If the columns on the rear porch are less than 8” inches, and without top/base detailing, then railings and pickets on the inside of the porch must remain or must be installed. For columns that are at least 8” and larger, no railings are required but the screened panels must be inset from the columns at a minimum, half the width of the column installed. For example, if the column is 8” x 8” in size, the panels must be inset a minimum of 4” inches. The result is more depth and dimension to the architectural harmony. A waiver for railings and pickets may be considered if the Eze-Breeze panels include strips to reduce the panel width to 10 inches or less for the appearance of a traditional divided glass window.

N. WINDOWS:

1. Applications not integral to the window detract from the integrity of good design and are thus not recommended. Respect the true tradition of the architectural styles of the windows used. Limit the architectural style of windows to one type when possible. Avoid, for example, combining contemporary sliding glass doors with Colonial windows. Sliding glass doors are permitted, providing that the door panels resemble French style doors with glazing muntins. Stiles shall be minimum 5" nominal width or shall be specifically approved by the ARC for manufacturer and model to be installed. The use of a half-round or an elliptical window should be a special feature and be usually limited to one aspect of the home, such as the front entry or a prominent gable. Window features should not compete with each other. Use of ornate windows should conform to the architectural style. Trendy or “flashy” combinations of multiple windows and artificial applications to windows detract from the integrity of good design and therefore are not normally permitted.

2. All curtains, draperies, window shades, window blinds, and window hangings shall present a neutral palette when viewed from the outside of the building.

3. Window openings and heights should relate to other design features of the house. Avoid the unplanned look of smaller bathroom transoms or kitchen windows in visual conflict with windows of major scale. A transom style window, on a flat wall without a window or false shutter (limited to a house with shutters) below it, to bring in light above a shower, closet, or stairway, for example, is not permitted. Window openings are normally held high at a minimum of approximately 7 feet 8 inches above the floor. Window head heights shall be noted on all four architectural elevations. Consider the grade of the garage floor and the garage ceiling height in planning the garage window placements. Normally, garage window height should be in line with the adjacent windows on the house.

4. Shutters are normally used on board siding for single windows. Brick homes may consider the use of large brick window molding and not use shutters. If exterior shutters are used, they should be of proper size and scale for the windows. For example, half shutters on twin double hung windows are not appropriate. Shutters on twin double hung windows are not recommended, but the use of full sized, hinged double shutters will be considered.

5. Wood/vinyl clad double hung windows, fixed panels, and French doors are appropriate to the styles of architecture approved in Ford's Colony. Muntins (grills) are required on all windows and glass doors and should have a minimum width of 3/4-inch. Casement windows are not appropriate to the accepted styles and are only permitted in very limited use. Casement windows may be approved on single story sun porches and for small windows above a kitchen sink or bathroom tub. Vinyl/metal clad windows may be used, but an applied trim may have to be added to make the window appear more like a traditional wood window. Vinyl/metal clad windows must include 2 - 1/4-inch-wide brick molding or other approved traditional trim as part of the window trim or other trim as required by the ARC.

6. Where exposed to exterior view, window sash and muntins shall be painted white or off-white. It is highly recommended that the window trim also be painted the corresponding white or off-white. It is the intent to feature the double hung and true divided light aspects of traditional architecture. Blending the window features to a color other than white is not appropriate, unless a true or simulated divided light window with muntins on the exterior of the glass is used, as approved by the ARC.

7. Glass block is not appropriate on the exterior. Frosted (obscure) glass and faceted glass windows may be permitted in limited use.

8. Windows should be used to break up a large mass of brick or board siding, including on the side and rear elevations. Normally the ARC will require window openings within a 14' span. In some cases, windows may be simulated on the exterior without disrupting interior wall space, by using shutters (closed) with full window framing details exposed to the exterior. Large scale landscaping may be considered in lieu of simulated shuttered windows on first floor or basement exposures.

9. Simplicity and balance should guide window design and location.

10. Box and Bay window projections are permitted, but must be designed to be well proportioned and appropriate for the style of architecture. Projections at the window sill height for small windows shall be supported by wood brackets. If the floor joist level projects out into the bay/box, the base shall be supported down to grade in brick unless covered by a porch or deck with lattice screening below. A projection at the second-floor level may be required to finish down to grade.

Window Relationship to Cornice: Window trim between the top of the window and frieze board should not exceed 8".

11. Octagonal room projections are unique features found in Early Classical Revival (Jeffersonian) architecture. These elements were relatively uncommon in historic examples and therefore should be limited and used with discretion in Ford's Colony. The octagonal room projections should not be confused with turrets and decorative octagonal shapes popularized in much later Gothic Revival and Victorian styles of architecture. When used, it is important to conform to classical proportions and detailing:

Size: The octagonal projections shall be one story, between 12 feet and 16 feet in width. Smaller projections should be designed as angled bay windows, larger projections as gables or other traditionally shaped wings.

Window Openings: The window width shall be 2'-8" to 3'-0", and shall fill one-half of the wall width. The overall window height (including half-round window) shall be at least 6'-0". Windows shall be trimmed in brick or other approved trim detail.

Window Relationship to Cornice: Window trim between the top of the window and frieze board should not exceed 8".

Roof Height: Bearing of rafters above octagonal rooms shall be designed so the finished cornice is no greater than 18" above the main cornice on the first floor. Alignment with the first-floor cornice is preferred.

12. Normally, first floor windows shall have minimum window sash dimensions of 2'-8" by 5'-6". Window height and proportion is a very important architectural aspect. A typical dormer window or second story window is 2'8" by 5'2", however, smaller windows may be appropriate in some applications.

13. Skylights and solatubes are not permitted on front elevations. Skylights and tubular daylighting devices (such as Solatubes) are not encouraged where dormer windows or other more traditionally appropriate design elements are architecturally feasible. If permitted, skylights/solatubes will be limited in size, number, shape, and location on the roofs. Usually, vertical stacking of skylights/solatubes on a roof will not be permitted. Skylights shall not exceed 2' x 4' in size and must be flat to the roof. Bubble shapes are not permitted. Skylights on a roof pitch of less than 4/12 may require a commercial grade specification and installation to remain flat to the roof pitch. The number of skylights on the same roof is normally limited to two or a spacing of six feet apart.

14. Large dormer windows and twin windows are not normally permitted on the front elevation. Dormer windows are normally 2'8" x 5'2". See the Dormer Detail Exhibit. Architectural elements, designed to bring light in above a front entry for example, need to respect the traditional architecture of the design period.

15. Retractable awnings will normally be approved over areas to the rear of the home such as a patio or in a recessed area. Placing an awning over double hung windows, bay projections or front stoops is not appropriate for the exterior of the home. The ARC suggests installing low-E windows or internal shutters or blinds to reduce sun exposure. When the awnings are not in use they must be retracted.

O. TRIM:

1. Crown molding (3-5/8" minimum.), "leaf guard" gutter, or ogee roof gutter is required along the roof edge and is considered a component of the trim of the house. Crown, bed, or dentils are required as a lower cornice detail. See typical cornice details in Architectural Exhibits VI-1, VI-2 and VI-3.

2. Trim shall be wood or PVC unless otherwise approved by the ARC.

3. Cornice detail with trim sizes shall be drawn on the construction plans. If more than one cornice detail is to be used, show each detail. Construction plans should clearly indicate the location of the differing cornice details. An example would be the use of dentil blocks on the front elevation and bed molding elsewhere.

4. Corner boards shall be nominal dimension of 4" on both sides.

5. Tidewater Virginia is susceptible to higher humidity. Humidity, tall trees, and rolling hills present challenges to paint cover and mildew control. Owners should consult with their Builder and painter to provide the necessary protection. Use of a premium oil-base primer and premium acrylic latex paint are recommended.

P. MAILBOX:

1. Design must conform to Ford's Colony standard. The Community Services Office will order the mailbox and have it installed for the customer. The mailbox should be ordered through Community Services at least three weeks prior to need. Construction and installation cost shall be paid by the Property Owner/Agent prior to ordering. See Exhibit "E" for the fee schedule. The standard building sign should be removed when the mailbox is installed. The mailbox post has the street number on it. Owners may select the mailbox location, corresponding with the street address, with the installer, however it must stay in front of the owner's property.

Q. BUILDING REQUIREMENTS DURING CONSTRUCTION:

(Refer to Section 2.G. above for additional information)

1. Please notify the Community Services Office at (757) 258-4230 at least three business days prior to commencement of lot clearing or construction. Project Maintenance will mark private street light underground wire prior to driveway installation. The Property Owner/Builder must also call Miss Utility to mark public utilities. The Property Owner/Builder is responsible for damage to private and public utility lines and pedestals, as well as any damage to the common area that results from connecting to or installing new utility connections. 2. Approval permits may be posted on the building site on the construction sign provided by Ford's Colony. No other signage, including advertisement signage of any kind, is permitted.
3. Drainage culverts must be installed immediately when clearing of the lot begins. A temporary culvert is recommended for use during construction. Culverts shall be the proper diameter and set at the correct height for drainage flow. Owners may be required to reset the culvert, even after the concrete is set, if the culvert size, position, or height is not correct. Owners/Builders should consider the use of an elliptical culvert to reduce the overall height of the driveway across the drainage ditch. Culverts shall be screened with flow lines protected from erosion and siltation prior to landscaping. See examples for types of screening.
4. A gravel base, running the full length and width of the driveway including flared ends, as well as the back up pad, as approved on the site plan, must be put down in the driveway construction entrance immediately after clearing to minimize the tracking of dirt onto streets. As a minimum control measure, a sufficient gravel base must be maintained, to keep from tracking mud onto the street, until the permanent driveway is complete. The use of siltation fabric under the stone, running the full length of the driveway is required to reduce the need to supplement the gravel base. The ARC may require additional control measures during construction, including work stoppage, if the construction entrance is insufficient to control dirt transport, or to reduce dirt or mud tracking onto the street. Minimizing the erosion of dirt off the jobsite is important to road maintenance, aesthetics, impact on neighbors, and protecting the environment.
5. Erosion controls, such as silt fence, diversion berm, straw bales, straw matting and seeding or sodding, must be used immediately after site clearing to prevent the washing of dirt into ditches, lakes, neighboring property, and ravines, during and after construction. A four-foot orange safety fence, plastic or webbed, must be installed immediately after site clearing and maintained around the limits of construction or clearing.
6. Builder must provide a suitable receptacle for personal trash which should be cleaned up daily. All exterior building sites as a minimum must be clear of daily trash, litter, and building scraps by each Friday afternoon during the construction phase. Builders may use a dumpster, but shall also have a weekly cleanup. Ford's Colony Security and the ARC Inspector will monitor jobsite cleanliness. Jobsites may be closed to construction until jobsite cleanliness is satisfactory to the Security/ARC Inspector.
7. Construction work hours will be normally limited from 7 AM to 7 PM Monday thru Saturday. Access to the jobsite for deliveries and materials will normally be denied after 6:30 PM, unless prior arrangements are made with the ARC. Construction is not normally allowed on Sundays or National Holidays. The ARC may allow very limited construction activity on a Sunday, such as interior painting just prior to closing if there is no external noise or nuisance. Owners/Builders must obtain permission from the ARC by noon on the Friday before, when wishing to work on a Sunday.
8. Construction traffic should routinely enter and exit the Ford's Colony site through the maintenance gate at Manchester Drive. Construction traffic will not normally be permitted to use the John Pott Guard gate for access and in no event prior to 8:00 AM. Construction traffic includes those delivering materials, equipment, and supplies as well as vehicles operated by construction personnel.
9. Construction vehicles shall not be parked in any area other than on the building site or on the roadway of the construction site. Vehicles will not be permitted to obstruct traffic flow and mail box access. Vehicles shall not park in the roadside shoulder or drainage ditch. The Property Owner/Builder must repair any damage to the road, shoulder, or drainage ditch caused by vehicles and equipment working at the construction site.
10. If log piles are to be left on the lot, they should be sawn and neatly stacked behind the building line.

11. The Builder must provide adequate outside portable toilet facilities and trash receptacles for construction workers during construction. Portable toilets shall be placed on the construction lot with the door oriented away from neighboring view. Please consider the neighbor when locating the toilet.

12. Electric generators may be used only if temporary electric power is not available near the jobsite. A temporary power meter must be activated with Dominion Virginia Power as soon as possible and prior to framing the house. Arrangements for temporary power should be made sufficiently in advance to avoid the need for generators. Loud music is not permitted. Electric generators and loud music are very noisy and are a nuisance to neighbors.

Section 3. ARC REVIEW PROCEDURES

A. GENERAL:

1. Construction improvement packages shall be submitted to the Community Services Office, Attn: Ford's Colony Architectural Review Committee at 100 Manchester Drive, Williamsburg, VA 23188 (757) 258-4230, (fax) 258-4065.
2. All submittal packages are due by noon each Thursday. A sign will be posted in the Applicant's front yard, next to the mailbox, addressing the nature of the application and an open Homeowner comment period. Applications are posted on the FCHOA website (www.fchoa.org) the following Friday and reviewed by the ARC thereafter. However, the ARC is limited in the number of new plans that its Members can review in a meeting. Submittal packages that are complete in accordance with the specifications of this Handbook shall be reviewed on a first in - first out basis. The ARC may defer plans to its next regular meeting date if the Architectural Review Committee Manager determines that there are more submittals than can be reviewed within the regular meeting time frame. The ARC may also cancel a regular meeting, at the discretion of the ARC, if a majority of the Members will not be present or if other meeting agenda takes precedence. For planning purposes, Applicants may assume that the ARC review process and notification of approval/rejection will usually be within fourteen working days from the submission date. No clearing or site work can commence until ARC approval is given, County permits are obtained and the ARC green site clearing card is issued. Written notification of approval to commence construction will be emailed to both the Owner and Agent.
3. The ARC highly encourages the Owner/Builder to submit preliminary plans showing the four elevations and a building location. Plans are reviewed without cost and are a priority in scheduling. Final plans that had a preliminary review will also have priority in scheduling.
4. The ARC normally meets each Tuesday morning from 8:30 AM to 11:30 AM. Property Owners/ Agents are encouraged to attend. The ARC meeting agenda is available between 3:00 PM and 5:00 PM the preceding Monday.
5. The ARC review will normally stipulate one of the following:
 - a. The plans are approved as submitted.
 - b. The plans must be revised as noted and resubmitted for review.
 - c. The plans have been preliminarily approved based on agreements to revise plans and to resubmit within two weeks. Final approval will be pending review of the revised plans.
 - d. The plans are not approved as submitted; the ARC may make recommendations for consideration by Owners/Builders.
6. All fees must be paid and submittal requirements complete prior to ARC review of final submissions. Additionally, the applicable homesite owner must be current on all Association assessments and charges. Owners/builders must ensure that all architectural details are complete and drawn accurately and all exhibits are submitted. The ARC has authorized the ARC Manager to reject submissions that are not complete, or do not comply with the guidelines of this Handbook, or other established policy decisions of the ARC.
7. Changes to submittal packages after approval must be resubmitted to the ARC for review and approval, including fencing, exterior changes, or any additional structures. (See Section 2.E)
8. Future changes, remodeling, additions or add-ons follow the same rules as new structures, with the review fee as stipulated in this Handbook. The fees are subject to waiver at the discretion of the Committee for minor issues.
9. Re-submission of rejected submittals can be for any regularly scheduled meeting, by the submission due date, provided all items cited by the ARC as reasons for the prior rejection are corrected.

B. SUBMITTAL PACKAGE: (Each construction improvement submittal package should include the following)

1. Completed Exhibits “A, B, C, & H”.
2. A 12-month construction schedule.
3. A formatted data disc including all four elevations, floor plan, and site plan.
4. Check payable to the FCHOA for the ARC Review Fee and the FCHOA Road Construction Impact Fee. (See Exhibit “E”).
5. Check payable to the FCHOA as a Surety Deposit that the Property Owner/Agent complies with the Protective Covenants and Purchaser’s Handbook regarding plan approval and construction, job site cleanliness, erosion and sediment control, and drainage. (See Exhibit “E-1”) Part or all of this surety may be used as necessary to pay any administrative and compliance costs associated with enforcement of the above. A request form for release of the Surety Deposit should be completed by the Builder or Owner. (See Exhibit D)
6. Two complete sets of construction documents (blue prints); on standard 18” X 24” sheets (these prints cannot be returned). One formatted data disc to include the construction documents and site plan. In addition, two site plans (minimum scale 1” = 20’) sealed by a Virginia Registered Surveyor, drawn on 18” X 24” minimum size sheets. These site plans will include as a minimum the following:
 - a. Description and condition of all property corners found and/or reset as a result of a current field survey, together with all bearings and distances between corners reconciled with the recorded subdivision plat. Any property line discrepancies found in the field shall be corrected prior to submitting a site plan to the Ford’s Colony Architectural Review Committee. **When performing the field survey, the surveyor shall provide a visible string line from lot corner to lot corner on all sides of the lot.** Curves may be marked in successive chord segments not exceeding 50’ in length. Fillet curves may be chorded. Show drainage grades at street and ditch. Show any encroachments across property lines.
 - b. Minimum setback lines per the applicable Supplemental Declaration of Protective Covenants of Ford’s Colony and any proposed encroachments on the setbacks by a proposed structure and any recorded easements (water, sewer, or drainage)
 - c. Field location of sewer manholes that may occur on or near the lot, together with the field location of the water meter and sewer cleanout. Any service not found in the field should be noted “not found” and shall be shown on the site plan in its supposed “as-built” location. The James City Service Authority or the Engineer for the Ford’s Colony Developer (AES Consulting Engineers) at (757) 253-0040 can supply this information.
 - d. Proposed Improvements: the site plan shall include the locations of the following proposed improvements:
 1. The house with foundation dimensions and approximate ties to property lines for each major house corner, along with the first floor and garage floor finish elevations. If applicable, show basement finish floor and grading necessary beyond basement for drainage. The house shall be labeled “one story”, “one- and one-half story”, “two story” as appropriate. At least one set of dimension ties shall “fix” the house location on the lot.
 2. Spot and finish grades at the four foundation corners, drainage ditch, and roadway.
 3. Architectural elevation drawings shall reflect final grades as indicated on the site plan.
 4. Decks - covered porches, steps, stoops, etc.
 5. All sidewalks.
 6. Driveway location, grade of the driveway, width and composition.
 7. Exterior HVAC units, with fencing, and electrical meter location.

8. The trash fence enclosure shall be located unless the lot size requires the trash bin to be maintained in the garage due to side setback limitations on both sides of the house.

9. Driveway culvert location, length, diameter, grade of INV IN and INV OUT and direction drainage shall flow. The minimum length shall be 24'. The surveyor shall check with the Engineer for the Ford's Colony Developer (AES Consulting Engineers) to determine if a larger diameter culvert is required due to the volume of drainage in the roadside ditch. Culverts are normally concrete. Elliptical culverts or trench drains may be appropriate.

10. If the lot or any portion thereof lies within a recognized flood plain, the flood plain boundary (taken from the record plat or other acceptable source) shall be shown, and the minimum finished floor elevation of the dwelling shall be provided. Lots with minimum finished floor elevation limitations (due to sewer line depth, flood plain restrictions, or other reasons) shall clearly show a site bench mark and floor elevations conforming to such limitations.

e. Limits of clearing - Ford's Colony allows the clearing of all trees on the lot within 15 feet of improvements. This, plus all additional proposed clearing, shall be clearly shown. Clearing outside the limits of clearing will be select clearing only as approved by the ARC Inspector. (See Section 2.F for additional information) Clearing to the property line should be avoided except for critical drainage or limited lot size.

f. The ARC requires that a surveyor sets, as a minimum, stakes for the building envelope (outer 4 corners) and any detached accessory structures (garages, etc.). Therefore, the following note shall be required on the site plan - "I have been retained and paid to stake, as a minimum, the building envelope and any detached accessory structures.

Signed _____ Date _____

(insert surveyor's name), C.L.S.

g. In addition, the following notes are required to appear on the site plan:

1. This drawing represents an actual field survey and all the information shown hereon is correct to the best of my knowledge and belief. (This statement may be combined with 1(f) above and shall be signed and sealed as appropriate.)

2. House dimensions based on information supplied by Owner/Developer. Contractor to verify all dimensions.

3. All trees may be removed within the clearing limits shown hereon.

4. Any trees larger than 3" in diameter and outside the clearing limits shown hereon may not be removed without the consent of the ARC or its assigns.

h. The following informational notes must also appear:

(Note: each dwelling shall conform to the building setback requirements (per Protective Covenants), unless otherwise approved by the ARC for a specific variance.)

1. Front setback: 30 feet from the front lot line;

2. Rear setback: 25 feet or 25 percent of the depth of the lot, whichever is greater, from the rear lot line;

3. Side setbacks: 10 feet from the side lot line;

4. In the event the Architectural Review Committee shall determine that application of the aforesaid setbacks to a particular lot would unreasonably limit the use thereof by the Owner and effectively deprive him of an appropriate construction site, the Architectural Review Committee may grant a variance to the Owner of said lot from the provisions of these setback requirements.

i. Additional Information Required:

1. Roadway right-of-way width and name of roadway on which lot fronts.
2. Section number, lot number, and subdivision name.
3. Name of Owner/Builder.
4. North arrow and meridian reference.
5. Graphic scale.
6. Notation of area of lot.
7. Adjacent lots/greenway numbers accurately depicted.
8. Direction of apparent roadside drainage.
9. Date.
10. Location of nearest building corners, the driveway and topography on adjacent homesites, left and right side, within 25 ft in relation to proposed improvements or edge of drainage channel.
11. Exterior HVAC locations, utility meter locations, and HVAC and trash fence screening and proposed yard fencing (if any).

j. Other:

1. Topographical information shall be shown on the site plan submitted. Topographical information may be field observations or may be obtained from aerial topography on file for the subdivision. When setting the property corners, the surveyor shall obtain field grades of the front drainage ditch, roadside, and ditch back slope. It is the preference of the ARC that the driveway grade from the edge of the road to the garage shall not exceed a transitional slope of 8% to avoid a bottom-out effect. Any slope greater than 9 ½ % requires a request for variance and shall be noted on the site plan.
2. Field locations and type of trees with a size equal to or exceeding ten inches in diameter shall be shown on the site plan for all areas outside the house foundation that may be cleared in whole or in part.
3. See attached Example Site Plan (Architectural Exhibit VI-28) as a guide for an acceptable development plan.
4. Landscape plan showing extent of work to be accomplished prior to occupancy must include a list of plant materials and sizes. Please refer to the Landscape Requirement Summary Report (Architectural Exhibit VI-21) for minimum requirements for specific sections.
5. Site plans shall be designed to prevent cross lot drainage. The site plan shall contain a note to avoid cross lot drainage. If drainage is not directed to the road or a designated drainage easement, provide sufficient grade information to demonstrate the drainage flow as it relates to the adjacent property.

7. Building plans must include:

- a. Floor plans of all floors at 1/4 scale.
- b. Fence screening solution for exterior A/C locations and utility meter location.
- c. Cornice detail at 3/4-inch scale with trim sizes.

- d. Window and door schedules (type, manufacturer, size). The window schedule may be illustrated on a schedule, floor plan or on the elevations and shall be noted as double hung, fixed, or casement.
- e. Exterior wall detail showing brick or siding and interior ceiling height.
- f. Chimney detail at 3/4-inch scale.

8. All elevations (front, rear, and side) in full detail at 1/4" scale. Architectural elevation drawings shall reflect final grades as indicated on the site plan.

9. Samples of shingles, brick and manufacturer's color chips of all exterior finishes. Color chips will remain in the file for use by the ARC Inspector. The ARC may request samples of other products that are not familiar or that require special consideration.

10. Temporary erosion/sedimentation control plan and final drainage plan. The ARC recommends that these plans be prepared by a professional architect, engineer, or landscape architect. These plans will be reviewed by James City County's Environmental Division. These plans shall be considered minimum requirements for the specific building site. The ARC may impose additional erosion/sedimentation control measures if, in the opinion of the ARC, the approved plans do not satisfactorily control soil runoff.

Note: The ARC may allow the Owner/Builder to take plans that have been marked up during the review process. These marked up plans shall be returned to the ARC with final plans that incorporate the changes or notice of an objection. If the marked-up plans are not returned for comparison with the revised plans, the ARC will charge a new review fee for the extra time to make a complete review.

11. The site plan shall note that temporary erosion and sedimentation controls as well as drainage flow controls shall be installed as soon as possible after clearing. Sites that are cleared and subject to a rain transporting silt outside the limits of clearing, may be held in violation and/or charged a fee (see Exhibit E). The jobsite will be closed to construction until the erosion controls are in place.

12. If the silt fence is removed for the landscaping phase, a thick matting of straw is required prior to a rain, unless sod and mulch are installed immediately.

EXHIBIT "A"

RECEIPT OF PURCHASER'S HANDBOOK

The date of the said Handbook which I received and read is: January 10, 2021.

I/we are aware that the Amended & Restated Protective Covenants of Ford's Colony at Williamsburg state that, "No person, except the FCHOA, shall erect or maintain upon any lot or parcel, or any improvements thereon, any sign or advertisement, unless prior approval is obtained from the Architectural Review Committee (ARC)." I/we are aware that the current policy of the ARC prohibits any signage on homesites, including "For Sale" and "Open House" signs, and any political signage, except the standard construction sign and neighborhood ARC Application Notification sign provided by Ford's Colony. I/we are aware that any changes to the exterior of the home or the site plan must be approved by the ARC before any changes are made in construction. I/we agree that failure to obtain the written consent of the ARC prior to changes made on the homesite may result in stopped work, monetary charges to resubmit plans for review, forfeiture of surety deposits as liquidated damages, additional surety deposits to be held for potential additional violations, and other remedies available for violations of the Governing Documents and rules of Ford's Colony. I/we agree that the full amount of surety deposits held by the ARC may be forfeited, as hereby agreed in advance, as reasonable liquidated damages for failure to comply with ARC policies. I/we are aware that Ford's Colony strongly emphasizes the protection of the environment through restrictions on clearing of trees, controls for erosion and drainage, landscaping, and jobsite cleanliness and that such issues are inspected for compliance regularly. As Owner of this homesite, I/we acknowledge that the Owner is fully responsible for the actions or inactions of contractors and sub-contractors working on this homesite. (Note: The owner is advised to take adequate measures to ensure the contractors full compliance with the approvals and policies of the ARC). Owner acknowledges that construction activities shall be complete within twelve months of starting construction, including landscaping, unless a specific extension of time is granted by the ARC. As Owner of this homesite, I/we agree to comply with the above and all other provisions of the Protective Covenants and Purchaser's Handbook and understand that failure to comply could result in the temporary closing of this construction activity by Ford's Colony Security and/or forfeiture of all or part of the surety deposit, as well as other remedies provided by the FCHOA Covenants and Bylaws, at the discretion of the Architectural Review Committee. If all or part of the surety deposit is forfeited prior to completion of construction, the ARC may require a reinstatement of funds sufficient to restore the surety deposit amount to the full value required for new construction and that construction may be stopped, including construction access to the lot until surety deposit funds are restored. I/we acknowledge that any return of surety deposits will be paid to the person/entity providing the deposits unless otherwise agreed in writing by all parties. The ARC has sole discretion regarding the refund and forfeiture of deposits.

Property Owner's Name

Address

Property Owner's Signature/Date

Acknowledged by Builder/Date

EXHIBIT "B"

FORD'S COLONY APPLICATION FOR CONSTRUCTION

1. Property Owner Data

Lot _____ /Section _____

Name: _____

Current Mailing Address: _____

City, State: _____ Zip: _____

Telephone Number (home) _____ (work) _____ (cell) _____

Fax Number _____ Email _____

2. Builder Information

Name: _____

Address: _____

Telephone Number (office) _____ (cell) _____

Fax Number _____ Email _____

3. Submitted By

Name: _____ /Date _____

4. ARC Receipt By

Name: _____ /Date _____

EXHIBIT "C"

MATERIAL SPECIFICATIONS

ALL SECTIONS (WITH THE EXCEPTION OF SECTIONS X, XII and XXXIII)

Final Review Application

Lot No. _____ /Section _____ Builder _____ Owner _____

SF-1st: Floor _____ 2nd Floor _____ Finish Basement _____ Total: _____

Sided House _____ Brick House _____ Brick/Siding Combination _____

Foundation/Siding Brick: Manufacturer: _____ /Brick Name _____ Mortar Color: _____

Wood/Cement Siding: Material _____ /Color Chip/Manufacture _____

Fascia Trim Material: _____ / Color Chip/Manufacture _____

Corner Boards Material: _____ / Color: _____

Chimney Material: _____ /Color: _____

Roof: Material: _____ / Color: _____ Manufacturer: _____ /Shingle Style: _____

Front Door: Material: _____ / Color Chip/ Manufacture _____ Glass panels (yes/no)

Garage Door(s) and Other Doors: _____ / Color: _____ Material: _____

Shutters: Material: _____ / Color Chip/Manufacture _____ Raised Panel or Louvered

Windows: Material/Manufacturer: _____ / Color (White or Off-White)

2 ¼ Brick Molding (min): Factory-Applied _____ /Field-Applied _____ Window Grille Size: _____

Columns: Material: _____ / Color: _____

Front Porch Railings/ Material: _____ /Color: _____

Rear Deck Railings/Material: _____ /Color: _____

HVAC Fencing: Materials: _____ / Color: _____

Driveway: Material: _____ /Color: _____ Culvert: _____

Type/Size: _____

Roof Gutters: _____ /Ground Gutters _____ Note: Gutters must direct flow to prevent cross lot drainage.

Note: All sections will require two (2) schedule 40 - 2" diameter conduits placed 18" below grade, or as low as possible to not conflict with other utilities, for future wires/cables. The homeowner will be held responsible if the conduits are not installed.

Sewer Depth at clean out, water meter, roadside drainage, roadside asphalt, and drainage easements have been checked by property owner and/or contractor and are acceptable or have been noted and highlighted as unacceptable on the site plans.

Seal: _____ Seal: _____
Property Owner Contractor

EXHIBIT "C"
MATERIAL SPECIFICATIONS
SECTION X - ST. ANDREW'S VILLAGE

Final Review Application

Lot No. _____/Section X Builder _____ Owner _____

SF: 1st: Floor _____ 2nd Floor _____ Finish Basement _____ Total: _____

Brick: FLEMISH BOND; Type: _____; Color: _____; Manufacturer: _____ Mortar Color: _____

Brick Chimney: _____ SAME AS FOUNDATION

Siding: Style: BEADED; Material: (wood, masonite, fibrous cement) _____; Color: _____

Roofing: Material: CEDAR SHINGLES; Manufacturer & warranty: _____

or ASHPHALT LAMINATE; CertainTeed Landmark Premium or GAF Timberline Ultra HD, Weathered wood _____

VALLEYS: Copper _____; or Aluminum, pre-finished dark brown _____

Notes: 1. No exception to asphalt laminate choice. 2. Woven valleys are prohibited.

Fascia Trim: Material: _____; Color: _____

Corner Boards: Material: _____; Color: _____ 1 x 4 EACH SIDE *no exception*.

Shutters and Material: _____; Color: _____; Arch. Detail AD-5, Type _____ Shutter Dogs: _____

Doors: Front: Material: _____; Color: _____; Arch. Detail AD-5, Type _____

Other Doors: Material: _____; Color: _____

Windows: Material: _____; Color & Manufacturer: _____ Window Grille Size: _____

Trim: 1 x 4 Flat _____; or Adams Casing _____; or 2 1/4" Brick Molding _____; *No other options*.

Fences: (includes Boundary & HVAC/Trash)

Material: WOOD _____ or WOOD COMPOSITE _____ or SOLID PVC _____ Manufacturer _____

Color: _____; Arch. Detail. AD-6: Post Style _____; Fence Style _____; Picket Style _____

Deck Rails: Front: Color & Material _____; Rear/Sides: Color & Material _____

Screened Porch Columns: PER ARCHITECTURAL DETAIL 7/AD-3 or OTHER APPROVED DETAIL

Driveway: Material: EXPOSED AGGREGATE CONCRETE; Color: BUFF

Roof Gutters: _____/Ground Gutters _____ Note: Gutters must direct flow to prevent cross lot drainage

Note: All sections will require two (2) schedule 40 - 2" diameter conduits placed 18" below grade, or as low as possible to not conflict with other utilities, for future wires/cables. The homeowner will be held responsible if the conduits are not installed.

Sewer Depth at clean out, water meter, roadside drainage, roadside asphalt, and drainage elements have been checked by property owner and/or contractor and are acceptable or have been noted and highlighted as unacceptable on the site plan.

Seal: _____ Seal: _____
Property Owner Contractor

EXHIBIT "C"
MATERIAL SPECIFICATIONS
SECTION XII – NOTTINGHAM PLACE

Final Review Application

Lot No. _____ / Section XII Builder _____ Owner _____

SF: 1st Floor _____ 2nd Floor _____ Finish Basement _____ Total: _____

Sided House _____ Brick House _____ Brick/Siding Combination _____

Foundation/Siding Brick: Manufacturer: _____ / Brick Name _____ Mortar Color: _____

Siding: Material: **Carolina Beaded Vinyl Siding**¹ or **Cedar Impressions Vinyl Shakes**

Color/ Manufacturer: _____ / **CertainTeed**

Fascia Trim Material:

Aluminum Clad _____ **PVC Dentil Molding** _____ **Solid PVC Trim*** _____ / Color: _____
***(must be field painted in accordance with Sherwin Williams Details and Specifications (C-1))**

Frieze and Rake Trim:

K-Trim Pre-finished Aluminum _____ **Solid PVC Trim*** _____ / Color: _____
***(must be field painted in accordance with Sherwin Williams Details and Specifications (C-1))**

Corner Boards Material: **CertainTeed Supercorners**/ Color: _____

Roof: Material: **Certain Teed "Landmark Premium or Pro"** / Color: _____

Front Door: Material: _____ / Color: _____

Garage Door(s): Material: _____ / Color: _____ Aluminum - Insulated

Other Doors: Material: _____ / Color: _____

Shutters: Material: _____ / Color: _____ PVC Molding only Raised panel or louvered

Windows: Material: Vinyl / Color: White or off white ¹

Manufacturer: MI or Pella 350 Vinyl Windows or Custom Vinyl Products. LLC.

Columns: Material: Permacast or Solid PVC / Color: _____

Railings/ Material: **Evernew Vinyl** / Color: _____

Deck/Material: **Trex System** / Color: _____

HVAC Fencing: Materials: **Vinyl** / Color: _____

Driveway: Material: **Stone Aggregate** / Color: **Brown**

Roof Gutters: Leafguard ®) or Rain Bird Ground Gutters: **Brown Stone Aggregate** ¹

Note: All sections will require two (2) schedule 40 - 2" diameter conduits placed 18" below grade, or as low as possible to not conflict with other utilities, for future wires/cables. The homeowner will be held responsible if the conduits are not installed.

Sewer Depth at clean out, water meter, roadside drainage, roadside asphalt, and drainage easements have been checked by property owner and/or contractor and are acceptable or have been noted and highlighted as unacceptable on the site plans.

Note: Any use of exterior paint must be specifically approved by the ARC regarding location and color. The only colors approved are those that match CertainTeed. The only paint type approved is Sherwin Williams (See Exhibit C-1). The builder/painter must coordinate the painting process with the local Sherwin Williams representative and must obtain a certification provided by Sherwin Williams. Failure to provide the ARC with a Sherwin Williams certification will result in a delay or failure for acceptance for maintenance by the Nottingham Place Neighborhood Association.

Seal: _____ Seal: _____
Property Owner Contractor

EXHIBIT “C-1”

EXTERIOR PAINT SPECIFICATION SECTION XII – NOTTINGHAM PLACE

METAL HAND RAILS

Prep: Make sure surface is clean, dry and dull. If there is significant surface rust, light hand tool cleaning may be necessary.

Primer: Prime the entire surface with *KEMKROMIK UNIVERSAL METAL PRIMER B50 Series (see data sheet)*. This product will act as a barrier coat for a high-performance finish coat. If the steel fabrication shop is using a high-performance primer, then spot priming will be sufficient.

Finish Coat: Apply 1-2 coats of *HIGH SOLIDS POLYURETHANE - GLOSS B65 Series (see data sheet)*.

* A urethane system is far superior to any alkyd or latex system that is typically used for this type of substrate.

PVC

Prep: Make sure surface is clean and free of contaminants. If the PVC material is very glossy, it should be lightly sanded to remove the high gloss.

Primer: Apply 1 coat of *PREPRITE BONDING PRIMER B51W50. (See data sheet)*.

Finish Coat: Apply 2 Coats of *DURATION SATIN COATING K33 Series. (See data sheet)*.

FIBERGLASS COLUMNS

Prep: Make sure surface is clean and free of contaminants. Any glossy surfaces should be sanded dull.

Primer: Apply 1 coat of *PREPRITE BONDING PRIMER B51W50. (See data sheet)*.

Finish Coat: Apply 2 Coats of *DURATION SATIN COATING K33 Series. (See data sheet)*.

EXTERIOR DOORS (FIBERGLASS) – PAINTED

Prep: Make sure surface is clean and free of contaminants.

Primer: 1 Coat of *PREPRITE BONDING PRIMER B51W50. (See data sheet)*.

Finish Coat: 2 Coats of *SUPERPAINT EXT GLOSS A84 Series. (See data sheet)*.

EXHIBIT "D"
RELEASE OF SURETY DEPOSIT CHECKLIST

Lot _____/Section _____

DATE of the Application _____ Construction Start Date _____

OWNER _____ CONTRACTOR _____

***This checklist is not intended to be exhaustive or inclusive of all items required by the Amended & Restated Declaration of Protective Covenants of Ford's Colony at Williamsburg or the ARC. It is intended only to assist the property owner in securing prompt return of surety deposit. ***

- _____ Mailbox purchased through Ford's Colony and installed.
- _____ Culverts set to proper grade and dressed out. Grade is in-line with the ditch. Flow line protected/stabilized.
- _____ Ditches fine graded, stabilized, positive drainage with no standing water.
- _____ Roadway shoulders fine graded, seeded, and stabilized to edge of pavement.
- _____ Lot cleaned of all construction debris and trash.
- _____ All temporary fencing, construction equipment, power pole, etc. removed from lot.
- _____ All landscaping and seed/sod in place and established, grass prominent.
- _____ Any disturbed greenways restored to original condition and seed established.
- _____ Any damage to asphalt roadway, curb and gutter and concrete ditch, if any, has been
(addressed with the ARC) repaired.
- _____ All areas along the roadway used for parking and construction activity has been repaired.
(this may extend to lots in all directions.)
- _____ All fences, screen porches, screen porch pickets, and deck railings, installed and painted or solid-stained an approved color.
- _____ All vents, stacks, & chimney caps painted black.
- _____ Site graded for positive drainage, diverted from adjacent lots.
- _____ Muntins painted white or off-white, and installed on all windows.
- _____ All ARC Inspection comments resolved.

Return signed checklist to: ARC Manager Lynn Combs, Community Services Office, 100 Manchester Drive, Williamsburg, VA, 23188 (757) 258-4230.

We have complied with the above-mentioned items and request an inspection and refund of the Surety Deposit. We acknowledge that all improvements must be complete within 12 months unless a variance has been approved by the ARC to be eligible for a refund of the Surety Deposit; and that if the items checked above have not been completed as indicated, that there will be a charge for administration and re-inspection in the amount of \$350 deducted from the deposit for each re-inspection.

Checks will be refunded to the Homeowner. If there is a request to refund the Surety Deposit to an entity other than the property owner, the ARC will require the requestor to obtain a release from the Property Owner.

Owner's Signature/phone number Builder's Signature/phone number

This form must be signed by the Homeowner and Builder prior to the inspection.

EXHIBIT "E"

FEE / DEPOSIT SCHEDULE

January 10, 2021

	FEE	DEPOSIT	
1.	Preliminary Review	No Charge	N/A
	Additional Preliminary Review(s)	\$150 each	N/A
2.	New Construction Final Review		
	- ARC Plan Review	\$ 2,225.00	See Exhibit E-1 for Surety Deposits
	-Signage Fee (builder & notification sign)	\$ 275.00	
	- FCHOA Construction Impact	\$ 1,700.00	
3.	Revisions in response to ARC comments	No Charge	N/A
	Revisions requiring new review (2.D.1)	\$500	
4.	Additions/Exterior remodeling when costs exceeds \$10,000.00 or enclosed area exceeds 150 square feet		
	ARC Plan Review	\$250-\$500	\$1,000.00 - \$5,000.00
	FCHOA Construction Impact	\$250-\$1000	(make check payable to FCHOA)
5.	Minor improvements less than item 4 above	\$75	\$0-500
6.	Outbuildings/Dependencies	\$75-\$250	\$500
7.	Exterior Landscaping and Yard Application	\$75.00-\$150	\$500 - \$1,000
	(with the exception of plant replacement, on-grade hardscape, decorative features, un-engineered retaining walls (taller than 3') will require a surety deposit. This will include, but not limited to, outdoor living such as an outdoor kitchen and/or a masonry fireplace, all engineered retaining walls (greater than 3' in height), deck modifications/extensions, yard design renovation etc.		
8.	Fence Application	Fee	Deposit
	Standard fence with no variances	\$75.00	\$500
	Perimeter fencing with variances*	\$275.00	\$1,000 - \$2,000
	(*Variance Letter Required to accompany request. See Item #19)		
9.	Pool Application		
	Application will require a professional plan (to scale) to include final grades, concrete/decking finishes, fence location (with design and height), pool layout/design/size, drainage control measures during the project and how drainage will be handled once complete incl dewatering, and pump house. The ARC will handle each submission on a case to case basis with field review to determine if any additional information is required.		
	Review Fee/Surety Deposit	\$500-1000	\$1,000-\$5,000
	Road Impact Fee	\$1000	
10.	Requests for changes to approved plans	No Charge	N/A
	Initiated by Owner/Builder		
11.	Requests for changes to approved plans	\$500-\$750	Per infraction up to full surety deposit
	Initiated after ARC inspection		Restoration of the surety deposit required

12.	Charge for Site Violation Shut Down		
	1 st Shut Down	No Charge	N/A
	2 nd Shut Down	\$500	N/A (make check payable to FCHOA)
	3 rd Shut Down + subsequent	\$750	
	3 rd Shut Down: Additionally, Builder will be required to post a \$15,000 surety deposit for any new construction applications within one year.		
13.	Charge for each re-inspection subsequent to the final inspection due to discrepancies that were found	\$350-\$500	N/A
14.	Extension Request beyond 12 month building envelope	\$1,500.00	
15.	Standard Mailbox, installed *subject to change	\$167.46	N/A (make check payable to Wright Signs)
16.	Homeowners' Association Disclosure Packet	\$264.08	N/A (make check payable to FCHOA)
	-Transfer Fee	\$58.69	
	-Resale re-inspection	\$100.00	
17.	Purchaser's Handbook	\$10	N/A
18.	Return Checks	\$50	N/A
19.	Variance and Consent Letter	\$200	N/A

MAKE CHECKS PAYBLE TO: FCHOA. Unless otherwise noted, submit to Ms. Lynn Combs, Architectural Review Committee Manager, c/o Community Services Office, 100 Manchester Drive, Williamsburg, VA 23188.

Surety Deposit Schedule

Exhibit E-1

Type	Homeowner Surety Deposit		General Contractor Surety Deposit	ARC Point of Contact
Homeowner Builder* (Homeowner building home As the general contractor)	\$25,000.00 <i>+construction schedule</i>		0	Homeowner
Homeowner/ General Contractor (GC) (Homeowner has hired a general contractor. General Contractor obtains the building permit)	\$7,000.00 <i>+construction schedule</i>	+	GC A-1 \$15,000.00 GC A-2 \$25,000.00 GC B \$10,000.00 GC C \$3,000.00	General Contractor
Homeowner/ Manager (Homeowner has obtained the building permit in his name but has hired a general contractor as a manager to oversee the job)	\$7,000.00 <i>+construction schedule</i>	+	GC A-1 \$15,000.00 GC A-2 \$25,000.00 GC B \$10,000.00 GC C \$3,000.00	Homeowner
Spec/General Contractor	\$7,000.00 <i>+construction schedule</i>	+	GC A-1 \$15,000.00 GC A-2 \$25,000.00 GC B \$10,000.00 GC C \$3,000.00	General Contractor

General Contractor “A” A-1 (violation list 1) previous forfeit of a surety deposit
A-2 (violation list 2) ** history of multiple issues
General Contractor “B” New –Contractor / has not built in Ford’s Colony in the past year
General Contractor “C” Contractor has satisfactorily completed at least one home in Ford’s Colony in the past year

*Homeowner Builder Surety Deposit \$25,000.00

Up to 50% of the deposit is refundable after a six month inspection is conducted and the following criteria are met:

1. Satisfactory installation of the following elements:
 - a. windows
 - b. roof shingles
 - c. siding /trim
 - d. doors (permanent or temporary)
2. Verify that plans and modifications currently on file with ARC are accurate (subject to reinspection fee + modification fee)
3. Site conditions including, but not limited to, tree preservation, erosion control, trash/debris control and drainage control have been satisfactory since the beginning of the project.

The remaining surety balance will be refunded after the final (within a total of 12 months) inspection is conducted and no discrepancies are found.

**A-2 category, “history of multiple issues”, may include non-compliance with ARC policies and/or directives from the ARC representatives, fee delinquencies, customer complaints, unfulfilled contracts/abandonment; code compliance issues, and environmental issues such as over clearing, waste control, erosion control, and drainage control.

Additionally, the ARC reserves the right to triple the surety deposit for builders with a history of multiple violations if the ARC Manager determines that a previous violation was egregious.

All applications require a 12 month or less construction schedule to accompany the application.

GC General Contractor

Exhibit "F"

**ARCHITECTURAL REVIEW COMMITTEE
CONSTRUCTION REVIEW REPORT
(for all Sections except Section X – St. Andrew’s Village)**

INSTRUCTIONS: Circle appropriate response on each question observed during your visit. A “NO” answer will indicate concern or a non-compliance observation. If desired, number “NO” answers in the right margin. Use the same number in the Field Inspector Comments action to further explain the problem and your observations.

Address: _____ Lot: _____ Section: _____

Owner: _____ Contractor: _____

Construction Start Date: _____ Construction Completion Date: _____

Inspector: _____

INITIAL SITE WORK

Date

_____	Are clearing limits in agreement with the site plan?	Yes	No	n/a
_____	Has Clearing outside of the specified clearing limits been only select clearing?	Yes	No	n/a
_____	Is culvert located and sized in accordance with the site plan?	Yes	No	n/a
_____	Is culvert set at proper ditch elevation and pitched for adequate drainage?	Yes	No	n/a
_____	Has construction gravel been placed from entrance to garage?	Yes	No	n/a
_____	Have E & S fabric or straw bales been placed to control soil erosion & drainage?	Yes	No	n/a
_____	Has a 4 ft. tall orange safety fence been installed at clearing limits line?	Yes	No	n/a
_____	Has a portable toilet been placed and with door away from neighbors?	Yes	No	n/a
_____	Is the house properly sited in accordance with the site plan?	Yes	No	n/a
_____	Is a contractor sign installed and properly placed?	Yes	No	n/a
_____	Is preliminary drainage control sufficient to prevent drainage onto another lot?	Yes	No	n/a

FRAMING AND ROOFING

Are elevations, including window and door opening sizes, constructed as approved?

_____	Front	Yes	No	n/a
_____	Left Side	Yes	No	n/a
_____	Right Side	Yes	No	n/a
_____	Rear	Yes	No	n/a
_____	Is the house framed for brick foundation face?	Yes	No	n/a
_____	Is the house framed for brick or sided exterior walls as approved?	Yes	No	n/a
_____	Is the roof pitch framing a minimum of 8/12 and as approved?	Yes	No	n/a
_____	Do floor projections have foundations? (Bath or kitchen bay typical)	Yes	No	n/a
_____	Are shingles of approved style and of approved color?	Yes	No	n/a
_____	Do foundation openings have oversized vents of approved size and location?	Yes	No	n/a
_____	Are dormers framed as shown on plans and with correct detail?	Yes	No	n/a
_____	Are skylight types only located and framed as on approved plans?	Yes	No	n/a
_____	Is the chimney located, sized, framed and constructed as approved?	Yes	No	n/a
_____	Are attic vents as approved (gable, exhaust fan, ridge)?	Yes	No	n/a
_____	If ridge vents are used, are they covered by shingles?	Yes	No	n/a
_____	Second check after framing that all elevations and details are as approved?	Yes	No	n/a

UTILITIES

_____ Are all plumbing and exhaust fan vents in rear or side walls/roof slopes or otherwise screened from streets? Yes No n/a

SIDING AND EXTERIOR TRIM

_____ Are windows of approved proper type and size? (Normally double hung) Yes No n/a
_____ Is siding, wood, brick, or masonite or cement fiber as approved? Yes No n/a
_____ Are all transitions between brick and siding at an inside corner? Yes No n/a
_____ Is exterior trim installed as shown on approved plans/elevations? Yes No n/a
_____ Is exterior foundation and/or wall brick as approved, including mortar color? Yes No n/a
_____ Are garage doors solid (without windows)? Yes No n/a

EXTERIOR PAINTING

_____ Are exterior paint colors on walls and trim as approved? Yes No n/a
_____ Are shutters located as approved? Yes No n/a
_____ Are vents, fans, flues, etc. projecting through roofs painted flat black? Yes No n/a
_____ Are exhaust vents projecting through siding painted same color as siding? Yes No n/a

FENCES

_____ Are fences installed as on approved site plan? (Check picket details) Yes No n/a
_____ Are fences painted or solid-stained white or off-white as approved? Yes No n/a
_____ Is HVAC/trash area totally enclosed by screening fencing? Yes No n/a
_____ Is HVAC/trash fencing painted or solid-stained white, off-white, or an approved color? Yes No n/a

LANDSCAPING

_____ Are driveways and walks installed as on approved site plan? Yes No n/a
_____ Are swimming pool and pool fence installed as approved? Yes No n/a
_____ Has lattice screen been installed under decks and porches over 30 inches high? Yes No n/a
_____ Is entire site free of construction debris and neatly graded? Yes No n/a
_____ Has foundation shrubs/landscaping been installed as on approved landscape plan? Yes No n/a
_____ If driveway is within 10 ft of property line, are 4-5 ft tall screening shrubs installed? Yes No n/a
_____ Have lawn areas been planted and stabilized as on approved site plan? Yes No n/a
_____ Has any road or ditch damage been properly repaired? Yes No n/a
_____ Have contractor signage, safety fencing and soil erosion measures been removed? Yes No n/a

EXHIBIT "F"
ARCHITECTURAL REVIEW COMMITTEE
CONSTRUCTION REVIEW REPORT
FOR SECTION X – ST. ANDREW’S VILLAGE

INSTRUCTIONS: Circle appropriate response on each question observed during your visit. A “NO” answer will indicate a concern or a non-compliance observation. If desired, number “NO” answers in the right margin. Use the same number in the Field Inspector Comments action to further explain the problem and your observations.

Address: _____ Lot: _____ Section: _____

Owner: _____ Contractor: _____

Construction Start Date: _____ Construction Completion Date: _____

Review Date: _____ Time: _____ Field Inspector: _____

INITIAL SITE WORK

Date

_____	Are clearing limits in agreement with the site plan?	Yes	No	n/a
_____	Has Clearing outside of the specified clearing limits been only select clearing?	Yes	No	n/a
_____	Has construction gravel been placed from entrance to garage?	Yes	No	n/a
_____	Have E & S fabric or straw bales been placed to control soil erosion & drainage?	Yes	No	n/a
_____	Has a 4 ft. tall orange safety fence been installed at clearing limits line?	Yes	No	n/a
_____	Has a portable toilet been placed and with door away from neighbors?	Yes	No	n/a
_____	Is the house properly sited in accordance with the site plan?	Yes	No	n/a
_____	Is a contractor sign installed and properly placed with approved permits (only)?	Yes	No	n/a
_____	Is preliminary drainage control sufficient to prevent drainage onto another lot?	Yes	No	n/a

FOUNDATION

_____	Is brick type and color as approved?	Yes	No	n/a
_____	Is brick laid in Flemish Bond pattern?	Yes	No	n/a
_____	Is mortar color as approved?	Yes	No	n/a
_____	Do foundation openings have oversized vents, of approved size, all around? (except beneath decks & porches)	Yes	No	n/a
_____	Are zero lot line foundation vents false or as otherwise approved?	Yes	No	n/a

FRAMING AND ROOFING

Are elevations, including window and door opening sizes, constructed as approved?

_____	Front	Yes	No	n/a
_____	Left Side	Yes	No	n/a
_____	Right Side	Yes	No	n/a
_____	Rear	Yes	No	n/a
_____	Is the house framed for brick foundation face?	Yes	No	n/a
_____	Is the house framed wood, masonite, or fibrous cement walls as approved?	Yes	No	n/a
_____	Is the roof pitch framing 12/12 or as approved?	Yes	No	n/a
_____	Do floor projections have foundations? (Kitchen bay typical)	Yes	No	n/a
_____	Are roof shingles as approved? (Cedar or CertainTeed Independence AR Shingles)	Yes	No	n/a
_____	Are valleys present, with approved material? (Copper or brown aluminum)	Yes	No	n/a
_____	Are dormers framed as shown on plans and with correct detail?	Yes	No	n/a
_____	Are skylight types and locations per approved drawings and specifications?	Yes	No	n/a
_____	Is the chimney located, sized, and constructed as approved?	Yes	No	n/a
_____	Are attic vents as approved (gable, exhaust fan, ridge)?	Yes	No	n/a
_____	If ridge vents are used, are they covered by shingles?	Yes	No	n/a
_____	Second check after framing that all elevations and details are as approved?	Yes	No	n/a
_____	Are zero lot line gable vents false or as otherwise approved?	Yes	No	n/a

UTILITIES

_____	Are all plumbing and exhaust fan vents in rear or side walls/roof slopes or otherwise screened from streets?	Yes	No	n/a
_____	Are exhaust fan vents protruding through siding of approved type and size?	Yes	No	n/a

SIDING AND EXTERIOR TRIM

_____	Are windows of approved proper type and size? (Normally double hung)	Yes	No	n/a
_____	Is siding wood, brick or masonite or cement fiber as approved?	Yes	No	n/a
_____	Is corner siding trim 1X4 on both sides?	Yes	No	n/a
_____	Is exterior trim installed as shown on approved plans/elevations?	Yes	No	n/a
_____	Are cornice stops as approved?	Yes	No	n/a
_____	Are garage doors solid (without windows)?	Yes	No	n/a
_____	Are rear screen porch columns per Arch. Detail 7/AD-3 or as approved?	Yes	No	n/a

EXTERIOR PAINTING

_____	Are exterior paint colors on walls and trim as approved?	Yes	No	n/a
_____	Are shutters located as approved?	Yes	No	n/a
_____	Are shutter dogs (holdbacks) installed on each shutter?	Yes	No	n/a
_____	Are vents, fans, flues, etc. projecting through roofs painted flat black?	Yes	No	n/a
_____	Are exhaust vents projecting through siding painted same color as siding?	Yes	No	n/a

FENCES

_____	Are fences installed as on approved site plan? (Check picket details)	Yes	No	n/a
_____	Are fences painted or solid-stained white or off-white as approved?	Yes	No	n/a
_____	Is HVAC fencing installed per approved site plan?	Yes	No	n/a
_____	Are pickets and posts as approved?	Yes	No	n/a

LANDSCAPING

_____	Are driveways and walks installed as on approved site plan?	Yes	No	n/a
_____	Has lattice screen been installed under decks and porches?	Yes	No	n/a
_____	Is entire site free of construction debris and neatly graded?	Yes	No	n/a
_____	Has foundation shrubs/landscaping been installed as on approved site plan?	Yes	No	n/a
_____	Has any gutter or road damage caused by construction; been properly repaired?	Yes	No	n/a
_____	Have lawn areas been planted and stabilized as shown the on approved site plan?	Yes	No	n/a
_____	Have contractor signage, safety fencing and soil erosion measures and portable toilets been removed?	Yes	No	n/a

Exhibit “G”

TREES

“I think that I shall never see a poem lovely as a tree.” Joyce Kilmer

Trees are one of the great attributes within Fords Colony. In addition to their aesthetic values, they add economic value to homesites, provide shade and protection from the wind, food and homes for many kinds of birds and wildlife, help purify the air and prevent erosion. Their roots also act as filters for water as it seeps into the ground and eventually the Chesapeake Bay.

Experience has taught homeowners, that new purchasers must be ever vigilant regarding trees located on their lots. The following steps should be taken during the planning, construction, and final development stages to preserve and protect the trees with their fragile root systems.

First, inventory those trees, which are most important to you. See if they accommodate your building plans or you can adjust your plans somewhat to accommodate specific trees. Also consider saving trees of mixed age groups. You might show the location of these trees on your site plan and work with the Builder to flag these trees and surrounding root zones under the drip line, parking and storage areas for materials, and all areas most fragile and subject to soil compaction.

Then be sure to identify the problem or potential problem trees before construction begins and the site is cleared. These could include what you consider nuisance trees, a relative term, “leaners”, dying trees with dead or broken tops, trees with indicators of rot or weaknesses, and greatly over mature trees. Get help if necessary, to identify such trees and mark them boldly for removal. It is also desirable to remove trees within five feet from a new house.

Next, have a clear understanding with your Builder and his clearing subcontractor or equipment operators about your interests in saving and protecting your “flagged” trees and areas. To minimize root damage in the fragile soils around Fords Colony, do not alter the terrain except where absolutely necessary. Leveling, cutting and filling:

- severs roots
- removes nutrient-rich soil
- dries roots
- smothers roots when soil depth is increased
- changes the natural flow of water

Be on your site if possible, to inspect or ensure compliance while clearing takes place and supervise from a distance if necessary.

Finally, after all clearing has taken place and you’re satisfied with the project, hopefully, another phase comes to pass. This is when the utility folks show up to install the sewage, gas, water, electricity, telephone, TV, and maybe your irrigation lines. Each one may require a different access route to your house and pose another threat to any number of your trees. They usually cut a swath using the most direct route with a “ditch witch”, but can deviate around the roots to prevent severing them.

An alternative and less invasive approach in the most critical cases is to use a tunneling tool underground to your homesite. Here again, communications with the installers and preventive measures can be taken to forestall the trees’ sudden death two to three years after you’ve occupied your new home. A cardinal principle is that what happens below the ground is more important than what meets the eye above ground.

Best wishes for healthy and beautiful trees as you develop your new homesite.

EXHIBIT "H"

Applicant Submittal Verification

(for all Sections except Section X, St. Andrew's Village and Section XII, Nottingham Place)

Please verify by answering the following questions that the attached application for Homesite ___/Section ___/Block___ complies with the Architectural Review Committee guidelines stated in the Purchaser's Handbook dated January 10, 2021. If the answer is no, then an explanation will need to accompany this form as to why the application does not conform to the guidelines.

It is understood that my/our signature(s) below indicates that the plans I/we are submitting are in accordance with the specifics identified on this form as well as the Purchaser's Handbook and, if found to be not in accordance, they will be returned until such time that they conform.

- 1. ___ YES ___ NO
The house is sided with a brick foundation?
The house is all brick other than dormers?
The house is a combination of brick and siding? If yes, does the brick return to an inside corner with at least an 18" corner? ___ YES ___ NO

2. ___ YES ___ NO ___ N/A
Horizontal transoms. If these are used, is a window or door immediately below in the same room to bring in additional light? Transom style windows are not permitted above a bathtub/shower or kitchen fixture to bring additional light in. However, a closed shutter detail may be approved if appropriate.

3. ___ YES ___ NO ___ N/A
If vinyl windows are used, is the window style and manufacturer on the ARC's approved list, and is the outside brick mould a minimum of 2 1/4" wide with a minimum sill slope or 6"??

4. ___ YES ___ NO
Are all windows either fixed or double hung with colonial muntins?
Note: Any casements if applicable.

5. ___ YES ___ NO
Are the window sashes and muntins white or off-white unless a true or simulated divided light window is used, in which case the muntins are on the exterior glass?

6. ___ YES ___ NO
Are all windows on the first floor a minimum of 2'-8" x 5'-6" except for the use of smaller windows above a kitchen sink or a bathroom sink/vanity? Note: Actual window dimensions may not be less than 5'-5".

7. ___ YES ___ NO
Are windows or other architectural features used to break up a wall spanning over 14 ft. to the house corner or window/door?

8. ___ YES ___ NO
Is an architecturally appropriate exterior chimney shown on the elevations?

9. ___ YES ___ NO
Is the brick foundation exposure a minimum of 2 1/2 to 3 ft. to accommodate 16" x 32" oversize foundation vents?

10. ___ YES ___ NO
Is a bay projection being used?
If yes, is the base supported down to foundation grade in brick? ___ YES ___ NO
Do the windows "fill out" the bay faces to the trim boards? ___ YES ___ NO

11. ___ YES ___ NO
Is the location of the HVAC fence shown on the site plan and does it conform to the building setbacks?

12. ___ YES ___ NO
Is a tree survey of trees 10" or larger in diameter shown on the site plan?

13. ___ YES ___ NO
Does the site plan note drainage control and specifically notes drainage control techniques (berm/swale/piping to prevent cross lot drainage)?

14. ___ YES ___ NO
Has the Property Owner/Applicant verified that the construction plans or color schemes submitted for approval do not essentially duplicate an existing home within visual range of the application homesite?

Homeowner Date

Builder

Exhibit “H”
Section X – St. Andrew’s Village
Applicant Submittal Verification

Please verify by answering the following questions that the attached application for Homesite ____/Section X complies with the Architectural Review Committee guidelines stated in the Purchaser’s Handbook dated January 10, 2021. If the answer is no, then an explanation will need to accompany this form as to why the application does not conform to the guidelines.

It is understood that my/our signature(s) below indicates that the plans I/we are submitting are in accordance with the specifics identified on this form as well as the Purchaser’s Handbook and, if found to be not in accordance, they will be returned until such time that they conform.

1. ____ YES ____ NO Is the house sided with a brick foundation?

2. ____ YES ____ NO ____ N/A Horizontal transoms. If these are used, is a window or door immediately below in the same room to bring in additional light? Transom style windows are not permitted above a bathtub/shower or kitchen fixture to bring additional light in.

3. ____ YES ____ NO ____ N/A If vinyl windows are used, is the window style and manufacturer on the ARC’s approved list, with minimum slope sill of 6”.

4. ____ YES ____ NO Are all windows either fixed or double hung with colonial muntins?
Note any casement windows if applicable.

5. ____ YES ____ NO Are the window sashes and muntins white or off-white unless a true or simulated divided light window is used, in which case the muntins are on the exterior glass?

6. ____ YES ____ NO Are all windows on the first floor a minimum of 3’-0” x 6’-2” except for the use of smaller windows above a kitchen sink or a bathroom tub/vanity?
7. ____ YES ____ NO Are windows or other architectural features used to break up a wall spanning over 14 ft. to the house corner or window/door?

8. ____ YES ____ NO Is an architecturally appropriate exterior chimney shown on the elevations? All simulated chimneys must include step flashing for authentic detail.

9. ____ YES ____ NO Is the brick foundation exposure a minimum of 2 ½ to 3 ft. to accommodate 16” x 32” oversize foundation vents?

10. ____ YES ____ NO Is a bay projection being used?
If yes, is the base supported down to foundation grade in brick? ____ YES ____ NO
Do the windows “fill out” the bay faces to the trim boards? ____ YES ____ NO

11. ____ YES ____ NO Is the location of the HVAC fence shown on the site plan and does it conform to the building setbacks?

12. ____ YES ____ NO Does the site plan note drainage control and specifically notes drainage control techniques (berm/swale/piping to prevent cross lot drainage)?

13. ____ YES ____ NO Are the details and specifications for St. Andrews Village attached to the architectural drawings?
14. ____ YES ____ NO Has the Property Owner/Applicant verified that the construction plans or color schemes submitted for approval do not essentially duplicate an existing home within visual range of the application homesite?

_____/_____
Homeowner Date

_____/_____
Builder Date

EXHIBIT “H”
Section XII – Nottingham Place
Applicant Submittal Verification

Please verify by answering the following questions that the attached application for Homesite ____/Section 12 complies with the Architectural Review Committee guidelines stated in the Purchaser’s Handbook dated January 10, 2021. If the answer is no, then an explanation will need to accompany this form as to why the application does not conform to the guidelines.

It is understood that my/our signature(s) below indicates that the plans I/we are submitting are in accordance with the specifics identified on this form as well as the Purchaser’s Handbook and, if found to be not in accordance, they will be returned until such time that they conform.

- | | |
|---|---|
| 1. ____ YES ____ NO
____ YES ____ NO
____ YES ____ NO | The house is sided with a brick foundation?
The house is all brick other than dormers?
The house is a combination of brick and siding? If yes, does the brick return to an inside corner with at least an 18” corner? ____ YES ____ NO |
| 2. ____ YES ____ NO ____ N/A | Horizontal transoms. If used, is window or door immediately below in the same room to bring in additional light? Transom style windows are not permitted above a bathtub/shower or kitchen fixture to bring additional light in. However, a closed shutter detail may be approved if appropriate. |
| 3. ____ YES ____ NO | Are all windows either fixed or double hung with colonial muntins?
Note any casements if applicable. |
| 4. ____ YES ____ NO | Are the window sashes and muntins white or almond. |
| 5. ____ YES ____ NO | Are all windows on the first floor a minimum of 2’-8” x 5’-6”, except for the use of smaller windows above a kitchen sink or a bathroom tub/vanity? Note, actual window dimensions may not be less than 5’-5”. |
| 6. ____ YES ____ NO | Are windows or other architectural features used to break up a wall spanning over 14 ft. to the house corner or window/door? |
| 7. ____ YES ____ NO | Is the brick foundation exposure a minimum of 2 ½ to 3 ft. to accommodate 16” x 32” oversize foundation vents? |
| 8. ____ YES ____ NO | Is a bay projection being used?

If yes, is the base supported down to foundation grade in brick? ____ YES ____ NO
Do the windows “fill out” the bay faces to the trim boards? ____ YES ____ NO |
| 9. ____ YES ____ NO | Is the location of the HVAC fence shown on the site plan and does it conform to the building setbacks? |
| 10. ____ YES ____ NO | Is a tree survey of trees 10” or larger in diameter shown on the site plan? |
| 11. ____ YES ____ NO | Does the site plan note drainage control and specifically note drainage control techniques (berm/swale/piping to prevent cross lot drainage)? |
| 12. ____ YES ____ NO | Has the Property Owner/Applicant verified that the construction plans or color schemes submitted for approval do not essentially duplicate an existing home within visual range of the application homesite? |

_____ / _____	_____ / _____	_____ / _____
Homeowner	Date	Builder
		Date

Section 4 • RELATIONSHIP OF THIS PURCHASER’S HANDBOOK TO THE AMENDED & RESTATED DECLARATION OF PROTECTIVE COVENANTS OF FORD’S COLONY at WILLIAMSBURG

All provisions of the Amended and Restated Declaration of Protective Covenants of Ford’s Colony at Williamsburg are applicable to all applications submitted to the ARC for approval. The provisions of this Purchaser’s Handbook are in addition to the Covenants, and are intended to provide more detailed guidance regarding the architectural character of the proposed exterior construction.

ARC Standards of Disclosure Package Inspections

It is the policy of the Board of Directors that residential properties in Ford’s Colony conform to the standards stated in the current edition of Purchaser’s Handbook for Single Family Homebuilding at Ford’s Colony. Inspections are to be expected when the Managing Agent is responding to an inquiry or a request for a resale disclosure package in accordance with state law. Inspections and disclosure packages are normally completed within 10 days of FCHOA acknowledgement of the request. Community Services will acknowledge requests within one business day. The Inspection checklist is available from Community Services and the FCHOA website.

It is the intent of the Board that the residential properties be harmonious in architectural, site, and landscaping standards. Older improvements may require modifications to meet Handbook requirements. Previous resale disclosure inspections will not be sufficient for a variance or grandfathering provision. Screened from street view is not a reason for a variance.

At the discretion of the ARC, a variance may be granted when compliance to current standards is considered not to be reasonable or economically viable. A variance may be reasonable if the property was constructed prior to the establishment of the Environmental Control Committee in 1986. A property undergoing major repair or replacement, such as replacing siding, may be an opportunity to use current Handbook standards. Examples of architectural issues that may not be reasonable or economically viable to change to conform to current standards are: Vinyl siding; Roof pitches less than 8/12; Types of dormers or windows; colors; and new improvements added when a conforming style or material is not aesthetically practical to the situation.

The following standards are examples of issues that are emphasized: Painting/staining porches, railings, band boards, roof vents and fences; drainage culvert screening; full enclosure of equipment and trash fencing; Lattice under decks without a basement; and Window grilles (muntins).

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