

***Campus East Community
Association, Inc.***



***Architectural Rules of Campus East
Community Association***

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(Supersedes all previous ACC Rules Booklets)

**FOR OWNERS / RESIDENTS OF
CAMPUS EAST AND WESLEYAN PINES**

Campus East Community Association was formed in December 1979
Campus East Community Association, Inc. was incorporated October 1982

Campus East Community Association, Inc. (CECA)
Architectural Rules of Campus East Community Association (Effective January 2015)

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COMPOSITION OF ARCHITECTURAL CONTROL COMMITTEE (ACC) FOR ALL HOMES WITHIN CAMPUS EAST AND WESLEYAN PINES



The ACC consists of three regular and two alternate members. A member is not required to be an architect or to have any other particular qualifications. A member need not be, but may be, a member of the Board of Directors or an Officer of the Association. In the absence or disability of any regular members, the remaining members may designate the alternate members to act as substitutes. All members, regular and alternate, have voting rights.

The ACC members are appointed and removed by the Board of Directors. The term of appointment is for a period of three years or until appointment of a successor. Any new member appointed to replace a member would serve that member's unexpired term.

The duties of the ACC are (i) to consider and act upon applications for alterations, additions and installations submitted to it, (ii) to adopt and uphold ACC Rules, and (iii) to perform other duties imposed upon it by the Campus East Community Association Board of Directors. The committee shall keep and maintain a written record of all actions taken. Members are not compensated for their services. This is volunteer work by homeowners of the Wesleyan Pines and Campus East Communities. For additional information about the ACC, refer to the CECA Declaration of Covenants, Conditions and Restrictions.

ACC Committee Meetings are held in the CE office located at the pool.
Please call 757-499-6362 for dates and time.

PURPOSE OF ARCHITECTURAL RULES

Architectural rules are necessary to help maintain property values. It is the responsibility of the CECA to enforce rules that affect property values. It is the responsibility of the ACC to uphold and develop Rules for architectural control of improvements, replacements and alterations on lots/homes, rule on non-compliance with the Declaration and the Rules, and review Applications for compliance or alterations to Rules. As a community, it is in our best interests for property and aesthetic value to establish Rules in such a manner to appreciate all Owners, their properties, as well as their neighbors' Lots. If we all adhere to these Rules, our community will flourish as a desirable place to reside. These rules are intended to serve all Owners in a harmonious manner. If for any reason the Owner is not happy with the ACC's decision, the Owner then may appeal to the Board of Directors. The Board of Directors will have the final word.

IMPROVEMENTS AND ALTERATIONS

No improvements, alterations, repairs, change of paint color, excavations or other work which in any way alters the exterior appearance of any property within Campus East or the improvements located thereon from its natural or improved state existing on the date such property was first conveyed in fee by Declarant to a Public Purchaser or annexed to Campus East, whichever is later, shall be made or done without the prior approval of the Architectural Control Committee, except those changes which are expressly permitted by the Declaration of Rules without approval being required. No building, fence, wall, residence, or other structure shall be commenced, erected, maintained, improved, altered, made or done without the prior written approval of the Architectural Control Committee or any committee established by the Architectural Control Committee for the purpose. Pursuant to its rule-making power, the Architectural Control Committee shall establish a procedure for the preparation, submission, and determination of applications for any such alteration or improvement, subject to the Board's approval. The Architectural Control Committee shall have the right to refuse to approve any plans or specifications or grading plan, which is not suitable or desirable, in its opinion, for aesthetic or other reasons, and in so passing upon such plans, specifications and grading plans, and without any limitation of the foregoing, it shall have the

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right to take into consideration the suitability of the proposed building or other structure, and of the materials of which it is to be built, the site upon which it is proposed to erect the same, the harmony thereof with the surroundings and the effect of the building or other structure as planned, on the outlook from the adjacent or neighboring property. All subsequent additions to or changes or alterations in any building, fence, wall, or other structure, including exterior color scheme, shall be subject to the prior approval of the Architectural Control Committee. No changes or deviation in or from such plans and specifications once approved shall be made without the prior written approval of the Architectural Control Committee. All decisions of the Architectural Control Committee shall be final except for appeals from their decisions and no Lot Owner or other parties shall have recourse against the Architectural Control Committee or the Boards for their refusal to approve any such plans and specifications or plot plan, including lawn area and landscaping.

GENERAL REPAIR OF ALL STRUCTURES

- A. All dwellings, storage buildings, fences, decks, pools, play-sets, yard ornaments, etc. must be in good repair. The Architectural Control Committee (ACC) shall determine what is considered in "good repair" for the Campus East Community Association. All repairs and alterations shall be accomplished in a professional fashion. Failure to maintain all structures and other items covered by this document in "good condition" is a violation of the guidelines. The terms "good repair" and "good condition" includes but is not limited to the following standards:

1. The address of the property must be displayed on the primary dwelling in a position easily observed from the street.

NOTE: Properties with addresses painted on the curb do not satisfy this requirement.

2. All structures and other items (fences, retaining walls, decks, lattice work, trellises, swing/play-sets, yard ornaments, etc.) covered by this document must be free of flaking paint, rust, and missing/damaged hardware.
3. Fence may not have any missing or broken slats.
4. Fence and other vertical structures must be parallel to the sides of the dwelling as a reference point (not leaning).
5. No mold or mildew shall be permitted on the walls, roofs, or fences.
6. Roof may not have missing or broken shingles.
7. For concrete slabs, including driveways, no excessive cracking or staining.
8. Homeowners wishing to stain fence must use ACC Approved Color that can be found at the Campus East office

See Association Website www.campuseastvb.com for additional information

REQUIREMENT TO OBTAIN APPROVAL FOR ARCHITECTURAL CHANGE

No exterior addition, modification, or alteration shall be made on or to such Lot or other portion of the property or to the improvements located thereon, unless and until a written plan or plans therefore in such form and detail as the ACC requires, have been submitted to, reviewed by, and approved by the ACC.

APPLYING FOR APPROVAL OF EXTERIOR ALTERATIONS

1. The Owner obtains an Application from the on-site Association Manager located at the Association Office [by the pool] 5642 Campus Drive Virginia Beach, VA 23462.
2. The Owner returns completed Application to the Association Manager.
3. The Association Manager reviews the application and supporting documents. If the Application is

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incomplete, the Association Manager will contact the Owner and explain that it may be rejected because it lacks the required or needed information. If the application is complete or the Owner insists, the Association Manager will accept the Application. The Owner will be advised of an answer to his/her application (Reference to Covenants, Article VIII; Section 7). If the Owner receives no response within 30 days of submission of the Application, the Application will be considered approved.

4. The ACC will meet once during the months of November through February and twice during the months of March through October to review Applications. The Homeowner will receive a copy of the approved/disapproved Application from the Association Manager via mail.

WHAT MAKES AN APPLICATION COMPLETE



An Application is complete when it provides the ACC with enough information to completely analyze the Application for alteration. Besides filling in all the required information on the Application form, the Owner will need to submit supporting documents as follows:

Description of Alteration: Required for all Applications; can be detailed or simple statements, depending on the complexity of the alteration and supporting information documents.

Copy of Physical Survey (not Recorder Plat): Required for all Applications proposing addition of new relocating or replacing structures or fences. This will allow the ACC to see how the proposal will affect neighboring property, rite of passage, and/or utilities easements. A copy of the Lot's Physical Survey should have been provided with the Lot's closing package. A recorded plat/block plat is not acceptable.

Description of Materials (i.e. paint strips, color charts, etc): Will allow the ACC to maintain uniformity within the area.

Contractor's Proposal/Manufacturer's Specifications: Not required, but should be provided if possible to give the ACC the maximum amount of information.

This list is not all-inclusive but shows some of the documents that the ACC may require to support the applications.

NOTE: Approval by the ACC does not relieve the Applicant of the responsibility for obtaining all applicable State, City, and/or federal building and zoning permits.

WHEN AN APPLICATION IS NOT APPROVED

If an Application is disapproved, the Owner has the right to appeal the results to the Board of Directors. The Owner may contact the Association Manager for the procedures on filing an appeal. Before filing an appeal, the Owner should first consider why the Application was disapproved. If the homeowner is willing to accept the changes, if any, recommended by the ACC, the Owner may submit an amended Application using the previously submitted Application as a supporting document indicating the changes will be made to make the Application acceptable. If the information was missing from the Application, the Owner must resubmit the application with the required information. In any event, any Applications resubmitted will start the thirty (30) day period again.

STARTING PROJECTS WITHOUT APPROVAL

Owners starting alterations without first obtaining written approval from the ACC do so at their own risk. If an Application is not submitted, or if the Application is denied or modified, the Owner will be responsible for the cost of removing or altering exterior changes. The Owner will also be responsible for the cost of covenant enforcement, including litigation.

THE PROCESS FOR COVENANT ENFORCEMENT

Enforcement of the covenants is the responsibility of every resident. If an exterior modification is being made without approval or if there is a property maintenance problem, the resident should approach his neighbor to discuss the problem. If compliance with covenants does not occur, or if the resident does not wish to personally approach his/her neighbor, then the resident should contact the ACC or Association Manager to report the violation. When architectural complaints are brought to the attention of the ACC and/or Association Manager, they are kept confidential and are reviewed promptly. If the review of the complaint does show a violation, the Owner will be contacted and asked to correct the problem, either by removal, submission of an application, or repair in case of a maintenance problem. If correction is not made, legal action will be pursued at the Owner's expense.

ADHERING TO RULES AND FOLLOWING GUIDELINES

The Covenants give the ACC the responsibility to set Rules and procedures for architectural control, the power to interpret the covenants in the Declaration. The Rules and Guidelines presented here have been written by the ACC as part of their responsibility.

Based upon the policies and previous decisions of the ACC, the Rules and Guidelines indicate what is most likely to be approved in typical circumstances and provide important information on how to prepare your Application.

Special circumstances regarding your Lot may allow the approval of an Application that might be denied at another location or the denial of one that might be approved elsewhere. The fact that a plan has been approved for use at another location does not mean that it is automatically approved for every location. All applications are reviewed on a case by case basis.

MAJOR BUILDING ADDITIONS



An approved Application is required prior to installation of major additions. The Application must include drawings of the proposed addition and a copy of the Owner's physical survey.

1. Major building additions include, but are not limited to, enclosed porches, room additions and attached garages.
2. In order to be aesthetically pleasing, the design of major additions must be consistent with the existing shape, style and size of the dwelling in the following ways:
 - a. Siding, roofing and trim materials must be the same as the existing materials of the dwelling in color and texture.
 - b. New windows and doors must be the same style as those being replaced. These must also be located on walls at the same approximate height as those being replaced and the trim shall be the same or substantially the same as that being replaced. Colors must match the original color as approved by the ACC.
 - c. Roof eaves and fascia must be the same depth, style, and approximate height as existing eaves and fascia. New roofs must be of the same slope as that on the dwelling.
3. The following conditions shall determine the acceptability of addition locations:
 - a. Additions shall not significantly impair the view, amount of sunlight, or ventilation of adjacent residences or the public's use or employment of open space. New windows, doors or viewing areas from the addition must not infringe upon existing internal or external private areas of

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adjacent residents.

- b.** New additions must not create situations in which adjacent neighbors will have difficulty maintaining existing dwellings.
- c.** Additions must not adversely affect drainage conditions on adjacent Lot or Common Area through changes in grade or other runoff conditions.
- d. Before** breaking ground on any modification, it is required that the Applicant call "MISS UTILITY" at **811** to mark existing locations of utilities. This is a state law. Response time from Miss Utility may vary depending on volume of requests received so it is recommended that you call at least two weeks before you intend to start work.

During reasonable daylight hours, any member of the ACC, Board of Directors or any authorized representative of the Association, shall have the right to enter upon and inspect any property, except for the interior portions of any residence, for the purpose of ascertaining whether or not the provisions set forth have been, or are being, complied with, and such persons shall not be deemed guilty of trespass by reason of such entry.

MAINTENANCE OF PROPERTY



All maintenance, repair, and replacement shall be of a quality and appearance consistent with the enhancement and preservation of the appearance and value of the property. The Association may establish reasonable schedules and regulations for maintenance, repair, and replacement of exteriors, walkways, driveways, fences, lawns and plantings on the property, which schedules and regulations shall take into account the useful life of any painting and exterior materials and the enhancement and preservation of the appearance and value of the property.

For your info: Every Owner is responsible for the cleanliness and upkeep of his/her Lot from the Lot lines to the street and also, where applicable, behind their fence or rear Lot line, commonly known as Alleyway or Easement.

ANNUAL INSPECTIONS

Periodic Inspections of the properties are completed every two or three years. Homeowners are responsible for the upkeep of the exterior of the properties. During the inspections, the Campus East office notifies the homeowners of the discrepancies using the process below:

- 1. Notification of Annual Inspection:** Homeowners who are being inspected will be notified via regular mail within 14 days prior of the upcoming inspection. **Inspections normally will start in the beginning of March each year.**
- 2. Phase I Letter:** If any discrepancies are found an initial letter sent to Homeowner informing them of the discrepancies found on the Annual Inspection. Letter gives homeowners 30 days from the date of the letter to complete. Letter is sent out via Regular Mail
- 3. Phase II Letter (Invitation to Architectural Control Committee Meeting):** 30 days after the Phase I letter is sent, inspector will re-inspect the property. If items have not been completed, homeowner will be invited to the next ACC Meeting at least two weeks in advance. Letter is sent out Certified without a Certified Letter Fee charged to homeowner.
- 4. Phase III Letter (10:30 Letter):** If homeowner has not contacted the office to inform them the items have been completed, asked for an extension, nor did they attend the meeting they were

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invited to, the Phase III Letter will be sent no later than 7 days after the ACC Meeting. This letter explains the charges of \$10 per day for 30 days up to 90 days (authorized by the Virginia Property Owner's Association Act and Documents) has been started and will continue until all items on the list have been completed. Homeowner is given 60 days from the date of the letter to complete the items listed. The Phase III letter is sent Certified Mail as well as Regular Mail and homeowner **will be charged a certified letter fee.**

5. **Phase IV Letter (ILA Letter):** After 60 days from the date of the 10:30 letter, if homeowner has not contacted the office, an ILA Letter also known as the Impending Legal Action Letter will be mailed out to the homeowner. This letter is to inform the homeowner the items still have not been completed and their account will be turned over to the attorney after the final 30 days has passed. The Phase IV letter is sent Certified Mail as well as Regular Mail and homeowner **will be charged a certified letter fee.**

Once account has been turned over to the attorney, the Board of Directors is unable to make any adjustments or changes as stated in the Book of Resolutions. Homeowner will be responsible for paying the charges imposed as well as any attorney fees, court costs, lien filing fees, interest, and other costs permitted by law or the Governing Documents. Additionally the Board may instruct the attorney to obtain an order from the court requiring your compliance with the Association's standards and requirements.


Please see Association Website www.campuseastvb.com for further information concerning the Inspection Process.

According to the VPOA, it is the homeowner's responsibility to make sure the Campus East Office has the correct mailing address. The Association is only required to send out any correspondence to the last known address on file.

VISIBLE FROM NEIGHBORING PROPERTIES

"Visible from Neighboring Property" shall mean, with respect to any given object, that such object is or would be visible to a person six feet tall, standing on any part of such neighboring Lot at an elevation no greater than the elevation of the base of the object being viewed.

ANIMALS

 No animals other than a reasonable number of generally recognized house or yard pets shall be maintained on any property within Campus East or Wesleyan Pines and then only if they are kept or raised thereon solely as domestic pets and not for commercial purposes. No animal shall be allowed to make an unreasonable amount of noise or to become a nuisance. Certain nuisance behavior is in violation of City of Virginia Beach ("City") ordinances, such as allowing animals to defecate on public or private property or allowing a dog to bark incessantly as to be disturbing the peace. In these instances the affected residents are advised to contact the City's Animal Control Department at 385-4444. Unattended animals must be kept inside homes or within a 6-foot privacy fence.



The city of Virginia Beach does have a "pooper-scooper" ordinance City code 5-16. Yes, there is an ordinance that prohibits any owner or person in control of a dog to allow the dog to urinate or defecate on public or private property. It does not constitute a violation on public property if the owner or custodian immediately removes the material defecated and disposes of it in a safe and sanitary manner.

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City code 5-67. No animal is permitted to run at large within the City. This includes dogs, cats, and other animals. There are several ordinances that apply: The "Animal at Large" ordinance states no animal is permitted to run at large. If an animal leaves the owner or custodian's property, it must be under the control of a responsible person and wearing a City pet license. The "leash law" covers dogs only. This ordinance states that when a dog is being walked on any City sidewalk, City Street or public right-of-way, it has to be on a leash or lead at all times.

City code 5-50. All dogs and cats over the age of four months need a rabies vaccination and a city pet license. The rabies vaccination is to be given by a veterinarian. An animal license may be purchased at any branch of the City Treasurer's Office (Pembroke One Building on Independence Blvd., 19th St. & Arctic Ave., Courthouse and Kempsville), the Virginia Beach SPCA and the Bureau of Animal Control. As of May 2010, Pet Data Inc. will also license pets for the City. For info call 1-866-923-1796 or visit their website www.PetData.com. Remember, a lost pet cannot call home; their tag is their ticket home!
For other city ordinances regarding pets, please see VBgov.com/animalcontrol.

AIR CONDITIONING UNITS AND WINDOW FANS

An approved Application is required prior to installation of air conditioning units and/or window fans and such Application will be reviewed and approved on a case by case basis.

Window air conditioning units are allowed in the town homes of Campus East **with prior approval of the Architectural Control Committee**. Small window fans may be permitted in windows in the rear of the house only.

In Wesleyan Pines, air conditioning units and small window fans may be permitted in windows that face the rear or side of the house, but is discouraged. Considerations will be given to requests for rear and side windows only.

ANTENNAS



Antennas and digital satellite system (DDS) dishes may be installed. Preferred placement is in the rear of the home. **No easily visible wires** – Exterior wires must be installed so as to be as inconspicuous as possible.

ATTIC VENTILATORS

Because any attic ventilator installed on the exterior of a home will be visible from neighboring property, the following guidelines are intended to help balance individual economic interests with neighborhood aesthetic concerns:

1. Only electric, thermostatically controlled ventilators may be installed.
2. To camouflage the ventilator, all exposed parts must be close to the same color as existing roof shingles.
3. Blocking air flow through the ventilator must be accomplished from the inside of the house.

AWNINGS AND TRELLISES



Awnings and trellises can effectively control glare and excessive heat build up on windows and doors. As a result, they may reduce both energy consumption and utility costs. Installation of awnings or trellises requires prior Application to and approval of the ACC. Review of these applications will be based on the following:

1. Must be compatible with style of home in choice of color and material. Wood for trellises and cloth for awnings is recommended.
2. Design should be straightforward without decorative fringes, letters etc.
3. Effect on views, sunlight and natural ventilation of neighboring Lots and Common Areas.
4. Compatibility with overall community design. Removal for winter storage must include pipe frames and supports.

BOATS, TRAILERS, TRUCKS, RVs, VEHICLE REPAIR, AUTOMOBILES and MOTORCYCLES (also see City Ordinances)



1. Parking Of: At no time shall any vehicles be parked on any grassy areas, private or common, within Campus East and Wesleyan Pines. Vehicles may only park parallel to the curb and may not hinder another homeowner's access to their driveway.

2. Outside Storage: Outside storage or parking of commercial or recreational vehicles, camper shells, boats, trailers and Limousines, shall be prohibited except as may be permitted by the ACC. Approval may be revoked at any time by the ACC, in its sole discretion. Any vehicle that is covered as required by the ACC Rules, must have a properly fitted cover, the cover must be in good repair, properly secured and maintained at all times.

3. Outdoor Repair Work: No extensive work on any motor vehicles, boats or machines of any kind shall be permitted outdoors on any portion of a Lot, except with the consent of the ACC.

Oversized, Commercial and Unlicensed Vehicles:



The following shall not be permitted to remain overnight on the Property:

1. Any vehicle which cannot fit into a garage of the size constructed on the Lot as originally installed by the Developer and/or approved by the ACC.
2. Any vehicle greater than 20 feet in length or 8 feet in height.
3. Unlicensed motor vehicles of any type, unless garaged or covered with a properly maintained vehicle cover.
4. One ton and smaller pickup trucks will not be considered "trucks" for the purpose of this regulation. However, combustibles, unsightly materials or any other nuisance material may not be stored in the truck bed.
5. Owners of homes with garages need not apply for variances for boats, trailers, RV's or repairs provided the vehicle is stored or repaired entirely within the garage (i.e. the garage door must be able to close completely). Nonetheless, a City permit may be required. Contact the Building Codes Office of the City of Virginia Beach. At no time and under no circumstances may a vehicle be parked on blocks or jack stands.

CHIMNEYS



An approved Application is required prior to installation of an additional chimney. In such instances, special care is needed to arrive at an architecturally suitable design. The ACC will consider Applications on a case by case basis due to differing styles and placement. The following are some general guidelines:

1. A building permit must be obtained from the City.
2. New chimney shall resemble original chimney with respect to style, material, etc.
3. When a chimney is to be added on the same end of a home as the original, both flues should be run through the same enclosure.

CLOTHESLINES



Clotheslines or other outside facilities for drying clothes will be permitted behind the rear foundation and within Lot lines. They must be positioned so that they are not visible from the front of the house. At no time will front porch railings or front/back fences or party fences be used for drying clothes, towels, rugs etc. A reasonable time for drying shall be permitted but not more than 24 hours.

COMMON AREAS (USES AND RESTRICTIONS)

1. No planting or installations of any type are to be placed on the Common Areas without the prior written approval of the Board of Directors. Items and property left on the Common Areas shall be deemed to have been abandoned and shall be removed and disposed of at the expense of the Lot Owner (If the property or items shall be determined to have belonged to the residents of a particular home).
2. In the event any Common Area is damaged or destroyed through the intentional or negligent act of a homeowner or any person for whom the Owner is legally responsible, the Owner authorizes the Association to repair said damaged area in a good, workmanlike manner to return it to its original state.
3. The Association may, without approval of the Owners:
 - a. Reconstruct, repair, replace or refinish any Common Area improvements or portion thereof.
 - b. Construct, reconstruct, repair, replace or refinish any Common Area road improvements or surface upon any portion of such area used as a road, street, walk, driveway or parking lot.
 - c. Replace injured and diseased trees or other vegetation in any such Common Area, and plant trees, shrubs and ground cover to the extent that the Board deems necessary for the conservation of water and soil and for the aesthetic purposes.
 - d. Place and maintain signs as the Board of Directors may deem appropriate for Association identification and information.

DECKS



An approved Application is required for a deck only if it will be visible from neighboring property. If required, Applications should include the following:

1. A copy of the physical survey.
2. A description of the material(s) to be used.
3. An illustration of the proposed deck, including railings and stairs, dimensions and height above grade.

DRAINAGE



It is the responsibility of each Owner to maintain proper drainage and grade on the Owner's Lot. No improvements, plantings, fencing or other materials shall be placed on or permitted to remain on drainage easements that would change or hinder the direction of drainage flow.

DRIVEWAYS

Owners are responsible for maintaining their respective driveways. An approved Application is required only if the Owner desires to change dimensions, color, or texture of concrete. No application is required for driveway repairs; however, repairs must be made with like materials to existing driveways. A variety of cement mixes are available and, in order to limit future maintenance problems, care should be taken to get the proper mix and to match the color of existing concrete.

- 1) Concrete/Stone/Paver/Green Driveways:
 - a) Application is required and must include:
 1. A physical survey showing the proposed addition or modification.
 2. Listing and description of all materials.
 3. If approved, may be painted or dyed. Color sample must be provided with the application.
 4. Drainage may not be altered to adversely affect neighboring properties.
 5. Copy of Virginia Beach City Building Permit.
- 2) General Maintenance:
 - b) Expansion joints/cracks must be free of grass/weeds.
 - c) Excessive oil or other stains must be removed.
 - d) Must be maintained in good condition.
 - e) Excessive cracks must be filled as needed in a professional manor with like color materials
 - f) Excessive cracks are defined as (any cracks that would allow grass to grow in).

FENCES



1. Over time fencing will, through ordinary wear and tear or damage, need repair or replacement. It shall be the responsibility of the Owner to repair or rebuild Lot fences. Repairs to an ACC Approved Fence do not require submission of an application as long as the fence does not encroach on the utility and access easements and maintains the 2 foot access easement as provided by the Association Declaration. (Refer to the "Fence Replacement/Installation Check-list" on page 11) As a general rule, all damaged fencing shall be repaired using materials duplicating the existing fencing. However, privacy fencing in town homes **must** be replaced using pressure-treated **dog-ear** design. If more than three (3) slats in one 8' section need replacing, it is required to replace the entire 8' section with pressure-treated **dog-ear**. This replacement will result in uniform fencing over time.

2. **An application must be submitted if an Owner wishes to stain or change style of fence or to relocate it, if different from original.** The guidelines are as follows:

a. **In Campus East** clear wood protector has been approved for use on all fences. Please remember that your transparent application must be confined to external area (Public Side) of your fence and must not extend to the surface of the adjoining Owner's fence. In the event the homeowner wishes to stain exterior fence (public side) at any time, examples of approved stain colors are available in the office. **Homeowner must make contact with office and an ACC Modification Form is needed prior to staining.**

b. **In Wesleyan Pines**, an approved Application is required to change the style of the fence and will be decided on a case by case basis. In the case of white vinyl fencing, all adjoining Lot neighbor's approval shall be required.

3. No chain link, barbed wire, chicken wire or other metal materials will be used in either Campus East or Wesleyan Pines.

4. **For Campus East** all units share at least one fence line with the adjacent property. Certain rights and duties with respect to these shared fences are implied. The Owners of contiguous Lots shall both equally have the right to use such fence, provided that such use by one does not interfere with the use and enjoyment of it by the other Owner.

5. In the event that either Owner damages or destroys the shared fence of a town home, either intentionally or through negligence, it shall be the obligation of that Owner to rebuild or repair the fence without cost to the adjoining Owner. Damaged fencing shall be repaired within thirty (30) days of damage occurrence. Repairs of existing fencing shall be accomplished in accordance with all Rules for fencing.

6. All fencing must be installed with the "good neighbor" side (side with no posts or supports showing) facing the exterior. Fences will not exceed 6' in height.

7. Any fences erected subsequent to a neighboring fence will conform to the line of existing fences in depth and style (pressure-treated dog-ear style). No fence will be installed across, around or through pedestrian access easements as shown on physical surveys. **This rule does not apply to Wesleyan Pines.**

8. At no time may the exterior (Public Side) of any fence be painted in **Campus East or Wesleyan Pines.**

9. All front yard fences require an approved Application.

FENCE REPLACEMENT/INSTALLATION CHECKLIST

(New or Existing Fences)

Plat of the Property

- A copy of the Lot's survey is required. **A copy of the survey must be included with any ACC Application or the Application will be denied. The ACC reserves the right to require that the old fence be removed totally.**
- Surveys will be checked by the ACC to ensure that Pedestrian Access/Utility Easements are not being encroached upon. **There will be no encroachment on easements in Campus East without ACC approval and the ACC may only approve an encroachment if it can be shown not to close off or impede access to the rear yard of any neighbor's property (i.e., trashcans, lawnmowers, etc. must be able to be placed in the rear of units.)**
- The ACC can mark the proper fence location on the copy of the survey provided and return the Application and marked-up survey to the Owner. A copy of the survey marking the proper location will also be put into the Owner's file.

ACC Application

- An ACC Application must be submitted for replacement or installation of a fence. **Failure to do so will result in the ACC notifying the Owner to remove the fence immediately.**
- Application is to be filled out legibly and state the type of fencing to be used. (Refer to the ACC Guidelines Hand-book)
- A copy of the approved or disapproved Application will be filed in the Owner's file.

City or Virginia Beach Permit

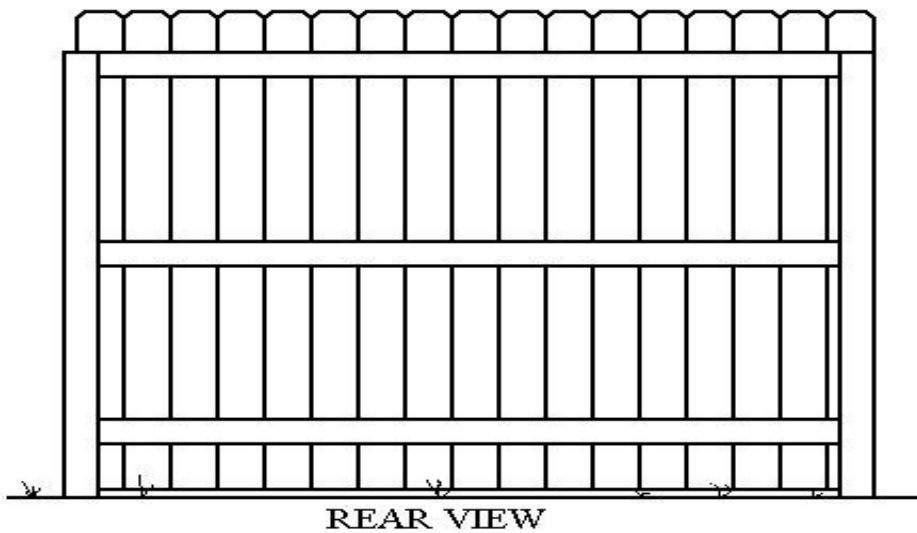
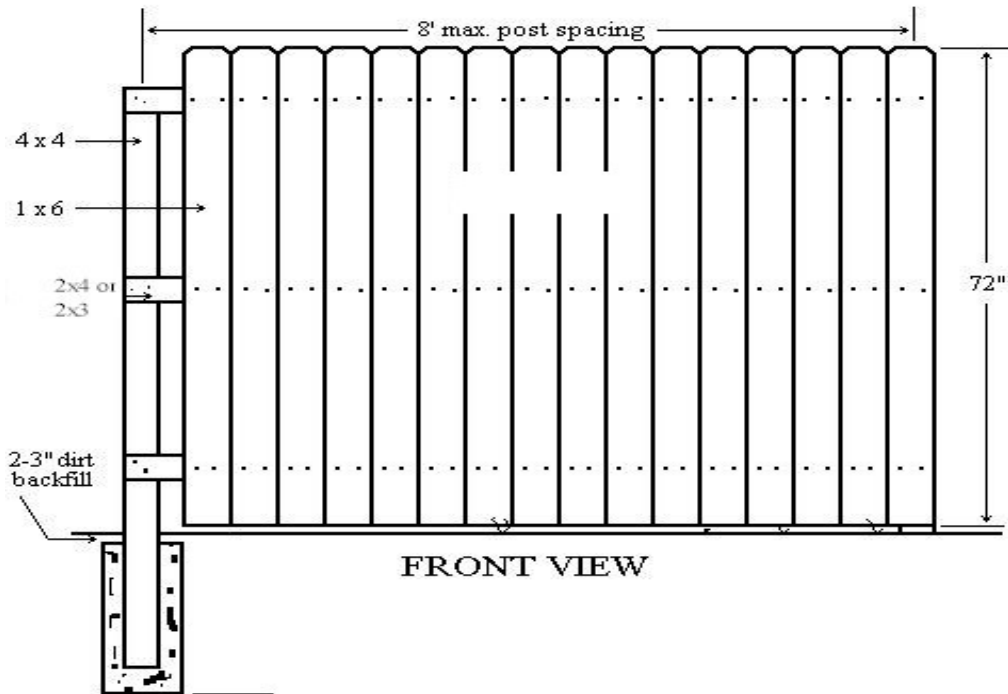
- Owner may be required to get a City Permit before replacing or installing a fence, if applicable.

Installation Follow-up

- Owner must contact the Association Manager upon completion of an approved fence installation for re-inspection within 30 days of completion of installation.**
- Fences installed improperly must be removed or corrected within 30 days of notice to the Owner.

Failure to follow any of the above guidelines will result in a notice to the Owner to remove the fence immediately!!!!

Approved Fence for Campus East Only



GRILLS



Permanent grills that are visible from neighboring property require an approved Application prior to installation. Grills must be located both behind the rear foundation line and within the fenced area. Portable grills must be used and stored in back yards only and within the fenced area.

GUTTERS

Proper home maintenance also requires that gutters and downspouts be kept in good repair. When replacing existing gutters and/or downspouts or portions thereof, an application is required if changing colors or styles.

LANDSCAPING (maintenance and planting)



1. Owners shall keep all shrubs, trees, grass and plantings of every kind on **the Lot** neatly trimmed, properly cultivated, free of trash, weeds and other unsightly materials. These areas include set-back areas and other areas located between the boundary line of their property and the street or other property to which such property abuts.

a. **In Campus East & Wesleyan Pines**, trees and shrubs that cover or partially cover windows tend to present an unaesthetic appearance. Accordingly shrubs planted under or near front or side windows shall be trimmed so that the view through no portion of the window is obstructed. Trees shall be neatly trimmed and not contact any part of the dwelling as this can cause structural damage.

2. Should any Owner fail to perform the acts described herein, the association shall have the right, at any reasonable time, to enter upon the Owner's Lot to plant, replace, maintain and cultivate shrubs, trees, grass or other plantings located thereon at cost to the Owner.

3. Since few town homes have front yards suitable for large trees or shrubs, an application is required and will be considered on a case by case basis, looking primarily at the potential effects of the proposed planting on neighboring and adjacent properties. Any planting of trees or flowers in the front or side yard area of each home should be surrounded by a hardwood mulch bed and be kept free of weeds.

4. Lawn decorations shall be kept in good repair. Owners should use caution to assure their choice in lawn décor is not offensive when visible from neighboring properties. If an ornament becomes damaged, it is the responsibility of the Owner to remove or repair that item.

5. Climbing vines such as English Ivy and Va Creeper are strongly discouraged and should be avoided. No vines shall be allowed to climb on a structure such as a house, shed or fence.

6. Owners may not plant or install anything on the Common Areas without the prior written approval of the Board of Directors.

7. Owners will not at any time cover any part of their yard, front, back or side with cement or any other impervious material without an approved Application. Installation of any such material without an approved Application will require immediate removal of the material.

LIGHTING (EXTERIOR)

The replacement of any existing light fixture does not require written approval from the ACC as long as it closely resembles the old fixture. If a change in positioning is desired or if the Owner wishes to add additional light structures, an Application is required. No tinted lenses or bulbs are permitted with the exception of commercially available "bug lights."

Holiday Lighting / Decorations All decorations for any given holiday shall not be put up more than thirty (30) days prior to the holiday and **must** be taken down no later than thirty (30) days after the holiday.

ROCK GARDENS

Installation of rock gardens, ponds and the likes constitutes a change in landscaping and because these gardens may create new and possible undesirable drainage patterns for adjacent Lots and/or Common Areas, they require an Application. The ACC requires that rocks or bricks used be left their natural color properly maintained. At no time shall grass or weeds be allowed to grow in rock gardens.

ROOFS



An approved Application is required prior to installing a new roof. The color of shingles must be the same as the original roof. A sample of the color shingle must be provided with your application. When single shingles need to be replaced, the shingle color must match as close as possible to the existing color and style. If roof is not the original color, homeowner must check with office on approved shingle colors **prior** to replacing. Homeowners must replace entire roof after 25% or 15 shingles of existing roof have been repaired. **It is the Owner's responsibility to check with the City to see if a building permit is needed.**

SIGNS



No signs whatsoever which are visible from Neighboring Property shall be erected or maintained on any Lot or parcel of Property within Campus East or Wesleyan Pines except as approved by the Architectural Control Committee. **An approved Application is required prior to placing any signs on lot.** Examples of approved signs are available for view at the Campus East Office. Notwithstanding the foregoing, the following shall be allowed on any such Lot or parcel:

1. During construction, one job identification sign no larger than 18 x 24 inches. When work has been completed, the sign must be removed.
2. (1) For Sale or For Rent sign no larger than 2 x 3 feet.
3. Political Signs are permitted but shall not be put up more than forty-five (45) days prior to the election and **must** be removed within seven (7) days after the election.

SOLAR COLLECTORS



Due to the large visual impact solar panels can have on a community, solar collectors are discouraged and may not be approved. Proposed panels shall lie flat on respective roofs and shall not be visible from neighboring streets. Existing solar panels do not set precedence for future devices.

STORAGE SHEDS

Installation of any storage shed at any time requires an approved Application. Applications must include a Copy of Physical Survey (not recorder plat) along with a detailed plan specifying the proposed structure's placement and a Manufacturer's specification sheet with dimensions, roofline, color and materials to be used. A sketch of the completed structure is necessary if being custom built. Generally, storage sheds must be located both behind the home's rear foundation line and within the fence area. The ACC recommends wood as the building material and shingles for roofing. Any storage shed should be of reasonable size and may not exceed ten feet (10') in height at the peak. Only single story sheds will be considered for approval. Storage Sheds must be kept in **good repair**.

SWIMMING POOLS



1. An approved Application is required prior to installing any type of swimming pool. The ACC will examine planned excavation, drainage, and visibility from neighboring property. All pools must comply with City Codes.

2. Any above ground pool over three feet (3') in height and fifteen feet (15') in diameter, with a deck attached or not attached requires an approved Application prior to installation.



3. Inflatable and plastic-sided wading pools of less than thirty-six inches (36") in height do not require an Application. However, these pools must be used and kept behind the rear foundation and within property lines.

SWINGSETS, SANDBOXES, AND OTHER PLAY EQUIPMENT

Play equipment that is visible from neighboring property requires an approved Application prior to installation. The following are guidelines intended to assist in both planning the play area and filing the required Application:

1. **Permanent play equipment** must be located behind the home's rear foundation and within **Lot** lines. Permanent play equipment is defined as equipment that cannot easily be taken apart and moved. Pressure-treated wood or molded plastic is recommended.

2. Portable basketball goals, any size



- a. **In Campus East**, portable basketball goals may only be used and stored behind the home's rear foundation and within Lot lines and must be lowered immediately after play. Playing on public streets is prohibited by Virginia Beach City Code.

- b. **In Wesleyan Pines**, portable basketball goals will be allowed on a case by case basis and neighbor approval may be required and must be renewed. If the Association manager or the ACC receives a written complaint, the Owner will be asked to attend a due process. All goals must be lowered immediately after play and moved in to the garage or moved to rear foundation out of public view.

3. All equipment must be maintained in good repair.
4. At no time shall a Basketball goal be made a permanent structure.

TRASH COLLECTION AND STORAGE

1. Campus East Townhouses



- a. All household garbage and or trash on any and all Lots in the Campus East Community Association must be kept in sealed plastic bags and kept within the City-provided 90-gallon containers. All yard clippings must be in clear plastic bags and any tree branches must be bundled in accordance with the City of Virginia Beach Waste Management guidelines.

Trash Cans and/or Recycling Bins must be neatly and properly marked with the residence address utilizing adhesive numbers and letters at least 2" in height or neatly spray painted using a stencil. **A \$25.00 Fee will be accessed following a due process hearing the trash can is not properly marked.**

The following are the Street Code Abbreviations that must be used when marking trash can/recycling containers:

Campus East

<u>Street Name</u>	<u>Abbreviation</u>	<u>Street Name</u>	<u>Abbreviation</u>
Baccalaureate Drive	BAD	Campus Drive	CAD
Chalk Court	CHC	Degree Court	DEC
Diploma Court	DIC	Fraternity Court	FRC
Graduate Court	GRC	Hallowed Halls Road	HHR
Jay Are Court	JAC	Keydet Drive	KED
Liberal Arts Court	LAC	Monarch Drive	MOD
Old Guard Crescent	OGC	Pencil Box Way	PBW
Professor Court	PRC	Scholarship Drive	SCD
Tenure Lane	TEL	Tuition Court	TUC
Tuition Drive	TUD	Wilcher Way	WIW
Wolfpack Court	WOC		

Wesleyan Pines

<u>Street Name</u>	<u>Abbreviation</u>	<u>Street Name</u>	<u>Abbreviation</u>
Belwood Court	BEC	Cobden Road	COR
Del Park Avenue	DPA	Del Park Court	DPC
East Worcester Drive	EWD	Hollins College Court	HCC
Radford Court	RAC	Rifton Court	RIC
Rossburn Court	ROC	Rossburn Drive	ROD
Rycroft Court	RYC	Spider Court	SPC
State Court	STC	State Street	STS
Sullins Court	SUC	Virginia Tech Court	VTC
Virginia Tech Trail	VTT	William & Mary Court	WMC

- b. 90-gallon trash containers must be kept inside a privacy fence behind townhouses. At no time can trash or trash bags be kept on the ground by the 90-gallon trash containers. The 90-gallon trash container lid must close completely and may not have trash bags restricting lid to close tightly.
- c. Trash can and/or Recycling Bin must be placed at the end of the homeowner's driveway on trash day.

2. Wesleyan Pines



a. 90-gallon trash containers must be kept inside a privacy fence, shed, garage, or behind the rear foundation of the home. Trash containers may be also kept on the garage side of the house but must be behind an ACC-approved fence section. At no time can trash or trash bags be kept on the ground by the 90-gallon trash containers. The 90-gallon trash container lid must close completely and may not have trash bags restricting lid to close tightly.

3. NOTE: Only the 90-gallon trash containers issued by the city of Virginia Beach will be picked up on trash day. The 90-gallon trash containers may be placed at curbside no earlier than 5:00 p.m. on the day prior to collection and must be removed within 24 hours of being collected. All trash containers and recycling bins must be placed at the end of the homeowners/residents' driveway. The day following normal trash pick up the CECA Association Manager or Inspector will make the rounds, take pictures, and file a report of any 90-gallon trash containers left out in view. A \$50.00 Fee will be assessed following a due process hearing.

4. Note: The City of Virginia Beach bulky item collection service for normal household item discards is provided, free of charge, for residents who receive normal City waste collection service. Most household discards will be collected; however, the City will not pickup remodeling and building materials, carpet, doors, cabinets, sinks, rocks, dirt, concrete, vehicle parts, glass (ex. old TVs) or hazardous materials. Please mention if you have a Freon containing appliance because this item requires special handling. Collection will be scheduled for your normal collection day. You must call City of Virginia Beach Waste Management 385-4650 at least 24 hours in advance to schedule a special service work order. You may send e-mail requests directly to the Waste Management Division at wastemgt@vb.gov.

VEGETABLE GARDENS



Vegetable gardens must meet the following guidelines:

1. All plantings must be located behind the home's rear foundation line and within the boundaries of privacy fencing.
2. Vegetation shall not exceed the height of privacy fencing at its lowest point.

WINDOWS



In time all windows need replacing. An approved Application is required for all replacements. Plain original windows must be replaced with the same style. If the original windows had grids, the new windows **must** have grids. If the original windows were double hung the new windows **must** be double hung or if they were sliders the new windows **must** be sliders. A Manufacturers flier of the windows that will be installed must be submitted with Applications.

1. **Campus East**, the new windows **must** have grids if the original windows had grids.
2. **Wesleyan Pines**, the new windows **must** have the same look as the original windows.

An approved Application is required before replacement of windows with the manufacturer's flier and/or specifications attached.

WOODPILES

All woodpiles must be located behind the home's rear foundation line or a privacy fence and within the Lot area. The Woodpile's height shall not exceed six (6) feet and should not be in contact with the ground, fencing, or homes.

OTHER ALTERATIONS

When written guidelines are not available for the project proposed by an Owner, an Application must be submitted and approved prior to installation of the proposed project

CITY OF VIRGINIA BEACH PUBLIC WORKS PHONE NUMBERS

Garbage & trash picked up:	385-4650
Find out about recycling:	385-4650
Get yard waste picked up:	385-4650
Request a yard debris trailer	385-4650
Get an old appliance picked up:	385-4650
Report a street light outage:	385-1470
Report a pothole or bad street condition:	385-1470
Report storm drainage flooding:	385-4131
Report traffic signs that are missing/damaged or blocked:	385-1470
Find out about mosquito control:	385-1470