

# REDFIELDS COMMUNITY ASSOCIATION, INC.

## DESIGN GUIDELINES

### I. Application Process

Any new construction, addition, alteration, landscaping, fence, deck or other exterior alteration must receive ARC approval prior to commencement of the work. All applications must contain the following items listed below and are to be submitted to Property Manager. Color pdf's, via e-mail will speed the review but are not required.

#### 1) Application form

An application form, available via the Association website or the Property Manager's office is required for all applications. Association website: [www.redfields.info](http://www.redfields.info). Community Manager: Doug Brooks via [redfieldsmanager@gmail.com](mailto:redfieldsmanager@gmail.com).

#### 2) Plat

For all proposed work constituting an alteration to the site, including new construction, additions, landscaping, decks, patios, fences and accessory buildings, a plat is required showing the size and location of the proposed project. Dimensions from property line to all new work must be included. This assures all proposed work lies within the applicant's property and that all easements and other restrictions remain unaffected. A plat should be included in your purchase closing documents.

#### 3) Project Description

A complete description of the work is necessary. Please provide a short-written summary of the project and, where possible, include catalog photos, specification sheets, and so forth to help the ARC understand your project. Also include a project schedule and anticipated completion date.

#### 4) Samples

Samples are needed of most proposed new exterior materials. These include paint, stain, roofing, brick, stone or other cladding. Providing five samples of each to the Property Manager will speed the review. Otherwise the ARC will assemble when we can (within the 30-day review period) to review single samples. Without samples, we cannot fully evaluate the proposal. Samples of materials that are specified to match those already used on the existing house are not required.

#### 5) Drawings

A set of drawings is necessary for the ARC to understand any new construction, addition, exterior modification, deck, or accessory building. These are to be drawn (sketched or drafted) to scale (minimum of 1/8"=1'-0), dimensioned, and annotated as to materials and colors. Scale drawings may be prepared by the homeowner or builder. Retaining an architect is not necessary. However, clarity of intention is extremely helpful. Complete sets include: Floor Plan(s) showing connection to house. Exterior Elevations of all sides - including grade slope at face of proposed edifice. Primary Details of any significant architectural feature, such as overhangs, fence profile, cornice, etc.

#### 6) Notification to Neighbors

Please note that in some cases improvement or modification projects greatly affect the surrounding neighbors, and can have an impact on the entire neighborhood. Although final approval rests with the Architectural Review Committee, the Committee requires that you notify your immediate neighbors of your proposed. Owners seeking approval of improvements must provide proof to the Redfields ARC and Courtyard at Redfields ARB of notification for all neighbors by including copies of email acknowledgements or suitable hand-written notes. Neighbors are welcome to contact the ARC regarding any concerns with your requested modification(s). For fence applications where the fence is to reside on or within 12" of a property line that neighbor's signature is required. Said signature affirms the neighbor's approval of the fence. Courtyard at Redfields Homeowners: If your project is located within the Courtyard at Redfields Homeowners Association your application will be processed in accordance with the Redfields Design Guidelines and the Courtyard Design Standards and will be reviewed by both the Redfields Architectural Review Committee and the Courtyard Architectural Review Board. CARB Standards are more restrictive and will be the primary determinant for applications from members of Courtyard at Redfields Homeowners' Association, Inc.

### II. Review Process

The Architectural Review Committee will act upon all applications within 30 days of receipt of a complete application. If the applicant has not received an official response within that timeframe the proposal is deemed approved by the ARC. Official responses:

- 1) More Information Needed - The applicant will be notified with the first few days after submittal if the application is incomplete. All incomplete applications will be set aside until all required items are provided. The ARC will make every effort to complete the review within 30 days from the initial submittal date but cannot assure final review until 30 days from receipt of a complete application.
- 2) Approved- This grants the applicant permission to proceed without modifications to the application.
- 3) Approved with conditions - This grants the applicant permission to proceed with certain changes prescribed by the ARC.
- 4) Declined- If the proposal is not consistent with the Guidelines it will be rejected. Reasons will be provided. Applicants may make changes and reapply.

### III. Architectural Design Guidelines

- 1) Style  
There is no prescribed architectural style for Redfields. Applicants should take note of the relatively quiet approach to design already in place. Designs for new construction or additions that respect this character are likely to be approved.
- 2) Exterior Colors
  - i. Siding  
All exterior siding paint colors selected from the Benjamin Moore's Historic Color Line are acceptable and will only be reviewed for use as part of a particular color scheme. Siding on a given house is to be of a single color. Applicants may use paint from any manufacturer. The Benjamin Moore reference is for matching only.
  - ii. Garage Doors  
Colors for garage doors must be complimentary to the siding color. If selected from Benjamin Moore's Historic Color Line they will be acceptable. Applicants may use paint from any manufacturer. The Benjamin Moore reference is for matching only. Certain neighborhoods have more limited colors for garage doors.
  - iii. Shutters  
Shutters must be a complimentary color to the siding color. If selected from Benjamin Moore's Historic Color Line they will be acceptable. Applicants may use paint from any manufacturer. The Benjamin Moore reference is for matching only.
  - iv. Trim  
All trim must be white. This includes, rakes, eaves, soffits, corner boards, door & window trim, window sashes, etc.
  - v. Front Door  
There is significant latitude to front door color.
- 3) Accessory Buildings  
Most lots are allowed one accessory building or shed. Shed design is to mimic the house to maximum extent possible including matching siding material, colors and roofing. Sheds with raised floors are to incorporate screening (such as lattice) at base to conceal area beneath the shed. Roofs shall be pitched a minimum of 3:12 though higher pitch is preferred. Sheds are to be located in a discrete area using the house and landscaping to screen the shed as much as possible from public view. Sheds should be positioned to avoid negatively affecting neighbors' views from their homes. In no case is a shed permitted in the front yard. No pre-manufactured metal sheds will be permitted. Sheds must be built with consideration for our sloping topography. The addition of screening trees may be required. Animal pens are not permitted.
- 4) Garages  
Some lots are permitted the construction of a garage as a stand-alone building. Doing so precludes the construction of a shed or other accessory building. Garage design must mimic the house design including matching siding material, colors and roofing.
- 5) Roof Pitch

Minimum roof pitch for new construction and major additions is 7:12. Lower pitch roofs may be approved for small additions where public visibility is minimal and the house would otherwise be adversely affected by installing the steeper roof.

#### 6) Fences

A variety of fence styles are permitted. Designs that mimic other fences in the immediate area or neighborhood are likely to be approved.

- i. Fences are not permitted to extend beyond the primary front plane of the house.
- ii. Approved materials include:
  1. Wood- painted white, stained or natural finish.
  2. Synthetic wood substitutes such as Miratec or Trex- white or "natural".
  3. Pressure treated wood.
- iii. No fence shall exceed 4'-0" in height, except in limited circumstances where specific neighborhoods have small privacy fences.
- iv. Fences proposed at edge of property must be approved by adjoining property owner.
- v. Wire fences such as chain link, razor wire or barbed wire are not permitted.
- vi. Except where permitted in Courtyard, or in other special circumstances where flat site permit no pre-manufactured fence sections may be used; all fences to be built one picket at a time on site, to allow for an installation that works well with our sloping topography.
- vii. Picket fences are to have pickets facing out from the property and supports facing inside the property. This includes side yards; pickets are to face abutting neighbors.

#### 7) Decks & Pergolas

- i. Approved materials include:
  1. Wood- painted, stained or natural finish.
  2. Synthetic wood substitutes such as Miratec or Trex- white or "natural".
  3. Pressure treated wood.

#### 8) Landscaping

- i. Trees  
All new trees must be approved. It is suggested that tree selection and maintenance follow the City of Charlottesville's Tree Packet publication- current edition January 18, 2007.
- ii. Gardens  
Certain areas within Redfields have common area gardens maintained by the Association.
- iii. Small planted areas  
All private planted areas smaller than 250 square feet do not require ARC review or approval. Larger plated areas require submittal of a planting plan with species list and location shown on the plat. Standard maintenance of approved or pre-existing beds does not require ARC review or approval.

#### 9) Play Structures

A variety of play structures are permitted. Wood materials are highly preferred and they must be well maintained and re-stained or painted as needed to maintain neat appearance. They are to be located in a discrete area using the house and landscaping to screen the structure as much as possible from public view. They are to be located to avoid negatively impacting neighbors' views. The addition of screening trees may be required. In no case is a play structure permitted in the front yard.

#### 10) Decorative Elements

Certain large or prominent decorative elements attached to the house or positioned in the yard require ARC approval and are to be kept to a minimum. Residents are encouraged to respect the overall quiet Redfields design aesthetic and the visual quality of their particular neighborhood or street. Some neighborhoods do not allow excessive decorative elements.

Permanent or semi-permanent features added to the property, including but not necessarily limited to wall decorations, landscape elements, sculptures, etc. come under this review.

Replacement of mailboxes does not require review if the new mailbox is in keeping with the others on that street.

Mailbox designs outside the standard for a particular street do require review and approval.

Holiday decorations, temporary candidate support signs, and such do not fall under ARC review.

**DECLARATION OF COVENANTS AND RESTRICTIONS OF REDFIELDS  
AND BYLAWS OF REDFIELDS COMMUNITY ASSOCIATION, INC.  
ARTICLE IV - SITE MANAGEMENT, DESIGN STANDARDS AND LAND USE CONTROLS**

1. No building, fence, driveway, parking area, or other structure shall be erected, placed, or altered, nor shall a building permit for such improvement be applied for on any Property in Redfields until the proposed building plans, specifications, exterior color or finish, plot plan showing the proposed location of such building or structure, drives, and parking areas, topographic, vegetation and landscape plan and construction schedule shall have been approved in writing by the Company. In addition, no excavation, tree cutting, or site clearing for new construction shall be commenced until such written topographic and landscape plan shall have been approved in writing by the Company. Approval of removals of all trees within ten (10) feet of the approved building foundation site shall be automatic. The Company further reserves the right to promulgate and amend from time to time architectural guidelines for specific neighborhoods and areas or for all Properties within Redfields, and such Architectural Guidelines shall establish, define, and expressly limit those standards and specifications that will be approved in said neighborhoods and areas or within the Properties, including, but not limited to, architectural style, exterior color or finish) roofing material, siding material, door types, window types, insulation, driveway material, landscape design, and construction technique. Refusal, approval or modification of plans, location, exterior color or finish, or specifications by the Company may be based upon any ground, including purely aesthetic considerations, which in the sole and uncontrolled discretion of the Company shall seem sufficient. No alteration in the exterior appearance of any building, fence or other structure, including exterior color or finish, shall be made without like prior written approval by the Company. One (1) copy of all plans and related data shall be furnished the Company for its records. In the event approval of such plans is neither granted nor denied within thirty (30) days following receipt by the Company of written demand for approval, approval shall be deemed to have been granted.

2. In order to assure that buildings and other structures will be located and staggered so that the maximum view, privacy, sunlight, and breeze will be available to each building or structure within the confines of each Property, and to assure that structures will be located with regard to the topography of each Property, taking into consideration the location of large trees and other aesthetic and environmental considerations, the Company reserves the right to control absolutely and to decide solely (subject to the provisions of the Zoning Ordinance of the County of Albemarle) the precise site and location (including density of buildings) of any building or structure on any Property in Redfields for reasons which may in the sole and uncontrolled discretion and judgment of the Company seem sufficient. Such location shall be determined only after reasonable opportunity is afforded the Property Owner to recommend a specific site. The provisions of this paragraph shall in no way be construed as a guarantee that the view, privacy, sunlight, or breeze available to a building or structure on a given Property shall not be affected by the location of a building or structure on an adjacent Property.

3. On a continuing basis, both during and after construction of improvements, topographic and vegetation characteristics of Properties within Redfields shall not be materially altered by excavation, clearing, cutting re-grading, in-ground road construction, or any other means without the prior written approval of the Company. Refusal or approval of plans for any alteration of topographic or vegetation characteristic(s) by the Company may be based upon any ground, including purely aesthetic considerations, which in the sole and uncontrolled discretion of the Company seems sufficient. The Company reserves for itself and its assigns, the right to promulgate and amend from time to time "Landscape Guidelines" which shall apply on an ongoing basis, and which shall establish approved standards, methods, and procedures for landscape management on specific Properties in Redfields, and such authorized standards, methods, and procedures may be utilized by the Owners of such specified Properties without prior written approval by the Association; provided, however, no trees measuring six (6) inches or more in diameter at a point two (2) feet above ground level may be removed without the prior written approval of the Association. Such approval shall be requested in writing from the Association, and such approval shall be deemed granted unless the Association denies such request in writing within 30 days of receipt of the request. In the event of tree removal prior to the written approval from the Association, the property owner responsible for such removal will be required to replace removed tree(s) with a tree(s) similar in type and fifty percent greater in size to those tree(s) removed. If the owner responsible for such removal fails to take corrective action specified immediately, the company or its agent may then exercise its right to take the necessary corrective action. Such action shall not be made until fifteen (15) days after the owner responsible for such removal has been notified in writing of the need for such work and unless such owner responsible for removal fails to perform the work within said fifteen (15) day period. The cost of such tree installation measures, when performed by the Company or its agent, shall be kept as low as reasonably possible. The cost of such work, when performed by the Company or its agent on property, shall be paid by the owner responsible for such removal.

4. In order to implement effective and adequate erosion control, the Company and its agents shall have the right to enter upon any Property before or after a building or structure has been constructed thereon or during the construction thereof, for the purpose of performing any grading or landscaping work or constructing and maintaining erosion prevention devices. Provided, however, that prior to exercising its right to enter upon the Properties for the purpose of performing any grading or landscaping work or constructing or maintaining erosion prevention devices, the Company shall give the Owner of the Property the opportunity to take any corrective action required by giving the Owner of the Property written notice indicating what type of corrective action is required

and specifying in that notice that immediate corrective action must be taken by the Owner. If the Owner of the Property fails to take the corrective action specified immediately, the Company or its agent may then exercise its right to enter upon the Property in order to take the necessary corrective action. The cost of such erosion prevention measures, when performed by the Company or its agent, shall be kept as low as reasonably possible. The cost of such work, when performed by the Company or its agent on Property, shall be paid by the Owner thereof.

5. In order to implement effective insect, reptile, rodent, and woods fire control, the Company and its agents have the right to enter upon any Property for the purpose of moving, removing, clearing, cutting, or pruning underbrush, weeds, or other unsightly growth which in the opinion of the Company detracts from the overall beauty, setting, and safety of Redfields. The cost of this vegetation control shall be kept as low as reasonably possible and shall be paid by the Owner of the Property. Such entry shall not be made until fifteen (15) days after the Owner of the Property has been notified in writing of the need of such work and unless such Owner fails to perform the work within said fifteen (15) day period. The provisions in this paragraph shall not create any obligation on the part of the Company to mow, clear, cut or prune any Property.

6. It shall be the responsibility of each Property Owner, tenant, contractor, or subcontractor to prevent the development of any unclean, unsightly, unkempt, unhealthy or unsafe conditions of buildings or grounds on any Property which shall tend to substantially decrease the beauty or safety of Redfields, the neighborhood as a whole, or the specific area. The Company and its agents shall have the right to enter upon any Property for the purpose of correcting such conditions, including, but not limited to, the removal of trash which has collected on the Property, and the cost of such corrective action shall be paid by the Property Owner. Such entry shall not be made until fifteen (15) days after the Owner of the Property has been notified in writing of the need to take corrective action and unless such Owner fails to perform the corrective action within said fifteen (15) day period; provided, however, that should such condition pose a health or safety hazard, such entry shall not be made until the Owner has been notified in writing of the need to take immediate corrective action and unless such Owner fails to perform the corrective action immediately. The provisions of this paragraph shall not create any obligation on the part of the Company to take any such corrective action.

7. Each Property owner shall provide dedicated space for the parking of automobiles off public streets prior to the occupancy of any building or structure constructed on said property in accordance with reasonable standards established by the Company. The size and design of such parking areas, or any alterations thereof, shall be subject to approval as provided in paragraph 1 of this Article.

8. Except as may be required by legal proceedings, no sign shall be erected or maintained on any Property by anyone including, but not limited to, a Property Owner, a tenant, a realtor, a contractor, or a subcontractor, until the proposed sign size, color, content, number of signs, and location of sign(s) shall have been approved in writing by the Company. Refusal or approval of size, color, content, number of signs, or location of sign(s) may be based by the Company upon any ground, including purely aesthetic considerations, which in the sole and uncontrolled discretion of the Company seems sufficient. The Company further reserves the right to promulgate and amend from time to time "Uniform Sign Regulations" which shall establish standard design criteria for all signs, including, but not limited to, real estate sales signs, erected upon any Property in Redfields. The Company and its agent shall have the right, whenever there shall have been placed or constructed on any Property in Redfields any sign which is in violation of these restrictions, to enter immediately upon such Property where such violation exists and summarily remove the same at the expense of the Property Owner.

9. No mailbox shall be erected or maintained on any Property until the proposed mailbox design, color and location have been approved in writing by the Company. Refusal or approval of design, color or location may be based by the Company upon any ground, including purely aesthetic considerations, which in the sole and uncontrolled discretion of the Company seems sufficient. No alteration in the exterior appearance of any mailbox shall be made without like prior written approval by the Company. The Company reserves the right to establish uniform mailbox regulations (the "Uniform Mailbox Regulations") which shall define standard design criteria for all mailboxes erected upon any Property in Redfields.

10. Prior to the occupancy of a building or structure on any Property, proper and suitable provisions shall be made for the disposal of sewage by connection with the sewer mains of the Albemarle County Service Authority which is the only system presently approved by Albemarle County for use in Redfields, or other means of sewage disposal if other means are approved by Albemarle County for use in Redfields.

11. Prior to the occupancy of a building or structure on any Property, proper and suitable provisions for water shall be made by connection with the water lines of the Albemarle County Service Authority water system which is the only system presently approved by Albemarle County for use in Redfields, or other water system if other water system is approved by Albemarle County for use in Redfields.

12. The rights reserved unto the Company, its successors and assigns and its agents, in this Article shall not be unreasonably employed and shall be used only where necessary to effect the stated intents and purposes of this Declaration.