

**ARCHITECTURAL REVIEW COMMITTEE  
OF  
WITCHDUCK LAKE  
DESIGN RULES & GUIDELINES**

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(APPROVED BY THE CONDOMINIUM ASSOCIATION BOARD OF DIRECTORS ON 8 DECEMBER 2005)

This document supersedes all previously published guidelines booklets. It is not intended to change any of the by-laws or rules and regulations as set forth in **The Declaration of Condominium or Rules and Regulations of Witchduck Lakes Condominium Association**. **In Addition, where an Architectural Review package is required: NO CONSTRUCTION MAY START UNTIL YOU HAVE A SIGNED APPROVAL LETTER. PLEASE PLAN ACCORDINGLY.**

Note: Permits & Inspections: All major additions must be in compliance with all Governing bodies' (city of Virginia Beach and/or State of Virginia) building rules and regulations. Permits and inspections are the **SOLE** responsibility of the homeowner and if questions or concerns arise, copies may be requested by the Board of Directors.

Important contact telephone numbers (permits & inspections);

Virginia Beach Inspection Dept:	427-8000 Ext. 640
“Miss Utility”:	1-800-257-7777

**“Miss Utility” MUST BE CONTACTED PRIOR** to any digging for the construction of decks, walkways, patios, additions, etc.

## **I. Arbors, Trellises**

### **A. General Rules & Guidelines:**

1. The construction of arbors and trellises require prior Architectural Review Committee's (ARF) approval. The use of arbors and trellises will be considered on a case-by case basis.
2. No approval is required if entirely below fence line.
3. Arbors and trellises can not be attached or anchored to any Common element fence.

### **B. Submission Requirements**

1. A completed Architectural Review Application.
2. A copy of the existing site plan (plat) showing the house, existing decks, patios, fences, and/or accessory structures, trees, property lines, common areas, easements and the location of the proposed arbor or trellis.
3. A plan, to scale, showing the existing house and decks (if any), and the proposed arbor or trellis including dimensions, placement, construction detail and materials.

## **II. Antennas/Satellite Dishes**

### **A. General Rules & Guidelines**

1. Antennas and satellite dishes are permitted. The Telecommunications Act further states that an Association's requirement that a homeowner apply for prior approval to install an antenna and/or satellite dish is a violation of the owner's right to receive telecommunications signals. Below are the recommendations and guidelines to assist in the placement of an antenna/satellite dish in Witchduck Lake:

- a). Antennas/satellite dishes should not interfere with the architectural integrity of the homeowner's site
  - b). Satellite dishes must be of a size of one-meter or less
  - c). Per FCC recommendations, antenna/satellite dish supports are limited to a maximum of (12) feet above the roofline
  - d). Should satellite dishes be produced with color options, the color selections should compliment the house's basic colors following the same guidelines as exterior painting. The color should be a neutral tone. (i.e.: black, gray or tan).
  - e). Other than the brand name, there should be no commercial advertising on the satellite dish itself
  - f). Based on the required positioning to receive transmissions, antennas/satellite dishes should be placed in an inconspicuous location and should not be placed in areas where it would constitute a safety hazard.
  - g). Antennas/satellite dishes must be placed on the owner's property, not in common areas.
- ANTENNAS/SATLLITE DISHES OR THEIR SUPPORTS SHALL NOT BE ATTACHED TO ANY FENCE. FENCES ARE A COMMON ELEMENT.**

### **III. AWNINGS**

#### **A. General Rules & Guidelines:**

1. No awnings or canopy are permitted on the front of homes
2. Retractable awnings are allowed in the rear of the house
3. The color of the awning must be complimentary to the colors of the exterior of the house
4. The installation of awnings requires prior Architectural Review Committee approval

## **B. Submission Requirements:**

1. A completed Architectural Review Application
2. A diagram of proposed changes showing the location of the proposed awning
3. A photo or picture of the proposed awning to include dimensions
4. Material and color
5. The same rules for awnings apply to canopies.
6. The owner is responsible for any damages caused by or to the awning or canopy during a storm including damages to common element fences.

## **IV. DECKS**

### **A. General Rules & Guidelines:**

1. All decks require prior approval by the Architectural Review committee before construction begins.
2. Location: decks shall maintain a setback from all property lines as required by the City and/or Municipal codes, rules, statutes and regulations. Decks shall only be permitted in the rear of the house.
3. Materials: all decks shall be constructed of pressure-treated wood or other rot-resistant wood, such as, but not limited to cedar, redwood or cypress. Alternate materials, such as Trex, may be permitted for nonstructural flooring only. Finishing the deck with stains or natural finishes must be specified in the Architectural Review Application submitted to the Architectural Committee for construction of the deck.
4. Screened Porches, Sunrooms or Florida Rooms are a major exterior change and must follow guidelines. (Please see the guidelines for Major Exterior Changes, Section XVI.

**B. Submission requirements:**

1. A completed Architectural Review Application
2. A copy of the existing site plan (plat) showing the house, existing patios, fences and/or accessory structures, trees, property lines, common areas, easements and the location of the proposed deck.
3. Deck plans, to scale, showing the existing house and decks (if any), including dimensions, elevation drawings showing height above grade railing and stair detail (height, style, picket size), material to be used and any other proposed elements including, but not limited to, benches, planters and privacy screens.
4. If the deck or any part thereof is to be stained, it must be stained a natural wood color. A color sample must be supplied with application. If the inside of the common element wood fence is to be stained to match that must also be stated prior to work commencing.

**V. Dog Houses**

**A. General Rules & Guidelines**

1. Dog runs are permitted. Dog runs cannot exceed the height of the fence, nor can any part of the dog run be attached to the fence.
2. Doghouses must be below the height of the fence.

**B. Submission requirements:**

1. A completed Architectural Review Application
2. A copy of the existing site plan (plat) showing the house, existing decks, patios, fences and/or accessory structures, trees, property lines, common areas, easements and the location of the proposed dog house.
3. A photo or picture of the proposed doghouse.
4. Specification of materials to be used.
5. A sample of paints or stains to be applied.

## **VI. Driveway and Walkway Staining and Etching.**

### **A. General Rules & Guidelines**

1. No work may begin without written approval of the Architectural Review committee.
2. All designs must be geometrical in nature. No logos (team or otherwise), no verbage (names or otherwise), no religious symbols will be permitted. Design cannot deviate from design submitted in ARC package.
3. Color scheme must match trim color as near as possible.

### **B. Submission Requirements:**

1. A completed Architectural Review Application
2. A copy of the existing site plan (plat) showing the house, existing decks, patios, fences and/or accessory structures, trees, property lines, common areas, easements and the location of the concrete etching/staining.
3. A photo or picture or drawing of the proposed design.
4. Specification of materials and methods to be used.
5. A color sample of stains to be applied.

## **VII. Exhaust Ducts & Attic Ventilators**

### **A. General Rules & Guidelines:**

1. Attic ventilators or mechanical devices requiring roof penetration should be as small in size as functionally possible and should match the color of the roof chimney duct or be mill finish.
2. Such devices should be located on the backside of the roof and should not extend above the ridgeline.
3. Prior approval is not required if conditions above are met. All installations not meeting the above require prior approval.

## **B. Submission Requirements:**

1. A completed Architectural Review Application
2. A photo of the existing house showing the location of the proposed vent/duct
3. A photo or picture of the proposed vent/duct.

## **VIII. Exterior Decorative Objects**

### **A. General Rules & Guidelines:**

1. Exterior decorative objects greater than twelve (12) inches in height and further than four (4) feet from the foundation require prior Architectural Committee approval unless they are contained within the yard enclosed by a six (6) foot tall privacy fence. This includes seasonal decorative objects.
2. Objects will be judged based on, but not limited to their size, color, location and aesthetics. ARC reserves the right to review the problem yards.
3. **Note: Holiday decorations are exempt from these requirements. Holiday decorations may be put up thirty (30) days prior and must be removed no later than two (2) weeks after the date of the holiday. All Christmas decorations must be taken down no later than the 15<sup>th</sup> of January.**

## **IX. Exterior Lighting**

### **A. General Rules & Guidelines:**

1. Intruder activated security lighting not exceeding 100 watts is permissible and does not require prior Architectural Review committee approval.
2. Colored lighting is permissible only thirty (30) days prior to recognized holidays and must be removed no later than two (2) weeks after the date of the holiday
3. No exterior lighting shall be directed outside of lot boundaries. Ensure that your lights do not shine into neighboring homes.



4. Architectural Committee approval is not required when replacing existing exterior light fixtures with fixtures of similar style and finish
5. Exterior lighting other than that mentioned above does require prior Architectural Review Committee approval (this includes lights along the front lawn as the front lawn is a common element).
6. Conduits for electrical power/wiring should NOT be visible on front exterior surface of any home. Motion detector floodlights installed in the backyard does not need an ARC approval as long as rule 3 above is adhered to. There is a 100-watt bulb max on these lights.
7. No light fixtures maybe attached to common element fences.

**B. Submission Requirements:**

1. A completed Architectural Review Application if necessary
2. A copy of the existing site plan (plat) showing the house, existing decks, patios, fences and/or accessory structures, tree, property lines, common areas, easements and the location of the proposed lighting.
3. A photo or detailed scale drawing of the existing house showing the location the proposed lighting
4. A photo or picture of the proposed lighting

**X. Exterior Painting**

**A. General Rules & Guidelines:**

1. All color changes require prior Architectural Committee approval
2. Painting a specific object to match tits original color does not require approval.
3. All painted exterior surfaces must be maintained in good condition.

**B. Submission Requirements:**

1. A completed Architectural Committee Review Application
2. A photo of existing structure to be painted showing its original color
3. A paint sample of the proposed color change

**XI. Fences**

**A. General Rules & Guidelines:**

1. All wood and wrought iron fences are common elements and cannot be modified (including staining) without ARC approval. All staining must be of a natural wood color.
2. While maintenance and repair is an Association issue, it is requested that each owner maintain the interior of their respective fence that faces their backyard. This includes the removal of mold and/or dirt by power/pressure washing.
3. Broken slats and panels are an Association issue to repair/replace provided that the damage was not due to willful negligence or malice.
4. If a gate is desired an ARC request is required.

**XII. Flag Poles**

**A. General Rules & Guidelines:**

1. Temporary flagpole staffs that do not exceed six (6) feet in length and are physically attached to the home do not require prior Architectural Committee approval. All other flagpoles require prior Architectural committee approval.
2. No flagpoles will be allowed to be installed on the front lawns (common element).

**B. Submission Requirements:**

1. A completed Architectural Review Application

2. A copy of the existing site plan (plat) showing the house, existing patios, decks and fences, accessory structures, significant vegetation, trees, property lines, common areas, easements and location of the proposed flag pole.
3. A written description, drawing, photo or brochure of the proposed flagpole, including dimensions and materials to be used.

### **XIII. Gutters & Downspouts**

#### **A. General Rules & Guidelines:**

1. Gutters and downspouts must match those existing in color and design and must not adversely affect drainage of adjacent properties or common areas.

### **XIV. Hot Tubs**

#### **A. General Rules & Guidelines:**

1. All hot tubs and whirlpools require prior Architectural Committee approval.
2. All hot tubs and whirlpools must be located in rear yards only. Changes in grade of property must be disclosed
3. Hot tubs and whirlpools must conform to all applicable Federal, Commonwealth and Municipal statutes, regulations and/or codes.
4. Hot tubs and whirlpools must be equipped with covers and locks for safety and security.

#### **B. Submission Requirements:**

1. A completed Architectural Review application
2. A copy of the existing site plan (plat) showing the house, existing patios, decks and fences, accessory structures, significant vegetation, trees, property lines, common areas, easements and location of the proposed hot tub/whirl pool.

3. A drawing, photo or brochure of the proposed hot tub/whirl pool and detailed plans for installation and safety features of the proposed hot tub/whirl pool.

## **XV. Landscape & Ground maintenance**

### **A. General Rules & Guidelines**

1. All major exterior changes require prior Architectural Committee approval
2. Note: No trees or shrub shall be planted or removed without prior approval of the Architectural Committee unless the tree has died and is being replaced with one of the same type. No plantings or alterations of any type may be made in or to common areas without prior approval of the ARC. All major landscaping changes require prior Architectural Committee approval except where noted below and must be compatible with general neighborhood appearance:
3. Backyard landscaping does not require prior Architectural Committee approval if there is no adverse drainage on adjacent properties.
4. Landscape edging, such as railroad ties, garden timbers, stone, brick or other landscaping materials used to construct a border or retaining wall does not require prior Architectural Committee approval if it is less than twelve (12) inches tall.
5. Replacing damaged, diseased or disfigured trees does not require prior Architectural Committee approval; however, they must be replaced with trees of similar type.
6. Clotheslines are prohibited.

### **B. Submission Requirements:**

1. A completed Architectural Review Application.
2. A copy of the existing site plan (plat) showing the house, existing patios, decks and fences, accessory structures, trees, property lines, common areas, easements and location of the proposed landscaping.

3. Detailed description of proposed landscape materials, including size (current and at maturity).

## **XVI. Major Exterior Changes**

### **A. General Rules & Guidelines:**

1. All major exterior changes require prior Architectural Committee approval. Major exterior changes are those that alter an existing structure in size or appearance and include the addition or deletion of structures as well as decorative elements.
2. Elements subject to the requirements of this section include, but are not limited to the following:
3. walkways,
4. driveways,
5. garages,
6. covered porches (screened or unscreened), roof extensions,
7. any fully enclosed additions.
8. The design of major exterior changes must be compatible with and complementary to the design of the existing structure to be altered in terms of the structures' original design, scale, massing, roof pitch, materials, windows, color, trim detail, etc.
9. The "existing structure" for the purposes of this section is considered to be any existing improvement on a lot.
10. Proposed additions, which adversely impact the use or value of adjacent properties, will not be approved.
11. The Architectural Committee review will consider the impact of a proposed addition on the view, day lighting, natural ventilation, grade and drainage to adjacent properties.

### **B. Submission Requirements:**

1. A completed Architectural Review application.

2. A copy of the existing site plan (plat) showing the house, existing patios, decks and fences, accessory structures, trees, property lines, common areas, easements and location of the proposed landscaping
3. Detailed description and plans of proposed major exterior change.
4. All permits as required must be obtained by owner/contractor and be available for inspection if requested.

**C. Exterior Unit Heating/Air conditioners: exterior ground unit**

1. Heating/air conditioners may be added or relocated, but must be located in the rear yard. Air conditioning units installed in windows are prohibited. The exception is on back of home that does not face road or common area.

**D. Attic Ventilators:**

1. Attic ventilators or other mechanical devices requiring penetration of the roof must be as small in size as functionally possible and be mill finished or painted to match the roof color. They must be located on the backside of the roof and extend above the ridgeline. Any other location, size or color requires prior Architectural Committee approval.

**E. Walkways, Leadways & Driveways:**

1. Repairs to existing walkways, leadways, or driveways do not require Architectural committee approval. Damaged walkways, leadways and driveways must be repaired within a reasonable period of time, defined as: as soon as possible but not later than six (6) months from when damaged occurred. It is the responsibility of the homeowner to make all repairs.
2. Walkways and Leadways: the installation, modification or enlargement of any walkway or lead way, visible from the street, requires prior Architectural committee approval.
3. Driveways: The modification or enlargement of a driveway requires prior Architectural Committee approval. Driveways, including any modification, addition or enlargement, must remain composed of the same material as the original driveway.

**F. Skylights:**

1. The installation of skylights requires prior Architectural Committee approval. Skylights must be located on the rear of the home. The skylight's exterior trim and materials must match the trim of the houses.

**G. Construction:**

1. The quality of construction of any proposed addition must be at least equal to that of the existing structure in terms of materials, construction details and finish.
2. Design Approval: In addition to design approval, the Architectural committee must approve the method utilized for and the materials of construction. The applicant must submit documents, which indicate the method and materials on construction, as well as, drawings and/or pictures detailing design.

**H. Submission Requirements:**

1. A completed Architectural Review Application
2. A copy of the existing site plan (plat) at scale, clearly showing the location of the proposed improvement, as well as the existing house and any existing decks, patios, fences, accessory structures, trees, property lines, common areas, easements. The plan must also show the location of all existing improvements on adjacent properties.
3. Applications for additions as described above must include architectural design drawings (floor plans, elevations, roof plans, etc.) which fully delineate the proposed addition and its relationship to the existing structure
4. A description of the materials to be used must be provided

## **XVII. Outside Storage**

### **A. General Rules & Guidelines:**

1. Outside storage or parking of commercial and/or recreational camping vehicles to include: campers, boats and trailers (any type) shall be prohibited without Architectural Committee approval.
2. Temporary storage will be considered on a case-by-case basis and must not exceed the maximum of 16 days as set by Virginia Beach Code. In addition, all other aspects of this Virginia Beach Code must be adhered to.
3. A valid permit must be displayed.
4. Temporary storage units (i.e. PODS) cannot be set on the street or any other common element without prior written approval from ARC.

### **B. Submission Requirements:**

1. A completed Architectural Review Application
2. A copy of the existing site plan (plat) at scale, clearly showing the location of the proposed storage unit location area, as well as the existing house, property lines, common areas, and easements.
3. Description of the vehicle or item to be stored or parked outside

## **XVIII. Patios**

### **A. General Rules & Guidelines;**

1. All patios must have prior Architectural Committee approval.
2. All patios must be maintained in good condition.
3. Changes in the grade or drainage pattern must not adversely affect adjoining properties.



## **B. Submission Requirements:**

1. A completed Architectural Review Application
2. A copy of the existing site plan (plat) showing the house, existing patios, decks and fences, accessory structures, trees, property lines, common areas, and easements and location of the proposed patio.
3. A plan, to scale, showing the house and the proposed patio including dimensions, materials to be used, colors and any changes to grade
4. Detailed construction drawings of any railings, steps, benches and/or planters to be incorporated into the general design of the proposed patio.

## **XIX. Permanent Barbecue Grills**

### **A. General Rules & Guidelines:**

1. Architectural Committee approval is required for all permanent Barbeque Grills.
2. Permanent Barbeque Grills must be located in rear yards only, at the rear of the property, away from any adjacent property lines.
3. Specific fire code information must be obtained from the Virginia Beach Fire office by the homeowner prior to submitting an application for approval.

## **XX. Recreational Equipment**

### **A. General Rules & Guidelines:**

1. Personal equipment is installed in common areas. Recreational equipment includes, but is not limited to, swings, swing sets, slides, playhouses and play forts. A playhouse must conform to the same criteria as sheds (see "Storage Sheds" for guideline) and must not exceed seven (7) feet in height. A playhouse is defined as a structure with solid walls (with or without windows) and a solid roof. All play structures must conform to applicable safety regulations. All recreational equipment will be maintained in good condition. Recreational equipment as described above

does not require prior Architectural Committee approval unless it will not meet the above requirements.

## **XXI. Storage Sheds**

### **A. General Rules & Guidelines:**

1. Sheds must be designed to respect the “visual rights’ and aesthetic interests of neighbors.
2. Sheds should have an architectural design compatible with the design of the house. Shed design and size will be considered on a case-by-case basis. Only one shed per home will be permitted and the size should be no greater than 8ft x 10ft x 7ft (to the peak of roof from the ground).
3. Sheds shall not be allowed to become rusted or in disrepair.

### **B. Submission Requirements:**

1. A completed Architectural Review Application
2. A copy of the existing site plan (plat) showing the house, existing patios, decks and fences, accessory structures, trees, property lines, common areas, easements and location of the proposed shed.
3. If pre-constructed, a catalog photo or manufacturer’s brochure of the shed including dimensions, materials, and colors
4. If the storage shed is to be constructed, include a plan and elevation drawings, to scale, with dimensions, materials to be used, and colors.

## **XXII. Storm/Screen Doors**

### **A. General Rules & Guidelines:**

1. Doors must be full view
2. All storm/screen doors must be maintained in good condition.
3. Note: No plastic covering will be permitted on the exterior of doors.

4. Style: all storm/screen doors must be full view or modified full view with clear uncolored glass. (Modified full view storm/security door is defined as a full view door with a bottom kick plate or solid portion no taller than twenty (20) inches.)
5. Finish: Storm/screen doors must be metal or vinyl and may be painted white or the same color as the entry door behind them, or to match the surrounding trim of the house.
6. No wooden screen doors will be permitted.

**B. Submission Requirements:**

1. A completed Architectural committee Review Application
2. Photo or brochure of proposed storm/screen door indicating style & color
3. A drawing or photo indicating the location of the screen/storm door

**XXIII. Storm Windows**

**A. General Rules & Guidelines:**

1. All storm windows must be maintained in good condition. Note: No plastic covering is permitted on the outside of windows
2. Construction: storm windows must be clear, uncolored glass
3. Windows must be without ornamentation such as, but not limited to, scallops, scrolls, and imitation gate hinges
4. Finish: storm windows must be like original white to match in color the trim of the house.

**B. Submission Requirements:**

1. A completed Architectural Review Committee Application
2. A photo or picture of the proposed storm windows

## **XXIV. Trash Containers**

### **A. General Rules & Guideline:**

1. Maintenance: all trash containers must be kept clean and must have lids
2. Owners are responsible for any trash that is scattered due to foraging wildlife (crows, raccoons, etc.)
3. Trash containers (including bags) may not be placed on the curb until 24hr. prior to the scheduled trash picks ups for the area and are to be removed from curb within 24 hr. of pick up
4. Location: trash containers must be hidden from view, whether enclosed within a fenced rear yard or kept in a garage
5. For items not listed herein, please contact the Architectural Committee for guidelines and approval. Further guidance may also be found by reading the Declaration and by-laws documents provided to you in the Owners' Association Package prior to your home purchase.

## **XXV. Security Cameras**

### **A. General Rules & Guidelines:**

1. Architectural Review approval is required for all Security Cameras; Security Cameras with 360 degree lenses (lenses that rotate) are not permissible.
2. No security cameras shall be directed outside of lot boundaries. Ensure that your cameras are not pointed directly at your neighbor's home.
3. No security cameras may be attached to common element fences.

### **B. Submission Requirements:**

1. A completed Architectural Review Application if necessary.
2. A copy of the existing site plan (plat) showing the house, existing decks, patios, fences and/or accessory structures, tree, property lines, common areas, easements and the location of the proposed security cameras.

3. A photo or detailed scale drawing of the existing house showing the location of the proposed security cameras
4. A photo or picture of the proposed security cameras.