

**Snow Hill
Homeowners Association
Warrenton, Virginia 20187**

**Environmental Protection Board
Guidelines**



August 2013

Snow Hill Homeowners Association

Environmental Protection Board Guidelines

INTRODUCTION

The Environmental Protection Board (EPB) is a committee of the Homeowner's Association. It is established as provided in the by-laws of the association, charged with the duties and responsibilities as outlined in the Declarations of Protective Covenants and Restrictions for Snow Hill phases I, II, III and IV. Its purpose is to perform the acts and functions established by the by-laws and those necessary to review all specifications and plans for any and all improvements to properties within Snow Hill. **If building permits are required, the homeowner is responsible for obtaining them and having the required inspections by Fauquier County.**

Specifically the EPB is responsible for:

- Reviewing, evaluating and approving or disapproving all written applications for exterior modifications and new construction;
- Ensuring that all improvements, constructions, landscaping and alterations on lands within the properties conform to and harmonize with existing surroundings and structures;
- Investigating all reported or alleged violations which do not conform to the covenants; and
- Investigating reported or alleged exterior alterations where there may be no application on file. Any alterations made after May 2002 should have an application on file.

It is not the intent of the EPB or these guidelines to discourage homeowners from making improvements. Rather, the goal is to insure such improvements are consistent with the design of the community and are in accord with the covenants.

It is expected that homeowners will maintain their residences, lawns, and yards in a neat and attractive condition. This includes any external modifications. If such modifications or original structures fall into disrepair or the lawn care is neglected, the EPB may request the homeowner to effect corrective action. If the homeowner fails to correct the problem or to make such repairs, and it is considered necessary to maintain the community's appearance, the Snow Hill Homeowner's Association board of directors will hire independent contractors to do so and charge the cost to the homeowner.

The EPB guidelines are a set of references for homeowners for any and all exterior modifications that are made in Snow Hill. The guidelines are to be used by members of the community to help us maintain and enhance Snow Hill's carefully designed environment. This document is distributed to assist all homeowners in understanding the covenants in the Declaration of Covenants and Restrictions for each phase of Snow Hill. These guidelines are not intended to be all-inclusive, but rather to serve as a general guide.

GUIDELINES

- A. Fences:** Fences require EPB approval. They shall be constructed of wood, stucco, brick, stone, shrubbery, or other material approved by the EPB.
- B. Trees:** The Covenants and Restrictions that govern Snow Hill's environment limit's the cutting of live trees to a minimum. Tree clearing is limited to areas for the building site, drain fields, gardens, driveways, and parking areas. Before cutting that next tree or if in doubt submit an application to the EBP for approval.
- C. Storage Sheds:** No wood, plastic/Rubbermaid® or metal utility sheds (temporary or permanent) are permitted.
- D. Patios/Decks/Gazebos:** Require EPB approval of building plans, specifications, and plot plans prior to beginning construction. Homeowners are responsible for securing all necessary Fauquier County building permits.
- E. Playhouses/Swing-sets:** Require EPB approval prior to installation. Should be placed in the rear of the house, out of direct view from the street with consideration given to screening from roadways and adjacent properties. Depending on location, the EPB may request shrubs be planted to provide screening. Playhouses are restricted to approximately 6'x 8' and not exceed 8 feet in height.
- F. Exterior Lighting:** Accent lighting, to include that showing a residence, landscaping, pool, walkway, or driveway, should be of low wattage and not cover a wide area, or be of high intensity. No exterior lighting shall be directed outside of the applicant's property. Proposed lighting should not result in an adverse visual impact on adjoining neighbors due to its location, wattage, direction, or other features.
- G. Recreational Toys and Play Equipment:** Must be stored in the rear of the house, out of direct view from the street where possible.
- H. Basketball Goals:** Basketball goals are permitted when contained entirely on the homeowners' property with consideration given to the impact on adjacent properties.
- I. Major Alterations, Swimming Pools, Hot Tubs, and Jacuzzis:** Require EPB approval of building plans, specifications and plot plans prior to beginning construction. The homeowner must secure all necessary Fauquier County building permits. This includes portable and fixed items. No construction advertising signs are permitted. However, permits required by law to be visible should be tastefully placed on the property.
- J. Exterior Painting:**

 - 1. Repainting or staining to match the original color needs no approval.
 - 2. Significant color changes to the house siding, doors, shutters, trim, roofing, or other appurtenant structures require EPB approval.

3. Duplication of color schemes is not permitted when structures are within visible range of each other.

K. Satellite Dishes/Exterior Antennas:

1. Satellite Dishes: The Telecommunication Act of 1996 (FCC Rule Paragraph 25.104f) states, “No restrictive covenant, encumbrance, homeowners association rule or other non-governmental restriction shall be enforceable to the extent that it impairs a viewer’s ability to receive video programming services over a satellite antenna less than one meter in diameter.”
2. What this means is that although the covenants explicitly prohibit satellite antenna installation, the FCC language overrules it, allowing homeowners to install an antenna per the above guidelines.
3. As you and your installer find potential locations, please consider sites that are not readily seen from streets or neighbor’s property. Frequently homeowners get good reception from rear or side, roof or home mounts. Shrubbery may also help camouflage the installation.

L. Miscellaneous/Additional Guidelines:

1. Exterior clothes lines or racks are not permitted, except when fully enclosed within approved utility yards.
2. Holiday decorations and political signs are to be limited to the front of the homeowner’s property. No displays, whether holiday, or political should be placed where they can be viewed from Hwy 29.
3. Christmas decorations - can be put up as early as Thanksgiving but should be taken down no later than mid-January. Other holiday decorations should be limited to 2 weeks before the holiday (such as Halloween).
4. Political signs - Homeowners may place a political sign in their front yard, but removed no later than the day after the election.
5. Trash and garbage containers will be stored out of sight of public view except for on the days of trash collection.
6. Boats, trailers, campers, or other recreational vehicles shall not be stored externally within Snow Hill.
7. Lawns and lots shall be maintained in a manner consistent with the community. This includes maintenance of the road frontage.
8. Signs are limited to a temporary real estate sign at the home for ‘sale’ and a small directional sign off Snow Hill Drive. Signs may not be placed in the center island at the front entrance or on any traffic sign posts.
9. No animals or poultry, other than household pets shall be kept, bred, or maintained for commercial purposes. Fauquier County requires that dogs be leashed when outside property boundaries.
10. Mini-bikes, trail bikes, go-carts, ATV’s and such vehicles shall not be operated on any common area within Snow Hill.

PROCEDURES

EPB Application for Exterior Alteration Procedures

- A. Review the Declaration of Protective Covenants and Restrictions for suitability and compliance of the proposed change.
- B. Complete the Application for Exterior Alterations form with full details and attached drawings, illustrations, materials lists, colors, landscaping, and site plan showing location on property. Include estimated start and completion dates. Form is available from the EPB, Snow Hill Board Members, or on line at snowhillhoa.com.
- C. Obtain signatures of neighboring property owners who are adjacent and/or have a view of the proposed change. This is a necessary acknowledgement and does not constitute approval or disapproval on their part.
- D. Submit two copies of the application package to a member of the EPB.
- E. One signed and dated copy with an approval or disapproval response will be returned by the Management Company to the applicant within 30 days. No EPB or Management Company response within this timeframe constitutes approval of the proposal as submitted.
- F. The second signed and dated copy with an approval or disapproval response will be sent to the Management Company for records keeping and for their use in developing disclosure packets when a property is to be sold. The Virginia Property Owners Association Act (55-512(9)) requires the Association to provide a statement to the buyer regarding improvements or alterations made to the lot, or uses made of the lot, by the prior lot owner such that these alterations can be assessed for compliance in accordance with the applicable Covenants or Restrictions.

EPB Complaint Enforcement Procedures

- A. Review the Declaration of Protective Covenants and Restrictions to determine suitability of the alleged violation.
- B. Complete the Complaint Form to report offensive and/or alleged violations in writing. Form is available from the EPB or Snow Hill Board Members.
- C. Submit completed Complaint form to a member of the EPB. All reported complaints shall be investigated by the EPB within 30 days. The EPB will also notify the original complainant of the action to be taken, and they will be told whether their complaint was valid or invalid.
- D. If the complaint is valid and a condition exists that does not conform to the covenants, or that there is an exterior alteration with no application on file, the EPB will request the Management Company to notify the homeowner in writing of the violation discrepancy. This notification will describe the violation, site the regulation not being met, and will also include EPB suggested corrections for the homeowner to accomplish to remedy the violation.
- E. When the homeowner remedies the violation, they should notify the Management Company of their corrected action so the EPB can perform a subsequent inspection and close the violation.

- F. In the event a satisfactory resolution cannot be reached between the homeowner and the EPB, the violation will be escalated to the Snow Hill Homeowner's Association Board of Directors for subsequent action.
- G. The board of directors of the association shall have the power to assess charges against any member for any violation of the covenants and restrictions for which the, member or his family members, tenants, guests, or other invitees are responsible.
- H. Before any charges may be imposed, the Snow Hill Board of Directors will invite the homeowner to a meeting to discuss the situation and attempt to resolve the issues.
- I. If the homeowner refuses to correct the violation in a timely fashion, the Snow Hill Board of Directors has the right to assess charges. The amount of any charges shall be limited to any cost, expense, or charge incurred by the Board of Directors or the EPB in the enforcement of the covenants. These charges shall be billed to the owner causing such and shall be treated as an assessment against the member's lot.

MANAGEMENT COMPANY PROCEDURES

- A. In addition to the roles previously specified in the Procedures section above, the Management Company shall support the Snow Hill EPB and Board of Directors by maintaining a master list of all homeowner Exterior Alteration applications and Complaint forms. This master list shall contain a running status of all homeowner applications and complaints.
- B. The Management Company and the EPB will provide status updates to this list in real-time, and the Board of directors will review this list at each board meeting for subsequent actions as required.

Revised: August 2013