

# **Architectural Guidelines**

For

**Bridlewood Community Association**

Gainesville, VA

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By the Board of Directors of the Bridlewood Community Association

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# ARCHITECTURAL GUIDELINES

## 1 GENERAL INFORMATION

### 1.1 Introduction

Bridlewood is a planned community which includes 427 residences, community facilities and amenities. As with most community associations, property within Bridlewood is divided into two basic categories: private ownership of the homes and lots purchased by individuals, and corporate ownership of common properties, including land, facilities and amenities, by the Community Association. The Bridlewood Community Association (also referred to as “the Association”) is a nonprofit corporation to which all property owners in Bridlewood are members. Similar to a business corporation, a board of directors elected by the members of the Association is responsible for the policies regarding the operation of the Bridlewood Community.

Although each lot is owned privately, and the common areas are for the use of all members of the community, there are certain restrictions and guidelines for the use, improvement and alteration to the properties within Bridlewood. By monitoring the exterior design of improvements within Bridlewood and by regulating the use of properties within the community, the Association is able to maintain a high standard of aesthetic quality, community identity and functionality which enhances property values.

The Architectural Guidelines set forth in this document have been established by the Architectural Control Committee (ACC) and Board of Directors for the purpose of informing all owners within Bridlewood of the applicable regulations for new construction, alterations and improvements to properties within the Community.

### 1.2 Authority for This Document

Pursuant to the Amended Bridlewood Declaration of Covenants, Conditions and Restrictions and the several Supplemental Declarations of Covenants, Conditions and Restrictions which govern the use and development of the various sections collectively containing all properties within Bridlewood, no improvements, alterations, repairs, change of paint colors, excavations, change in grade, or other work which in any way alters the exterior of any property or the improvements located thereon from its natural or improved state may be made or done without prior written approval of the ACC.

The authority of the Architectural Control Committee to interpret applications, communicate rules, and determine compliance with these guidelines is contained in section 7.06 of Bridlewood’s Declaration, which states:

“The Architectural Control Committee may from time to time adopt and promulgate such rules and regulations regarding the form and content of plans and specifications to be submitted for approval and may publish and record such statements of policy, standards, guidelines and establish such criteria relative to architectural styles or details, fences, colors, set-backs, materials or other matters relative to architectural control and the protection of the environment as it may consider necessary or appropriate.”

The authority of the Association Board of Directors to interpret the intent and applicability of provisions of the Bridlewood Declarations and the rules contained in these Architectural Guidelines is contained in Section 12.01 of the Bridlewood’s Declaration which states:

“The Association Board shall have the right to construe and interpret the provisions of this Declaration and any rules or regulations promulgated pursuant to it and, in the absence of any adjudication by a court of competent jurisdiction to the contrary, its construction or interpretation shall be final and binding as to all Persons or Property benefited or bound by this Declaration.”

Pursuant to this authority, Bridlewood's ACC and the Association Board of Directors reserve the right to modify these guidelines as needed.

### **1.3 Government Rules and Regulations**

In addition to compliance with the rules and regulations of the Association, homeowners and residents are required to comply with all Prince William County, state and federal laws, statutes, rules, regulations and ordinances. Any acknowledgment or approval by the Association of a homeowner's request is not intended to indicate that homeowners or residents have complied with local, state, and federal laws. The homeowner is responsible for obtaining building permits and for calling MISS UTILITY before digging.

### **1.4 Application Process**

Changes to the outside appearance of your home or lot require prior approval from the ACC. Unless stated otherwise, a written application is required.

You must:

- a. Carefully plan your improvement or modification to conform to the guidelines.
- b. Complete an application form.
- c. Include the information requested in the appropriate section of this document.
- d. Mail or deliver the completed application to the Association's management company.
- e. Confirm receipt and promptly reply to any questions posed by the ACC or the Board of Directors.

In the rare instances that a homeowner or resident feels that special circumstances necessitate deviating from the requirements contained in these guidelines, a special one-time deviation request should be made to the ACC. The special circumstances should be explained fully in the ACC Application. The ACC will then consider the special circumstances before reaching a decision to approve or deny the application.

### **1.5 Time Period**

The ACC will try to consider each application in a prompt manner and provide a decision to the homeowner as soon as practical. In the event, however, that the Architectural Control Committee fails to approve, modify, or disapprove in writing a correctly filed application within sixty (60) days, approval will be deemed granted. Total or partial disapproval will include the reasons for such disapproval. The 60 day period begins on the day the application is received by the management company. In order to claim approval due to no response within 60 days, you must have proof of delivery of your application to the management company (signed postal receipt, etc.) and the details of your application must conform to the guidelines in this document.

### **1.6 Appeal**

An applicant may appeal an adverse ACC decision to the Association's Board of Directors, which may sustain, reverse, or modify such decision. This appeal must be submitted within 90 days of the ACC's decision.

### **1.7 Application Fee**

Bridlewood's Declarations state that "The Architectural Control Committee may charge and collect a reasonable fee for the examination of any plans and specifications submitted for approval...". At the present time, no application fee is required but the ACC reserves the right to charge an application fee in the future.

## **1.8 Enforcement**

Enforcement of these Architectural Guidelines shall be consistent with the applicable restrictions and requirements stated in Bridlewood's Declaration of Covenants, Conditions and Restrictions as well as the particular Bridlewood Supplemental Declaration of Covenants, Conditions, and Restrictions for the resident's section. In the event of a violation, including the failure to perform necessary exterior maintenance in a timely fashion, and upon written notice from the Association, the violation must then be promptly removed or corrected.

In the event the violation is not removed or corrected within thirty (30) days after written notice, then the Bridlewood Community Association or its agents have the right to levy a fine and/or enter upon the homeowner's Lot and remove or correct the violation. Any fines and the cost of this action will be charged to the homeowner and made a continuing lien upon the Lot.

## **1.9 No Waiver and No Precedent**

Similar to the provision stated in the community's Declaration, the failure to enforce any provision of this document shall in no event be deemed a waiver of the right to enforce it later, nor does a belated discovery of a violation affect its status as a violation. Also, a variance granted for one property shall not create a precedent for another.

## **1.10 Severability**

If any one provision of this document is determined to be invalid, it shall in no way affect any of the other provisions, which shall remain in full force and effect.

# **2 MAINTENANCE REQUIREMENTS**

Property owners are responsible for the maintenance of all structures and grounds on their property. To ensure the aesthetic appeal of the individual homes as well as the collective Bridlewood Community, this responsibility includes, but is not limited to the items listed in Section 2.1 "Dwellings and Structures". Ground maintenance includes, but is not limited to, mowing grass, trimming shrubbery, removal of dead or weed type vegetation and removal of trash. Maintenance of the common areas is the responsibility of the Association. Dumping of debris or lawn clippings on common areas or open space is prohibited as is the storage of personal effects.

## **2.1 Dwellings and Structures**

Residents are responsible for maintaining the exterior of their living units and any other structures on their lots such as decks, fences, sheds, and play equipment.

The following is an incomplete list of conditions which would be a violation of the maintenance guidelines:

- Peeling or faded paint on trim, doors (entrance and garage), railings, sheds, etc.;
- Missing, damaged, or mismatched roof shingles;
- Dented, loose or missing siding or gutters;
- Decks with missing or broken parts or in need of re-staining;
- Fences with broken or missing parts or in need of re-staining;
- Broken window glass or missing/damaged window parts;
- Broken or missing lighting fixtures or lamp posts in need of repainting;
- Missing or damaged shutters or those in need of repainting;
- Rusted or visibly damaged storage sheds;
- Damaged mailboxes.

## **2.2 Land Maintenance**

Lawn and turf areas shall be mowed, trimmed, and edged at regular intervals, maintaining a neat appearance with a maximum cut height of 4 inches. Lawn and turf areas exceeding 6 inches in height must be mowed. Planted beds shall be kept in a neat and orderly manner. Weeds shall be controlled in both lawn areas and planted beds. Trees and shrubs shall be routinely trimmed to maintain a well-groomed appearance. Dead or dying plants shall be promptly removed and replaced as needed. Owners/residents are responsible for ensuring that their property is protected from soil erosion, that storm drains are not blocked, and that drainage from the property does not hinder natural drainage or divert drainage to adjoining properties.

## **3 GUIDELINES BY TOPIC (ALPHABETICAL ORDER)**

### **3.1 Additions, Alterations, and New Construction**

#### **Application Required**

Application is required for all external additions, alterations and new construction. Additions, alterations and new construction external to the existing living unit(s) include, but are not limited to, rooms, garages, porticoes, screened porches, gazebos, storage structures, and decks. See individual categories for additional information.

The following general standards and guidelines regulate construction on the properties of Bridlewood. The ACC will have the authority to interpret these standards and guidelines, pursuant to the specific applicable provisions and restrictions of the applicant's relevant Supplemental Declaration of Covenants, Conditions, and Restrictions, and will have the authority to determine compliance therewith.

- All additions, alterations, new structures and improvements constructed upon any property within Bridlewood must conform in all respects to the ACC approval, as well as meeting all County approved site plans, construction plans, building permits and other federal, state and local construction and development standards and requirements.
- The architectural design, character, form, scale and proportion of all additions, alterations, structures and improvements will be harmonious with the design and character of the existing house, adjacent houses and structures.
- The location of any structure will not impair the views or amount of sunlight and natural ventilation to adjacent properties.
- Roofs must be architecturally compatible with the roof on the applicant's house and shingles must be compatible with the main dwelling.
- New or replacement windows and doors will match the type used in the applicant's house and will be consistent with approved doors and windows in the community.
- If changes in grade or other conditions which affect drainage are anticipated, they must be indicated. Approval will be denied or revoked if adjoining properties are adversely affected by changes in drainage.
- Construction materials must be stored to minimize adverse views from neighboring properties. Excess materials should be removed immediately after construction is completed. No debris will be allowed to accumulate during construction.

Applications must contain the following:

- Property plat/site plan showing location of proposed structure and relationship to property lines and adjacent houses;
- Detailed drawings and architectural plans which include exterior elevations and dimensions;

- Description of materials, including such items as type of siding and roofing shingles on dwelling and proposed structure, colors and exterior lighting arrangements where applicable;
- Landscape plan, which indicates the location, name and number of plantings;
- Estimated start and completion dates.

### **3.2 Address Numbers**

House numbers will be made of black or brass colored metal and be not more than 6 inches or less than 3 inches in height. Address numbers are required on all houses. House numbers painted on curbs must be black and/or white in color and stencil applied only.

### **3.3 Air Conditioners**

Individual window air conditioning units are prohibited.

### **3.4 Antennas/Satellite Dishes**

#### **May Require Application**

Antennas designed to receive direct broadcast satellite service with a maximum diameter of forty (40) inches are permitted on the exterior of the dwelling. Satellite dish antennas may be placed on the rear roof or the rear of the dwelling. Alternate locations may be approved by the ACC on a case by case basis. The devices must be black, silver-gray, or be painted in a color designed to blend in with the background.

The Association has no obligation whatsoever to maintain common areas or any other property in order to provide or maintain unobstructed line of sight for satellite signals. Homeowners will not be permitted to cut, prune, or otherwise clear trees, shrubs or other vegetation from common areas in order to provide or maintain unobstructed line of sight for satellite signals, nor are the lot owners allowed to clear their own property if in violation of County guidelines.

No other antennas are permitted on the exterior of homes except antennas protected by federal or state law, in which case, they are limited to the lowest height, smallest size, and least-visible location that is not specifically protected by law.

### **3.5 Attic Ventilators**

Attic ventilators and turbines are permitted. If mounted on the gable end, they must be painted to match the siding or trim. Painted attic ventilators and turbines must be maintained. Ventilators and turbines shall be mounted on the least visible side of the main roof ridge so as to minimize their visibility. No application is needed when these requirements are met.

### **3.6 Awnings**

#### **Application Required**

Exterior awnings will be permitted if clearly compatible with the architectural design and quality of the home, or screened from the view of adjoining neighbors due to the proposed location of installation.

Awnings must meet the following criteria:

- Awnings are not permitted on the front of the house.
- They must have colors which are compatible with the siding color of the house.
- They must be consistent with the visual scale of the house to which attached.
- Pipe frames or structural supports for canvas awnings (or similar material) must be painted to match the color of the awning.
- Awnings must be maintained in good condition.

Application must contain the following:

- Property plat/site plan showing location of awning(s).
- Sketch, photograph or manufacturer's product information of proposed awning. This includes dimensions, construction details showing how the awning is attached to the house, materials, and color.

### **3.7 Barbecue Grills and Stands**

#### **May Require Application**

All permanently installed barbecue grills and stands must be located in the back yard. Grills and stands must be maintained in good condition. Evergreen screening may be required. No application is needed for portable grills. Permanent grills require an application which must contain the following:

- Property plat/site plan showing the relationship of the grill to the house, property lines, and adjacent houses.
- Picture and/or detailed drawing of the grill to include dimensions and materials used.

### **3.8 Basketball Setups**

#### **May Require Application**

Backboards shall be affixed to permanent, semi-permanent, or temporary free standing poles (i.e., portable type setups) with the following stipulations:

- Pole must be located a minimum of 10 feet from a side lot line.
- Poles must be painted a brown or black.
- Temporary/portable basketball setups must be located on the homeowner's property at all times (do not place in the street).
- No court markings may be painted, drawn or temporarily affixed to the playing surface, unless it is located behind the rear plane of the house and screened from adjacent homes.
- The backboard, rim, pole and net must be maintained in good condition at all times, with no evidence of peeling paint or rust.

Basketball playing times must be restricted to between the hours of 8:00 a.m. and 8:00 p.m. Permanent basketball setups require an application which must contain the following:

- Property plat/site plan showing the proposed location of the basketball setup including distances from property lines and house.
- Description of setup including colors of pole and base, and method of installation.

### **3.9 Clothes Lines**

Clothes lines or similar apparatus for the exterior drying of clothes are prohibited.

### **3.10 Compost**

Compost piles for grass clippings and leaves must be properly maintained so as not to be offensive to neighbors. Compost bins meeting the following requirements do not require an application:

- Compost should be contained in prefabricated composting bins with dimensions not to exceed 48 inches tall and 36 inches square. Composting bins must be black, brown, or green in color and located near the rear property line.
- Compost piles and bins must be maintained in good condition and shall only be used for grass clippings and leaves. Discarding of food and food by-products into compost piles is prohibited.

### **3.11 Decks**

#### **Application Required**

Decks must be located in rear yards, directly behind the house, and must comply with all Prince William County requirements.

Wood or composite decks may be left to age naturally or may be stained with transparent, semi-transparent, or opaque stain. Colors for decks must be a natural wood color. The color must be stated in the application and approved by the ACC. White decking is permitted for single-family home decks. Single Family homeowner requests for white painted decks will be evaluated on an individual basis.

When deck plans include other exterior changes such as fencing, lighting, plantings, sheds, hot tubs, etc., other appropriate sections of these guidelines should be referenced.

Wing walls for decks may be used for creating privacy if consistent with the architectural style and design of the applicant's house. The use of privacy screening that does not exceed 6 feet in height from the floor of the deck may be considered when lattice, board on board, or an open style of screening is proposed. Non-lot line fencing/screening for single-family homes must be at least 10 ft. from property lines. Evergreen plants may be required for screening.

If the under deck area will be used for storage, lattice walls must be used.

Application is required for all new decks and modifications to existing decks and must contain the following:

- Property plat/site plan showing the size and location and indicating distances from adjacent property lines.
- Detailed drawings and architectural plans which include exterior elevations and dimensions of railings and/or screening, posts, stairs, steps, benches, and other details to clearly describe the proposed work. Include height of deck above ground.
- Description of color, materials and screening, if required, to be used.

### **3.12 Dog Houses, Dog Runs, and Pets**

Dog houses must be similar to the applicant's house in terms of color, unless located in the woods, in which case it may be painted an earth tone color. It shall be located where visually unobtrusive to neighbors. Dog houses may not exceed 20 square feet and 4 feet in height. Dog houses may not be used as or converted into storage sheds.

Dog runs are prohibited.

No domestic livestock or wild animal shall be kept or maintained on any lot; however, any common household pet may be kept or maintained provided that they are not kept, bred, or maintained for commercial purposes and do not create a nuisance or annoyance to surrounding lots or the neighborhood and are subject to state and county ordinances and regulations.

### **3.13 Driveways**

#### **Application Required**

Extensions and additions to driveways will be considered when a thorough investigation of the impact on adjoining properties is completed. Driveway additions must be constructed using the same material as the existing driveway. Driveways or driveway extensions must not adversely affect drainage on adjacent properties. Replacement driveways may be asphalt or concrete and must match the color of the original driveway. If a concrete apron is used, it must extend 30"-32" from the curb to match others in the neighborhood. Driveways must be well maintained. Broken concrete or asphalt must be repaired or replaced. Any area that has sunk by more than 3 inches must be filled/replaced.

Application must contain the following:

- Site plan showing location, dimensions and distance from adjoining properties.
- Description of materials to be used.

### 3.14 Exterior Color Changes

#### Application Required

An application is not required in order to repaint a house or trim if the original color is matched (example: repainting an off-white home with a similar shade of off-white paint). All exterior color changes must be applied for and approved. Color selections must be harmonious with surrounding dwellings and the general color scheme in Bridlewood. This requirement applies to siding, entrance and garage doors, shutters, trim, roofs, porches, lamp posts and other structures. It is the responsibility of the applicant that the finished, dried paint matches the color of the paint approved by the ACC. Additional requirements are:

- Siding colors must be within the following ranges: white, beige, buff, cream, tan, gray/green, or gray.
- Gutters and downspouts must match trim or siding color or be white.
- Change in entrance door, garage door, and window color or style require application and approval.

Application must contain the following:

- List all existing exterior colors on the house and other structures and include a color photograph.
- Actual color samples of the new colors to be used.
- Description of color schemes used on houses adjacent, across and diagonal from applicants' house.

### 3.15 Exterior Decorative Objects

#### May Require Application

Permanent (year-round) exterior decorative objects require application and approval. Jockeys, wagon wheels, flamingos and other similar objects are prohibited.

Portable lawn furniture must be arranged in an orderly fashion and, unless located on a deck or patio behind the dwelling unit, stored from view when not in use.

All seasonal displays must be removed within 30 days after the holiday and may not be installed more than 45 days before the holiday.

All temporary exterior decorative objects must be maintained in good condition and appearance.

### 3.16 Fences

#### Application Required

All fences require an application to the ACC and approval from the ACC. A variance granted for one property shall not create a precedent for another.

Regulations for the construction and approval of fences are provided below.

- Chain link fences and stockade-type fences are prohibited.
- Fence heights shall be no less than 3 feet and no greater than 6 feet, including all decorative trim, etc.
- Fencing finished on one side only must have the finished side facing out.
- Gates shall be constructed of the same material and be of the same height and color as the fence.
- Wire mesh screening will be considered only in special cases when not visible from the street.

- Fences are only allowed in back or side yards and cannot extend beyond the front of your home or adjacent homes. The fence cannot appear to be in your neighbor's front yard due to lot configuration.
- Fences will be made of wood or a wood-look composite material. Color can be natural wood or transparent/semi-transparent stain that is a natural wood color (oak, maple, redwood colors for example). Solid color stains should not be used.
- The use of privacy fencing/screening that does not exceed 6 feet in height for pools, patios and decks may be considered when lattice, board on board, or an open style of screening is proposed. Non-lot line fencing/screening must be at least 10 ft. from property lines. Evergreen plants may be required to screen the fencing.
- Swimming pool fencing. See section on SWIMMING POOLS
- Other than swimming pool fencing, privacy fencing/screening as contained herein, and fencing serving as a landscape feature, non-lot line fencing is prohibited.

Application must contain the following:

- Property plat/site plan showing relationship of fence to property line and front planes of houses (yours and neighbors').
- Picture or drawing with detailed description of fencing including dimensions.
- Materials and color.
- Types and color of fences in the immediate area.
- Landscape plans if for privacy screening and fencing serving as a landscape feature.

### **3.17 Firewood**

Firewood shall be kept neatly stacked and shall be located to the rear of the residence and in such a manner as to avoid adverse visual impacts for adjoining properties. Firewood shall be stacked in piles which do not exceed eight feet in length, four feet wide and four feet in height for both aesthetic and safety considerations.

Other than a limited quantity of firewood intended for immediate use, firewood shall not be stacked on patios or decks. Firewood may not be stacked in common areas. Tarps used to cover firewood shall be earth tone in color. No application is required if homeowner adheres to stated guidelines.

### **3.18 Flagpoles**

#### **May Require Application**

An application is required for permanent or free-standing flagpoles. Permanent flagpoles must be installed and maintained in a vertical position and shall not exceed sixteen (16) feet in height. Only one permanent, free-standing flag pole per lot is allowed. Nothing may be attached to the flagpole except a flag. Color and location must be appropriate for the size of the lot and the background. Application must contain the following:

- Property plat/site plan showing pole location and indicating distances from the house, property line and adjacent neighbors.
- Picture and/or detailed drawing of pole to include dimensions.
- Description of material of flagpole.

Flagpole staffs which do not exceed six feet in length and are attached to the wall or pillar of the house do not require approval. When displaying the Flag of the United States of America, observing appropriate flag etiquette is encouraged. See <http://www.usflag.org/flagetiquette.html> for official guidance contained in the US Flag Code.

### 3.19 Garage Door Replacement

#### Application Required

Replacement doors must be of the same style and architecturally similar to the original door. Replacement doors must have 4 raised panels horizontally across each section (no flat, plain doors). Doors must be constructed of 4 hinged sections that roll up on a track. Color of garage doors must be white or match the house trim (example: off-white or almond color). Glass window panels are allowed in one section. Your applications should include a brochure.

### 3.20 Garages

See section on ADDITIONS, ALTERATIONS, AND NEW CONSTRUCTION

### 3.21 Gardens

See sections on ROCK AND STONE FEATURES, VEGETABLE GARDENS, and LANDSCAPING

### 3.22 Gazebos

See section on ADDITIONS, ALTERATIONS, AND NEW CONSTRUCTION

### 3.23 Greenhouses

#### Application Required

Only greenhouses attached to the house or incorporated within a deck structure are permitted. An attached greenhouse used for planting materials will be treated as an addition to a dwelling unit and subject to the same level of review. Attached greenhouses must meet the following criteria to be approved:

- They must be attached to the rear plane of the house.
- The size and design must be architecturally compatible with the house and surrounding houses.
- It shall present a neat appearance in and outside of the greenhouse.
- Greenhouses shall not be used for any commercial purposes whatsoever.

An application is required. See section on ADDITIONS, ALTERATIONS, AND NEW CONSTRUCTION

### 3.24 Gutters and Downspouts

#### May Require Application

Replacement or additional gutters and downspouts must match the design of the original gutters and downspouts. Color must match house trim or siding or be white.

Discharge from downspouts must not adversely affect drainage on adjacent properties.

Missing, hanging, broken or otherwise unsightly gutters and downspouts should be repaired within 60 days.

No application is required for replacement of existing gutters and downspouts. Application is required for installation of additional gutters and downspouts or change of color or type of existing gutters and downspouts. See section on EXTERIOR COLOR CHANGES

### 3.25 Hot Tubs/Spas

#### Application Required

An exterior hot tub or spa must be located behind the house. The hot tub or spa must blend with the exterior finish of the home, deck or patio to which it is connected.

Application must contain the following:

- Property plat/site plan showing location of hot tub in relationship to home, deck, and/or patio.
- Description and dimensions of screening, if any, and landscape plan if applicable.
- Manufacturer's brochure or detailed description of spa, including dimensions.

### **3.26 Landscaping**

#### **May Require Application**

All landscaping shall demonstrate sensitivity to the interests of adjacent property owners to enjoy light and open views. Landscaping may not obstruct sight lines for vehicular traffic. Landscaping must not hide fire hydrants, impede storm sewers, or adversely affect drainage on neighboring properties or utility lines. Trees and bushes should be spaced so they will not overhang property lines and curbs in the foreseeable future. Call Miss Utility before you dig.

Stone, rock groupings, gravel and pebbles are prohibited along property lines.

For landscape plans that include exterior objects, See section on EXTERIOR DECORATIVE OBJECTS

For landscape plans that include stone or rock features, See section on ROCK AND STONE FEATURES

For landscape plans that include sidewalks or walkways, See section on SIDEWALKS AND PATHWAYS

For landscape plans than include landscape walls, See section on WALLS (LANDSCAPING)

Landscape designs of such a scale or type as to be inconsistent with the existing design features of the house, adjacent houses and the Community are prohibited. Examples include the substantial or total removal of turf and replacement with another material, such as mulch or gravel.

All yards and landscape beds must be neatly maintained, including removal of all weeds, dead growth, and unused stakes. An Application is not required for landscaping that meets the requirements stated above.

### **3.27 Mailboxes**

#### **May Require Application**

All mailboxes must conform to the following specifications:

- The color of all mailboxes shall be black or white. Any colors must be applied for and approved. Mailboxes shall be the small standard rural type, size T1 (as were originally installed by the builder).
- Names and numbers may be mounted on the mailbox or wood post. The installation of top mounted guides for the display of the house numbers, names and/or addresses are prohibited.
- Posts are to be 4 inch x 4 inch (4x4) wood or plastic and must be a natural wood color or white. Metal covered posts are not permitted. Post shall be maintained in a vertical position.

An application is not required for replacing mailboxes within these guidelines.

### **3.28 Parking**

Parking rules and regulations can be found on the community website under Parking Policy.

See BRIDLEWOOD HOA DOCUMENT LIBRARY

<http://www.bridlewoodcommunity.org/Documents.html>

### **3.29 Patios**

#### **Application Required**

All patios require approval. Patios shall be located in rear yards and may not extend around to side yards. Only flagstone, brick, concrete, pea gravel embedded in stone dust, or similar construction

material shall be used. The scale, location, and design shall be compatible with the lot, house, and surroundings. Wing walls for patios may be used for creating privacy if consistent with the architectural style and design of the applicant's house. Finish materials and colors must match those on the house.

Any adverse drainage which might result from the construction of a patio shall be corrected by the homeowner.

The use of privacy screening that does not exceed 6 feet in height may be considered when lattice, board on board, or an open style of screening is proposed. Non-lot line fencing/screening must be at least 10 ft. from property lines. Evergreen plants may be required to screen the fencing.

Application must contain the following:

- Property plat/site plan showing the exact location and dimensions of the patio.
- Materials to be used including color. If using brick, it should match any brick on the house.
- Method of installation including a description of any grading changes and resulting impact on adjacent properties.

### **3.30 Recreation and Play Equipment**

#### **May Require Application**

Permanent or semi-permanent play equipment which either constitutes a structure or is appurtenant to an existing structure requires approval. Examples include: basketball setups (See section on BASKETBALL SETUPS), sandboxes, playhouses, swing-sets, play-sets, trampolines, etc. Except basketball setups, such play equipment must be located directly behind the house. Exceptions may be considered on a case by case basis if screened with evergreen plantings.

The following factors will govern approval of permanent or semi-permanent equipment:

- Location. Equipment must be located in the back yard.
- Scale and Design. Structures and equipment must be compatible with the lot size. The design and any visual screening are additional considerations in evaluations and may be required when there might be an adverse visual impact. Dimensions and photographs or sketches of play sets must be included in an application.
- Color and Materials. While wood left in natural color to weather is encouraged, the wood may be stained with a semi-transparent or solid stain that must be the color of naturally occurring wood (oak color, redwood color, etc.) Metal play equipment must be repainted as needed to prevent rust. Other materials may be approved. Tarps and/or canopies may be solid in color or can be 3 (three) primary color striped (red, yellow, blue). "Neon" and any other bright colors are prohibited.
- Play houses. Play houses must be of a natural wood color, painted earth tone colors or match the color scheme of the house. Play houses must not exceed 25 square feet and not more than 6 feet in height. Only single door openings are permitted and opening must not exceed 20 inches in width and 48 inches in height. Play houses must not be used as or converted into storage sheds.

All play equipment must be maintained in good condition. See section on BASKETBALL SETUPS.

Application must contain the following:

- Property plat/site plan showing location of equipment.
- Detailed description of materials or manufacturer's brochure, including exact dimensions of equipment.
- Proposed colors, including any tarps or canopies.
- Landscape screening plan, if needed.

### 3.31 Rock and Stone Features

#### May Require Application

Stone, gravel, and pebbles are prohibited along property lines. They are permitted only in landscape beds and between stepping stones. They are not permitted for outlining driveways. An application is required if the rocks or collection of rocks exceed 24 inches in width, depth, height, or length and must contain the following:

- Property plat/site plan showing location of stone or rock groupings.
- Description of stone or rock groupings including size, type and color of rock.

### 3.32 Roofs

#### May Require Application

No application is required to replace roofing with same color and materials. Application is required for change in roof color or type. See Section on EXTERIOR COLOR CHANGES. Missing, torn, or broken shingles must be replaced within 60 days with shingles of matching color and style.

### 3.33 Screened Porches

#### Application Required

Roofing materials on porch must match materials on main house. Screen porches should be behind the house. Side porches may be approved on a case by case basis. Porches must have an “A type” pitched roof similar to the house (no flat, shed-type roof permitted), railing, and lattice skirts from porch to ground on all sides. They must also have architectural detailing to match the house (i.e., dental molding and fascia boards); side porches must be painted to match color of house siding or trim, providing the house is not in violation of these guidelines. See section on ADDITIONS, ALTERATIONS, AND NEW CONSTRUCTION.

### 3.34 Security Bars

The use of security bars or gates on windows and doors is prohibited. Exceptions may be made where the security apparatus will not be visible from the street or adjoining properties. Residents interested in increased security may install an alarm system that notifies a security company. This section is not intended to prevent use of a single bar on the inside of a sliding-glass door to prevent the door from opening.

### 3.35 Sidewalks and Pathways

#### Application Required

Sidewalks and pathways must be set back at least 4 feet from the side property lines and installed flush to the ground. Only flagstone, brick, concrete, or pea gravel set firmly in stone dust, or similar durable construction material may be used. The scale, location and design must be compatible with the lot, house and surroundings. All sidewalks and pathways should be installed pursuant to industry/manufacturer's standards and local government regulations.

An application is required for all new construction of sidewalks and pathways and realignment of existing walks. The application must contain the following:

- Property plat/site plan showing the exact location of the pathway or sidewalk.
- Materials to be used, including color. If using brick, color should match the color on the house.
- Method of installation plus a description of grading changes required, if any, and the resulting impact on the neighbors. Corrective measures may be required of applicant.
- Estimated start and completion dates.

### **3.36 Siding and Shutters**

#### **May Require Application**

Missing, hanging, broken or otherwise unsightly siding and shutters must be repaired/replaced.. No application is needed for replacement of siding or shutters that match existing compliant colors, materials and design. Application is required for changing siding and/or shutter color. See section on EXTERIOR COLOR CHANGES.

### **3.37 Signs**

#### **Application Not Required / Special Requirements Apply**

#### **3.37.1 REAL ESTATE SIGNS**

Only one sign advertising a property for sale/or for rent may be displayed. Such signs must meet applicable County regulations with respect to size, content, and removal. These signs may not exceed four square feet in size. The signs may only be placed in the front yard of available properties. Signs and signposts are to be maintained in vertical alignment and without any unsightly, broken, or loose hanging face boards. Real estate signs shall be removed within 7 days after a sales or rental contract is finalized.

#### **3.37.2 SECURITY SIGNS**

Security signs (alarm systems) shall not exceed 64 square inches in size. Two security signs are permitted per lot. No application is required if homeowner adheres to stated guidelines.

#### **3.37.3 OTHER SIGNS**

Signs used to promote a charitable fund drive, public candidate, or garage sale may be displayed on a temporary basis. They must be removed immediately after the conclusion of the fund drive, election or sale. Such signs may be displayed up to 10 days before the event and may not be larger than two (2) square feet each. They may not be attached to the mailbox support post. Only one such sign is permitted per lot. Other types of signs and permanent signs are not permitted.

### **3.38 Skylights**

#### **Application Required**

All skylights must be located on the rear of the house on the back side of the main roof ridge and be no larger than 4 feet by 4 feet. Skylight frame and trim must be similar to color of roof. Approval is required.

### **3.39 Solar Collectors**

#### **Application Required**

Sections of Bridlewood have Supplemental Declarations of Covenants, Conditions and Restrictions that state the following: "Solar collectors or panels which are not visible from a street may be installed and maintained on a Lot." Approval is required.

### **3.40 Storage Sheds**

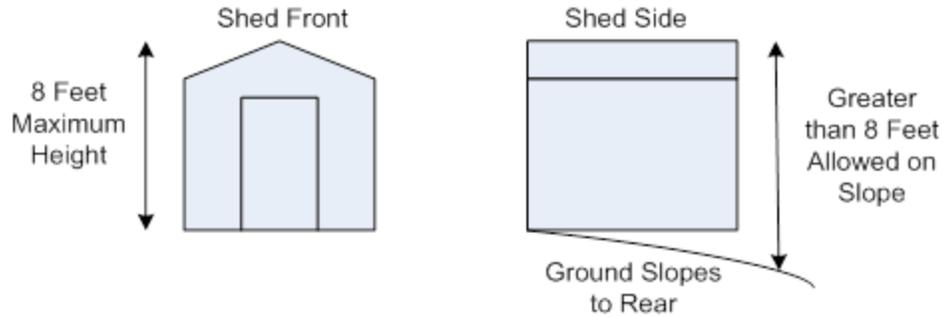
#### **Application Required**

No temporary building is permitted on any lot. In order to pack for a household move, a modular storage unit is temporarily permitted. The footprint of the modular unit must be less than 8 feet by 20 feet and the unit must be removed within 10 days.

Certain types of permanent storage sheds are permitted as described in the sections below. Different rules apply to sheds for single family homes and sheds for townhomes due to the difference in yard size. All sheds must be in general conformity and harmony with existing structures on surrounding lots and must be well maintained.

3.40.1 SINGLE FAMILY HOME SHEDS

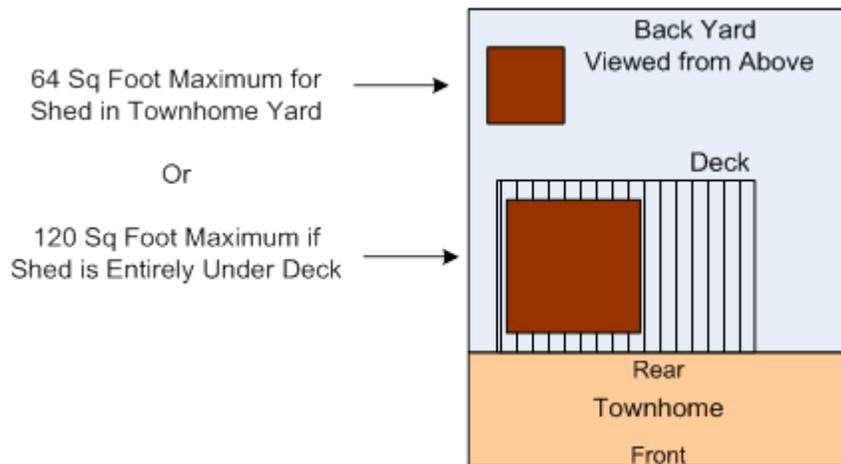
One storage shed is permitted on a single family lot. A shed should not exceed 120 square feet of floor space and should be no taller than 8 feet. This 8 foot maximum height will be measured from the ground to the top of the roof at the front of the shed. In the event that the shed is located on sloped terrain, it is acceptable for the rear or side of the shed to be more than 8 feet in height from ground level. This allows a standard 8 foot high shed to be leveled on a hill as shown in the following diagram.



The shed must be located between the rear of the house and the rear property line (in the back yard, not on the side of the house) and set back 6 feet or more from adjoining property lines. Design of the shed should be in harmony with the architecture of the community. Construction of the shed is to be of wood with an asphalt shingle roof. Sheds must be painted to match the siding and trim colors of the house or matching vinyl siding may be used. The shingle color is to match the existing roof on the house. No metal or plastic storage sheds are permitted on single-family lots.

3.40.2 TOWNHOME SHEDS

One storage shed is permitted on a townhome lot. A townhome shed may not exceed 64 square feet of floor space unless it is placed entirely under an existing and approved deck (see the following diagram). When the shed is placed entirely under a deck, the maximum footprint is 120 square feet.



Shed height shall be no taller than 8 feet. The shed must be located between the rear of the house and the rear property line. Two types of shed construction are permitted on townhome lots (note that metal sheds are not allowed):

- Wood sheds as described for single family homes.
- Plastic/rubber sheds made by companies such as Rubbermaid (available at local building supply stores). These sheds must be beige, green or brown color.

Application for all sheds must contain the following:

- Property plat/site plan showing the exact location of the shed.
- Description and dimensions of shed with elevation drawings (front, side and rear views).
- Materials to be used, including color.
- Color of house and roof.

### **3.41 Storm/Screen Doors and Windows**

#### **Application Required**

Storm/screen doors must be full-view with the kick plate no higher than six (6) inches; plain and unadorned in style; and must be white or match the approved color of the front door or the trim around the front entry door. Security, wrought iron, cross buck, and storm doors with excessive kick plates or frames are not permitted. Frosted glass in storm doors is prohibited.

Application must contain the following:

- Description of storm/screen door or windows including dimensions, colors, and a picture if possible.
- Existing siding, trim and front door colors of house.

### **3.42 Swimming Pools**

#### **Application Required**

Above ground pools (except portable kiddie wading pools) are prohibited. All pools require approval from the ACC. Applications must contain the following:

- Property plat/site plan showing relationship of pool to house and property lines with dimensions.
- Full set of architectural drawings to include dimensions, materials, color of pool and decking.
- Fence plan showing relationship of fence to lot line. Include description of materials and colors to be used.
- Landscape plan listing type of plants to be used for screening, with location and dimensions. Evergreen plants must be used.
- Construction plan indicating where excavated soil will be deposited and for how long, erection of erosion barriers, and maintenance of the street directly adjacent to the work site.
- Estimated start and completion dates.

### **3.43 Trash**

Trash and recycling containers, including yard debris (grass clippings, tree trimmings, etc.), shall not be placed at street for pickup prior to 5:00 p.m. the day before pickup. Trash cans and recycling bins shall be collected promptly after trash pick-up (the same day as trash pick-up) and stored out of view at all other times. Trash cans may not be stored on Association property.

Owners/residents are responsible for picking up litter on their property and debris on common ground that originated from their property. Plastic trash bags containing food and related refuse must be placed in a secure container.

Burning of trash or refuse is not permitted. Dumping on common ground is not permitted.

### **3.44 Vegetable Gardens**

Vegetable gardens must meet the following conditions:

- Located between the rear line of the house and the rear property line.

- Garden size does not exceed  $\frac{1}{4}$  of the area described in (a) above for single-family homes.
- Garden does not damage property below it through the flow of water onto lower property.
- Gardens must not encroach on Association common ground.
- Gardens must be neatly maintained including removal of weeds, dead growth and unused stakes or trellises.
- Gardens must be for personal consumption, not for commercial purposes.

No application is needed for vegetable gardens meeting these requirements. For flower gardens, See section on LANDSCAPING.

### **3.45 Walls (Landscaping)**

#### **Application Required**

Walls and similar features require application and approval, and will be considered on a case by case basis. Walls must meet the following criteria:

- Walls must be made of stone, brick, stucco material, wood, or a combination thereof.
- Walls must not exceed 4 feet in height and may not extend beyond the front plane of the house or the front plane of adjacent houses.
- They must not cause adverse drainage conditions for adjacent properties. Applicant must correct any drainage problems that do arise within 60 days.
- Brick walls must match brick used on house.

Application must contain the following:

- Property plat/site plan depicting location of wall(s) with respect to house and adjacent houses.
- Description of material to be used.
- Detailed drawing of proposed structure including dimensions.