



KINLOCH
GOOCHLAND COUNTY, VIRGINIA
ARCHITECTURAL DESIGN GUIDELINES

OCTOBER 25, 2003

**KINLOCH
GOOCHLAND COUNTY, VIRGINIA
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OCTOBER 25, 2003

Lot Owner's Signature: _____

Print Name: _____

Lot Number: _____

Date of Receipt: _____

Witnessed: _____

Date: _____

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Introduction

Kinloch, Goochland County, Virginia

Kinloch Development Corporation would like to take this opportunity to welcome you to Kinloch. Since the early 1990's we have been carefully planning and evaluating ways to make this a truly special neighborhood.

It is Kinloch Development Corporation's objective to create a distinctive and unique neighborhood that encourages custom homes in traditional architectural styles using quality materials that will only improve with age. To achieve this goal and to help protect each Lot Owner's investment, as well as the integrity and aesthetic quality of the neighborhood, we have developed a strict set of Protective Covenants and Architectural Design Guidelines to address the role of the Property Owner's Association and the requirements for Lot improvements.

Architects, Home Builders, Community Designers, and Landscape Architects have scrutinized these Architectural Design Guidelines. Every effort has been made to avoid complexity except where necessary for clarity. It is our hope that you, as prospective Kinloch homeowners, and your builder will review these Guidelines and enter the process with enthusiasm and support so that Kinloch may become the very special place envisioned.

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1.1 PHILOSOPHY OF DEVELOPMENT

- 1.1.1 The Kinloch neighborhood is situated on 645 acres in eastern Goochland County, and may include up to 350 single-family houses. The neighborhood surrounds a 70-acre lake and lies between a 19-hole, 275-acre private golf club, known as the Kinloch Golf Club (“Golf Course”) and Hermitage Country Club.
- 1.1.2 Kinloch will be developed as an upscale residential neighborhood with traditionally styled home designs. The neighborhood will consist of: 1) houses on larger single-family Lots, and 2) houses on smaller-scale single-family Lots which feature yard maintenance for the homeowners.
- 1.1.3 Kinloch has been planned to be a distinctive and unique neighborhood in the Richmond area. Only time tested architecture, design, construction, and landscaping features will be approved in order to develop an environment that supports individual preferences while assuring high standards and protecting overall property values. A Declaration of Covenants, Conditions, and Restrictions for the Kinloch Property Owners Association (“Declaration”) and these Architectural Design Guidelines (“Guidelines”) have been established to support these goals. The Guidelines have been developed to:
 - a) Promote the harmony of style, form, massing, color, proportion, texture, scale, material, and detailing on and between houses, other structures and sites.
 - b) Recognize and protect appropriate settings and environments for houses, other structures, and sites.
 - c) Enhance the quality of life and investment protection for Lot Owners.
- 1.1.4 The Kinloch Property Owners Association, Inc.’s (“Association”) primary responsibility is the enforcement of the Declaration and these Guidelines. The Association appoints the Architectural Review Board (“ARB”). The ARB, on behalf of the Association, will create and from time to time modify these design guidelines. The ARB with the Association Board’s approval has jurisdiction over any modification, change, addition, alteration or improvements made on or to existing Lots or structures on Lots and any open space within Kinloch.
- 1.1.5 Each Lot Owner is encouraged to select a builder from a preapproved list. Other builders are permitted, but must be approved by the ARB. These Guidelines were developed by the Association to promote a traditional architectural theme while setting standards to protect the quality and overall image of the neighborhood. Some areas within the neighborhood have additional restrictions due to their exposure and proximity to adjacent Lots, common areas, roads, the lake, or Golf Course property.
- 1.1.5 These Guidelines, in accordance with the Declaration, are the basis for maintaining these high standards throughout the stages of development and the life of this neighborhood. They have been written not only to establish rules that guide design and construction, but also to define and establish the basis and reasoning for those rules, and to assist the builder and the Lot Owner in understanding the rules by providing illustrations and explanations of requirements where helpful. These Guidelines shall only apply to the Lots and Lot Owners in Kinloch.

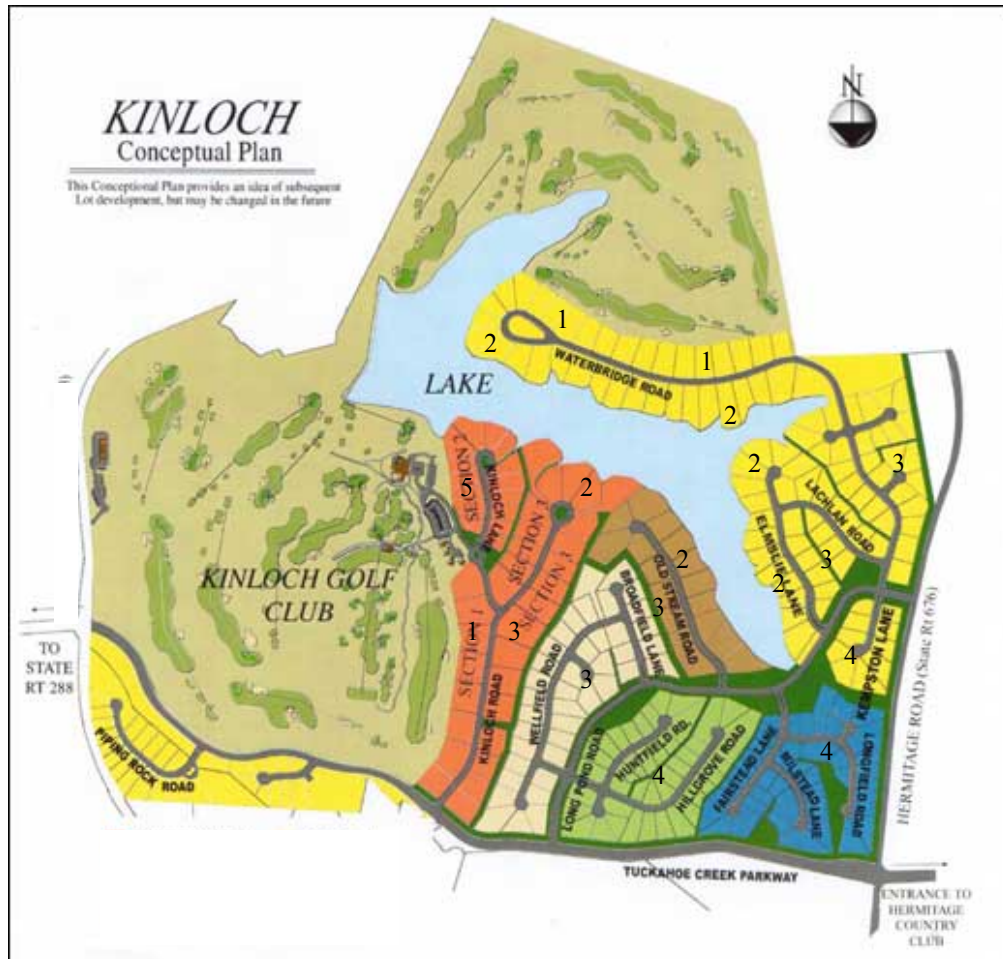
Introduction

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- 1.1.6 The ARB, composed of professionals and Lot Owners, has been established to implement these Guidelines. These Guidelines contain specific requirements to be followed, but do not limit the necessity for each site or design to be interpreted individually. It is therefore the responsibility of the ARB to interpret the overall intent of these Guidelines as each application is reviewed. No two sites are alike and a design solution on one site is not necessarily appropriate on another. Therefore, decisions by the ARB are made on a case-by-case basis and may not be interpreted as setting precedence for future decisions.

1.2 NEIGHBORHOOD ZONES

- 1.2.1 The Kinloch neighborhood is comprised of five zones, in accordance with the Declaration, with varying Lot sizes, setback requirements, and character. Each neighborhood zone is subject to different restrictions in addition to the requirements of the overall Guidelines. These restrictions may vary from zone to zone and from Lot to Lot within the same zone.



Neighborhood Zones:

- | | | | |
|---|-------------------|---|-----------------|
| 1 | Golf Course Lots | 4 | Village Lots |
| 2 | Lake Lots | 5 | Club House Lots |
| 3 | Neighborhood Lots | | |

2.1 ARCHITECTURAL REVIEW PROCESS

- 2.1.1 The Association has created and established an ARB to protect the neighborhood's architectural and natural character.
- 2.1.2 The ARB shall consist of a minimum of three members. The Declarant shall appoint the members of the ARB and a Chairperson shall be appointed on an annual basis. The members of the ARB shall serve as such with limited compensation as determined by the Declarant.
- 2.1.3 The ARB shall have, among other duties, the exclusive jurisdiction, power, and authority to deem "Approved," "Approved with Limiting Conditions," "Conceptually Approved," "Denied" or "Deferred," an application for construction, alteration, modification, renovation, reconstruction, repair, restoration, or demolition on any Lot, unless provided otherwise by these Guidelines or the Declaration. In addition, the ARB shall have the following duties:
 - a) To hold meetings as deemed necessary by the ARB for review of applications to issue *Certificates of Approval* and *Certificates of Compliance*; to conduct meetings and site inspections as needed; and to carry out the responsibilities set forth in the Declaration and these Guidelines.
 - b) To adopt or amend the Guidelines as necessary.
- 2.1.4 **A written *Certificate of Approval* issued by the ARB shall be required prior to the initiation of any and all new home construction, building improvements, and site improvements which are subject to public view or view from adjacent Lots, common areas, roads, the lake, or Golf Course property. No building, structure, or any exterior portion thereof, signs, paving, or landscape feature, shall be constructed, altered, modified, renovated, reconstructed, repaired, painted, restored, or demolished within Kinloch unless the same is approved in writing by the ARB or, on appeal, by the Declarant, as being architecturally compatible with the buildings, structures, sites, and general character of the neighborhood. No County permit to construct, alter, modify, renovate, reconstruct, repair, restore, or demolish any building, structure, or site in and of itself shall be sufficient for the Lot Owner to commence the same, and such work shall not commence until the Lot Owner has obtained a *Certificate of Approval* from the ARB. Applications to request a review by the ARB are described in Section 2.2 of these Guidelines and are available in Appendix C.**
 - a) **New Home Construction:** To assure the Lot Owner that their proposed new home design is consistent with the Guidelines, the ARB will review submitted conceptual plans. Actual construction of a new home shall not begin until a complete set of construction documents and other necessary supporting documentation, as required by Section 2.3 of these Guidelines, have been reviewed by the ARB and a *Certificate of Approval* has been issued. Furthermore, no work, including site clearing or tree removal of any kind,

may occur until a site stakeout has been reviewed by the ARB and a *Certificate of Approval* for the stakeout has been issued by the ARB.

- b) **Building Improvements:** Exterior building improvements shall not be made on any existing structure or on any Lot until the ARB reviews a complete set of construction documents and other necessary supporting documentation, as required by Section 2.3 of these Guidelines, and a *Certificate of Approval* has been issued. By way of example, but not by way of limitation, exterior building improvements shall include accessory buildings, additions, and the construction, alteration, modification, renovation, reconstruction, repair, restoration, or demolition of any part or surface of any building, shed, garage, roof, painting schemes, finish, or other such improvements. Furthermore, no work, including site clearing or tree removal of any kind, may occur until a site stakeout has been reviewed by the ARB and a *Certificate of Approval* for the stakeout has been issued by the ARB.
 - c) **Site Improvements:** Site improvements shall not be made to any Lot until the ARB reviews a complete set of construction documents and other necessary supporting documentation, as required by Section 2.3 of these Guidelines, and a *Certificate of Approval* has been issued. By way of example, but not by way of limitation, site improvements shall include the construction, alteration, modification, renovation, reconstruction, repair, restoration or demolition of any walls, fences, structures, paving, pools, tennis courts, decorative objects, plant material, trees, or earth moving of any kind. Furthermore, no work, including site clearing, or tree removal of any kind, may occur until a site stakeout has been reviewed by the ARB and a *Certificate of Approval* for the stakeout has been issued by the ARB.
- 2.1.5 **A *Certificate of Approval* is required for the proposed improvement and for the site stakeout prior to starting any clearing or construction on the Lot.**
 - 2.1.6 The ARB shall perform a post-construction review of the completed improvement to determine whether it is in compliance with the approved application and supporting documentation. If approved, the ARB shall issue a *Certificate of Compliance*.
 - 2.1.7 The ARB shall evaluate the significance of each application on a case-by-case basis. Every requirement may not apply in every case, and the ARB has the authority to waive requirements where it deems appropriate or to add requirements to the extent that either action does not contradict the Guidelines.
 - 2.1.8 The ARB shall collect, on behalf of the Association, application fees from the Lot Owner as required in Section 2.2 and a bond as required in Section 2.4.
 - 2.1.9 Lot Owners may also be required by County, State, or Federal government agencies to apply for other approvals and permits, such as a building permit or wetlands permit. Any noncompliance with any applicable County, State, or Federal laws shall be grounds for the ARB to deny an application. The ARB is not responsible for notifying or obtaining any such permits and has no authority to grant compliance with or exemption from any County, State, or Federal laws on

behalf of the Lot Owner. **The Lot Owner is responsible for obtaining ARB approval and all necessary County, State, and Federal permits and approvals prior to starting any construction and prior to occupancy.**

- 2.1.10 The ARB reserves the right to require specific changes to submitted designs prior to issuing a *Certificate of Approval*.
- 2.1.11 The ARB reserves the right to modify these Guidelines in any manner at any time without advance notice to Lot Owners. The Association will make available to all Lot Owners any revisions made to these Guidelines. Such modifications may include an alteration of the size, style, and design of the originally intended home, building, or site improvement.
- 2.1.12 The ARB has the jurisdiction, power, and authority to review any and all construction, alterations, modifications, renovations, reconstructions, repairs, restorations, or demolitions on a Lot that may be viewed from adjacent Lots, common areas, roads, the lake, or Golf Course property. This authority of the ARB applies even if the subject or item in question is not specifically identified or referenced in these Guidelines.

2.2 REQUIRED APPLICATIONS TO BE SUBMITTED

- 2.2.1 The following four applications which can be found in Appendix C are a part of the Architectural Review Process: 1) *Conceptual Review Application*, 2) *Property Improvement Application*, 3) *Site Stakeout Application*, and 4) *Post-Construction Application*. Completed applications are submitted to the ARB in conjunction with the steps of the review process.

Conceptual Review Application

The primary purpose of Conceptual Review is to assist Lot Owners in determining whether the ARB has any concerns with the Lot Owner's conceptual house design prior to the Lot Owner incurring costs associated with design development. A *Conceptual Review Application* and supporting documentation must be submitted to the ARB for review and approval for new home construction only. Supporting documentation should include the location of the improvement on the Lot as well as sketches, drawings, material samples, and any other pertinent information to convey the design intent and general appearance of the improvement to the ARB. The ARB will issue a response if the application is conceptually approved or not. Approval of the *Conceptual Review Application* does not give the Lot Owner the approval to begin any work on the Lot, including the clearing of brush or trees, it is only a conceptual approval that allows the Lot Owner to proceed with the *Property Improvement Application*.

Property Improvement Application

This application is to be used for any property improvement, including new home construction, building improvements, and site improvements. Prior to the commencement of any work, including the clearing of brush or trees, a *Property Improvement Application* must be submitted to the ARB for review accompanied by supporting documentation including plans, elevations, and specifications as listed in Section 2.3. An application fee (see Appendix C) payable to the ARB and a \$25,000 bond for new home construction (if applicable) also payable to the ARB, must be submitted with this application. If requests for multiple improvements are being undertaken simultaneously, such as construction of new home, building improvement, and site improvement, all three boxes on the *Property Improvement Application* may be checked. Only one application fee is required per application. The ARB shall issue a *Certificate of Approval* if the *Property Improvement Application* is approved.

Site Stakeout Application

After obtaining a *Certificate of Approval* for the *Property Improvement Application*, the Lot Owner must submit a *Site Stakeout Application* to the ARB to request a stakeout review. The ARB must review a site stakeout completed by a qualified professional before any work can begin, including the clearing of brush or trees. If approved, the ARB will issue a *Certificate of Approval* for the site stakeout and construction may begin including the clearing of brush or trees. If the stakeout is not approved by the ARB, the site must be restaked according to the ARB's written comments and reviewed again before a *Certificate of Approval* will be issued.

Post-Construction Application

A *Post-Construction Application* must be submitted to the ARB to request a post-construction review of the completed improvement. The ARB shall issue a *Certificate of Compliance* if the completed improvements are in compliance with the Guidelines and the ARB approved plans. If applicable, the bond or a portion of the bond shall be returned. The review must be completed and a *Certificate of Compliance* must be obtained within the approved construction time frame indicated on the approved *Site Stakeout Application* as noted on the *Certificate of Approval*, otherwise the application approval will expire. Written requests for an extension may be submitted in writing. The ARB will only approve extensions in writing on ARB letterhead. Verbal approvals are not valid.

2.3 REQUIRED SUPPORTING DOCUMENTATION

- 2.3.1 Submission of the supporting documentation with a *Property Improvement Application* is required as outlined in the Guidelines to allow the ARB to understand the exact nature and extent of the proposed work. Design review is intended to regulate size, scale, massing, location, appearance, and materials of

proposed improvements. To accomplish this, the ARB may require submittals that exceed County submittal requirements for building permits. Supporting documentation must be neat, accurate, drawn to scale, and contain sufficient detail to adequately explain the entire design concept to the ARB. At the discretion of the ARB, inadequate representation of a design may be cause for the denial or deferral of an application. Three sets of all drawings, site plans, and other supporting documentation must be submitted along with the application. After the drawings have been stamped with approval by the ARB, one set will become the property of the ARB, one set will be returned to the owner for their own record, and one set will be returned to the owner with the requirement of keeping it on the Lot during construction.

NEW HOMES

1. Proposed Site Plan: Indicating the footprint of the proposed house, driveway, property lines, setbacks, buffers, easements, road, curbs, existing and proposed accessory buildings, wetlands, north arrow, scale, the normal Lake level for Lake Lots and the 100-year flood plain. (Min. engineering scale 1"=20'-0")
2. Stakeout Plan: Indicating the location of the proposed house, driveway, accessory buildings, property lines, setbacks, trees to be retained and trash containment area for use during construction. (Min. engineering scale 1"=20'-0")
3. Proposed Foundation Plan (Min. architectural scale 1/4"=1'-0")
4. Proposed Floor Plans and Roof Plan (Min. architectural scale 1/4"=1'-0")
5. Proposed Exterior Elevations: Showing ground plane and specifying finish materials, including manufacturer and color. Material samples may be requested. (Min. architectural scale 1/4"=1'-0")
6. Proposed Exterior Color Selection: Specifying manufacturer and color name and number. A color chip must be submitted.

BUILDING IMPROVEMENTS

1. Proposed Site Plan: Indicating the footprint of the proposed building improvement, addition and/or accessory building, the existing house and any other existing accessory buildings and/or major landscaping, property lines, setbacks, buffers, easements, road, curbs, utilities, and any landscape improvements, wetlands, north arrow, scale, the normal Lake level for Lake Lots and the 100-year flood plain. (Min. engineering scale 1"=20'-0")
2. Stakeout Plan: Indicating the location of the building improvement, addition and/or accessory building, the existing house, major landscaping, driveway, existing accessory buildings, or improvements, property lines, setbacks, trees

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to be retained and trash containment area for use during construction. (Min. engineering scale 1"=20'-0")

3. Proposed Floor Plan(s) and Roof Plan: For additions, the connection to the existing house must be indicated on the floor plans. (Min. architectural scale 1/4"=1'-0")
4. Proposed Exterior Elevations: Showing ground plane and specifying finish materials, including manufacturer and color. Material samples may be requested. For additions, the ARB may require the existing house be included in the elevations. (Min. architectural scale 1/4"=1'-0")
5. Proposed Exterior Color Selection: Specifying manufacturer and color name and number. A color chip must be submitted.

SITE IMPROVEMENTS

1. Proposed Site Plan: Indicating the proposed landscape improvements, property lines, setbacks, buffers, easements, road, curbs, utilities, the existing house and any other existing accessory buildings and/or major landscaping, wetlands, north arrow, scale, the normal Lake level for Lake Lots and the 100-year flood plain. (Min. engineering scale 1"=20'-0")
2. Stakeout Plan: Indicating the location of the proposed landscape improvements, the existing house, accessory buildings, driveway, property lines, setbacks, trees to be retained, and trash containment area for use during construction. (Min. engineering scale 1"=20'-0")
3. Proposed Plan of the Improvement (Min. engineering scale 1"=20'-0" for entire site or Min. architectural scale 1/2"=1'-0" for individual items)
4. Proposed Elevations: Identifying heights, materials, colors, and dimensions (ex: fence, wall, gazebo, etc.) and specifying manufacturer and color. Material samples may be requested. (Min. architectural scale 1/4"=1'-0")

2.4 COMPLETION BOND

- 2.4.1 Posting Requirement: A contingency that is a part of ARB approval for Lot Owners who do not use one of the preapproved Kinloch builders is that they may be required to post a Completion Bond in the amount of \$25,000.00 before beginning any clearing or construction. This Bond, in the form of a certified check payable to the ARB, letter of credit securing the ARB, or cash, must be posted before construction crews (including site preparation) will be permitted on the Lot. These funds will be held in an Association account until the ARB issues a *Certificate of Compliance* for the completed work. If construction and landscaping have been completed reasonably on schedule and consistent with the

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approved construction documents, the posted bond amount will be returned to the Lot Owner without interest.

- 2.4.2 Withholding: If significant completion delays have occurred or if unacceptable deviations have been made from approved construction/landscaping documents, the ARB, at its sole discretion, may: 1) continue to hold the funds until the deviation is corrected; 2) use such funds to contract to correct the deviation; or 3) permanently withhold the funds as a penalty. The retention of the bond by the ARB does not in any way relieve the Lot Owner of the responsibility to comply with these Guidelines and recommendations of the ARB.
- 2.4.3 Exemptions in Bond: The Declarant, at its discretion, may waive in total or in part, the bond requirement for builders not listed on the Declarant's approved builder list for Kinloch if the builder has built at least five (5) homes in the Metropolitan Statistical Area for Richmond, Virginia, of a price and quality similar to those permitted in Kinloch.

2.5 REVIEW SCHEDULE

- 2.5.1 The ARB reviews all applications, including plans for new houses, building improvements, and site improvements in scheduled meetings as determined by the ARB. At these meetings, the ARB reviews all requests submitted on the appropriate application accompanied by supporting documentation. It is the ARB's goal to review an application within days of its submittal. The meetings of the ARB are not meetings of the Association's Board of Directors, nor does the ARB have the obligation to provide notice of meetings to the Association membership. Attendance at ARB meetings of non-ARB members is at the discretion and invitation of the ARB.
- 2.5.2 The ARB reviews each application considering the features of the Lot, its interpretation of these Guidelines, and the supporting documentation submitted. Therefore, to expedite the review process, it is incumbent upon the Lot Owner to provide sufficient and accurate information that best describes the proposed improvement. The ARB may Deny or Defer applications based upon insufficient and inaccurate information. Denied requests for approval will require reapplication and an additional application fee as determined by the ARB.
- 2.5.3 The ARB Chairman may review certain requests for approval outside of the regular ARB meetings. The ARB may offer special instructions and designate the Chairperson to conduct the review of simpler design items, such as gutters and downspouts. The ARB Chairperson without full ARB participation may administratively approve any application for designated design items, unless the Chairperson determines that a full review of the application is necessary.

2.6 APPROVALS

2.6.1 Upon review of a completed *Conceptual Review Application* and supporting documentation, the ARB shall respond with one of two responses: 1) “Conceptually Approved” or 2) “Not Approved”.

- **“Conceptually Approved”:** Conceptual approval of preliminary design drawings to alert the Lot Owner of concerns, if any, the ARB is likely to have regarding that design. Comments are given in writing to the Lot Owner by the ARB, but they do not qualify as “Approval” for the project to proceed. A *Certificate of Approval* is not issued. For a final design to be considered for a *Certificate of Approval*, a *Property Improvement Application* must be submitted with supporting documentation and application fee.
- **“Not Approved”:** In the event that the ARB does not conceptually approve of the plans, reasons for the decision will be given to the Lot Owner in writing. The ARB may also provide suggestions for revisions but is not obligated to provide design solutions.

2.6.2 Upon review of a completed *Property Improvement Application* and supporting documentation, the ARB shall respond with one of four decisions: 1) “Approved”; 2) “Approved with Limiting Conditions”; 3) “Denied”; or 4) “Deferred”. The following definitions apply:

- **“Approved”:** Approved as submitted. “Approved” does not approve anything not included on the submitted plan or application. A *Certificate of Approval* is issued for approved plans, plans are stamped approved, and time parameters for construction completion are set for the project.
- **“Approved with Limiting Conditions”:** Approved only with the stated conditions of the approval taken into consideration. A *Certificate of Approval* is issued for approved plans, plans are stamped approved, time parameters for construction completion are set for the project, and the Lot Owner must meet the limiting conditions set forth by the ARB, as noted on the plans, in the completion of the project.
- **“Denied”:** Not “Approved” for construction or Lot clearing of any kind. Reasons for the decision will be given to the Lot Owner in writing. The ARB may also provide suggestions for revisions but is not obligated to provide design solutions. A *Certificate of Approval* is not issued. To be reconsidered for approval, a submittal of a revised application with supporting documentation and a new application fee are required.
- **“Deferred”:** A decision will be made at a future date to allow the ARB additional time to review the application or to allow a Lot Owner time to provide additional supporting documentation. A *Certificate of Approval* is not issued. No reapplication fee is required.

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- 2.6.3 An application is “Approved” when the ARB issues a *Certificate of Approval* or, in special circumstances, a notice to the Lot Owner in writing on official ARB letterhead. For the protection of the Lot Owner and the ARB, only written approvals are valid. The ARB shall clearly state its reason for deciding an application is “Approved,” “Approved with Limiting Conditions,” “Denied,” or “Deferred” in the records of the ARB proceedings.
- 2.5.4 All construction must be completed in accordance with the application and supporting documentation as approved by the ARB and in accordance with the approved stamped plans. Lot Owners requesting approvals for design changes should contact the ARB in writing to determine if additional plans and specifications are required. Any change to an application or submitted plan will only be accepted if agreed upon in writing or if initialed on the document by both the ARB and the Lot Owner. A reapplication fee may be required by the ARB, at its discretion.

2.7 APPEALS

- 2.7.1 Appeals shall be limited to decisions of “Denied” or “Approved with Limiting Conditions” and must be submitted in writing to the Declarant within five (5) calendar days of receipt of the decision from the ARB. A decision from the Declarant to the Lot Owner shall be issued in writing within thirty (30) calendar days and shall be considered final. A fee of \$100.00 may be required by the ARB for processing the appeal. Failure of the Declarant to respond to an appeal request does not mean that the ARB’s “Denial” or “Approved with Limiting Conditions” have been “Approved” or waived. However, if the Declarant fails to respond within thirty (30) days, the appeal application fee will be waived and/or returned.

2.8 DESIGN POLICIES

2.8.1 BASIS FOR GUIDELINES

The Guidelines are based on four primary policies of good design: 1) Environmental Protection, 2) Siting, 3) Form and Context, and 4) Quality Assurance. Further, it is not possible nor is it advisable to make a rule for every situation; consequently, the ARB uses these design policies in the judgment of each application. To the greatest extent possible, this eliminates subjective review and provides a means of testing every decision. This benefits the ARB, the neighborhood, and the Lot Owner by insuring a consistency of approach regardless of changes in ARB representation over the years. The four primary ARB policies are:

a) ENVIRONMENTAL PROTECTION

Approval for the clearing and alteration of Lots shall be made only for approved new homes, building improvements, and site improvements. Construction and access may not be performed in a manner that will result in erosion of soils, excessive water runoff, discharge of wastes into the soils or waters, stagnation or standing water, or unauthorized removal of indigenous vegetation. Kinloch's environmental guidelines do not replace nor imply responsibility for any County, State, or Federal governmental agency regulations.

b) SITING

At the discretion of the ARB, each new home, building improvement, and site improvement shall be sited to create a proper setting within each Lot, consistent with the density and setbacks of the neighborhood, so as not to: 1) unduly restrict the view, light, or breeze to or from neighboring Lots, 2) compromise the privacy of any other Lot below the general level enjoyed by other members of the neighborhood, 3) fit incongruously into the contours of the natural topography, and 4) aesthetically degrade the Lot.

c) FORM AND CONTEXT

All new homes, building improvements, and site improvements shall be of a size and use that is consistent with the quality level established for the entire neighborhood. All new homes, building improvements and site improvements shall be designed in styles, shapes, sizes, and massing to be of good proportions, well balanced, and appropriate to the Lot and the neighborhood.

d) QUALITY ASSURANCE

All new homes, building improvements, and site improvements shall meet minimum standards of design and material quality consistent with the quality level established for the entire neighborhood. Each new home, building improvement, and site improvement shall consist of a combination of materials, colors, products, and assemblies that are harmonious with each other, consistent with and supportive of its identifiable architectural style, and appropriate to the general appearance characteristics of the Lot and neighborhood.

3.1 NEW HOME CONSTRUCTION REVIEW PROCESS

3.1.1 The ARB must review all new home construction for approval. If approved, the Lot Owner must receive a *Certificate of Approval* from the ARB before any work may begin.

3.1.2 The New Home Construction Review Process consist of four steps:

Step 1 – Conceptual Review

Prior to submitting a fully developed set of plans for new home construction, a *Conceptual Review Application* with supporting documentation must be reviewed for approval by the ARB. Supporting documentation includes sketches, drawings, material samples, and any other pertinent information to convey the design intent and appearance. The ARB will issue a statement on ARB letterhead if the application is conceptually approved. This is only a conceptual approval of preliminary plans, not approval to begin Lot improvements of any kind. Conceptual Approval is valid for 2 months from the date of issuance. The primary purpose of Conceptual Review is to assist the Lot Owner in determining whether the ARB has any concerns with the proposed plans prior to the Lot Owner incurring costs associated with design development.

Step 2 – Property Improvement Review

A *Property Improvement Application* and an application fee (see Appendix C) must be submitted to the ARB for review and approval. Applications must be accompanied by supporting documentation as specified in Section 2.3. If approved, the ARB will issue a *Certificate of Approval*.

Step 3 – Site Stakeout Review

A *Site Stakeout Application* for the approved property improvement plans must be submitted to the ARB for review prior to any tree removal or clearing of any kind. A qualified professional must stake out the location of the house, driveway, major landscaping, and any improvements. Property lines, setbacks, wetlands, buffers, and a trash containment area to be used during construction must be marked. Trees to be retained should be appropriately flagged and protective fencing should be installed. The ARB has the discretion to determine which trees shall not be cleared from the Lot. A *Certificate of Approval* will be issued if the site stakeout is approved by the ARB. The clearing of trees and construction may then begin. If the stakeout is not approved by the ARB, the site must be restaked according to the ARB's written comments and reviewed again before a *Certificate of Approval* will be issued.

Step 4 - Post-Construction Review

A post-construction review must be requested at the completion of construction by submitting a *Post-Construction Application* to the ARB. An on-site inspection will be made of the Lot, exterior of the house and landscaping, to determine whether it was constructed, installed and/or completed in accordance with these Guidelines, the approved stamped plans, and all ARB approvals. If the property is entirely in compliance, a *Certificate of Compliance* shall be issued to the Lot Owner and the bond shall be returned. If work is not complete, then all or a portion of the Lot Owner's bond, at the discretion of the ARB, may be forfeited. The retention of the bond by the ARB does not in any way relieve the Lot Owner of the responsibility to comply with these Guidelines, the Declarant and recommendations of the ARB. Any defects or deficiencies found in the post-construction review will be identified in writing and a time limit for satisfying

them shall be specified by the ARB. The ARB will issue a *Certificate of Compliance* when the Lot Owner completes the specific item(s) found to be noncompliant.

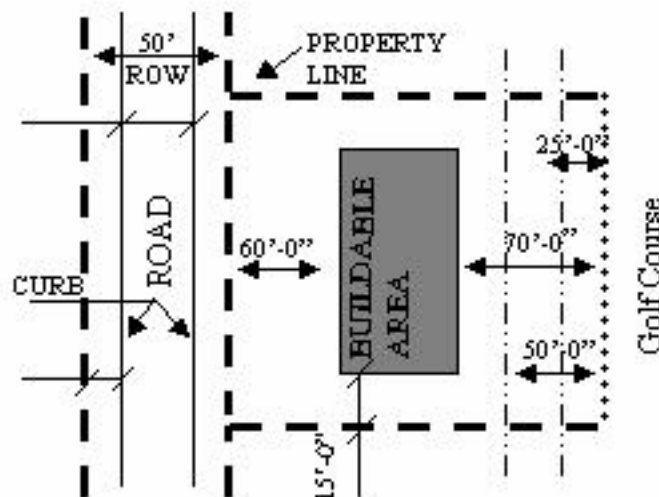
- 3.1.3 Lot Owners are responsible for ensuring that construction-related activity on their Lot complies with the Construction Rules, found in Appendix D.
- 3.1.4 Each of the following five zones identified in the neighborhood have additional site specific restrictions for development: 1) Golf Course Lots, 2) Lake Lots, 3) Neighborhood Lots, 4) Village Lots, and 5) Club House Lots.

ZONE 1 – GOLF COURSE LOTS

GOAL

The goal is to protect views from the Golf Course property to the Lot while simultaneously allowing the Lot to enjoy the proximity to the Golf Course property without compromising appropriate Golf Course privacy.

SETBACKS



Front: 60 feet

Side: 15 feet

Rear: 70 feet

SPECIAL REQUIREMENTS

- If any unauthorized tree is cut or if any unauthorized clearing of vegetation occurs beyond that which is approved by the ARB, within the 50 foot rear setback, the ARB may require the Lot Owner to pay a monetary fine and/or a tree replacement fee as in accordance with the Declaration. The location of the replanting will be coordinated with the ARB and the Golf Course. In response to a Lot Owner's unauthorized clearing, the Golf Course may, at its own expense and with ARB approval, install additional landscape plantings

House and Lot Standards

Kinloch, Goochland County, Virginia

on the rear of the Lot within a 25 foot setback from the property line of the Lot and Golf Course.

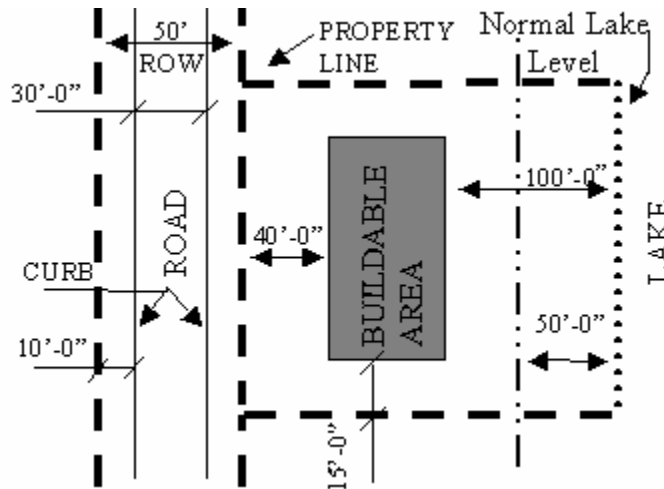
- The ARB shall pay particular attention to the height of the proposed home as it may be viewed from the Golf Course property.
- Additional setbacks, limitations and clearing approvals may be required by the ARB and may vary from Lot to Lot.
- Tennis courts and swimming pools are prohibited.
- Those homes on Kinloch Road and Kinloch Lane are required to have hard roofs such as terne coated steel, copper, slate and Hendricks tile or others as approved.
- The ARB shall give special consideration to the character and presentation of the rear of any home and landscape plan on a Golf Course Lot. A licensed landscape architect must prepare the landscape plan for the Golf Course Lot.

- **ZONE 2 – LAKE LOTS**

GOAL

The goal is to protect views from other Lake Lots, roads, common areas and the Golf Course.

SETBACKS



Front: 40 feet

Side: 15 feet

Rear: 100 feet

SPECIAL REQUIREMENTS:

- Additional screening or other restrictions may be required by the ARB to protect views from across the lake and may vary from Lot to Lot.
- Pools and tennis courts are subject to special ARB Approval.
- A 50 foot rear setback as measured horizontally from the normal Lake level (approximate 185 foot elevation line) must remain in a natural state as determined by the ARB or the Association. (see guidance letter attached as Exhibit G)
- Absolutely no docks, piers, or any other permanent or temporary construction may be placed on or floating off of the Lot/lake property line.
- The ARB shall give special consideration to the character and presentation of the rear of any home and landscape plan on a Lake Lot. A licensed landscape architect must prepare the landscape plan for the Lake Lot.
- Those homes on Kinloch Road and Kinloch Lane are required to have hard roofs such as terne coated steel, copper, slate and Hendricks tile or others as approved.
- Access to the lake from lake lots shall be limited to canoes or kayaks. Storage of all canoes or kayaks must be screened as approved by the ARB. All other

boats must be launched from the boat launch area designated by the Association.

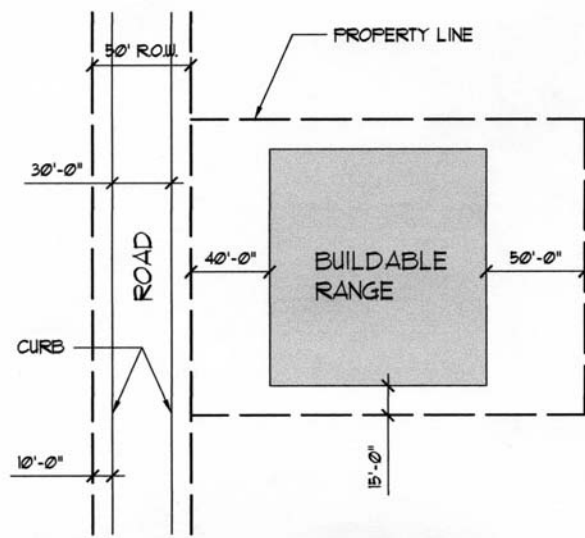
- The ARB must approve any bulkheads installed on Lot/lake property line. Bulkheads may not be installed in a manner to increase the lot size.

ZONE 3 – NEIGHBORHOOD LOTS

GOAL

The goal is consistency of quality and design and to build complementary housing types to create a thoughtful living environment.

SETBACKS



Front: 40 feet

Side: 15 feet

Rear: 50 feet

SPECIAL REQUIREMENTS:

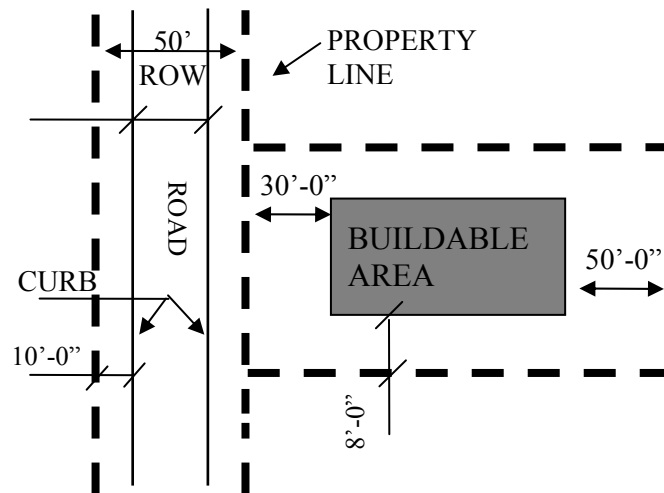
- Where present, common areas between, adjacent to, or behind Lots may not be cleared, constructed upon, used for yard debris or trash disposal, planted within, or modified in any way by Lot Owners.
- Those homes on Kinloch Road and Kinloch Lane are required to have hard roofs such as terne coated steel, copper, slate and Hendricks tile or others as approved.

ZONE 4 – VILLAGE LOTS

GOAL

The goal is to create single-family Lots requiring limited landscape maintenance for the Lot Owner.

SETBACKS



Front: 30 feet

Side: 8 feet

Rear: 50 feet

SPECIAL REQUIREMENTS:

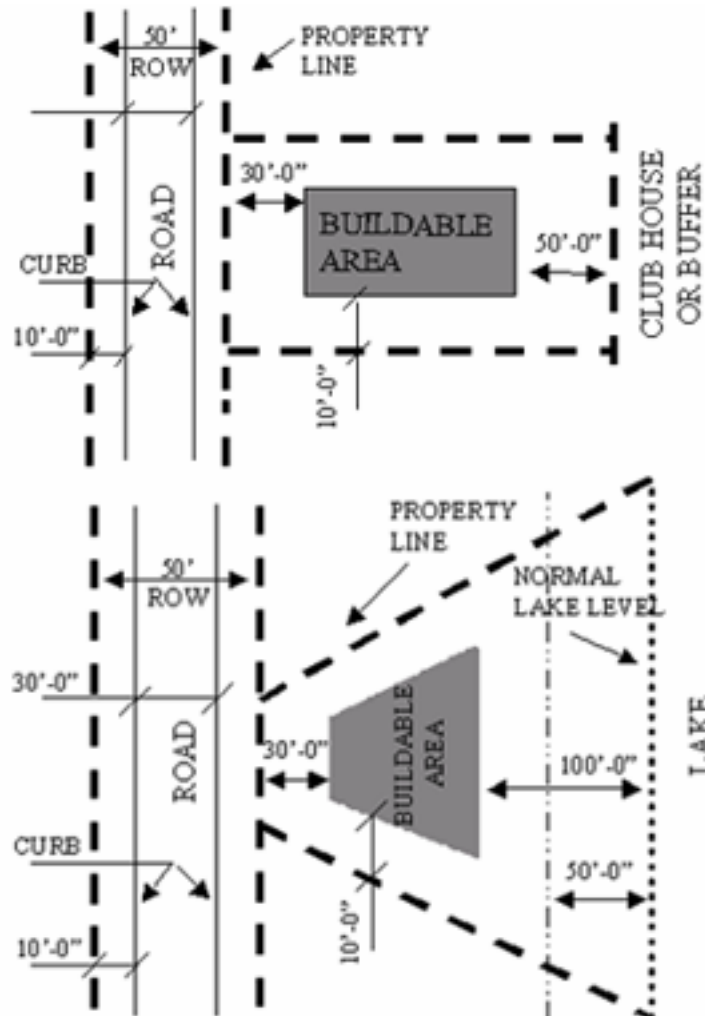
- Yard maintenance is provided by the Association. Additional assessments are charged to the Lot Owner to provide this service.
- Special consideration shall be given by the ARB to siting and street façade design to create a harmonious streetscape.
- Those homes on Kinloch Road and Kinloch Lane are required to have hard roofs such as terne coated steel, copper, slate and Hendricks tile or others as approved.
- Where present, common areas between, adjacent to, or behind Lots may not be cleared, constructed upon, used for yard debris or trash disposal, planted within, or modified in any way by Lot Owners.

ZONE 5 – CLUB HOUSE LOTS

GOAL

The goal is to create single-family Lots requiring limited landscape maintenance for the Lot Owner. Architectural styles will be compatible with the architecture of the Golf Course. Preservation of the privacy of the Golf Course and Lot Owner will be a strong consideration during ARB plan review.

SETBACKS



Front: 30 feet Side: 10 feet Rear: 50 – 100 feet

SPECIAL REQUIREMENTS:

- Yard maintenance is provided by the Association. Additional assessments are charged to provide this service to the Lot Owner.
- The ARB shall give special consideration to the character and presentation of the rear of any home and landscape plan on a Lake Lot or a Golf Course Lot.

House and Lot Standards

Kinloch, Goochland County, Virginia

- Those homes on Kinloch Road and Kinloch Lane are required to have hard roofs such as terne coated steel, copper, slate and Hendricks tile or others as approved.

For Lots Adjacent to the Golf Course:

- If any unauthorized tree is cut or if any unauthorized clearing of vegetation occurs beyond that which is approved by the ARB within the 50 foot rear setback of Lots adjoining the Golf Course property, the ARB may require the Lot Owner to pay a monetary fine and/or a tree replacement fee as in accordance with the Declaration. The location of the replanting will be coordinated with the ARB and the Golf Course. In response to a Lot Owner's unauthorized clearing, the Golf Course may, at its own expense and with ARB approval, install additional landscape plantings on the rear of the Lot within a 25 foot setback from the property line of the Lot and Golf Course property.
- The Declarant may, at its own discretion, install a fence placed on the property line between the Lot Owner property and the Golf Course property. The Association will have the right to maintain, repair, and replace the fence if installed. The Lot Owner shall not paint, alter, remove, or rebuild the fence without ARB approval.
- The ARB may require additional screening or other special restrictions to protect views from the Golf Course property.
- Tennis courts are prohibited. Special consideration will be given to pools and water features.

For Lots Adjacent to the Lake:

- Additional screening or other restrictions may be required by the ARB to protect views from across the lake and may vary from Lot to Lot.
- A 50 foot rear setback as measured horizontally from the normal Lake level (approximate 185 foot elevation line) must remain in a naturally wooded state as determined by the ARB or the Association. (see guidance letter)
- Absolutely no docks, piers, or any other permanent or temporary construction may be placed on or floating off of the Lot/lake property line.
- Access to the lake shall be limited to canoes or kayaks. Storage of all canoes or kayaks must be screened as approved by the ARB. All other boats must be launched from the boat launch area designated by the Association.
- A licensed landscape architect must prepare the landscape plan for the Lake Lot.
- The ARB must approve any bulkhead installed on the Lot/lake property line. Bulkheads may not be installed in a manner to increase the lot size.

3.2 ENVIRONMENTAL PROTECTION

3.2.1 COUNTY, STATE, AND FEDERAL ENVIRONMENTAL REQUIREMENTS

It is the sole responsibility of the Lot Owner to obtain all necessary environmental approvals from County, State, or Federal agencies including wetlands and 100 year flood plain permits and to abide by all County, State, and Federal Environmental laws and regulations.

3.2.2 SITE STAKEOUT, CLEARING, AND CUTTING OF TREES

- a) Before beginning tree removal or clearing of any kind, the ARB must review the site stakeout as described in Section 3.1.2. A *Certificate of Approval* will be issued if the stakeout is approved.
- b) No tree greater than 6 inches in diameter as measured 2 feet from the ground may be removed without first obtaining approval from the ARB. The clearing of trees greater than 6 inches in diameter as measured 2 feet from the ground shall be limited to those areas required to accommodate the structure and reasonable construction access, approved open yard areas, and those limited areas required to permit utility service and driveways, unless otherwise approved by the ARB. The ARB will give special consideration to the preservation of dogwood trees and other indigenous plants.
- c) The entire Lot shall be cleared of obnoxious and/or poisonous vegetation, debris and underbrush, as determined by the ARB. Tree stumps shall be removed or cut at grade in a manner to conserve remaining trees. Cleared material may not be dumped on other Lots or common areas within the neighborhood. All material must be disposed of properly outside of Kinloch.
- d) On Lots that are heavily wooded, trees should be saved in groups to provide greater protection from damaging winds.
- e) Designated common areas between, adjacent to, or behind Lots may not be cleared, constructed upon, or used for yard debris or trash disposal by Lot Owners.
- f) Where clearing has been performed which is not in compliance with written approvals, the ARB may: 1) require replanting of nursery trees in sufficient size and number to restore the cleared area to a wooded state as deemed sufficient by the ARB and/or 2) impose a monetary fine. Any noncompliance by a Lot Owner with these Guidelines may result in the ARB initiating enforcement remedies, as more fully set forth in the Declaration, which may include the initiation of an injunctive relief action and payment to the Association from the Lot Owner's bond, in an amount determined by the Association or the Declarant. If injunctive relief is initiated, the ARB would seek recovery of its costs and attorneys' fees pursuant to the Virginia Property Owners Association Act, Code of Virginia and the Declaration.

- g) During the construction process, the Lot Owner must ensure that the contractor utilizes proper tree protection methods. This includes, but is not limited to the fencing off of trees to be protected and the prohibition of vehicular traffic, parking, or materials storage within the drip line of trees to be protected.
- h) A maintained front yard is required from the house foundation planting beds to the curb. However, retaining as many healthy trees as possible is encouraged.

3.2.3 GRADING AND EROSION CONTROL

- a) It is the sole responsibility of the Lot Owner to assure that construction activity and improvement plans comply with applicable government regulations and building code requirements in preventing silt runoff. Adequate erosion control devices must be installed prior to the commencement of construction. Any mud or silt runoff onto adjoining Lots, common areas, roads, the lake or the Golf Course property shall be immediately stopped and remediated at the Lot Owner's expense as determined by the ARB.
- b) Site drainage must prevent ponding, standing water and areas of poor drainage, and must divert water away from homes and common areas. Drainage cannot be directed across adjacent Lots, common areas, roads, the lake, or the Golf Course property.
- c) Where deemed necessary by the ARB, the Lot Owner shall provide retaining walls, stepped terraces or other forms of protection, and permanent erosion control in order to stabilize slopes or preserve trees.

3.2.4 TRASH AND DUMPING

- a) During construction, a trash containment area will be identified and utilized. No loose trash is permitted on the construction site. Trash shall not be dumped in the neighborhood, including on other Lots, common areas, roads, the lake, or the Golf Course property.
- b) Lot Owners and contractors must ensure that no petroleum-based products or other potentially hazardous or toxic substances are disposed of on any Lot, including into any storm drain, drainage ditch, sewer manhole, stream, lake, Golf Course property, or common area within the neighborhood.
- c) Any contamination or dumping violation will be reported to the Department of Environmental Quality (DEQ) and may be subject to a fine by the ARB and/or other government agencies. This fine may include a monetary penalty and/or cost for any remediation measures.

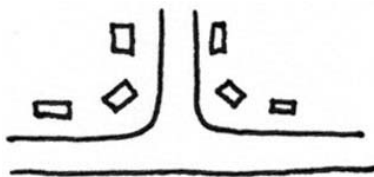
3.3 SITING

3.3.1 HOUSE SETBACK REQUIREMENTS

- a) Houses are required to be constructed wholly within the zoning setbacks defined for each zone, as identified in Section 3.1.4. The ARB does not have the authority to grant exceptions to County zoning setbacks.
- b) On Lake Lots, the minimum house, addition or structure setback from the lake is 100 feet, as measured horizontally from the normal Lake level (approximate 185 foot elevation line).
- c) On Golf Course Lots, the minimum house, addition or structure setback from the Golf Course is 100 feet from the rear property line. The first 50 feet from the Golf Course property line has special restrictions and requirements for the purpose of separating the Golf Course from the house. This setback area must be maintained in its naturally wooded state.

3.3.2 HOUSE ORIENTATION AND LOCATION ON LOT

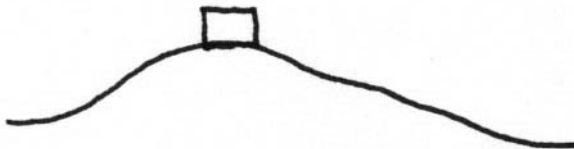
- a) Typically, houses shall front the road. Where site conditions make this difficult, the ARB may approve alternative site orientation.
- b) Primary entrances with direct views onto adjoining Lots shall be avoided to ensure privacy. If proposed designs that create such conditions exist, the ARB may request a revision of the design, siting or screening as originally proposed.
- c) No houses can be directly accessed by or front Tuckahoe Creek Parkway.
- d) Houses on corner Lots may be required to be at a 45° angle to face the intersection.



- e) Houses fronting common parks must face the park.



- f) In addition to other general requirements of this section, the ARB will give special consideration to the placement of houses on Lake Lots, Golf Course Lots, and other Lots in close proximity to the lake in order to protect normal viewing angles from other Lots, common areas, roads, the lake, and the Golf Course property.
- g) House placement on Lots should be compatible with the natural topography of the Lot in order to maintain a harmonious relationship of house and nature and to protect views to and from adjacent Lots, common areas, roads, the lake, and the Golf Course property. Where possible, houses should be sited on the slope of a hill rather than at its crest.



Not preferred: Siting on high point



Preferred: Siting on slope

3.3.3 GARAGE ORIENTATION

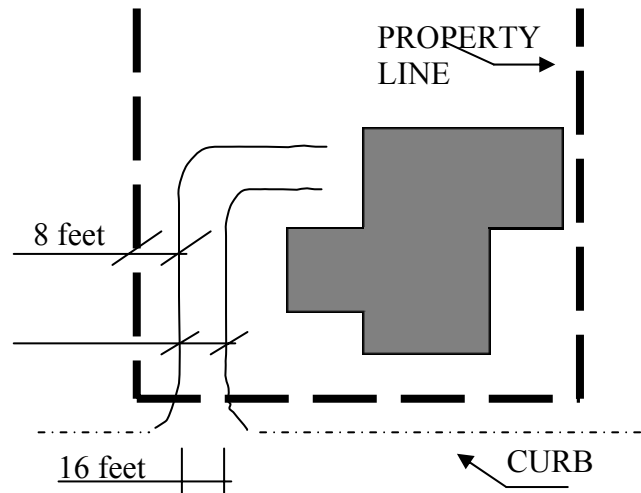
- a) Side and rear entry garages are encouraged. At its discretion, the ARB may permit front entry garages in certain conditions.
- b) The ARB may require special screening for garages fronting the Golf Course property or lake.
- c) Corner Lots are encouraged to have side entry garages.

3.3.4 DRIVEWAY SETBACKS

- a) Driveways accessing front or rear entry garages shall be set back a minimum of 8 feet from the side property line and screened as approved by the ARB.
- b) Driveways accessing side entry garages shall be set back a minimum of 8 feet from the side property line and sufficient visual landscape screening shall be required at the discretion of the ARB to provide a visual buffer of the garage entrance from adjoining Lots.

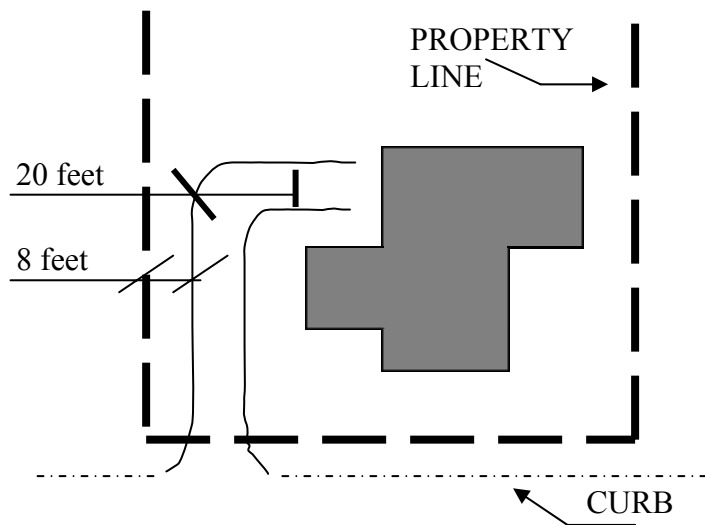
3.3.5 DRIVEWAY WIDTHS

- a) Driveways may not exceed a maximum width of 16 feet at the curb and generally 12 feet in width.



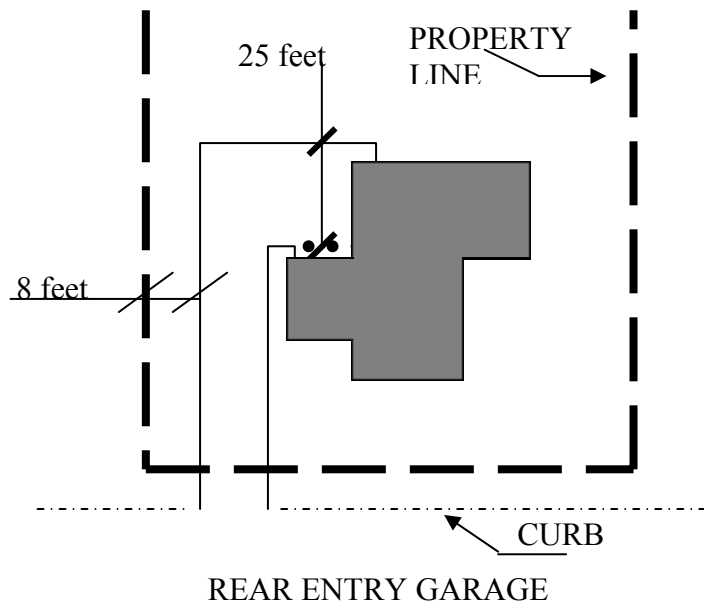
DRIVE WAY WIDTH AT CURB

- b) The ARB will review on a case-by-case basis circular driveways, parking areas in front of the house, and other special conditions.
- c) The driveway pad opposite the garage door of side entry garages shall be a minimum of 20 feet wide.



SIDE ENTRY GARAGE

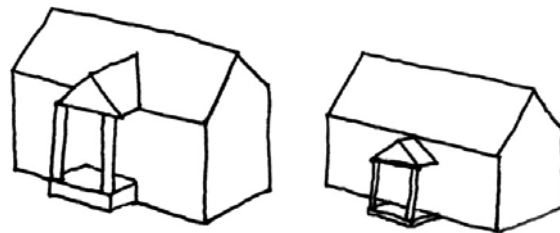
- d) The driveway pad opposite the garage door of rear entry garages shall be a minimum of 25 feet wide.



3.4 FORM AND CONTEXT

3.4.1 SIZE AND SCALE

- a) The ARB reserves the right to deny any proposed house, which appears to be excessively large for the selected Lot or for the context of the zone. Criteria used in making this determination may include a combination of height and width appearance and/or location on the site topography.
- b) Houses shall be of an appropriate scale in relation to the human form in a residential setting. This includes the overall effect of sizes of building materials, windows, doors, and applied elements such as trim.

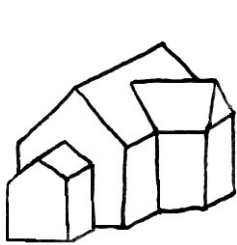


Over-scaled front entry Residential scale entry

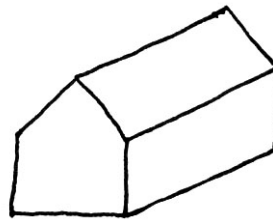
3.4.2 MASSING AND FORM

- a) The overall massing of a house should consist of a simple primary volume with additive secondary and subordinate volumes off of the sides and back of

the house. The total massing of the volumes should be kept as simple as possible and proportional. The massing of the volumes, including exterior wall elements, roof planes, and porches, shall be residential in scale with appropriate opening for light, views, and air circulation as is consistent with the residential scale of the neighborhood. The ARB reserves the right to require that large planes be broken up with additional windows, offsets or into smaller volumes to maintain appropriate scale.

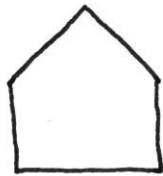


Additive massing

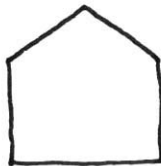


Overbearing, unbroken massing

- b) The proposed roof slope should be consistent with the identifiable architectural style of the house and must be proportioned to the façade. A roof's slope, or pitch, is measured by the inches in vertical rise per inches in horizontal run (rise:run).



steep slope
(12:12)

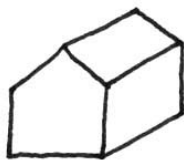


low slope
(8:12)

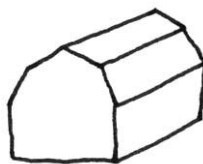


Inappropriate
slope and height

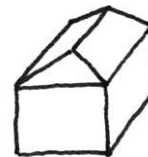
- c) Roofs shapes shall be gabled, gambrel, or hipped on the primary volume of the house. Shed roofs and roofs which flare at the eave line may be permitted if they are consistent with the architectural style of the house.



Gable Roof



Gambrel Roof



Hipped Roof

- d) The arrangement and massing of gables and roof planes shall be well balanced and limited in number. Extraneous parallel gables and stacked volumes shall be avoided. The number of gables shall be limited to the number that provides symmetry or asymmetrical balance to the overall form without

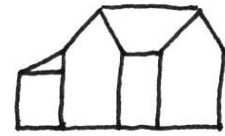
appearing repetitive or busy. A simple, symmetrical, balanced front façade is encouraged per the architectural style of the house.



Extraneous in number and form

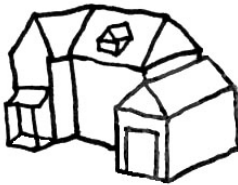


Balanced



Simple

- e) Attached garages or porte-cochères shall be integrated into the overall design and massing of the house and shall be subordinate to the primary volume of the house.



Visually detracting garage Garage well integrated

- f) ARB approval is required for secondary detached garages, carports or other structures. Detached structures must be subordinate in their physical position and visual presence relative to the primary volume of the house.

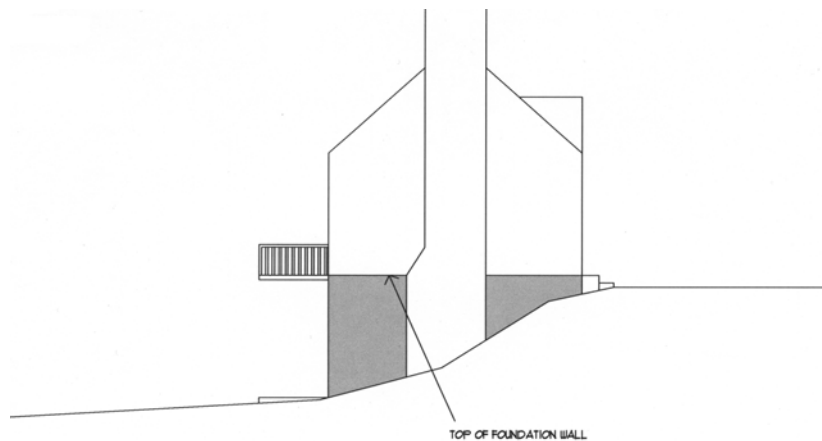
3.4.3 STYLE

- a) Houses shall be of an identifiable historical style as determined by the ARB. Recommended styles include Tudor, French Revival, Georgian, Colonial Revival, and Shingle Style. The visual aspects which define these styles include the harmonious assembly of quality building materials with regard to scale, massing, proportion, roof pitch and overhang, window type, trim, material, color, and architectural elements such as chimneys, foundations, porches, roof shape, and relationship to the land. An overview of recommended architectural styles can be found in Appendix B.
- b) The ARB reserves the right to deny the placement of houses that are of the same or substantially similar elevations on Lots which are adjacent, directly across the street from each other, or within three houses of each other. The ARB will also consider similar significant characteristics of the Lot and house, including, but not limited to, color, materials, design, and siting. The ARB shall make final judgment as to the degree of acceptable similarities permitted.
- c) The ARB reserves the right to deny applications for houses whose architectural style is “transitional”, hybridized, overly stylized, or insufficiently proportioned, defined, or detailed. Contemporary styled houses are prohibited.

3.5 QUALITY ASSURANCE

3.5.1 FOUNDATIONS AND MASONRY

- a) Masonry and mortar color shall be of earth tones. The ARB may request samples for review and approval. The Association will provide examples of acceptable brick.
- b) Exterior foundations shall be constructed of an approved foundation material. These normally include brick, stone, simulated stone, or stucco. Other materials shall be considered on a case-by-case basis. Cinder block foundations are prohibited, unless used as the basis for a veneer or stucco finish. Only one material on the entire foundation will be permitted unless otherwise approved by the ARB.
- c) Foundation walls on sloping grades shall maintain a constant height unless otherwise approved by the ARB. The height of a foundation wall above grade shall be the minimum required to meet applicable building code and achieve a proper visual “base” for the house. Large areas of visible foundation fronting roads, the Golf Course, or the lake shall be subject to special ARB consideration.



3.5.2 CHIMNEYS AND FLUES

- a) Chimney foundations shall be consistent with the house foundation unless otherwise approved by the ARB.
- b) Chimneys shall be proportioned in size to the house and designed in keeping with the architectural style of the house.
- c) Direct venting gas fireplace boxes requiring an external frame must have materials, finishes and a foundation to match the house. Their roof structures may have either a gabled or shed roof.

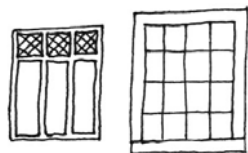
- d) Exposed metal flues shall not extend more than 36 inches above their roof penetration, and shall be copper washed with a 3:1 acid solution or painted black. Roof penetrations should be placed with consideration to views from the road, lake and Golf Course property and should be minimized in number by combining them whenever possible. An approved chimney structure with ARB approved finishes shall be required if flues taller than 24 inches are required by building code.

3.5.3 EXTERIOR SIDING AND TRIM

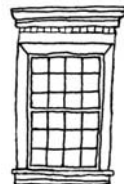
- a) All exposed portions of a house above the foundation shall be of finished materials, painted, stained, or pre-finished, as approved by the ARB.
- b) Acceptable siding materials include brick, stone, stucco, wood siding (cedar or redwood) in shingle or clapboard form, Dryvit and Hardiplank.
- c) Materials other than those listed above will be considered on a case-by-case basis by the ARB. Vinyl siding is prohibited.
- d) Where siding materials are used in combination, they shall be aesthetically compatible with each other as determined by the ARB, and shall normally be limited to two materials on a house. The ARB shall give special consideration to the character and presentation of the rear of any home on a Lake Lot or a Golf Course Lot.
- e) Architectural detailing such as window and door trim, cornices, eaves, brackets, columns, pilasters, vent covers, etc. shall be sized in a manner consistent with the architecture of the house in style, proportion and scale.
- f) All exterior colors must be approved by the ARB whether the color is a painted, stained, natural, or pre-finished material. Color selections may be chosen from, but are not limited to, a restricted list. In general, colors should be muted in hue.
- g) Colors selected must be harmonious with each other and with other finishes such as masonry foundations and roof colors.
- h) The same siding color may not be used on adjacent houses or on houses directly across from each other. The ARB, at its discretion, may also deny a proposed siding color if it determines that the color has been used on too many houses in the same proximity to the Lot under review.

3.5.4 WINDOWS AND DOORS

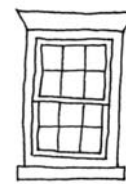
- a) Windows and doors shall be consistent with the architectural style of the house.



Casement windows

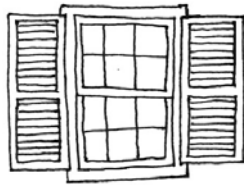


Double hung 12/12



Double hung 6/6

- b) Aesthetic design consideration shall be given to the location of all windows and doors.
- c) The ARB reserves the right to require different styles, sizes or locations of windows when, in its opinion, these changes are necessary to maintain the aesthetic quality of the façade in keeping with the architectural style.
- d) The ARB shall review storm doors to assure compatibility with the window apertures and house style.
- e) The ARB shall review sun control devices such as awnings and trellises to assure compatibility with the architectural style, character, and color of the house. The ARB reserves the right to prohibit the use of such devices on façades that front common areas, roads, the lake, or the Golf Course property.
- f) Shutters should be compatible with the style, materials and colors of the house, should be of proper proportions, and should either attach or appear to attach to the windows they adjoin.



Proper shutter proportion: the shutters, if closed, would completely cover the window.

Proper attachment: with hinges and shutter dogs to hold the shutters open.

- g) Garage door detailing shall be consistent with the architectural style of the house.
- h) Wood, metal-clad, and vinyl-clad windows and doors are permitted. 100% vinyl windows and doors are prohibited.
- i) Storm windows are discouraged.
- j) Exterior window coverings of any type are subject to ARB review and approval.

3.5.5 ROOFS AND ROOF ACCESSORIES

- a) Approved roofing materials include cedar shake, cedar shingle, terne coated steel, copper washed with 3:1 acid solution, slate and Hendricks tile, Dura Slate and Grand Manor shingle. The ARB will review other materials on a case-by-case basis.
- b) Gutters, downspouts, and highly visible roof flashing shall be copper washed with 3:1 acid solution or painted to match the trim or blend with the siding material.
- c) Anodized coatings are acceptable for less visible flashing; however, exposed mill-finished flashing is prohibited.
- d) Attic ventilators and other roof penetrations shall be low-profile designs and shall be pre-finished or painted to match the roof color.

- e) No roof penetrations, metal ridge vents, or accessories shall be visible above the ridge of the roof nor shall they be located on the front roof plane of the house. Fireplace chimneys are not regulated by this provision.
- f) Dormer windows and eyebrow windows are permitted if consistent with the style of the house.
- g) Skylights will only be allowed at the discretion of the ARB.
- h) Solar collectors shall be prohibited

3.5.6 PORCHES AND DECKS

- a) Front entry stoops and extended front porches shall be constructed of finished materials to match the house. Bandboards, handrails, and railings shall be appropriate to the house style.
- b) Brick or stone porches with concrete floors will be permitted if brick or stone surrounds the concrete.
- c) Wood steps to porches fronting a road shall have closed and painted risers.
- d) Stoeps and extended front porches shall be supported on either continuous foundations or on a minimum of 12" x 12" brick, stone or stucco-finished piers.
- e) Open areas under extended front porches of 12 inches or greater in height above grade shall be concealed with lattice or other appropriate screening material.
- f) Rear decks, including steps and railings, shall be constructed of quality exterior grade or pressure treated wood or other materials as approved.
- g) Decks shall be supported on a minimum of 6" x 6" wood posts, brick or stone piers.
- h) Decks may be sealed, stained or painted.
- i) Second story balconies or decks including supporting structure require ARB approval and shall be finished to match the house.

3.5.7 MECHANICAL AND ELECTRICAL EQUIPMENT AND LIGHTING

- a) Exterior components of heat pump and air conditioning units shall be located behind the rear plane of the house or to the back of a side wall and screened from view with an approved fence enclosure or other landscape screening. Objects shall be screened to limit visibility from common areas, the road, lake or Golf Course property. The height of the screening enclosure shall be at least as high as the object screened. Propane tanks must be buried under ground.
- b) Window and through-wall air conditioning units are prohibited.
- c) ARB approval is required for all external lighting as to size, angle, location, color and intensity. Exterior light fixtures include, but are not limited to the

following: incandescent lights at entrances and garage doors, one exterior front post lamp, low intensity landscape or driveway lights, and eave-mounted floodlights directed completely within the Lot Owner's property.

- d) High intensity house or pole-mounted area or security lights are prohibited.
- e) Light fixtures shall be compatible with the style of the house.
- f) Through-wall vents or other minor devices should be painted to match the adjacent wall surface.
- g) Lake Lots and Golf Course Lots may have additional screening requirements to protect views from the lake and Golf Course property. Mechanical and electrical equipment location may also be limited at the recommendation of the ARB.

3.5.8 TRASH CANS

Trash cans must be hidden or screened from view from other lots, the road, lake or Golf Course property until the allotted collection day. Fencing or landscape materials are appropriate screening if approved by the ARB. Trash cans should not be placed on the roads for collection until after dark on the day preceding collection day and should be removed from the road the day of collection.

3.5.9 MAILBOXES

- a) Mailboxes are to be ordered from the Association.
- b) Lot Owners are responsible for maintaining the appearance of their mailbox per these Guidelines.
- c) Mailbox standards are in Appendix E.

3.5.10 DRIVEWAYS

- a) Driveways shall be hard-paved with materials that are or appear to be multi-unit. Acceptable materials include cobblestones, concrete pavers, brick, stamped concrete, stamped asphalt or exposed aggregate concrete. Continuous asphalt is permitted if a border of pavers or cobblestones surrounds it.
- b) Combinations of materials may be used in driveway design if approved by the ARB.
- c) The ARB may approve private entrance landscaping. The landscaping must be in keeping with the natural environment, consisting of indigenous trees and shrubs. The ARB will consider whether such improvements impede safe viewing distances up and down the road. Any such feature may not extend into the Right-of-Way.

4.1 BUILDING IMPROVEMENTS REVIEW PROCESS

4.1.1 A *Certificate of Approval* is required for all building improvements, such as accessory buildings, additions and other structures. This includes any construction, alteration, modification, renovation, reconstruction, repair, restoration, or demolition of or to any house, accessory building, or other structure, which includes, but is not limited to, sheds, greenhouses, gazebos, decks, pergolas, open pavilions, children's play houses, spas, above-ground hot tubs, and trellises. This does not include maintenance of a structure, such as repainting it with the existing colors.

4.1.2 The Building Improvements Review Process consists of three steps:

Step 1 – Building Improvement Review

A *Property Improvement Application* with supporting documentation must be submitted to the ARB for review and approval. Applications must be accompanied by supporting documentation as specified in Section 2.3. Color chips and material samples may be required. If approved, the ARB will issue a *Certificate of Approval*.

Step 2 – Site Stakeout Review

A *Site Stakeout Application* for the approved building improvement plans must be submitted to the ARB for review prior to any tree removal or clearing of any kind. A qualified professional must stake out the location of the house, driveway, major landscaping, and any improvements. Property lines, setbacks, wetlands, buffers, and a trash containment area to be used during construction must be marked. Trees to be retained should be appropriately flagged and protective fencing should be installed. The ARB has the discretion to determine which trees shall not be cleared from the Lot. A *Certificate of Approval* will be issued if the site stakeout is approved by the ARB. The clearing of trees and construction may then begin. If the stakeout is not approved by the ARB, the site must be restaked according to the ARB's written comments and reviewed again before a *Certificate of Approval* will be issued.

Step 3 - Post-Construction Review

A post-construction review must be requested at the completion of construction by submitting a *Post-Construction Application* to the ARB. An on-site inspection will be made of the building improvement to determine that it was constructed, installed and/or completed in accordance with these Guidelines, the approved stamped plans and all ARB approvals. If the property is entirely in compliance, a *Certificate of Compliance* shall be issued to the Lot Owner. Any defects or deficiencies found in the post-construction review will be identified in writing and a time limit for satisfying them shall be specified by the ARB. The ARB will issue a *Certificate of Compliance* when the Lot Owner completes the specific item(s) found to be noncompliant.

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- 4.1.3 Lot Owners are responsible for ensuring that construction-related activity on their Lot complies with the Construction Rules, found in Appendix D.
- 4.1.4 No proposed addition or modification shall change the permitted use of the property from single family residential.

4.2 ENVIRONMENTAL PROTECTION

4.2.1 COUNTY, STATE AND FEDERAL ENVIRONMENTAL REQUIREMENTS

It is the sole responsibility of the Lot Owner to obtain all necessary environmental approvals from County, State, or Federal agencies, including wetlands and 100-year flood plain permits, and to abide by all County, State, and Federal Environmental laws and regulations.

4.2.2 SITE STAKEOUT, CLEARING AND CUTTING OF TREES

- a) Before beginning tree removal or clearing of any kind, the ARB must review the site stakeout as described in Section 4.1.2. A *Certificate of Approval* will be issued if the stakeout is approved.
- b) No tree greater than 6 inches in diameter as measured 2 feet from the ground may be removed without first obtaining approval from the ARB. The clearing of trees greater than 6 inches in diameter as measured 2 feet from the ground shall be limited to those areas required to accommodate the structure and reasonable construction access, approved open yard areas, and those limited areas required to permit utility service and driveways, unless otherwise approved by the ARB. The ARB will give special consideration to the preservation of dogwood trees and other indigenous plants.
- c) Tree stumps shall be removed or cut at grade in a manner to conserve remaining trees. Cleared material may not be dumped on other Lots or common areas within the neighborhood. All material must be disposed of properly outside of Kinloch.
- d) On Lots that are heavily wooded, trees should be saved in groups to provide greater protection from damaging winds.
- e) Designated common areas between, adjacent to or behind Lots may not be cleared, constructed upon or used for yard debris or trash disposal by Lot Owners.
- f) Where clearing has been performed which is not in compliance with written approvals, the ARB may: 1) require replanting of nursery trees in sufficient size and number to restore the cleared area to a wooded state as deemed sufficient by the ARB and/or 2) impose a monetary fine. Any noncompliance by a Lot Owner with these Guidelines may result in the ARB initiating enforcement remedies, as more fully set forth in the Declaration, which may include the initiation of an injunctive relief action and payment to the

Association from the Lot Owner's bond, in an amount determined by the Association or the Declarant. If injunctive relief is initiated, the ARB would seek recovery of its costs and attorneys' fees pursuant to the Virginia Property Owners Association Act, Code of Virginia and the Declaration.

- g) During the construction process, the Lot Owner must ensure that the contractor utilizes proper tree protection methods. This includes, but is not limited to the fencing off of trees to be protected, and the prohibition of vehicular traffic, parking, or materials storage within the drip line of trees to be protected.
- h) A maintained front lawn is required from the house foundation planting beds to the curb. However, retaining as many healthy trees as possible is encouraged.

4.2.3 GRADING AND EROSION CONTROL

- a) It is the sole responsibility of the Lot Owner to ensure that construction activity and improvement plans comply with applicable government regulations and building code requirements in preventing silt runoff. Adequate erosion control devices must be installed prior to the commencement of construction. Any mud or silt runoff onto adjoining Lots, common areas, roads, the lake, or the Golf Course property shall be immediately stopped and remediated at the Lot Owner's expense as determined by the ARB.
- b) Site drainage must prevent ponding, standing water and areas of poor drainage, and must divert water away from homes and common areas. Drainage cannot be directed across adjacent Lots, common areas, roads, the lake, or the Golf Course property.
- c) Where deemed necessary by the ARB, the Lot Owner shall provide retaining walls, stepped terraces, or other forms of protection and permanent erosion control in order to stabilize slopes or preserve trees.

4.2.4 TRASH AND DUMPING

- a) During construction, a trash containment area will be identified and utilized. No loose trash is permitted on the construction site. Trash shall not be dumped in the neighborhood, including on other Lots, common areas, roads, the lake, or the Golf Course property.
- b) Lot Owners and contractors must ensure that no petroleum-based products or other potentially hazardous or toxic substances are disposed of on any Lot, including into any storm drain, drainage ditch, sewer manhole, stream, lake, Golf Course property, or common area within the neighborhood.
- c) Any contamination or dumping violation will be reported to the Department of Environmental Quality (DEQ) and may be subject to a fine by the ARB and/or other governmental agencies. This fine may include a monetary penalty and/or cost for any remediation measures.

4.3 SITING

4.3.1 SETBACK REQUIREMENTS

- a) No accessory building, addition, or other structure shall extend beyond the setback limits established for the house unless specifically approved by the ARB.
- b) No accessory building or other structure may be constructed farther forward on the site than the front plane of the house unless specifically approved by the ARB.

4.3.2 ORIENTATION AND LOCATION ON LOT

- a) The ARB will give special consideration to the placement of accessory buildings, additions, and other structures on Lake Lots and Golf Course Lots, and other Lots in close proximity to the lake in order to protect normal viewing angles from other Lots, common areas, roads, the lake, and the Golf Course property.
- b) New windows or access created by an accessory building, addition or other structure shall not create a breach of privacy between neighboring houses. The ARB reserves the right to deny certain openings or require screening by the Lot Owner in special situations where, in the opinion of the ARB, it is required.
- c) The placement of accessory buildings, additions and other structures on the site should be compatible with the natural topography of the Lot in order to maintain a harmonious relationship of house and land.

4.4 FORM AND CONTEXT

4.4.1 SIZE AND SCALE

- a) The ARB reserves the right to deny any proposed accessory building, addition or other structure, which appears to be excessively large for the selected Lot or for the context of the zone. Criteria used in making this determination may include a combination of height and width appearance and/or location on site as it relates to the topography.
- b) Accessory buildings, additions and other structures shall be of an appropriate scale in relation to the human form in a residential setting and to the main house. This includes the overall effect of sizes of building material units, windows, doors, and applied elements such as trim.

4.4.2 MASSING AND FORM

- a) The massing of any addition shall be broken into smaller volumes to adapt to the land contours and shall be similar in character to the style of the house.

The addition should be in proportion to other elements of the house and not overpower the existing design.

- b) Roof slopes and styles shall be similar to the existing house style.
- c) Attached garages or porte-cochères shall be integrated into the overall design and massing of the house.
- d) Secondary detached garages or carports must be approved by the ARB.

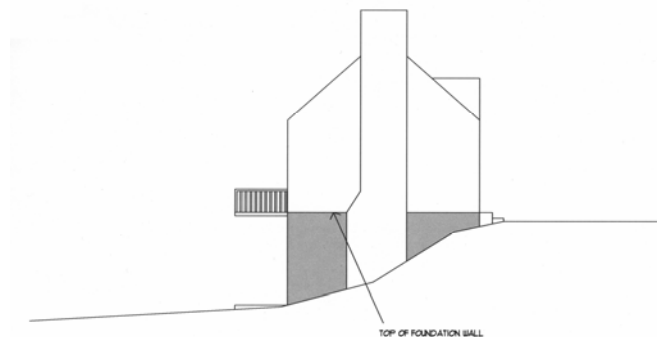
4.4.3 STYLE

The architectural style of any accessory building or addition shall match or be compatible with that of the house.

4.5 QUALITY ASSURANCE

4.5.1 FOUNDATIONS AND MASONRY

- a) Masonry and mortar color and texture shall match the house and must be submitted for approval by the ARB. The Association will provide examples of acceptable brick.
- b) Exterior foundations shall be constructed of an approved foundation material. These normally include brick, stone, simulated stone, or stucco. Other materials shall be considered on a case-by-case basis. Cinder block foundations are prohibited, unless used as the basis for a veneer or stucco finish. Only one material on the entire foundation will be permitted unless otherwise approved by the ARB.
- c) Foundation walls on sloping grades shall maintain a constant height unless otherwise approved by the ARB. The height of a foundation wall above grade shall be the minimum required to meet applicable building code and achieve a proper visual “base” for the house. Large areas of visible foundation fronting roads, the Golf Course property or the lake shall be subject to special ARB consideration.



4.5.2 CHIMNEYS AND FLUES

- a) Chimney foundations shall be consistent with the house foundation unless otherwise approved by the ARB.
- b) Chimneys shall be proportioned in size to the house and designed in keeping with the architectural style of the house.
- c) Direct venting gas fireplace boxes requiring an external frame must have materials, finishes and a foundation to match the house. Their roof structures may have either a gabled or shed roof.
- d) Exposed metal flues shall not extend more than 36 inches above their roof penetration and shall be copper washed with a 3:1 acid solution or painted black. Roof penetrations should be placed with consideration to views from the road, lake and Golf Course property and should be minimized in number by combining them whenever possible. An approved chimney structure with ARB-approved finishes shall be required if flues taller than 24 inches are required by building code.

4.5.3 EXTERIOR SIDING AND TRIM

- a) All exposed portions of accessory buildings, additions, and other structures above the foundation shall be consistent with the finish materials of the house.
- b) Acceptable siding materials include brick, stone, stucco, wood siding (cedar or redwood) in shingle or clapboard form, Dryvit and Hardiplank.
- c) The ARB will consider materials other than those listed above on a case-by-case basis. Vinyl siding is prohibited.
- d) Where siding materials are used in combination, they shall be aesthetically compatible with each other as determined by the ARB, shall normally be limited to two materials on an accessory building, addition or other structure and must be consistent with the house style. The ARB shall give special consideration to the character and presentation of the rear of any home on a Lake Lot or a Golf Course Lot.
- e) Architectural detailing such as window and door trim, cornices, eaves, brackets, columns, pilasters, vent covers, etc. shall be sized in a manner consistent with the architecture of the house in style, proportion, and scale.
- f) All exterior colors must be approved by the ARB whether the color is a painted, stained, natural, or pre-finished material. In general, colors should be muted in hue.
- g) Colors selected must be harmonious with each other and with other finishes such as masonry foundations and roof colors.

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- h) All exterior finish materials and colors shall match the house. Matching colors on dissimilar materials is not acceptable. Complementary materials may be approved at the discretion of the ARB.
- i) Greenhouse additions shall be constructed of finished wood framing or of a pre-finished metal consistent with the house exterior color scheme.

4.5.4 WINDOWS AND DOORS

- a) Windows and doors shall be consistent with the architectural style of the accessory building or addition and the architectural style of the house.
- b) Aesthetic design consideration shall be given to the location of all windows and doors.
- c) The ARB reserves the right to require different styles, sizes, or locations of windows when, in its opinion, these changes are necessary to maintain the aesthetic quality of the façade in keeping with the architectural style.
- d) The ARB shall review storm doors to assure compatibility with the window apertures and house style.
- e) The ARB shall review sun control devices such as awnings and trellises to assure compatibility with the architectural style, character, and color of the house. The ARB reserves the right to prohibit the use of such devices on façades that front common areas, roads, the lake, or the Golf Course property.
- f) Shutters should be compatible with the style, materials and colors of the house, should be of proper proportions, and should either attach or appear to attach to the windows they adjoin.
- g) Garage door detailing shall be consistent with the architectural style of the house.
- h) Wood, metal-clad, and vinyl-clad windows and doors are permitted. 100% vinyl windows and doors are prohibited.

4.5.5 ROOFS AND ROOF ACCESSORIES

- a) Approved roofing materials for accessory buildings, additions, and other structures should match the existing house and may include cedar shake, cedar shingle, terne coated steel, copper washed with 3:1 acid solution, slate and Hendricks tile, Dura Slate, and Grand Manor shingle. The use of other materials on accessory buildings and additions from the existing house will be reviewed on a case-by-case basis by the ARB.
- b) Gutters, downspouts, and highly visible roof flashing shall be copper washed with a 3:1 acid solution or painted to match trim or blend with the siding material.
- c) Anodized coatings are acceptable for less visible flashing; however, exposed mill-finished flashing is prohibited.

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- d) Attic ventilators and other roof penetrations shall be of low-profile designs and shall be pre-finished or painted to match the roof color.
- e) No roof penetrations, metal ridge vents, or accessories shall be visible above the ridge of the roof nor shall they be located on the front roof plane of the house. Fireplace chimneys are not regulated by this provision.
- f) Dormer windows and eyebrow windows are permitted as consistent with the style of the house.
- g) Skylights will only be allowed at the discretion of the ARB.
- h) Solar collectors shall be prohibited.

4.5.6 PORCHES AND DECKS

- a) Front entry stoops and extended front porches shall be constructed of finished materials to match the house. Bandboards, handrails, and railings shall be appropriate to the house style.
- b) Brick or stone porches with concrete floors will be permitted if brick or stone surrounds the concrete.
- c) Wood steps to porches fronting a road shall have closed and painted risers.
- d) Stoops and extended front porches shall be supported on either continuous foundations or on a minimum of 12" x 12" brick, stone, or stucco-finished piers.
- e) Open areas under extended front porches of 12 inches or greater in height above grade shall be concealed with lattice or other appropriate screening material.
- f) Wood rear patio decks, including steps and railings, shall be constructed of quality exterior grade or pressure-treated wood or other materials as approved.
- g) Decks shall be supported on minimum 6" x 6" wood posts, brick, or stone piers.
- h) Decks may be sealed, stained, or painted.
- i) Second story balconies or decks, including supporting structure, require ARB approval and shall be finished to match the house.

4.5.7 MECHANICAL AND ELECTRICAL EQUIPMENT AND LIGHTING

- a) Exterior components of heat pump and air conditioning units shall be located behind the rear plane of the house or to the back of a side wall and screened from view with an approved fence enclosure or other landscape screening. Objects shall be screened to limit visibility from common areas, the road, lake, or Golf Course property. The height of the screening enclosure shall be at least as high as the object screened. Propane tanks must be buried under ground.
- b) Window and through-wall air conditioning units are prohibited.

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- c) ARB approval is required for all external lighting as to size, angle, location, color, and intensity. Exterior light fixtures include, but are not limited to the following: incandescent lights at entrances and garage doors, one exterior front post lamp, low intensity landscape or driveway lights, and eave-mounted floodlights directed completely within the Lot Owner's property.
- d) High intensity house or pole-mounted area or security lights are prohibited.
- e) Light fixtures shall be compatible in style with the style of the house.
- f) Through-wall vents or other minor devices should be painted to match the adjacent wall surface.
- g) Lake Lots and Golf Course Lots may have additional screening requirements to protect views from the lake and Golf Course property. Mechanical and electrical equipment location may also be limited at the recommendation of the ARB.

5.1 SITE IMPROVEMENTS REVIEW PROCESS

5.1.1 A *Certificate of Approval* from the ARB is required for all site improvements, including, but not limited to, the construction, alteration, modification, renovation, reconstruction, repair, restoration, and demolition of:

- a) Major Landscaping: Any alteration to existing topography, removal of any tree greater than 6 inches in diameter as measured 2 feet from the ground, creation or removal of areas of plantings or lawn, and the planting of any tree.
- b) Water Features: i.e. Swimming pools, whirlpools, hot tubs, or ponds.
- c) Terraces and Patios: Any area that is hard or soft-paved, or any land that is held in place by a retaining wall.
- d) Walkways: Any hard or soft paved pathway.
- e) Exterior Lighting: Any light source other than house-mounted lighting at doorways.
- f) Fences and Walls: Any structure, whether functional or decorative, which can be defined as a fence or wall, including anything designed to define or enclose or retain land area, or screen a view.
- g) Tennis courts, paddle tennis courts, basketball courts and goals, and other recreational features or structures.

5.1.2 The Site Improvements Review Process consists of three steps:

Step 1 – Site Improvement Review

A *Property Improvement Application* with supporting documentation must be submitted to the ARB for review and approval. Applications must be

accompanied by supporting documentation as specified in Section 2.3. If approved, the ARB will issue a *Certificate of Approval*.

Step 2 – Site Stakeout Review

A *Site Stakeout Application* for the approved site improvement plans must be submitted to the ARB for review prior to any tree removal or clearing of any kind. A qualified professional must stake out the location of the house, driveway, major landscaping, and any improvements. Property lines, setbacks, wetlands, buffers, and a trash containment area to be used during construction must be marked. Trees to be retained should be appropriately flagged and protective fencing should be installed. The ARB has the discretion to determine which trees shall not be cleared from the Lot. A *Certificate of Approval* will be issued if the site stakeout is approved by the ARB. The clearing of trees and construction may then begin. If the stakeout is not approved by the ARB, the site must be restaked according to the ARB's written comments and reviewed again before a *Certificate of Approval* will be issued.

Step 3 - Post-Construction Review

A post-construction review must be requested at the completion of installation and/or construction by submitting a *Post-Construction Application* to the ARB. An on-site inspection will be made of the site improvement to determine whether it was constructed, installed, and/or completed in accordance with these Guidelines, the approved stamped plans, and all ARB approvals. If the property is entirely in compliance, a *Certificate of Compliance* shall be issued to the Lot Owner. Any defects or deficiencies found in the post-construction review will be identified in writing and a time limit for satisfying them shall be specified by the ARB. The ARB will issue a *Certificate of Compliance* when the Lot Owner completes the specific item(s) found to be noncompliant.

- 5.1.3 Lot Owners are responsible for ensuring that construction-related activity on their Lot complies with the Construction Rules, found in Appendix D.
- 5.1.4 The ARB does not review general landscaping decisions of the Lot Owner, such as adding plants, ground cover or flower gardens in existing beds, or pruning and grubbing of existing plant material.
- 5.1.5 Clotheslines and electronic insect control devices are prohibited.
- 5.1.6 **Any proposed work that is not defined in this section or in any other section of these Guidelines, should be submitted to the ARB for determination as to whether it is permitted and/or whether they are governed by these Guidelines.**

5.2 ENVIRONMENTAL PROTECTION

5.2.1 COUNTY, STATE AND FEDERAL ENVIRONMENTAL REQUIREMENTS

It is the sole responsibility of the Lot Owner to obtain all necessary environmental approvals from County, State, or Federal agencies, including wetlands and 100 year flood plain permits, and to abide by all County, State, and Federal Environmental laws and regulations.

5.2.2 SITE STAKEOUT, CLEARING AND CUTTING OF TREES

- a) Before beginning tree removal or clearing of any kind, the ARB must review the site stakeout as described in Section 5.1.2. A *Certificate of Approval* will be issued if the stakeout is approved.
- b) No tree greater than 6 inches in diameter as measured 2 feet from the ground may be removed without first obtaining approval from the ARB. The clearing of trees greater than 6 inches in diameter as measured 2 feet from the ground shall be limited to those areas required to accommodate the structure and reasonable construction access, approved open yard areas, and those limited areas required to permit utility service and driveways, unless otherwise approved by the ARB. The ARB will give special consideration to the preservation of dogwood trees and other indigenous plants.
- c) Tree stumps shall be removed or cut at grade in a manner to conserve remaining trees. Cleared material may not be dumped on other Lots or common areas within the neighborhood. All material must be disposed of properly outside of Kinloch.
- d) On Lots that are heavily wooded, trees should be saved in groups to provide greater protection from damaging winds.
- e) Designated common areas between, adjacent to or behind Lots may not be cleared, constructed upon or used for yard debris or trash disposal by Lot Owners.
- f) Where clearing has been performed which is not in compliance with written approvals, the ARB may: 1) require replanting of nursery trees in sufficient size and number to restore the cleared area to a wooded state as deemed sufficient by the ARB and/or 2) impose a monetary fine. Any noncompliance by a Lot Owner with these Guidelines may result in the ARB initiating enforcement remedies, as more fully set forth in the Declaration, which may include the initiation of an injunctive relief action and payment to the Association from the Lot Owner's bond, in an amount determined by the Association or the Declarant. If injunctive relief is initiated, the ARB would seek recovery of its costs and attorneys' fees pursuant to the Virginia Property Owners Association Act, Code of Virginia and the Declaration.
- g) During the construction process, the Lot Owner must ensure that the contractor utilizes proper tree protection methods. This includes, but is not limited to the fencing off of trees to be protected, and the prohibition of

vehicular traffic, parking, or materials storage within the drip line of trees to be protected.

- h) A maintained front yard is required from the house foundation planting beds to the curb. However, retaining as many healthy trees as possible is encouraged.

5.2.3 GRADING AND EROSION CONTROL

- a) It is the sole responsibility of the Lot Owner to assure that construction activity and improvement plans comply with applicable government regulations and building code requirements in preventing silt runoff. Adequate erosion control devices must be installed prior to the commencement of construction. Any mud or silt runoff onto adjoining Lots, common areas, roads, the lake, or the Golf Course property shall be immediately stopped and remediated at the Lot Owner's expense as determined by the ARB.
- b) Site drainage must prevent ponding, standing water and areas of poor drainage, and must divert water away from homes and common areas. Drainage cannot be directed across adjacent Lots, common areas, roads, the lake, or the Golf Course property.
- c) Where deemed necessary by the ARB, the Lot Owner shall provide retaining walls, stepped terraces, or other forms of protection and permanent erosion control in order to stabilize slopes or preserve trees.

5.2.4 TRASH AND DUMPING

- a) During construction, a trash containment area shall be identified and utilized. No loose trash is permitted on the construction site. Trash shall not be dumped in the neighborhood, including on other Lots, common areas, roads, the lake, or the Golf Course property.
- b) Lot Owners and contractors must ensure that no petroleum-based products or other potentially hazardous or toxic substances are disposed of on any Lot, including into any storm drain, drainage ditch, sewer manhole, stream, lake, Golf Course property, or common area within the neighborhood.
- c) Any contamination or dumping violation will be reported to the Department of Environmental Quality (DEQ) and may be subject to a fine by the ARB and/or other governmental agencies. This fine may include a monetary penalty and/or cost for any remediation measures.

5.2.5 FENCES AND WALLS

- a) Fences and walls, including decorative fences, are prohibited on any Lot without ARB review and approval.
- b) Clearing of trees is permitted only as specified by these Guidelines and as required to establish a line for construction of the fence or wall. Fences and walls should be located to avoid trees greater than 6 inches in diameter as

Kinloch, Goochland County, Virginia

measured 2 feet from the ground. The ARB will give special consideration to the preservation of dogwood trees and other indigenous plants.

- c) Fences and walls shall not be constructed in a manner that traps water on adjoining Lots.
- d) Fencing must be constructed of stone, brick, or darkly painted metal and conform with Sections 5.1.1, 5.2.5, 5.3.5, 5.4.2 and 5.5.6 "Fences and Walls."

5.3 SITING

5.3.1 In general, the siting of any improvement shall not create a breach of privacy between neighboring houses, nor shall it create a visual or other nuisance to neighboring houses, common areas, roads, the lake, or Golf Course property, as determined by the ARB. Where this is unavoidable, the ARB may require screening of the view or of the structure by the Lot Owner.

5.3.2 No Lot may have a dock, pier structure, ornament, or constructed patio in any form, permanent or temporary, fixed or floating, adjacent to or projecting into the lake.

5.3.3 No Lot Owner may construct upon, plant within, or make modifications to any common areas adjacent to or between Lots or roads.

5.3.4 The following siting limitations apply:

- a) General Landscaping: Where applicable, the first 50 feet adjacent to the Golf Course property, and the first 50 feet measured horizontally from the normal Lake level on Lake Lots, must be maintained as a naturally wooded setback. Any proposed site improvement must be reviewed and approved by the ARB.
- b) Vegetable Gardens: Vegetable gardens are limited to the rear yard only, must not be located within 15 feet of the side property lines or within the setback areas as defined in Section 3.1 and must meet the siting criteria for general landscaping above.
- c) Site Furniture: Site furniture may be subject to ARB review if it is within view of common areas, roads, the lake, or Golf Course property and must avoid any conflict with neighbors. Seating may be placed within the 50 foot setback as measured horizontally from the normal Lake level (approximate 185 foot elevation line) on Lake Lots with ARB approval.
- d) Wood Piles and Compost Piles: Wood piles and compost piles are limited to the rear yard only and may not be within 15 feet of the side property lines and must avoid any conflict with neighbors.
- e) Dog Houses: Dog houses must be located behind the rear plane of the house, must not be visible from the road, must be outside of the setback areas as defined in Section 3.1, and must avoid any conflict with neighbors.
- f) Children's Play Equipment and Sports Equipment: Sports equipment such as basketball backboards shall not be located in the front plane of the house and

may be subject to further limitation and special review by the ARB. Trampolines and similar play equipment are not permitted in Zone 1. Skateboard ramps are prohibited.

- g) Flags and Banners: One flag or banner may be displayed on a projecting flagpole on the front of a house over a porch, door, or other appropriate location at or below the roof eave line. Requests for additional or alternate locations will be considered by the ARB on a case-by-case basis.
- h) For Sale Signs and Construction Signs: One For Sale sign, abiding by the design requirements as specified in Appendix F, may be staked in the front yard of a house. During the ARB-approved construction period for a house, building improvement or site improvement, one construction sign, abiding by the design requirements in Appendix F, may be staked along the front property line. **No sign of any kind may be mounted to any tree.**
- i) Mailboxes: Mailboxes, abiding by the design requirements as specified in Appendix E, may be located at the curb.

5.3.5 FENCES AND WALLS

- a) Fences and walls, including decorative fences, are prohibited on any Lot without ARB review and approval.
- b) Fences and walls may not be constructed where they block other Lot Owners' views.
- c) Fences and walls are intended to serve as architectural elements, not property defining barriers. Fences and walls, if used, are to be incorporated into the architectural design of the house and lot. Fences and walls may not be located along property lines nor are to come closer than 15 feet to any property line. Continuous runs of fences or walls are not to exceed 20 feet in length. Fencing must be constructed of stone, brick, or darkly painted metal and conform with Sections 5.1.1, 5.2.5, 5.3.5, 5.4.2 and 5.5.6 "Fences and Walls."
- d) Dog pen fences are not permitted. Invisible fences are required if dogs are left outside unattended.

5.3.6 SATELLITE DISH ANTENNAS

Except as otherwise provided by law, including the Federal Telecommunications Act of 1996, and the rules promulgated by the Federal Communications Commission pursuant thereto, no satellite dishes or antennas shall be allowed on any Lot. To the extent it is reasonable, the preferred location and installation site for permissible satellite dishes or antennas shall be only in the rear of a dwelling or in the rear portion of the Lot. If such preferred locations preclude the receipt of an acceptable quality signal on any Lot, then the Owner should use his or her best efforts to install the equipment in the most innocuous location available where an acceptable quality signal can be received. Satellite dishes which are one meter or less in diameter or other antennas should be reasonably screened from view from

any other Lot, common area, road, lake, or Golf Course property and should be painted in a fashion that will not interfere with reception or warranties so that they blend into the background against which they are mounted.

5.4 FORM AND CONTEXT

5.4.1 The following form and context limitations apply:

- a) General Landscaping: Landscaping should be appropriate to the style of the house.
- b) Vegetable Gardens: Vegetable gardens are restricted to the rear yard area and must not exceed 100 square feet.
- c) Site Furniture: No objects greater than 4 feet in height are permitted. Colors and materials must be appropriate to the house.
- d) Wood Piles and Compost Piles: Woodpiles must be kept neat and be no higher than 4 feet. Tarps used to cover wood piles must be muted in hue. Compost piles/bins have a maximum size limitation of 4 feet in width and height. Brightly colored tarps are prohibited.
- e) Dog Houses: Doghouses may be no larger than 20 s.f. in floor area and no higher than 4 feet.
- f) Children's Play Equipment and Sports Equipment: Open structures such as swings sets or climbing structures up to 8 feet in height are permitted. Colors and materials must be appropriate to the neighborhood.
- g) Flags and Banners: One flag or banner may be displayed on an angled projecting flagpole up to 6 feet in length. The maximum permitted flag or banner size is 3' x 5'. Freestanding flagpoles are prohibited.
- h) For Sale Signs and Construction Signs: For Sale signs and Construction signs must be manufactured according to the designs specified in Appendix F.
- i) Mailboxes: Mailboxes must abide by the design requirements as specified in Appendix E.

5.4.2 FENCES AND WALLS

- a) Fences and walls, including decorative fences, are prohibited on any Lot without ARB review and approval.
- b) Fences and walls shall be no taller than 72 inches in height, depending upon location, design intent, and materials. Fencing must be constructed of stone, brick, or darkly painted metal and conform with Sections 5.1.1, 5.2.5, 5.3.5, 5.4.2 and 5.5.6 "Fences and Walls."

5.5 QUALITY ASSURANCE

5.5.1 MAJOR LANDSCAPING

- a) Landscaping should be appropriate to the style of the house.
- b) Nursery trees shall be correct in form for their species, have normal growth habit, have well-developed branches, have dense foliage, and be planted with the proper space to allow growth to maturity. All trees shall be adequately planted, staked, and maintained according to standard nurseryman guidelines.
- c) All lawns shall be cut and trimmed to a maintained and neat appearance at all times. All lawns and other landscaping materials shall be maintained in a healthy growing condition free from refuse and debris at all times.
- d) Artificial vegetation is prohibited.
- e) Foundation planting shall be required along all areas of foundation visible from common areas, roads, the lake and Golf Course property. River rock is a permissible foundation mulching material.
- f) All foundation planting beds and all other planting beds shall be mulched with a biodegradable tree product and maintained as such.
- g) Required landscaping shall be installed prior to issuance of a *Certificate of Compliance*, unless otherwise approved by the ARB.

5.5.2 WATER FEATURES

- a) Any earthwork creating changes in topography, site drainage, or creation of swimming pools, ponds, reflecting pools, hot tubs, whirlpools, or other water features must be approved by the ARB. The ARB will give special consideration to the feature's impact to the Golf Course for those Lots in Zone 1. Exterior fountains and ponds are prohibited in front yards unless approved by the ARB.
- b) In ground pools shall be located wholly behind the house so as not to be visible from the street, and must be approved by the ARB. Swimming pools in Zone 1 are prohibited. Above ground pools are not permitted on any Lot.
- c) The ARB may require additional screening of swimming pools to insure privacy of pool owners and of neighbors.
- d) Swimming pools shall be fenced in accordance with County and State building codes. Fencing must be constructed of stone, brick, or darkly painted metal and conform with Sections 5.1.1, 5.2.5, 5.3.5, 5.4.2 and 5.5.6 "Fences and Walls."

5.5.3 TERRACES AND PATIOS

- a) Terrace and patio materials must be approved by the ARB and are to be harmonious with the house.
- b) Asphalt will not be approved for terraces and patios.

5.5.4 WALKWAYS

- a) Walkways may extend from the front entrance of the house and connect to the driveway only. Walkways may not connect to the road curb.
- b) All front walkways shall be hard surfaced of brick, stone, stamped concrete or concrete pavers. Asphalt walkways will not be approved.
- c) Secondary walkways may be of same materials as front walkways but may also be of loose-laid stone in a gravel or mulched bed.

5.5.5 EXTERIOR LIGHTING

- a) Low-intensity landscape lights and floodlights require ARB approval.
- b) High-intensity poles are prohibited.
- c) Tennis court lighting is prohibited.

5.5.6 FENCES AND WALLS

- a) Fences and walls, including decorative fences, are prohibited on any Lot without ARB review and approval.
- b) Fences and walls shall be of an architectural use and design that complements the style of the house and is appropriate to the topography.
- c) All fences shall be constructed so that the rails, pickets, or other finished surfaces face out from the yard.
- d) Fences and walls may be constructed of wood (preferably cedar, but pressure-treated pine is acceptable if painted or stained), iron, cast aluminum, stone, brick or an approved combination of two materials such as stone and wood, or brick and iron. Fencing must conform with Sections 5.1.1, 5.2.5, 5.3.5, 5.4.2.
- e) The following fences are prohibited: Chain link, barbed wire, electrified wire, metal post and wire, wood stockade, or solid board fences. Tennis court fences may be black or dark green vinyl-coated chain link. A black or dark green windscreen is permissible.

Appendix A - Definitions

Kinloch, Goochland County, Virginia

These Guidelines expressly incorporate by reference all of the definitions set forth in Article I of the Declaration. The following words, when used in this document, shall have the meanings ascribed to them below:

ALTERATION	Any construction, change, alteration, modification, renovation, reconstruction, repair, restoration or demolition to materials, color, texture or details of all or a part of the exterior of any building, structure, or site, other than normal repair, maintenance, and general landscaping.
ARCH	A structural method of spanning an opening, usually with masonry, whereby curved, pointed or flat upper edges of the opening are formed.
ARCHITECTURAL DRAWINGS	A set of detailed drawings, which are used by the contractor to construct a building. The drawing set includes floor plans, elevations of all sides of the house and building sections to identify all building materials and details.
ARCHITECTURAL DESIGN GUIDELINES	See GUIDELINES
ARCHITECTURAL FEATURES	The architectural style, general design and general arrangement of the exterior of a building or other structure, including the color, the type and texture of the building material, the type and style of all windows, doors, light fixtures, signs, decorative features, and other appurtenances.
ASSOCIATION	The Kinloch Property Owners Association, Inc.
BALUSTRADE	A series of vertical balusters and rails as on staircases, porches, roofs, etc.
BAY	A reference to the vertical division of a façade into segments according to the grouping of windows.
BRACKETS	Projecting elements underneath eaves to provide support or ornamentation.
BUFFER	A common area within the neighborhood that is located between adjoining Lots and roads and which may or may not contain trees, brush, grass or other features.
BUILDING IMPROVEMENT	Accessory buildings, additions and other structures, including but not limited to the construction, alteration, modification, renovation, reconstruction, repair, restoration or demolition of any part or surface of any building, shed, garage, roof, painting scheme, finish or other such improvements.
CASEMENT WINDOW	A window that is hinged on one side and swings open outward.
CERTIFICATE OF APPROVAL	The written approval statement issued and signed by the ARB which certifies the appropriateness of a particular request for the construction, alteration, modification, renovation, reconstruction, repair, restoration, or demolition of all or a part of any building, structure or Lot within Kinloch, and which is independent of all other permits required by County, State or Federal law. A Lot Owner will receive a <i>Certificate of Approval</i> when the ARB approves the <i>Property Improvement Application</i> and the <i>Site Stakeout Application</i>

Appendix A - Definitions

Kinloch, Goochland County, Virginia

CERTIFICATE OF COMPLIANCE	The written approval statement issued and signed by the ARB which certifies that a particular construction, alteration, modification, renovation, reconstruction, repair, restoration, or demolition of all or a part of any building, structure or Lot within Kinloch is in compliance with these Guidelines, but does not state compliance with any other County, State or Federal law. A Lot Owner will receive a <i>Certificate of Compliance</i> when the ARB approves the <i>Post-Construction Review Application</i> .
CLAPBOARD	Siding consisting of horizontal boards that are thicker at their bottom edge than at the top. Installed, the bottom edge overlaps the top of the board below.
CLASSICAL	Pertaining to architecture of ancient Greece and Rome; especially the column orders and their associated elements.
CLEARING	Any removal of natural vegetation, including trees, underbrush, obnoxious and poisonous vegetation, from a Lot.
COMMON AREA	Designated areas within the neighborhood, other than those owned by individuals that are held in common and maintained by the Association.
CONTEMPORARY STYLE	A style that reflects design elements of the present modern period and cannot be fully classified as a historic period or style.
CORNICE	Exterior trim of a structure at the eave; usually consists of bed molding, soffits, fascia and crown molding.
COUNTY	Goochland County
DECLARANT	Shall mean and refer to Kinloch Development Corp., a Virginia S Corporation. Declarant may designate a successor Declarant or Declarants to take and hold some or all of its respective rights, powers, privileges and obligations as Declarant under this Declaration by written instrument recorded in the Clerk's Office of the Circuit Court of Goochland County, Virginia.
DECLARATION	Shall mean and refer to the Declaration of Covenants, Conditions and Restriction for Kinloch Property Owners Association, Inc. as recorded as instrument number 030002438 in the Clerk's Office of the Circuit Court of Goochland County, Virginia, on April 25, 2003.
DECORATIVE OBJECT	Any permanent or temporary object, of any material or size, which is placed or installed in an exterior setting for ornamental purposes.
DEMOLITION	The dismantling, breaking apart, tearing down or razing of all or part of any building, structure or site.
DORMER WINDOW	Vertical window which projects from a sloping roof, placed in a small gabled enclosure projection.
DOUBLE HUNG WINDOW	Window with two vertically operating sashes sliding in two directions to enclose the opening.
DRIP LINE	The area on the ground underneath a tree as defined by the outermost circumference of the tree canopy.
EAVE	The lower edge of a sloping roof which projects beyond the wall.
ELEVATION	Exterior face of a structure. Front, side, or rear.

Appendix A - Definitions

Kinloch, Goochland County, Virginia

ENTABLATURE	The horizontal moldings supported by a column. An entablature consists of three parts: an architrave, a frieze and a cornice.
EYEBROW WINDOW	A low dormer on the slope of a roof formed by the roofing material being carried over the opening in a wave line.
FAÇADE	Exterior face of a building, which is the formal front.
FINISH	The final surface of a material; i.e. paint or stone.
FLOOD PLAIN	Land that borders a body of water that may be subject to flooding. A 100 year flood plain indicates land which statistically is subject to flooding once within a hundred years and is subject to special government regulations. Construction within the 100- year flood plain is discouraged.
FLOOR PLAN	A drawing showing the layout of the enclosing walls of a structure, its doors and windows, and the arrangement of interior spaces as viewed from above.
FOOTPRINT	Outline of a structure as viewed from above.
FOUNDATION	The structural base whereby the entire load from the building is transmitted to the ground. The foundation wall is usually constructed out of masonry materials. The footer runs under the foundation wall and is typically concrete.
GABLE	The vertical triangular portion of the end of a structure having a double sloping roof from the level of the eave to the ridge of the roof.
GAMBREL ROOF	A roof having two slopes or pitches from the level of the eave to the ridge of the roof.
GENERAL LANDSCAPING	Adding plants, ground cover or flower gardens in existing beds, or pruning and grubbing of existing plant material.
GOLF COURSE	Kinloch Golf Club
GUIDELINES	Shall mean and refer to the Architectural Design Guidelines for Kinloch, as established and more fully described in Article XII of the Declaration of Covenants, Conditions and Restrictions for Kinloch Property Owners Association, Inc.
HALF-TIMBERING	Originally, a method of constructing walls with horizontal, vertical and diagonal timbers with the spaces infilled and then finished with plaster. Contemporary use of this effect is decorative only.
HIPPED ROOF	A roof with four pitches – one on each side of the house. Gable and gambrel roofs are referred to as “hipped” if the end walls of the house flatten at the eave line and permit an additional pitched roof plane up to the ridge.
LAKE LEVEL	The normal level of the Lake. The normal Lake level is approximately is the 185-elevation line for Kinloch. (see also Normal Pool Level)
LIGHT	An individual pane of glass in a window. A divided light sash is a window sash divided into a grid of individual panes. A side light refers to a window of vertical panes of glass, such as located beside a door or window.
LOT	An individual property in the neighborhood, which is designated by the developer for residential development. Synonym: SITE

Appendix A - Definitions

Kinloch, Goochland County, Virginia

LOT OWNER	Property Owner
MAJOR LANDSCAPING	Any alteration to existing topography, removal of any tree or shrub greater than 6 inches in diameter as measured 2 feet from the ground, creation or removal of areas of plantings or lawn and the planting of any tree.
MASSING	The arrangement of the parts or forms of a house to create an overall volume. Massing should be additive in nature, should display a sense of hierarchy of a primary simple mass with subordinate secondary masses and should respond to topographic context.
NEIGHBORHOOD	The Kinloch neighborhood is comprised of the Lots, common areas, roads, lake and Kinloch Golf Club.
NEW CONSTRUCTION	Any construction within Kinloch, which is independent of an existing structure or an expansion of an existing structure.
NORMAL POOL LEVEL	The lowest crest of the water level at a fixed overflow point. The normal pool level for the lake in Kinloch is the 185-foot elevation line.
NORMAL REPAIR AND MAINTENANCE	Any work involving the replacement of existing work with equivalent material, design, color, and workmanship for the purpose of maintaining the existing condition of the building, structure or site.
OBNOXIOUS OR POISONOUS VEGETATION	Natural vegetative growth with a wild unkempt appearance such as uncontrolled vines, briars, poison ivy, poison oak, and poison sumac.
OTHER STRUCTURES	Any shed, greenhouse, gazebo, deck, pergola, open pavilion, children's play house, spa, above-ground hot tub, trellis or other occupiable or unoccupiable constructed or installed object or space.
PALLADIAN WINDOW	A window that is composed of three sections with the central one being larger and arched and flanked on either side by smaller side lights. The scale, proportions and location of use must be consistent with the architectural style of the house, other windows and wall proportions.
PEDIMENT	A gabled form used as a crowning element over doors and windows.
PILASTER	A shallow partial column or pier, corresponding to the Classical orders, which projects shallowly from a wall surface.
PITCH	See SLOPE
PORTE-COCHERE	A covered porch under which a car may be driven or parked.
PUBLIC VIEW	That which is visible from any road, common area, the lake or Kinloch Golf Club.
PRE-FINISHED MATERIAL	Material that has received a factory finish and is ready to install upon delivery to the construction site (i.e. roofing shingles).
PROPERTY LINE	Legal limits of property, property edge. (Note: The front property line is not the edge of pavement or curb. See: RIGHT-OF-WAY)
QUOINING	Rectangular stones or blocks of wood found at the corner of a building in alternating lengths. Originally to help reinforce the corners, they can be purely

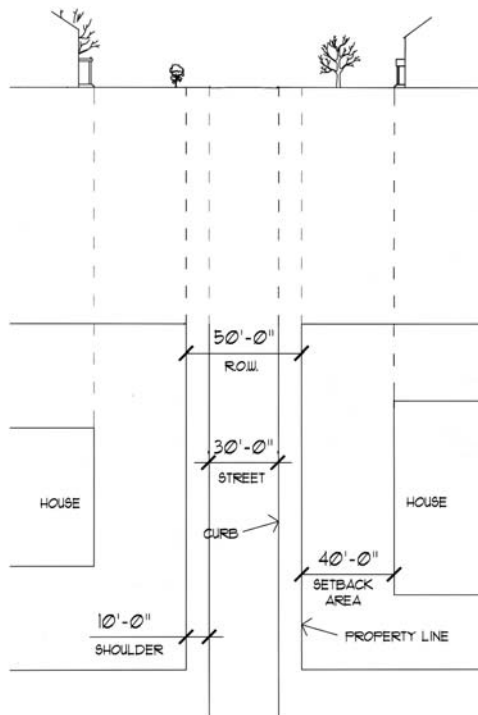
Appendix A - Definitions

Kinloch, Goochland County, Virginia

decorative, as well.

RIGHT-OF-WAY (R.O.W.)

A linear strip of land, which has been granted by deed or easement for the construction or maintenance of a roadway. Traffic signs, mailboxes and driveway entrances are allowed in this area. Fences, walls and landscaping are prohibited in this area. Example:



RISERS

The vertical portion of a stair.

ROADS

Streets, lanes or parkways.

SASH (WINDOW)

The framework of a window that holds the glass.

SCALE

1) A system of proportions used in architectural and engineering drawings so that the actual size of an item to be drawn can be reduced to a smaller size in order to fit on a sheet of paper (i.e. $\frac{1}{4}"=1'0"$). ($\frac{1}{4}$ of an inch on the drawing represents one foot of actual size of the item being drawn).

2) A term used to relate to the proportional balance of all elements of a building.

SCREENING

Shielding method using either natural vegetation or a structure to conceal an unsightly condition from view, or provide protection from noise or wind.

SELECTIVE CLEARING

Limited removal of trees permitted outside of area of clearing and grubbing work. Primarily the removal of dead or diseased trees, scrub undergrowth, the thinning of overly dense growth and the removal of obnoxious or poisonous vegetation. This is accomplished with hand labor rather than heavy equipment.

Appendix A - Definitions

Kinloch, Goochland County, Virginia

	to prevent damage to the roots of trees or plant materials to remain.
SETBACK	Required distance inside all property lines, which cannot be built in as required by Goochland County zoning ordinances, the Covenants or these Guidelines.
SITE	The land with the boundaries of the property lines of a Lot. Acknowledged are its specific characteristics including topography, soil, vegetation, orientation, and surrounding context.
SITE IMPROVEMENTS	Any changes to a Lot including but not limited to the construction, alteration, modification, renovation, reconstruction, repair, restoration or demolition of walls, fences, structures, paving, pools, decorative objects, plant material and trees or earth moving of any form.
SITE PLAN	A plan of a Lot indicating the house, accessory buildings, driveway, property lines, setbacks, buffers, easements, roads, curbs, utilities, major landscaping, wetlands, a north arrow, a scale, the normal pool level and 100 year flood plain, as well as other pertinent information.
SKID	A small platform laid on the ground that serves as the foundation for a moveable accessory building.
SLOPE (ROOF)	The indication of the steepness or pitch of a roof measured by the inches in vertical rise per inches in horizontal run (rise:run). An 8:12 slope is a rise of 8 inches for every 12 inches horizontally.
STORY (2 1/2 STORY HOUSE)	A floor area on one level, enclosed by the house walls (ex: first floor = first story). A ½ story refers to a floor area enclosed within the roof area, above the top of the house walls (attic areas both finished and unfinished).
STRING COURSE	A decorative horizontal band around a building which helps visually divide the façade, often reflecting the division of floors.
SUBMITTAL	A drawing, specification or sample required by the ARB in support of an application for any property improvement.
SYNTHETIC STUCCO	A pre-manufactured exterior finish material resembling cement stucco with smooth or textured surfaces, which can be applied over the exterior sheathing of a building. (A surface component of exterior insulated finish systems [EIFS] such as Dryvit).
TOPOGRAPHY	A description of the vertical characteristics of land (flat, sloping, hills, valleys, etc.).
TRANSITIONAL STYLE	For the purposes of these Guidelines, Transitional architecture includes houses of mixed historical styles and houses of mixed historical and contemporary styles. This “style” is prohibited in Kinloch.
UNDERBRUSH	Shrubs, bushes or small trees growing beneath more mature larger trees.
UNFINISHED MATERIAL	Material that does not receive a special coating to alter the natural appearance but may be treated with a preservative to prevent decay (i.e. salt treated lumber).
VEGETATION	Plant growth (trees, shrubs, grass, etc.) either in its natural setting or a transplanted location.

Appendix A - Definitions

Kinloch, Goochland County, Virginia

VOLUME	Space as defined by architectural elements, such as walls, roofs and floors.
WATER TABLE	A horizontal band around a building appearing between the foundation and the first floor in order to assist in the shedding of rain away from the foundation.
WINDOW AND DOOR TRIM	Board or decorative molding installed around the perimeter of a window or a door in order to conceal the framing.

Resources:

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Appendix B – Architectural Styles

Kinloch, Goochland County, Virginia

ELEMENTS OF RECOMMENDED ARCHITECTURAL STYLES

The following architectural styles are outlined to give the Lot Owner an idea as to what types of design features the ARB would consider during the architectural review process for each style listed. These are examples only and, at the discretion of the ARB, not necessarily binding on the Lot Owner or the ARB. The following historical styles are listed: Tudor 1890-1940, Georgian 1700-1780, Colonial Revival 1870-1950, French Revival 1880-1940 and Shingle Style 1880-1915.

Tudor 1890-1940

Inspiration:

16th and early 17th c. Medieval English architecture.

Form:

asymmetrical massing of volumes; 1 ½ to 2 ½ stories in height

Roof:

flared eaves; projecting eaves; steep roof pitch; intersecting gables; slate or wood shingle roof

Windows:

casement windows; can be placed in series for increased interior light

Doors:

arched doorway with flat vertical board wood door set in front facing gable

Trim:

contrasting darker wood against white stucco

Architectural Elements:

substantial chimney often incorporated into one side; stone patio

Materials:

stucco and decorative half timbering; areas of stone, brick, or wood can be incorporated



Appendix B – Architectural Styles

Kinloch, Goochland County, Virginia

Georgian 1700-1780

Inspiration:

English interpretation of Classical Rome. Represented a break from Medieval architectural forms.

Form:

symmetrical and carefully proportioned rectangular main volume 3 or 5 bays wide; smaller dependencies can be added off to the sides; 2 to 2 ½ stories in height

Roof:

gabled, gambrel, or hipped; low pitch; slate, wood shingles or standing seam metal

Windows:

double hung with 9/9 or 12/12 divided light sashes; can be pedimented

Doors:

front entry is a focal point with a transom above a wood paneled door framed by columns or pilasters and a pediment

Trim:

classical detailing with restrained ornament

Architectural Elements:

water table; string courses; dormer windows; pediments; roof balustrade; central chimney

Materials:

coursed stone with quoining at corners; can also be brick or wood siding



Appendix B – Architectural Styles

Kinloch, Goochland County, Virginia

Colonial Revival 1870-1950

Inspiration:

American architecture making reference to its own architecture of the Colonial era, including the New England wooden Cape Cod and Virginian Early English brick structures. Adjustments were made in size and in the combination of details.

Form:

typically symmetrical or balanced asymmetrical façade of 2 to 5 bays; added volumes or porches off the side, front or rear; 1 to 2 ½ stories

Roof:

gabled, gambrel, or hipped; varying pitch; projecting eaves; slate, wood shingles, or standing seam metal

Windows:

double hung with either divided, single light sashes or divided upper and single lower sash; ornamental windows on story above door; shutters on all windows

Doors:

pedimented entrance door or portico with side lights

Trim:

classical detailing similar to Georgian and Federal

Architectural Elements:

front porch; dormer windows; pediments; pilasters; 1 or more chimneys; ornamental brickwork

Materials:

wood siding, brick or stone; sometimes with two combined



Appendix B – Architectural Styles

Kinloch, Goochland County, Virginia

French Revival 1880-1940

Inspiration:

Picturesque French country architecture.

Form:

asymmetrical square or rectangular volumes; 1 ½ to 2 ½ stories in height

Roof:

characteristic steep hipped roof; sometimes flaring out just before the eave; intersecting roof planes and varying heights; interrupted eave line; slate or wood shingle

Windows:

casement or double hung with or without shutters

Doors:

main entry door is wood in a simple banded, arched or recessed opening; French doors may be used as secondary entrances

Trim:

classical detailing varying from formal to simple

Architectural Elements:

towers; dormers with varying roof forms; central, paired or asymmetrical chimneys; forecourts; side terraces

Materials:

brick, stone or stucco; can be combinations of two



Appendix B – Architectural Styles

Kinloch, Goochland County, Virginia

Shingle Style 1880-1915

Inspiration:

A New England development of New England Colonial architecture into a picturesque shingled mass with a spacious floor plan integrated with the landscape.

Form:

asymmetrical massing of volumes with additions emerging naturally from any side; 2 to 3 stories in height

Roof:

steep and varied pitch; intersecting gables; multiple roof planes; different pitches; varying heights; eaves do not project significantly

Windows:

double hung with divided upper sash and single lower sash; paired or strung together for added light; different window types on the façade reflect the interior use

Doors:

front entry off of a covered porch

Trim:

simple forms with subtle Classical detailing in white or off white

Architectural Elements:

balconies; porches; terraces; dormers; eyebrow windows; arches; quality materials and overall form takes the place of superficial ornament

Materials:

siding is unpainted wooden shingles, stone and clapboard can also be integrated; building materials are small in scale and high in quality



Appendix C - Application Forms & Fee Schedules

Kinloch, Goochland County, Virginia

APPLICATIONS:

- ☐ Conceptual Review Application
- ☐ Property Improvement Application
- ☐ Site Stakeout Application
- ☐ Post Construction Review Application

SCHEDULE OF FEES

Conceptual Review Application	_____	No Cost
Property Improvement Application	_____	\$250.00
Site Stakeout Application	_____	No Cost
Post Construction Review Application	_____	No Cost

* Checks made payable to Kinloch Property Owners Association, Inc.

Appendix C - Application Forms & Fee Schedules

Kinloch, Goochland County, Virginia

CONCEPTUAL REVIEW APPLICATION

APPLICATION FOR CONCEPTUAL REVIEW FOR PROPOSED NEW HOME

Lot Number: _____ Lot Address: _____
Applicant Name: _____ Date: _____
Applicant Mailing Address: _____
Applicant Telephone Numbers: (W) _____ (H) _____
(Mobile) _____ (E-Mail Address) _____
Contractor's Name and Telephone: _____
Anticipated Construction Start Date: _____ Anticipated Completion Date: _____

DESCRIPTION OF PROPOSED WORK:

(Submit sketches, drawings, material samples and any other documentation in support of the design concept.)

To the best of my knowledge the above information provided is accurate. I understand that any approval resulting from this review is for compliance with the Kinloch Architectural Design Guidelines only and does not relieve my responsibility for obtaining all other necessary permits and compliance with applicable County, State, and Federal laws, regulations, codes, ordinances, and statutes.

Applicant Signature _____

Do Not Write Below:

Date Application Received: _____ Date of Review: _____ Response Form mailed to Lot Owner: Y / N

☐ Conceptually Approved ☐ Not Approved

Comments:

Signed for ARB: _____ Print Name: _____

Appendix C - Application Forms & Fee Schedules

Kinloch, Goochland County, Virginia

PROPERTY IMPROVEMENT APPLICATION

APPLICATION FOR CERTIFICATE OF APPROVAL FOR PROPOSED PROPERTY IMPROVEMENTS

☐ New Home ☐ Building Improvement ☐ Site Improvement

Lot Number: _____ Lot Address: _____

Applicant Name: _____ Date: _____

Applicant Mailing Address: _____

Applicant Telephone Numbers: (W) _____ (H) _____

(Mobile) _____ (E-Mail Address) _____

Contractor's Name and Telephone: _____

Anticipated Construction Start Date: _____ Anticipated Completion Date: _____

Conceptual Review Application Approval Date: _____

DESCRIPTION OF PROPOSED WORK:

(Required documentation must accompany this application as outlined in Section 2.3 of the Guidelines. Include additional sheets if necessary. Total number of application pages: _____)

To the best of my knowledge the above information provided is accurate. I understand that any approval resulting from this review is for compliance with the Kinloch Architectural Design Guidelines only and does not relieve my responsibility for obtaining all other necessary permits and compliance with applicable County, State, and Federal laws, regulations, codes, ordinances, and statutes.

Applicant Signature _____

Do Not Write Below:

Date Application Received: _____ Date of Review: _____ Fee Collected: \$ _____ Bond Collected: \$ _____

☐ Approved ☐ Approved with Limiting Conditions ☐ Denied ☐ Deferred

Comments:

Signed for ARB: _____ Print Name: _____

Appendix C - Application Forms & Fee Schedules

Kinloch, Goochland County, Virginia

SITE STAKEOUT APPLICATION APPLICATION FOR CERTIFICATE OF APPROVAL OF SITE STAKEOUT

☐ New Home ☐ Building Improvement ☐ Site Improvement

Lot Number: _____ Lot Address: _____

Applicant Name: _____ Date: _____

Applicant Mailing Address: _____

Applicant Telephone Numbers: (W) _____ (H) _____

(Mobile) _____ (E-Mail Address) _____

Person who Completed the Stakeout: _____

Company Name: _____ Telephone: _____

Anticipated Construction Start Date: _____ Anticipated Completion Date: _____

Property Improvement Application Certificate of Approval Certificate Number: _____

DESCRIPTION OF STAKEOUT TO BE REVIEWED:

(The Site Stakeout must be implemented according to the approved Stakeout Plan and as further described in the Guidelines in Sections 3.1.2, 4.1.2 and 5.1.2.)

To the best of my knowledge the above information provided is accurate. I understand that any approval resulting from this review is for compliance with the Kinloch Architectural Design Guidelines only and does not relieve my responsibility for obtaining all other necessary permits and compliance with applicable County, State, and Federal laws, regulations, codes, ordinances, and statutes.

Applicant Signature _____

Do Not Write Below:

Date Application Received: _____ Date of Review: _____

☐ Approved ☐ Approved with Limiting Conditions ☐ Denied ☐ Deferred

Comments:

Signed for ARB: _____ Print Name: _____

Appendix C - Application Forms & Fee Schedules

Kinloch, Goochland County, Virginia

POST-CONSTRUCTION REVIEW APPLICATION

APPLICATION FOR CERTIFICATE OF COMPLIANCE FOR PROPERTY IMPROVEMENTS

☐ New Home ☐ Building Improvement ☐ Site Improvement

Lot Number: _____ Lot Address: _____

Applicant Name: _____ Date: _____

Applicant Mailing Address: _____

Applicant Telephone Numbers: (W) _____ (H) _____

(Mobile) _____ (E-Mail Address) _____

Contractor's Name and Telephone: _____

Date and Time Lot will be Ready for Post-Construction Review: _____

Date Closing is Scheduled: _____

Property Improvement Application Certificate of Approval Certificate Number: _____

Site Stakeout Application Certificate of Approval Certificate Number: _____

Please send the *Certificate of Compliance* to:

☐ Contractor Address: _____

☐ Lender Address: _____

☐ Closing Attorney Address: _____

If defects are noted or if the project is incomplete, I understand that I am responsible for notifying the ARB for a second inspection by the date specified by the ARB. An additional application fee will apply. Bonds will be retained until a Certificate of Compliance is issued. To the best of my knowledge the above information provided is accurate. I understand that any approval resulting from this review is for compliance with the Kinloch Architectural Design Guidelines only and does not relieve my responsibility for obtaining all other necessary permits and compliance with applicable County, State, and Federal laws, regulations, codes, ordinances, and statutes. Applicant Signature _____

Do Not Write Below:

Date Application Received: _____ Date of Review: _____

Y N

If No, List Remarks:

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Plans Approved |
| <input type="checkbox"/> | <input type="checkbox"/> | Colors Approved |
| <input type="checkbox"/> | <input type="checkbox"/> | Materials Approved |
| <input type="checkbox"/> | <input type="checkbox"/> | "Limiting Conditions" Met |
| <input type="checkbox"/> | <input type="checkbox"/> | Construction Approved |
| <input type="checkbox"/> | <input type="checkbox"/> | Landscaping Complete & Approved |
| <input type="checkbox"/> | <input type="checkbox"/> | Complies with Guidelines |
| <input type="checkbox"/> | <input type="checkbox"/> | Certificate of Compliance to be Issued |

If incomplete, date by which remarked items must be complete: _____

Signed for ARB: _____ Print Name: _____

Kinloch, Goochland County, Virginia

ARCHITECTURAL REVIEW BOARD
THE KINLOCH PROPERTY OWNERS ASSOCIATION

CERTIFICATE OF APPROVAL

This Certificate is issued in accordance with the Architectural Review Guidelines to the Applicant:

Lot Owner Name

For the Lot at:

Lot Number and Address

with respect to the site features and exterior architectural features as described in the application for this certificate for this property, pursuant to the following resolution adopted by the Architectural Review Board and recorded in the minutes of the ARB:

RESOLUTION:

Construction must be complete by _____, 20____ or else this *Certificate of Approval* is voided and the applicant must reapply.

This *Certificate of Approval* applies to Kinloch requirements only. The applicant is responsible for obtaining all other necessary approvals from the County, State, or Federal government.

By _____
Architectural Review Board

Date

Print Name

Certificate Number

Kinloch, Goochland County, Virginia

ARCHITECTURAL REVIEW BOARD
THE KINLOCH PROPERTY OWNERS ASSOCIATION

CERTIFICATE OF COMPLIANCE

This Certificate is issued in accordance with the Architectural Review Guidelines to the Applicant:

For the Lot at: _____
Lot Owner Name

Lot Number and Address

with respect to the site features and exterior architectural features as described in the application for this certificate for this property, pursuant to the following resolution adopted by the Architectural Review Board and recorded in the minutes of the ARB:

Property Improvement Application Certificate of Approval Certificate Number: _____

Site Stakeout Application Certificate of Approval Certificate Number: _____

RESOLUTION:

Complete Bond returned with this form: Y/N If N, explanation:

This *Certificate of Approval* applies to Kinloch requirements only. The applicant is responsible for obtaining all other necessary approvals from the County, State, or Federal government.

By _____
Architectural Review Board

Date

Print Name

Certificate Number

Kinloch, Goochland County, Virginia

ARCHITECTURAL REVIEW BOARD
THE KINLOCH PROPERTY OWNERS ASSOCIATION

CONCEPTUAL REVIEW RESPONSE

This Response is issued in accordance with the Architectural Review Guidelines to:

For the Lot at:

Lot Owner Name

Lot Number and Address

with respect to the exterior architectural features as described in the application for the New Home proposed improvement for this Lot, pursuant to the Conceptual Review by the Architectural Review Board and recorded in the minutes of the ARB:

Decision:

☐ Conceptually Approved ☐ Not Approved

Reasons:

This *Conceptual Review Response* applies to these design concepts only. The applicant is responsible for obtaining a *Certificate of Approval* for the Property Improvement and Site Stakeout from the ARB. The applicant is also responsible for all other necessary approvals and permits from the County, State, or Federal government.

By _____
Architectural Review Board

Date

Print Name

Appendix D – Construction Rules

Kinloch, Goochland County, Virginia

CONSTRUCTION RULES

- A. Construction activities on Lots shall be limited to the hours between 7:00 a.m. and 6:00 p.m., Monday through Saturday, excluding Federal Holidays.
- B. Lot Owners shall insure that their builders or anyone else performing construction activities on their Lot shall reasonably clean up their Lots on a daily basis.
- C. Lot Owners shall insure that their builders or anyone else performing construction activities on their Lot shall either remove construction trash daily from the Lot, or deposit the same in a suitable trash container located on the Lot, and shall not dump trash on any other Lot, common area, road, the lake, Golf Course property, Right-of-Way, or storm drain.
- D. Lot Owners shall be responsible for any excessive or unreasonable noise or nuisance emanating from the Lot during any construction period.
- E. Lot Owners shall be responsible for daily removing any mud or materials on the road(s) placed or spilled thereon by their builders or anyone else performing construction activities or leaving their Lot.
- F. Lot Owners shall be responsible for any damage to any Lot, developed or undeveloped, or any part of Kinloch, caused by their builders or anyone else performing construction activities on their Lot.
- G. Any construction, builder or contractor sign erected, placed or installed on a Lot during any construction on a Lot must be approved by the ARB and under no circumstances shall the number of sign posts exceed one. Signs shall not exceed six square feet in size. Signage Specifications are located in Appendix F.
- H. Lot Owners shall be responsible for any damage to curb caused by their builders or anyone else performing construction activities on their Lot. In the event of any such damage, the curb shall be repaired or replaced in a like manner to the original, as determined by the ARB, at the expense of the Lot Owner.
- I. Lot Owners shall be responsible for any damage to the common area, road, lake, Golf Course property, or Right-of-Way caused by their builders or anyone else performing construction activities on their Lot.
- J. Lot Owners shall be responsible for any damage to any utility line or irrigation component, caused by their builders or anyone else performing construction activities on their Lot.
- K. Any construction trailer or outbuilding, including portable toilets, related to construction on a Lot must have ARB approval, with respect to size, design and location on the Lot.
- L. Lot Owners shall be responsible for any unauthorized tree removal caused by their builders or anyone else performing construction activities on their Lot.
- M. Burning of trash, debris, garbage or rubbish, including brush and trees, shall be prohibited on Lots at all times, including when connected with construction activities on a Lot. However, the Declarant shall be exempt from this prohibition for matters related to its development of Kinloch.

Appendix D – Construction Rules

Kinloch, Goochland County, Virginia

- N. Except where otherwise posted, the established speed limit in Kinloch is 35 miles per hour. This limit will be strictly enforced.

MAILBOX STANDARDS

Kinloch Mailbox Order Form

Order Date _____

Install Date _____

Builder Name _____

Billing Address _____

Phone _____

Fax _____

Mobile _____

Ordered By _____

PO# _____

Quantity Ordered _____

Address(es), Section, Lot – Special Instructions:

The Charge for each mailbox is _____ plus _____ delivery

Post painted Benjamin Moore White (BM 096 Decay 2)

Mail Box is Solar Group's black large rural mail box (ST 200 B00) 23.5" x 11.5" x 15"

Brass lettering 4" on paper box.

Kinloch, Goochland County, Virginia

SIGNAGE STANDARDS

1. General

- 1.1. No signs of any kind shall be erected within the Properties or on the Common Areas, if visible from outside the Lot, without the location and design approval by the ARB.
- 1.2. All Signs must be mounted on a 4X4 Post no taller than 72” from the ground.
- 1.3. No more than one single signpost shall be permitted on any Lot.
- 1.4. ARB approved Real-estate and builder signs shall be placed in the front yard of the Lot. Rear yard signs are not permitted. No lead-in signs are permitted.
- 1.5. No sign on any Lot shall exceed two (2) feet by three (3) feet.
- 1.6. Any construction, builder or contractor sign erected, placed or installed on a Lot during any construction on the Lot must be approved by the ARB and, under no circumstances shall the number of signs exceed 2 on the single signpost.
- 1.7. No sign may be placed on a mailbox or mailbox post.
- 1.8. Approved Contractor signs may be ordered from the Association.

2. Post Occupancy

- 2.1. A single sign that does not exceed six (6) square feet, subject to the approval of the ARB shall be permitted on any Lot being offered for sale, or for lease.
- 2.2. Once occupied, a security sign, not exceeding one (1) square foot shall be permitted on any Lot, subject to the color, design and location approval of the ARB.

Kinloch Construction Sign Order Form

Order Date _____

Install Date _____

Builder Name _____

Billing Address _____

Phone _____

Fax _____

Mobile _____

Ordered By _____

PO# _____

Quantity Ordered _____

Address(es), Section, Lot – Special Instructions:

The Charge for each Sign is _____ plus _____ delivery

Kinloch Property Owners Association, Inc.

Memorandum

To: File
From: Architectural Review Board
Date: October 8, 2004
Subject: Lake Front Treatment

The Board requested that Preston Dalrymple review the landscaping guidelines for lake front lots in order to provide more guidance to Lot Owners contemplating planting and viewsapes along the lake. The additional direction and suggested materials may be found below:

Lots having frontage shall not clear vegetation within thirty (30) feet of the high water edge. This regulation shall not prevent Owners from pruning so as to enhance their view to the water. Owners may with ARB approval initially prepare the thirty-foot area for the installation of approved trees, shrubs and ground covers. The area may not be left in a denuded state as to create run off into the lake.

Planting may be added (trees, shrubs, groundcovers, grasses and perennials) within the thirty-foot setback but may not include lawn grasses (lawn areas shall not be permitted within the thirty-foot setback). Owners are encouraged to plant native species or other hardy selections which may include the following:

Trees	Shrubs
Red Maple	Southern Bayberry
Willow Oak	Sweet Pepperbush (Clethra sp.)
Black Poplar	Blueberry
Sweetgum	Winterberry Holly
Blackgum	Mountain Laurel
Beech	Pussy Willow
Sweetbay Magnolia	

Ground Covers, Grasses, Perennials

Fountain Grass
Crownvetch
Sericea Lespedeza
Daylilly
Black-eyed Susan
Coneflower
Sedges
Love Grass

Access to the water's edge shall be allowed by mulch path only (not to exceed three (3) feet in width). No stepping stones, boardwalk (deck), gravel, or pavement of any kind shall be allowed with in the thirty-foot setback.

Appendix G – Lake Landscaping Guidance

Kinloch, Goochland County, Virginia

Erosion shall be addressed immediately as it occurs. The Owner shall plant and/or mulch so as to remedy the eroded condition.