

PEACOCK HILL COMMUNITY ASSOCIATION

ENVIRONMENTAL PRESERVATION BOARD

ARCHITECTURAL

AND

LANDSCAPE GUIDELINES

Amended and Restated May 6, 2007

**PEACOCK HILL COMMUNITY ASSOCIATION
ENVIRONMENTAL PRESERVATION BOARD
ARCHITECTURAL AND LANDSCAPING GUIDELINES**

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Section A
STATEMENT OF INTENT

In accordance with the provisions of the Master Plan, the Environmental Protection Board (hereafter called the “EPB”) shall regulate the external design, appearance use, location, and maintenance of the properties and of improvements thereon in such a manner so as to preserve and enhance values, to maintain a harmonious relationship among structures and the natural vegetation and topography, and to conserve existing natural amenities and ecologically sensitive areas. Accordingly, it is important that architects preparing plans for new residences, or for renovations or additions, take into close consideration the size, style, scale, proportion and materials of adjacent houses, as well as the size, situation, and contours of the particular Lot or Parcel on which proposed construction is to take place. Sensitivity to these factors will enable the aesthetic character and harmony of the Peacock Hill neighborhood to be maintained.

Section B
ENVIRONMENTAL PRESERVATION BOARD (EPB)

The EPB is a permanent Board of the Peacock Hill Community Association and shall administer and perform the architectural and landscape review of the Association. The EPB is organized and operated in accordance with the Peacock Hill Community Association Articles of Incorporation, By-laws, and Covenants and Restrictions of the Association as in effect from time to time. The EPB shall consist of Three (3) or more voting members.

Section C

SUBMISSION REQUIREMENTS

Submissions are reviewed at a regularly scheduled monthly meeting and comments returned to the applicant within sixty (60) days of the date of the review meeting, not when submittal plans are received. (See Appendix A for detailed listing of requirements.)

1. **Preliminary Submittal**

Four (4) sets of plans and letter of Application are required. Preliminary plans should include:

- Tree and topographic survey including specific identification of all trees greater than 4” in diameter or of significant species (all hardwoods, dogwood, etc) to be removed and trees to be maintained. All trees to be removed and maintained shall be clearly marked on the site prior to submittal.
- Site plan
- Schematic landscape plan
- Key elevations
- Indication of exterior colors and materials (samples)
- Indication of the relationship to improvements on adjacent property

A set of plans will be returned with comments.

2. **Permits and Inspections**

It is the responsibility of the Owner or Builder to obtain approval from the Albemarle County Building Inspector, and any other agencies having jurisdiction for required permits.

EPB approval of plans does not imply acceptance by other agencies. Any changes resulting from external agency reviews must be notified to the EPB.

3. **Design Document Changes**

The Builder must notify the EPB in writing prior to making any changes to the approved plans. Any major deviations (as solely determined by the EPB) will require EPB approval prior to commencement of changes.

4. **Periodic Inspections**

The EPB reserves the right to inspect construction in progress for conformance with approved design documents and Applicants agree to cooperate fully with members of the EPB.

5. **Fees For Submittal Reviews**

A fee not to exceed \$50.00 may be assessed by the EPB against any member submitting a building plan for alterations, additions or storage buildings for its approval. A fee not to exceed \$250.00 may be assessed by the EPB against any member submitting a building plan for new residence construction for its approval. All fees shall be payable into the general funds of the Peacock Hill Community Association.

Section D
EPB REVIEW POLICIES

1. **EPB Review Approvals**

All new construction and changes, modifications, alterations, and improvements of existing homes must receive Final EPB approval prior to obtaining building permits or commencing work. Failure to comply will result in legal action.

2. **Approval Expiration**

If construction has not commenced within a period of six (6) months from the time of approval, the EPB may request a resubmission for approval in order that any significant changes to the Guidelines can be incorporated.

3. **Additions/Remodeling/Improvements**

Applicant for changes, modifications, alterations, and improvements to existing homes shall consult with the EPB to determine the architectural documents required for approval. No work shall commence without approval of the EPB. This includes repainting of a home if another color is used other than the originally approved color.

4. **Construction Changes**

All construction should be completed in accordance with the EPB Review Documents as approved. Exterior changes to the subject property shall receive prior written approval from the EPB. Applicants requesting design change approvals must consult with the EPB to determine submittal documents required, if any, for approval.

Section E
ARCHITECTURAL GUIDELINES

1. **Outbuildings**

All outbuildings, such as pool houses, sheds, storage buildings, or detached garages must be compatible with the main house. Outbuildings must be of the same materials and colors as the house.

2. **Residences in Existence Prior to Introduction of Guidelines**

Guidelines will be applied consistently to all residences whether new or existing at the time of introduction of these guidelines. In the event that submissions for modification, additions, etc. are considered by the Applicant to be incompatible with the guidelines for justifiable reasons, the Board will work with the Applicant to establish an acceptable basis on which to proceed with the work.

3. **Setbacks**

Will be considered in relation to specific site conditions. Compliance with Albemarle County Codes is required.

Section F LANDSCAPE GUIDELINES

1. **Driveways and Parking**

Driveways and parking areas should be paved with asphalt, exposed aggregate concrete or crushed brownstone. Adequate parking must be available such that vehicles commonly kept at house are accommodated without using grass verges.

2. **Fences**

Designs for all fences must be approved by the EPB and may be constructed where allowed by EPB. Chain link or barbed wire fences are specifically prohibited. The policy of the EPB will be to allow appropriate fencing on private Lots where it does not interfere with scenic easements, wildlife trails, the mowing and maintenance of properties, or create unacceptable visual patterns. Solid walls are discouraged.

3. **Exterior Lighting**

Designs for all lighting must be submitted for approval. Lighting is required to be focused solely onto the owner's lot, and to be tastefully designed to provide for security requirements with minimum intensity and effect on neighboring properties.

4. **Landscape Materials**

Existing landscape materials should be conserved and new materials introduced which are consistent with the quality and aesthetic standards of Peacock Hill. Plants indigenous to the area are encouraged.

5. **Utilities**

Connection boxes, manholes, etc., serving utility hook-up points to each lot should be effectively screened by suitable landscape material to give year round coverage.

6. **Easement and Rights of Way**

All easements and rights of way shall be landscaped.

7. **Trees**

Owners are required to make efforts to protect all remaining trees during construction. For example, staked off areas to protect root systems from heavy vehicles and equipment, tree wells and other precautions in cases where fill is required around trees.

8. **Pools**

May be constructed where allowed by EPB. All EPB regulations and conditions apply. Peacock Hill Community Association water resources may not be used to fill or maintain water levels of any pool. Owners must contract an outside water provider for this service.

Section G

CONSTRUCTION GUIDELINES

1. **Overview**

The EPB requires that construction noise and physical disruption should be minimized and contained within the site boundaries and remain the responsibility of the Owner to ensure that the impact beyond the site boundaries is minimized. No construction shall commence earlier than 7:30 am or continue past 7:00 pm on a weekday or Saturday. No construction shall occur on Sunday without written approval of the EPB.

2. **Security**

All agents of the Owner involved in the process of construction and/or maintenance will be required to comply with Peacock Hill Community Association Covenants & Restrictions and EPB requirements.

3. **Materials**

Should be delivered, unloaded, and stored in a considerate, neat and tidy manner within the boundaries of the approved lot. Storage areas should be screened from view from the road system.

4. **Site Clearance and Grading**

The topography of a lot shall not be altered by removal, excavation fill, or any other means without the prior approval of the EPB. No alteration or interference to land and common area drainage patterns will be allowed unless by prior approval of the EPB.

5. **Environment**

Each Owner should comply with all applicable environmental laws during construction, as referenced in the master covenants. Owners must, at the time of plan submission, define measures to be implemented for erosion control.

6. **Trash and Debris**

Owners should ensure that all trash and debris are securely and discretely stored on the site, out of the view of the road and adjacent properties. Removal from site must be carried out in a professional manner to ensure that no mess is caused by the escape of loose materials. Contractors and builders are prohibited from disposing of construction trash and debris at the Peacock Hill Community Association dumpster and recycling site, located on Peacock Drive. All construction debris and trash must be disposed of at an outside source.

7. **Road Safety**

Contractors on each job need to affirm in writing that they will observe all speed limits and respect the road safety issues of the Peacock Hill neighborhood, particularly with pedestrian safety in general. Violators need to understand that they risk being banned from using Peacock Hill's private roads. An appropriate standard form of notice to advise contractors of Peacock Hill's speed limits and the risks of violating these limits might be useful, and the applicability of the rules to subcontractors needs to be made clear.

8. **Behavior On Site**

Owner representatives, workers, contractors, subcontractors, delivery companies, staff,

etc., must carry out their duties in a professional manner and in such a way that work proceeds as discreetly as possible. Specifically the use of loud music, alcohol, drugs, bad language, and excessive noise are not permitted.

9. **Temporary Structures**

Temporary structures are prohibited except as may be determined to be necessary during construction, and as proposed in the application and approved by the EPB.

10. **Construction Time Frame**

The exterior of any home and adjacent structures approved by the EPB at the time of initial submittal shall be complete within twelve (12) months of commencement, unless an exception is granted in writing by the EPB. If an improvement is commenced and construction is abandoned for more than ninety (90) days or construction of the exterior of any home is not completed within the required twelve (12) month period, then the EPB may impose a charge of \$10.00 per day on the Owner of the Lot or Parcel until construction is resumed, unless the Owner can prove to the satisfaction of the Board that such abandonment is for circumstances beyond the Owner's control. Such charges shall be an individual Assessment and lien as provided in the Property Owner's Association Act.

Landscape and "greening" works as approved by the Board must be implemented as soon as is reasonable practical, with completion no later than six (6) months after the completion of the buildings to a point where residency can commence. It is accepted that seasonal factors may result in planting time scales in excess of the minim

11. **Building Restrictions**

No construction shall occur on Sunday or legal holidays without written approval of the EPB.

12. **Damages**

The Owner and/or Builder are responsible for any and all damages to the private roads, shoulders, water distribution and sewage collection system of Peacock Hill Subdivision due to violations of the Peacock Hill Covenants and Restrictions, Rules and Regulations and/or Approved Final Plan, and caused by them, their employees, subcontractors and suppliers, as a result of construction including the costs of repair and replacement, engineering, architectural, legal and other professional services incurred as a result of enforcement or correction.

13. **Security Deposit**

For new home construction projects, a security deposit of \$5,000.00 shall be payable to PHCA prior to issuance of the EPB's final approval of Plans. The security deposit is to ensure compliance by the Builder and/or Owner with the Final Approved Plans, the Peacock Hill Covenants and Restrictions, and its Rules and Regulations. The PHCA shall give the Applicant written notice of a violation. If the Applicant does not correct the violation within thirty (30) days after it is given prior written notice at its last known mailing address of a violation or damages resulting from the construction, the PHCA can, in its sole discretion, take action to correct the violation(s), or seek legal remedies including an injunction. The security deposit can be used by the PHCA to pay its costs or for its damages (See Section 12. Damages). If any or all of the security deposit is used by

PHCA as aforesaid, the Builder and/or Owner shall not proceed forward with construction until after the \$5,000.00 security deposit is replenished in full with PHCA. When the Certificate of Compliance is approved by the EPB, the security deposit, after deduction for any costs or damages as aforesaid, shall be refunded. No interest shall be paid on the security deposit to the Applicant.

**PEACOCK HILL COMMUNITY ASSOCIATION
HOMEOWNERS ASSOCIATION
ENVIRONMENTAL PRESERVATION BOARD
REVIEW APPLICATION
(Annex A)**

For Review Committee Only

Housing Type:

Submit to the ENVIRONMENTAL PRESERVATION BOARD

Preliminary Approval:

Application for Residential Construction

Stake-Out Approval:

Name and Address of Property Owner: Lot/Sec Number:

_____ Street:

Final Approval:

Date

Building Permit #:

Name and Address of Architect:

Submitted By:

Date

Date

Name and Address of Contractor:

Plans are:

Final _____

Preliminary _____

Completed Construction:

Contractor's VA License Number:

**PEACOCK HILL COMMUNITY ASSOCIATION
ENVIRONMENTAL PRESERVATION BOARD REVIEW APPLICATION
(CONTINUED)**

1. Has a structure been previously constructed from these plans in this area?
No _____ Yes _____
2. Is this construction for speculative purposes?
No _____ Yes _____
3. What is the finished floor elevation? _____ feet above MSL
4. What is the HEATED AREA of this structure? _____ sq. ft.
 GARAGE AREA of this structure? _____ sq. ft.
 OTHER FINISHED ARE of this structure? _____ sq. ft.
 DECK AREA of this structure? _____ sq. ft.
 TOTAL SQUARE FEET _____ sq. ft.

<i>Exterior Materials</i>	<i>Type & Manufacture</i>	<i>Color</i>
<u>BRICK</u>		
<u>SIDING</u>		
<u>STUCCO</u>		
<u>ROOFING</u>		
<u>FASCIA & TRIM</u>		
<u>SHUTTERS</u>		
<u>DOORS</u>		
<u>WINDOWS</u>		
<u>OTHER</u>		
<u>OTHER</u>		

**PEACOCK HILL COMMUNITY ASSOCIATION
ENVIRONMENTAL PRESERVATION BOARD REVIEW APPLICATION
(CONTINUED)**

	<u>SUBMITTED</u>	<u>APPROVED</u>
<u>Site Plan- (scale 1" = 20')</u>		
Property Lines	_____	_____
Building Setback Lines	_____	_____
Easements	_____	_____
Right-of-Ways	_____	_____
Driveways	_____	_____
Patios/Decks	_____	_____
Walkways	_____	_____
Pools	_____	_____
Culverts	_____	_____
Drainage Plan	_____	_____
Dwelling Perimeters (1st/2nd Floor)	_____	_____
Roof Line/Overhang	_____	_____
Topography Finish and Existing Grades	_____	_____
Utilities Connection Details	_____	_____
<u>Landscape Plans: (Scale 1" = 20')</u>		
Topography	_____	_____
Drainage Patterns	_____	_____
Easements	_____	_____
Right of Ways	_____	_____
Existing Trees (6" diameter @ 4' above grade)	_____	_____
Plant Material	_____	_____
Extent, Location and Size of Planting Areas	_____	_____

Applicant's Name

**PEACOCK HILL COMMUNITY ASSOCIATION
ENVIRONMENTAL PRESERVATION BOARD REVIEW APPLICATION
(CONTINUED)**

	<u>SUBMITTED</u>	<u>APPROVED</u>
<u>Fence Material and Location</u>	_____	_____
<u>Surface Material</u>	_____	_____
<u>Exterior Lighting Details</u>	_____	_____
<u>Floor Plan: (min 1/8" = 1')</u>	_____	_____

<u>Exterior Elevations: (min 1/8" = 1')</u>		
Existing Grade-Fill	_____	_____
All exterior views of all structures including materials, textures, and colors	_____	_____

<u>Building Sections: (min 1/4" = 1')</u>		
Wall/Roof Section (min. 3/4" = 1')	_____	_____
Roof Pitch	_____	_____
Roofing Material Sample	_____	_____

	<u>SUBMITTED</u>	<u>APPROVED</u>
<u>Exterior Colors Finishes, Materials</u>		
Specifications (where practical and helpful)	_____	_____
Manufacturers (where practical and helpful)	_____	_____
Materials/Finishes/Models	_____	_____
Samples/Product Photos/Color Chips	_____	_____
Light Fixtures/Specifications/Locations	_____	_____

<u>Final Stakeout:</u>		
Lot corners	_____	_____
Dwelling Corners	_____	_____
Driveways	_____	_____
Patios/Decks	_____	_____

**PEACOCK HILL COMMUNITY ASSOCIATION
ENVIRONMENTAL PRESERVATION BOARD REVIEW APPLICATION
(CONTINUED)**

	<u>SUBMITTED</u>	<u>APPROVED</u>
Walkways	_____	_____
Fences/Walls	_____	_____
Pools	_____	_____
Garden Structures	_____	_____
<u>Construction Site Management:</u>		
Temporary Toilet Location	_____	_____
Trash Bin Size/Location/Collection Schedule	_____	_____
Temporary Fencing	_____	_____
Provisions for Keeping Roads Clear of Dirt	_____	_____
Parking	_____	_____
Erosion Control Plans	_____	_____

Applicant's Name

**PEACOCK HILL COMMUNITY ASSOCIATION
ENVIRONMENTAL PRESERVATION BOARD REVIEW APPLICATION
(CONTINUED)**

In the event of an emergency, the EPB requires a list of Supervisory Personnel that may be contacted throughout the construction process.

Name(s)

Telephone Number

Applicants Name

**PEACOCK HILL COMMUNITY ASSOCIATION HOMEOWNERS
CERTIFICATE OF COMPLIANCE
(Annex B)**

The Undersigned certify to the Peacock Hill Community Association Environmental Preservation Board (EPB) that the building structure and other improvements (the "Improvements") situated at Lot # _____, Section _____ & Street _____ in Peacock Hill have been *constructed* or *altered* (circle one) in accordance with the recorded covenants running with certain lands in Peacock Hill affecting such lot.

The Undersigned further certify that the Improvements have been constructed in accordance with the final plans and specifications heretofore filed with and approved by the EPB on _____ 20___. That the Contractor and/or Architect executing this certificate has conducted a final inspection of the Improvements, and that the Improvements meet the guidelines, criteria and requirements set forth by the Environmental Preservation Board in its approval of the plans and specifications.

Witness the hand and seal of each of the Undersigned this ____ day of _____, 20__.

Owner: _____
Signature _____ Date _____

Signature _____ Date _____

Contractor:
Signature _____ Date _____

Architect:
Signature _____ Date _____

Type of Improvements:

Environmental Preservation Board Permit #:

Filed with the Peacock Hill Community Association Environmental Preservation Board this _____ day of _____, 20_____.

Accepted by the EPB as Approved _____ Date: _____
(authorized signature)

Denied _____ Date: _____
(authorized signature)

Reason for Denial: