

# *Victoria's Grant Homeowner's Association*



## *Architectural Control Committee Guidelines*

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# Architectural Control Committee Guidelines

## Preface

*The purpose of the Architectural Control Committee (ACC) Guidelines (referred to hereafter as "Guidelines") is to provide general guidance for changes to property subject to Article V of the Conditions, Covenants and Restrictions (CC&Rs) of the Victoria's Grant Subdivision and under the auspices of the Victoria's Grant Homeowners Association (VGHOA) as granted by the Articles of Incorporation, By-laws and CC&Rs of Victoria's Grant and the VGHOA.*

*A primary purpose of any real property CC&Rs is to ensure the integrity of a development or neighborhood envisioned by the original developer and an expectation of purchases of a residence in a development governed by a Homeowners Association (HOA). Generally, guidance such as contained herein is intended only to serve as a means of controlling changes that are inconsistent with the general character of the existing neighborhood rather than restricting the right to improve real property. The Board of Directors of the VGHOA recognizes the right to enjoy the use of real property consistent with the agreement made by each purchaser of a residence in Victoria's Grant. Each resident of Victoria's Grant expects the other residents to comply with the CC&Rs. In essence, we all agreed to maintain and improve our property consistent with the CC&Rs for the benefit of each other.*

*The Guidelines interpret and expand upon the general guidance contained in Article V of the CC&Rs. It is not intended to be all-inclusive but primarily to cover the more commonly expected situations and help ensure consistency in the actions of the ACC or the VGHOA Board of Directors. The specifics of the Guidelines are expected to evolve over time but the primary purpose will remain consistent: to ensure the overall integrity of Victoria's Grant.*

*To better explain the purpose of the Guidelines, the following example is provided. Many of us have driven through a neighborhood and expressed our astonishment over something we simply never expected to see. Perhaps it was a lawn consisting of gravel spray-painted bright green, a large, particularly gaudy, front yard ornament or some other equally distressing situation. These Guidelines will hopefully provide guidance that will define the acceptable boundaries consistent with the CC&Rs.*

## **Section 1**

### **EXTERIOR HOME CHANGES**

#### **1.0 DEFINITION**

Exterior home changes are defined as any installation, erection, application, pasting, painting, hinging, screwing, nailing, building, alteration, removal, or construction of any lighting, exterior screens, awnings, patio covers, slabs, sidewalks, curbs, gutters, patios, decks, window pediments, balconies, or to otherwise change or alter the exterior of any structure or dwelling.

#### **1.1 Controls**

Where exterior home changes encompass maintenance, repair or replacement of existing materials with the same like, type, material, nature, location, and color, no Change Application is required.

Plans for exterior home changes as defined in paragraph 1.0 must first be submitted to the Board of Directors via a Victoria's Grant Homeowner's Association (HOA) Change Application. The Change Application must show the style, color, and type of construction to be utilized, in addition to the location of the exterior home change(s). Change Applications will be reviewed by the Board of Directors for conformity to the safety, color, and harmony of external design, and location in relationship to surrounding structures; and for conformity with the prevailing architecture and conditions of Victoria's Grant.

#### **1.2 Windows and Doors**

When replacing existing doors and windows with like style and color, no Change Application is necessary. Routine maintenance requires no Change Application

#### **1.3 Siding, Brick, and Concrete**

Any changes in the type, material, shape, or color of siding, brick, or concrete must first be submitted via Change Application to the Board of Directors for approval. No painting of vinyl siding or brick is allowed. Concrete foundations that are exposed may be painted the same color as the siding of the house or the existing color without approval of the Board of Directors. Painted foundations must be maintained to ensure they are in good repair. At no time will it be permitted to paint, draw, mark or sketch, in any form of medium a mural or any picture on any surface of a dwelling.

#### **1.4 Painting/Color Changes**

With the exception of maintenance of existing colors to improve or repair existing surfaces to maintain the harmony and appearance of a property, the painting of any structure that includes the changing of existing color(s) must first be submitted via Change Application to the Board of Directors for approval.

#### **1.5 Trim, Shutters, and Roofing**

Any changes to the type, material, shape, or color of the trim, shutters, or roofing of a dwelling must first be submitted to the Board of Directors for approval, excluding those that replace existing materials with similar type, material, nature, location, and color.

#### **1.6 Porch Railings and Posts**

When replacing existing porch railings and posts with like style and color, no Change Application is needed. Permanent removal of porch railings and posts is a violation of St. Mary's County code and not permitted. Alteration, relocation, and replacement of all porch railings and posts must be submitted for Board of Directors approval via a Change Application which indicates the type, material, style, and color to be utilized, as well as the location. All such work must be completed in a timely manner.

#### **1.7 Garage Doors**

When replacing existing garage doors with like style and color, no Change Application is needed. Removal, alteration, relocation, and replacement of garage doors must be submitted to the Board of Directors via a Change Application that indicates the type, material, style, and color to be utilized for replacement, as well as the location. Unless otherwise approved by the Board of Directors all garage doors will be the color of white.

#### **1.8 Gutters and Downspouts**

Gutters and downspouts may not be removed from the dwelling, excluding for periods of cleaning, repairing, or replacement.

## Section 2

### HOME ADDITIONS

#### 2.0 DEFINITION

A home addition is defined as, but not limited to, any extension of the house in vertical or horizontal dimension. It also includes additional rooms, extension of existing rooms, attached garages, attached carports, attached unscreened porches, attached screened/closed porches, additional levels, and any extended, attached roofing to cover decks and/or patios.

#### 2.1 Controls

Prior to the construction of any home addition on any lot, the owner of such lot shall first submit to the ACC a Change Application for review. The review process will contain a phased two-step approach with both a preliminary and final approval.

**Step 1 – Preliminary Approval.** For initial review of the Change Application, preliminary drawings are acceptable, and must be drawn to scale on a copy of the owners property plat to show placement of the addition within property setbacks. An explanation of what the addition is to be used for, the planned type of materials (interior/exterior) must be identified, and any potential affect on forest conservation area must be noted.

**Step 2 – Final Approval.** Once preliminary approval is obtained, the homeowner must obtain and submit a complete set of plans and specifications for the proposed addition(s). Site plans and specifications shall include grading plans, floor plans depicting addition size and layout, exterior elevations, specifications of materials and exterior colors, and any other information deemed necessary. In addition, the owner shall submit the identity of the individual or company intended to perform the work, and the projected commencement and completion dates.

After construction, the site should be cleared and landscaping restored.

*Note: There are 15 ft. side-yard and 5 ft. rear-yard setback requirements and other building line restrictions of the Victoria's Grant recorded plat, to preserve the openness of the community.*

The following general guidelines are provided for additions of any kind attached to the existing residential structure. It should be noted that a building permit is also required by the county for any additions of this type.

## **2.2 Attached Garages**

Attached garages must be consistent with existing home construction in terms of building materials and color, and must be consistent with the existing architectural designs of garages and homes within Victoria's Grant. Attached garages may not exceed the existing home in height or depth. Attached garages may not begin forward of the existing front line of the home.

## **2.3 Attached Carports**

No attached carports are permitted in the Victoria's Grant subdivision.

## **2.4 Additional Levels**

No home may consist of more than two stories.

## **2.5 Covered Porches**

No attached porches shall be built in side-yards except for wrap-around porches consistent with and properly integrated with the existing structure. All porches shall be consistent with existing home construction in terms of design, materials, and color.

Care should be taken to ensure that the porch roof line is visually integrated into the overall look of the structure.

No front porches, existing or new, may be screened or enclosed.

Screened porches (permitted only in the rear) must utilize industry-standard residential screening material of natural color and of minimally visible material. Use of colored screening is not permitted.

## **2.6 Roof Extensions**

Extended, attached roofing designed to provide cover for decks, patios, side entrances (stoops) or any other exterior addition must be consistent with existing roof floor and architectural detail.

## **2.7 Awnings**

In general, awnings (window or roof/deck-type) are discouraged. However, if used, they can only be placed on the rear of the home, and should be of a neutral or matching color so as to blend in with the existing structure color scheme.

## Section 3

### ACCESSORY BUILDINGS

#### 3.0 PURPOSE

The purpose of this section of the Architectural Control Committee (ACC) Guidelines is to ensure that relevant factors are considered in the development of accessory building plans. While the minimum county building ordinances may continue to evolve, it is the intent of this document to ensure that the current prevailing conditions within Victoria's Grant are reasonably maintained. Variances may be granted to various aspects of this guideline which exceed the current county zoning ordinances provided an adequate case is submitted with the change application.

#### 3.1 Definition

Accessory buildings consist of various structures not attached to your house such as sheds, detached garages, workshops, gazebos, dog houses and the like. Accessory buildings may be enclosed (e.g., garage) or open (e.g., free-standing carport). Accessory buildings include permanent and non-permanent foundation structures.

#### 3.2 Approval

An architectural change application should be submitted for all accessory buildings prior to making application for a building permit, if a County building permit is required. In general, accessory buildings larger than 300 square feet require a building permit from the county planning and zoning office. The change application should include the intended use of the accessory building.

#### 3.3 Location

Accessory buildings will not be located in front or side yards.

#### 3.4 Setbacks

Accessory building placement in relation to property lines shall conform to applicable county zoning requirements and to the front-yard, as well as utility easement building restriction lines in the plat of Victoria's Grant (25 feet front and rear with 10 feet utility easements along all property lines) or to other setbacks specified herein. Rear-yard restriction lines in the plat of Victoria's Grant indicate a 25 foot building restriction; however, for more reasonable use of rear-yard property, these guidelines set forth a requirement of only a 5 foot restriction line. *(Note: Non-permanent accessory buildings constructed prior to the zoning change of 2004 that are located within 2 feet (vice 5 feet) of the property line are automatically waived. Planning and zoning requirements dictate a distance of 10 feet between structures. Thus, a shed placed within 2 feet of the property*



*line impacts your neighbor and consideration should be given to cooperating with your neighbor to allow equal treatment of adjoining accessory buildings, where practical.)*

### **3.5 Forest Retention**

Accessory buildings should be located outside of forest retention areas, if practicable, to preserve the unique wooded character of Victoria's Grant. Buyback of forest retention areas should likewise be limited to retain this same characteristic of Victoria's Grant. In accordance with the governing CC&Rs, no trees shall be removed from any lot in excess of 6 inches (6") without prior written approval of the Board. However, hazardous trees can be removed without approval of the Board.

### **3.6 Easements**

In accordance with County zoning ordinances, accessory buildings are not permitted within easements. All lot lines within Victoria's Grant include a utility easement measuring 10 feet in width. Accessory buildings constructed with permanent foundations (e.g., concrete slabs, pilings or posts, etc.) will not be permitted within utility easements. Placement of structures without permanent foundations (e.g., sheds and gazebos) within utility easements should be avoided if the homeowner does not want to incur the risk of having to move the accessory building. Placement of an accessory building within a utility easement will be solely at the discretion of the homeowner. Accessory buildings will not encroach upon any other delineated easements.

### **3.7 Architecture**

Accessory buildings shall be designed to be consistent with the prevailing home construction and appearance in Victoria's Grant including roofing material and consistent with the color scheme of the owner's house. Thus, sheet metal buildings (including painted sheet metal) and similar structures are not permitted.

**Size** – Accessory buildings will be limited to approximately 300 square feet in area.

**Shape** - Accessory buildings of an unusual shape (long and narrow, geodesic, etc.) will not be approved. The longest side of the accessory building will not be more than 1.5 times the shortest side.

**Height** – All accessory buildings are limited to one-story with sidewall height no greater than 8 feet. Foundations should not add markedly to the overall height of the structure. Accessory buildings should be built on-grade, or as reasonably close to prevailing ground level, as possible. Roof peaks should be as low as reasonably practical taking into consideration the requirements associated with the roofing material.

**Quantity** – The number of accessory buildings should be limited consistent with the needs of the owner but should generally consist of no more than one of each type. For example, only one gazebo, or shed should be planned on a property. Thus, care

should be exercised in planning for future needs. *(Note: The VGHOA reserves the right to treat an accessory structure based upon its apparent use in lieu of its stated usage.)*

### **3.8 Garages**

At no time will an accessory building be used as a common garage.

### **3.9 Carports**

Free-standing or attached carports are not permitted.

### **3.10 Accessory Pet Structures**

Runs and kennels are permitted for domestic pets (cats and dogs) and shall be limited in size, and must be approved by the Board. Dog runs and kennels should be screened with landscaping or fencing to obscure their visibility from adjacent lots as much as practical. At no time will animal-related structures clearly intended for commercial purposes be approved.

## **Section 4**

### **DECKS AND PATIOS**

#### **4.0 DEFINITION**

Decks, patios, and associated structures shall be considered an aesthetic addition to the dwellings. Patios, decks, and patio covers should be constructed to compliment the neighborhood and the primary residence. They should appear to be a part of the primary residence. A patio is similar to a deck but is considered to be on-grade.

#### **4.1 Controls**

Approval is not required when replacing a deck or patio with a new deck or patio either the same size or smaller in all dimensions with like material.

Approval for new or modified decks and patios is required. However, backyard on-grade patios made of concrete, brick, slate pavers, stone, and the like, do not require approval. Plans for new or modified decks must be submitted to the Board of Directors via a Change Application. Specifications must include drawings to scale of new construction; plans must include dimensions, and a description of all materials to be used including finishes. All decks must comply with county and town codes. Any variations to the following guidelines will be considered on a case-by-case basis.

#### **4.2 Design**

All stairs, decks, and balconies shall be integrated with existing architectural character of the residence, should be harmonious with the existing structure, and the deck/patio cover roofing material should be a best effort to match the roofing material of the house. Other styles such as pergola or portico will be considered. Patio wall designs are addressed in Section 5 of the Architectural Control Committee Guidelines.

#### **4.3 Materials**

Wood decks and those made of wood-like materials are encouraged. Patios, decks, patio covers made of exotic materials that are dissimilar to residential construction in Victoria's Grant will be evaluated on a case-by-case basis. Decks and patios must be constructed of durable materials.

#### **4.4 Finishes**

Wooden decks, patios, rails, and patio covers may be stained or painted so as to be compatible with the home or left natural (without finish).

#### **4.5 Maintenance**

If decking skirts (sides for decking) are omitted, the area beneath the deck must be free of debris and uncluttered if visible by adjacent neighbors.

#### **4.6 Regulations**

Local building codes and permits shall be observed.

#### **4.7 Location**

All decks and patios must be installed in the rear yard except for small side entry stairs and side yard on-grade walkway pavers. The installation may not extend into the side or rear yard setbacks. Construction of a patio must not adversely affect the existing drainage scheme for surrounding properties or common areas. All discharge must be addressed on the homeowner's property.

## Section 5

### FENCES, ANTENNAS, AND SWIMMING POOLS

#### 5.0 DEFINITIONS

A fence is defined to include any continuous or partial fence, and for clarity, is divided into four sections as follows:

- (a) Perimeter (Boundary)
- (b) Decorative
- (c) Garden
- (d) Utility

An antenna is defined as any device for the transmission or receipt of radio or TV signals, including towers, roof TV antennas, and satellite dishes.

A swimming pool is defined as a permanent or semi-permanent above ground or in-ground structure that includes water filtration and/or decking or concrete surrounds. Small, temporary blow-up or hard plastic wading pools are not included in this definition.

#### 5.1 Controls

No fence, wall or other structure (including, but not limited to, any type of antenna) shall be commenced, erected or maintained upon the properties, nor shall any exterior addition to or change or alteration therein be made until the plans and specifications showing the nature, kind, shape, height, materials, and location of the same shall have been submitted via a Change Application to the Board of Directors and received subsequent approval.

#### 5.2 Perimeter/Boundary Fences

All perimeter and boundary fencing requires an approved Change Application before construction begins. No perimeter or boundary fence of any kind shall be placed in the front yard, nor extend beyond the front edge of any home or garage in the side yards. No above ground portion of any fence shall exceed 7 feet in height, inclusive of posts and decorative trim. An exception to the height restriction is granted when a fence gate may have an attached arbor or arch of same/similar materials and color.

All perimeter fences must be constructed of treated wood or vinyl\*. Prohibited fence materials and styles include board and post (coral fencing), stacked branch, log, railroad tie, bamboo, willow, rattan, adobe or stucco, poured concrete, chicken wire, glass block, concrete block, dune retention, and rolled wire\*\*. All other fence materials will be considered on a base-by-case basis.

**Exception: Chain Link Fence:** Chain link fencing shall be permitted only on those properties that back to wooded property on the perimeter of the Victoria's Grant community. Chain link shall not be permitted on any rear lot lines that connect to other Victoria's Grant lots, excluding those lots that have a community common area behind the lot. Chain link fence shall not be permitted on any rear lot that backs to any street or roadway.

\*Vinyl fences may be white or other neutral/natural wood-like finishes.

\*\*See Garden Fencing

Wood fences may be stained, painted, or left to weather naturally, but the paint or stain must be neutral, clear, or white. No other fence paint or stain colors are permitted. Painted or stained fences must be maintained, with periodic re-application of the paint or stain, consistent with good property maintenance.

Rear chain link fencing may be painted black, dark green, neutral, or left unpainted. No other colors are permitted.

The "good" side of all fences shall face outward on the property.

No perimeter fence shall have extreme mixed styles or materials (i.e., part wood, part vinyl, part picket, part stockade, part chain link, etc.). Wood or vinyl fences may have chain link on the rear lot line only.

**Exception:** Alternate board style fencing may be used in the front, with same height and material stockade style on the sides and back.

### **5.3 Decorative – Partial Fences**

No partial fencing (not fully enclosing) shall be permitted beyond the front edge of any garage or house.

**Exception:** Up to 2 fence-panel sections shall be permitted in the front yard for decorative purposes, such as obscuring utility boxes (must be consistent with utility company requirements), framing of driveway, and landscaping. Each fence-panel section shall not exceed 3 feet in height, or 6 feet in length.

### **5.4 Garden Fences**

No wire vegetable or garden fencing shall be placed beyond the front edge of any garage or house. Semi-permanent, small mesh wire fencing (i.e., rolled fencing), not to exceed 48", may be used for vegetable, fruit, or other ornamental gardens, requiring protection from rabbits or other intrusive animals. Plastic coated wiring is preferred.

Small mesh fences should be secured with sufficient posts to prevent a saggy appearance.

All dead vegetative matter must be removed from the fence and/or garden at the end of the active growing season.

Garden fences not used for two consecutive growing seasons shall be removed.

Garden fences shall not be used for animal containment.

### **5.5 Utility Fences**

Fence sections, consistent with perimeter fencing (wood or vinyl), may be used in the rear and side yards to hide garbage receptacles and air conditioning units.

Patio/Deck screening or walls must be consistent with other design details of the home.

### **5.6 Antennas**

External antennas or towers, for the transmission or receipt of TV, ham radio, police or fire signals, or any other type of signal not listed, are discouraged on the exterior of any property or house.

Antennas, as defined above, may be mounted in the interior of any home.

Satellite dishes, not exceeding 36" in diameter are permitted. Satellite dishes shall be placed in the most visually unobtrusive location on the property consistent with signal reception. Ground and roof installations are permitted, provided no satellite dish shall be mounted on front or side porch railings.

### **5.7 Swimming Pools**

All swimming pools shall be constructed in accordance with County and/or State regulations. County permits **and** an approved Change Application must be obtained prior to construction.

All swimming pools will be maintained or removed. If removed, the ground must be restored to prior conditions (i.e., lawn or woods).

No trees, with a 6" diameter trunk or greater, shall be cut down for placement of a swimming pool, without prior written approval of the Board. All Change Applications

for swimming pools must identify the number of trees, with a trunk diameter of 6" or greater, proposed for removal. Plans for replacement vegetation are highly encouraged.

Landscape plans that work within the existing property topography, without the removal of existing trees with a 6" diameter trunk or greater is highly desirable.



## Section 6

### LANDSCAPE

#### 6.0 DEFINITION

For purposes of the Architectural Control Committee Guidelines, landscape controls are almost exclusively confined to hedges, decorative vines, and large trees. Landscape choices other than those specifically governed by the following guidelines are considered to be the right of the property owner and no Change Application is required. However, all landscaping must be in good taste and maintained.

#### 6.1 Hedges (Section condensed)

A hedge is defined to mean any continuous planting (straight or staggered rows) in such a manner, for the purposes of when the plant matter is mature; it will completely enclose and/or partially screen an area from view (similar to fencing). No fully enclosing (perimeter or boundary) hedge of any kind shall be placed in the front yards, nor extend beyond the front edge of any home or garage in the side yards.

All hedge types require an approved Change Application before planting. The application must provide the proposed type of plant(s), location on the property plant, planting distance between plants, stated hedge use (perimeter or partial screening), estimated total area plants will encompass at full maturity, whether formal or informal (as defined below), and estimated final maturity including height and spread.

#### 6.2 Hedge Types: Formal and Informal

##### Formal

Formal hedges are neatly clipped at all times, and cannot exceed 7 feet in height at maturity.

##### Informal

Informal hedges, although pruned to maintain plant vigor, shape or density, the plants are left to their more natural, open habit (such as open arching). Informal hedges must be pruned annually to maintain approximately 10 feet in height and spread.

#### 6.3 Lot Line/Common Area Access/Roadway Infringement

No hedge shall infringe on the lot line of any other Victoria's Grant property; block access to common areas, nor extend into the roadway. This restriction for hedges that back to fully wooded common areas is relaxed provided the access to the common areas is not blocked off or impeded in any way.

If foliage of hedges, trees, and/or vines fall within the 15' side yard easements or 10' property easements, a Change Application must be submitted.  
No hedge shall impede the visibility at "STOP" signs or at the entrance or exit of any public roadway.

#### **6.4 Maintenance**

No hedge shall be permitted to grow out of control and should not contain weeds, overgrown grass, tree seedlings, or noxious vines, such as poison ivy or oak at any time. It is desired that hedges not be grown in such a manner as to massively intertwine with existing fencing so as to pull the fence down.

All hedges shall be kept free of trash, debris, and autumn leaves.

#### **6.5 Front Yard Hedges**

Partial hedges, not to exceed 10 feet in length or 3 feet in height shall be permitted in the front yard for decorative purposes. (Sample: low growing evergreens or roses along a garden path or walk, etc. is permitted). Neither front yard, nor side yard (beyond the front edge of the home or garage) shall be enclosed within a solid hedge. Front porch hedging cannot exceed the length of the porch.

No single specimens or rows of hedge plants shall be planted in the strip of grass between the sidewalks and streets.

It is recommended that residents follow county guidelines in relation to landscaping near and/or around utility boxes.

#### **6.6 Decorative Vines**

No home shall be covered in plants such as vines or ivy to the extent the plants obscure the home or reach the 2<sup>nd</sup> story of any home.

No large vine plants, such as wisteria, silver lace, grapes, or other similar type vines shall be used for hedge purposes. However, these types of plants may be used on decorative trellising or arbors with sufficient strength to hold their great mass and weight.

#### **6.7 Large Trees**

##### **Definition**

Large trees are defined as trees of any type (deciduous or evergreen) that will exceed 12 feet in height at maturity (without excessive pruning).

#### **6.8 Large Tree Guidelines**

No straight line or staggered rows of trees of any type shall be planted in the front yards, or in the side yards beyond the front of the house or garage, that creates screening or a living fence. Impact of the mature tree to neighboring properties should be taken into consideration when sighting for planting.

No planting in the strip of grass between the sidewalks and streets is allowed due to potential damage to concrete from roots.

Large trees planted along existing wooded common areas in the back are encouraged. In addition, the replacement of trees in the Forest Conservation Areas, lost due to storms or previous owner's clear cutting, is encouraged.

## **Section 7**

### **Exterior Lighting**

#### **7.0 DEFINITION**

Exterior lighting is, in general, lighting, which illuminates the exterior of the home and/or its immediate surroundings. The purpose of this section is to provide some general guidelines pertaining to modification of existing lighting and to additional exterior lighting added after completion of the house. Existing lighting, in general, consists of a single pair of floodlights to illuminate the driveway, a coach light at each access door and, for houses with porches, porch-ceiling lights.

#### **7.1 General Guidelines**

Lighting shall be used to illuminate your own property and great care should be taken to avoid illuminating adjoining properties. At no time, will lighting (existing or additional) shine directly on neighboring homes.

#### **7.2 Specific Guidelines**

##### **Lighting Color**

Lighting shall be white in color, to include landscape lighting. Use of yellow or other non-white bug lights is permitted.

##### **Holiday Lighting**

Temporary holiday lighting is excluded from the white color requirement.

##### **Industrial Lighting**

No industrial lighting (i.e., high intensity light output such as mercury vapor, shop-style floodlights, etc.) is permitted.

##### **Landscape Lighting**

Low-intensity or solar powered landscape lighting does not require a Change Application.

## **Additional Lighting**

The following types of additional lights are permitted with prior approval via an ACC Change Request:

A single post lamp fixture in the front of the house is permissible. Care should be taken regarding intensity and angle so as not to intrude on surrounding homes.

**VICTORIA'S GRANT HOME OWNERS ASSOCIATION (VGHOA)  
P.O. BOX 102  
CALIFORNIA, MD 20619**

**APPLICATION FOR CHANGE OR ALTERATION**

The purpose of this application is to "provide maintenance, preservation, and architectural control" for Victoria's Grant homes, to result in continuity of appearance and upholding of property values. Remember to consult your Conditions, Covenants and Restrictions (CC&R's) for Victoria's Grant community restrictions, in addition to application to the county for items that require county permits. VGHOA is not involved in the county permit process. Important Note: Possession of an approved county permit is NOT a waiver of the additional requirement to obtain VGHOA Board Approval, via this application process. As per the VGHOA governing documents, the Board of Directors must respond in writing to this request, within 30 calendar days of having received it, or the request is automatically granted by default. Board responses may include approval, disapproval, or request for additional information. In the event the application is disapproved, a basis for the disapproval will be attached to your application. Previous versions of the "Application for Change or Alteration" will not be accepted. An electronic version of the Change Application is located at [www.victoriasgrant.com](http://www.victoriasgrant.com). **Please note: All deeded homeowners must sign the application.**

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mailing Address: (if different) \_\_\_\_\_

**DESCRIPTION OF CHANGE:** (Include a description of materials, (colors, designs, location, etc.) to be used. Attach separate documents or sheets, if necessary): Attachments? Yes \_\_\_\_\_ No \_\_\_\_\_.

*Before mailing, ensure the following items are attached to the application.*

- Property plat or surveyor's map indicating where the alteration will be placed in relation to your home and property lines.
- Drawing of proposed alteration showing elevations/dimensions/style of exterior alteration.

**YOUR APPLICATION MAY BE DELAYED AND/OR DISAPPROVED IF IT IS INCOMPLETE OR CANNOT BE UNDERSTOOD.**

By my signature below, I certify that I have completed this application in good faith, and that my proposed alterations, as described herein, accurately represent the actual alterations I plan to execute to my Victoria's Grant residence. If my application is approved, and in the event there is a significant substantive change to the originally approved change, I agree to immediately submit additional information to the Board, for consideration and secondary approval, before proceeding further with my substantively revised alteration. If my Change Application is approved, I agree to commence work within 60 days of the approval date, and I understand if I do not begin work in this timeframe, my approval will be rendered void, and I must re-apply for approval before work can commence.

Homeowner Signature \_\_\_\_\_ Date \_\_\_\_\_

Homeowner Signature \_\_\_\_\_ Date \_\_\_\_\_

### VGHOA ACC Guideline Comment Form

(Please print or write clearly. If using more than one page, please mark pages with page number, and ensure you reference the page and paragraph number of the ACC Guidelines when commenting.)

Page \_\_\_ of \_\_\_

<b>Reference (page number &amp; paragraph number)</b>	<b>Specific concern w/rationale</b>	<b>Recommended resolution with proposed rewording</b>

Submitted by:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_