

# **FOREST LAKES**

**COMMUNITY ASSOCIATION, INC.**

**FOREST LAKES RESIDENT GUIDELINES**  
**and**  
**ARCHITECTURAL REVIEW PROCESS and APPLICATION**

**REVISED 28 SEPTEMBER 2011**

Forest Lakes is a special place and with the cooperation of all residents it will continue to be an attractive place in which to live and we will all benefit from the increased value of our investment.

Forest Lakes is a planned community and all home purchasers must, by law, be given a disclosure packet which contains three key legal documents, along with other supplemental material, relating to the community. These documents are:

1. Forest Lakes Community Association (FLCA) Bylaws
2. Declaration of Covenants and Restrictions of Forest Lakes (called C & R's)
3. Declaration of Rights, Restrictions, Affirmative Obligations and Conditions Applicable to All Property in Forest Lakes (called R & R's)

The "Bylaws" describe how FLCA is governed. The "C & R's" describe how the real property (i.e. common land) shall be held, transferred, sold, conveyed, given, donated, leased, occupied, and used. The "R & R's" describe restrictions which apply to all homeowners. The deed to your property legally binds the owner to the FLCA "C & R's" and "R & R's"

All homeowners in Forest Lakes are members of the Forest Lakes Community Association, Inc. (FLCA).

Per the authority given to it in the "R & R's" the FLCA Board of Directors has established these "guidelines" to implement the General Property Covenants and:

1. To provide homeowners with a more clear and concise explanation of the applicable community restrictions in the "C & R's" and "R & R's".
2. To provide homeowners with a brief outline of the Architecture Review Process together with a list of the most common matters that are subject to that process.

Although, we have tried to be as complete as possible in the preparation of these "Guidelines", the omission from this document of a particular type of property change does not mean that prior approval is not required or that the change will be approved. Per the "R & R's" and "C & R's", the Board has the right to amend these guidelines from time to time.

Homeowners and tenants are responsible for abiding by these guidelines, with the owner having ultimate responsibility.

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See Section 2.0 for information regarding the Architectural Review process and how to request external changes to your property.

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## **SECTION 1.00 LIVING GUIDELINES**

These guidelines help ensure that Forest Lakes will continue to provide its residents with a pleasing living environment. Following these guidelines should not present a hardship to any considerate resident and they are essential to the preservation of the architectural and aesthetic beauty of Forest Lakes and the quality of life for the residents that live here

### **Section 1.01 FLCA COMMON LAND (ref. C & R's, article VII)**

This land belongs to all members of FLCA. Structures of any kind, toys, vehicles, tools, garden equipment, etc. are not permitted to be located nor stored / parked there. Gardens are not permitted. Trees and bushes must not be cut down unless dead or diseased.

### **Section 1.02 FLCA COMMON AREAS (WATER) (ref. C & R's, Article I)**

The lakes and streams, and the fish in them, belong to all members of FLCA. Swimming, wading, and ice-skating are not permitted for safety reasons. Boating is permitted but at the boat owners risk. Fish can be caught and kept except for grass carp (usually 12 to 36 inches) which are stocked to control vegetation in the lakes. If caught, grass carp should immediately be returned to the lake.

### **Section 1.03 GARBAGE CONTAINERS (ref. R & R's, Article IV, Section 7.b.)**

Garbage containers should not be placed on the street prior to 8 p.m. on the day before the pickup nor left on the street more than 6 hours after pick-up. Neighbors can help if this "time window" cannot be followed due to trips, etc.

### **Section 1.04 LAUNDRY (ref. R & R's, Article IV, section 7.d.)**

Hanging of laundry to dry on decks, yards, etc. is not permitted.

### **Section 1.05 MAILBOXES (ref. R & R's, Article II, Section 6)**

The "Uniform Mailbox Regulations" are contained in Addendum 1 attached to these guidelines. The regulations contain a complete description of the mailbox requirements for the applicable Forest Lakes Neighborhoods. A diagram of a typical compliant mailbox is shown on page 3 of the addendum.

### **Section 1.06 PETS (ref. R & R's, Article IV, Section 7.e.)**

Animals must be on a leash or under control when outside the owner's property. All deposits must be picked up. Barking dogs must be brought inside. Invisible fencing for dogs must be located a minimum of 6 feet from adjacent property lines and 10 feet from walking paths.

### **Section 1.07 SIGNS (ref. R & R's, Article II Section 4)**

Business signs are not permitted anywhere except for temporary contractor signs at a residence while work is in progress. For Sale / For Rent signs are limited to one per residence. Yard sale signs should be attached to wood stakes and not nailed to road signs. Political signs are not permitted in FLCA common land. No signs are permitted at the entrances to Forest Lakes except for special real estate promotional events (e.g., open house) on the day of the event only. All signs for events must be removed immediately after the event

## **Section 1.08 STREETS**

- (a) The streets in Forest Lakes are owned and maintained by the Virginia Department of Transportation (VDOT). Sports devices such as hockey, lacrosse, soccer nets, and portable basketball backboards which remain on the street as a permanent fixture are considered to be a traffic hazard and VDOT will ask the County Police to remove them.

## **Section 1.09 SWIMMING POOLS**

Small portable plastic pools maximum depth of 2 feet for small children are permitted in back yards only. Any pool larger than this is not permitted.

## **Section 1.10 TOYS (ref. R & R's, Article IV, Section 7.e.)**

These must be removed from the street, driveway, and front yard after use each day.

## **Section 1.11 FLAGS**

American Flags or Decorative Flags should be attached to the house in such a way that it does not produce a negative appearance for the house and neighborhood. The flag may not exceed 3 feet by 5 feet in size, and the flagpole may not exceed 6 feet in height. Cotton flags or Nylon flags are recommended.

## **Section 1.12 UPKEEP (ref. R & R's, Article II, Section 5)**

All homeowners are expected to keep their house and grounds in good appearance. In extreme cases of disrepair, FLCA has the legal right to improve the condition and invoice the owner for this work.

## **Section 1.13 VEHICLES (ref. R & R's, Article IV, Section 7.c. & Section 8)**

No mobile homes, trailers, campers, recreational vehicles, dune buggies, boats, or any trucks other than standard size pickup trucks, shall be parked on any Residential Property or adjacent street or common area.

No mobile home, trailer, tent, barn, or other similar out building or structure shall be placed on any Residential Property at any time, either temporarily or permanently.

**SECTION 2. ARCHITECTURAL REVIEW PROCESS (ref. C & R's, Article VII)**

As provided in the legal Declarations, homeowners and tenants cannot change the exterior appearance of the property unless the Architectural Review Board (the ARB) has approved that change.

Homeowners wishing to make such changes must fill out an application (see the end of this document), and submit it to the ARB, along with the appropriate documents. No work can begin until the ARB has approved the application. All applications to the ARB must be submitted by the homeowner, not the tenant. The application form and instructions can be obtained from the Forest Lakes Office, or the Forest Lakes Web site ([www.forestlakes.net](http://www.forestlakes.net)). The completed application form can be dropped in the FLCA 1828 Pavilion Circle, Charlottesville, VA 22911.

The categories below represent a sampling of the types of initiatives, which can be undertaken only after ARB approval has been obtained. The guidelines and application requirements for each of these types of projects is provided in subsequent sections.

- |                                |  |
|--------------------------------|--|
| Additions                      | Awnings                                |
| Basketball Backboards (fixed)  | Decks / Front or side entrance porches |
| Dog house / dog runs           | Fencing                                |
| Landscape Projects             | Painting / exterior color changes      |
| Patios                         | Play Equipment (fixed)                 |
| Retaining Walls                | Storage Sheds                          |
| Spas / Hot tubs                | TV – Radio antenna / Dish              |
| Tree Removal                   | Miscellaneous                          |
| Removal of Existing Structures |  |

**IMPORTANT NOTE** -The list shown above represents initiatives most commonly encountered, but does not represent all initiatives which require ARB approval. It is the responsibility of the homeowner to check with the ARB to determine whether a planned initiative is subject to the review process.

In addition, per the Forest Lakes C & R's and R & R's, the Architectural Review Board has the right to deny approval of plans for any reason, including purely aesthetic considerations.

## **Section 2.01 ADDITIONS**

**General Considerations:** Major additions often have an impact on neighboring property. Plans must be well thought out to minimize any adverse impact. Applicants should consult with neighbors while making plans. Drawings or preliminary plans may be submitted for review and comment before detailed plans are made.

### **Specific Details:**

- The design must be compatible in scale, massing, character, materials, and color with the original house.
- The location of the addition should not have adverse impact on neighboring properties or impair the view of neighbors.
- Additions should be located to minimize the removal of trees and the destruction of natural areas. The Forest Lakes ARB may require supplemental landscape treatment to compensate for the removal of vegetation or to soften the visual impact.
- New windows and doors should match, and be located to relate well with existing windows.
- Changes in grade or drainage must not adversely affect adjacent property.
- If possible, roof pitch should match the original roof.
- Setbacks must be in compliance with County Codes/Regulations and appropriate permits must be obtained by the owner.

### **Your application should include:**

- A plot plan (plat, site plan, or reasonable facsimile) showing the location of the proposed alteration or addition, the existing building, and property lines.
- Detailed construction drawings to scale, including a full view of addition, with elevations, as it will look attached to the existing structure. A view of the entire structure is necessary to help determine balance.
- Drawings or photographs showing the existing conditions before the proposed changes.
- Samples of color and materials, if different from existing building.
- A landscape plan and plant schedule, if applicable or required.
- Perspective drawings for complex projects.

## **Section 2.02 AWNINGS**

**General Considerations:** Awnings may be appropriate for rear or side-yard patios and decks, or over an exposed entrance.

### **Specific Details:**

- Awnings must be compatible with the existing house colors. Any exposed frames must be painted to match the trim or the dominant color of the house.

### **Your application should include:**

- A drawing to scale of the awning configuration and the existing element to which it will be attached.
- A sample of the material large enough to show the true color.
- A plan of the house showing the location of the awning.

## **Section 2.03 BASKETBALL BACKBOARDS (Fixed)**

**General Considerations:** On residential property basketball backboards should be located and treated in such a manner as to keep them visually unobtrusive. In selecting a location, the applicant must also consider the effect the basketball backboard and its normal use will have on the neighbors and their property.

### **Specific Details:**

- Freestanding basketball backboards must be located a minimum of thirty feet back from the curb.

### **Your application should include:**

- A site plan showing the proposed location of the backboard.

## **Section 2.04 DECKS and FRONT or SIDE ENTRANCE PORCHES**

**General Considerations:** A deck has a significant impact on the appearance of a house. Decks may also affect the privacy and right of enjoyment of adjacent residents. These two factors are weighed heavily in the review of request for decks.

### **Specific Details:**

- Modifications to existing decks must provide continuity in detailing, such as material, color, location of posts, design of the railing, and use of trim.
- The size of the deck should be consistent with the scale of the house and yard.
- The configuration, detail, and railing design of a deck should be of a simple design and constructed in a vertical plane, i.e. at a 90-degree angle.
- Decks must be constructed with rot-resistant wood, and, in many cases, may be left to weather naturally.
- Plantings are recommended at post foundations and under low decks to screen structural elements and to soften the structure visually.
- Decks with sunrooms, screened porches, and other heavy superstructures must be visually tied to the ground and architecturally integrated with the house. Integration is a function of size, color, design detailing, height above ground, and relationship to ground.
- Decks must be at least (10) feet from any easement.
- Setbacks must be in compliance with County Codes/Regulations and appropriate permits must be obtained by the owner.

### **Your application should include:**

- A plot plan showing the house, the location of the deck on the house, and the property lines.
- Construction plans, including details of railings, benches, doors, etc.
- A drawing to scale or a picture of the house elevation showing the location of windows, doors, etc. and the deck.
- Photographs of the existing condition of the house where the deck will be constructed.
- If the application is for an extension of an existing deck, and will be identical in construction, including substructure and finished appearance, detailed construction plan need not be included in the application.

## Section 2.05 DOG HOUSES / DOG RUNS

**General Considerations:** Dog houses / dog runs should be located so as not to be obtrusive.

### Specific Details:

- Doghouses shall be painted to blend with their immediate surroundings or left to weather naturally.
- Landscaping may be required to soften the structures visually.
- Dog runs must generally follow the guidelines for fencing. Pre-fab chain-link dog runs generally will not be approved unless screened by wood fencing or located in a heavily planted area and painted black.

### Your application should include:

- A plan showing the location of the dog house or dog run, property lines, and principle building
- A description of the color and material
- A description of the dog house or run to include dimensions, pictures, construction drawings, etc., as applicable.

## Section 2.06 FENCING

**General considerations:** Fencing can detract from the open character of Forest Lakes property and may have both a visual and a physical impact on the adjoining property. Careful consideration must be given to the fencing concept and execution.

Whenever possible, alternatives to hard fencing should be used. The use of landscaping and plant material or combinations of plants and short segments of fencing, or fencing hidden in plant material may achieve the sought-after goal.

In Forest Lakes, the only acceptable reason for yard fencing is to restrict the movement of children or pets to or from their property. An "open" type fencing is preferred. Privacy is not a reason for fencing. If the desired end is privacy, this should be addressed with shrubbery and landscaping. In some cases, small sections of fencing as part of a landscaping plan may be considered.

### Specific Details:

- Fencing shall be 48 inches from ground level to the top of the top rail or board. The fence shall have (3) split rails with a maximum width of 6 inches each.
- Split rail fences shall be natural finish. Vinyl coated wire mesh may be fixed to the inside of the fence but it shall have minimum 2 x 4 inch openings.
- Fences shall be located in the back yard only; that is, not forward of the rear corners of the house.
- Fencing setbacks shall be (2) feet from adjacent property lines and (1) foot from common land. (Note: if an easement or right-of-way exists on the side or rear property line, the setback for the fence shall be (10) feet.

### Your application should include:

- A description of the fence design including type and dimensions.
- A foundation survey or scaled diagram showing the location of the house, property lines, easements and the proposed location of the fence and any gates.
- The materials and colors to be used. A photo of an existing similar fence is helpful.

**Unacceptable:** The following items will not be approved:

- Plastic, chain link or wire "fencing".

## **Section 2.07 LANDSCAPING PROJECTS**

**General considerations:** Landscape plans must be submitted for approval in the following situations:

- When required by the Forest Lakes ARB as part of a submission for structural additions and alterations.
- When structural or decorative elements are to be included, e.g. arbors, barbecues, bird baths, gazebos, patios (in ground), planters, retaining wall, sculptures, landscaping lights, and walkways.
- Landscaping plans need not be submitted if the plantings number less than (10) bushes/ trees and are planted in a random pattern in the yard.

### **Specific Details:**

- Structural elements introduced into an open area must not be intrusive and must be appropriate to their surroundings. Size, scale, color, and material are important criteria for acceptability. See section on Tree Removal.

### **Your application should include:**

- A plan showing the location of the plant material, existing buildings, easements and property lines.
- A schedule of plantings.
- A description and location of any structural elements.

**Unacceptable:** The following items will not be approved:

- Trees or plants of any kind that obstruct sight lines of vehicular traffic or that are detrimental to neighborhood property.

## **Section 2.08 PAINTING / STAINING / EXTERIOR COLOR CHANGES**

**General Considerations:** The following specifications and guidelines apply not only to the siding of buildings, but also to doors, shutters, trim, windows, etc. No request for approval is needed to re-use existing colors.

### **Specific Details:**

- Selected colors must be harmonious with the other colors used on the structure, e.g. roofing and brick, and must be harmonious with the other colors used in the neighborhood.

### **Your application should include:**

- Sample color chips of proposed new colors.
- A description of what is to be painted.
- A description of the colors of houses on either side and directly across the street.
- Unacceptable: House colors repeated side by side.

## **Section 2.09 PATIOS**

**General Considerations:** Patios should be located at the rear of the house or located within a fully enclosed area and provide continuity.

### **Specific Details:**

- Size of patio should be consistent with the size of the house and yard.
- Patios should be constructed with natural colored concrete, slate, flagstone, brick, or wood left to weather naturally.
- All patios will be reviewed with respect to their visual impact on adjacent property.
- Must be at least (10) feet from any easement.

### **Application: Your application should include:**

- A foundation survey, or facsimile thereof, showing the location of the proposed patio, existing buildings, and property lines.
- The dimensions of the patio.
- A description of the materials to be used.

## **Section 2.10 PLAY EQUIPMENT (FIXED)**

**General Considerations:** Play equipment should be placed in rear yards. Consideration should be given to lot size, material, design, amount of visual screening, and relationship to neighboring property.

### **Specific Details:**

- Equipment constructed from natural materials is encouraged.
- Painted metal play equipment, not including wearing surfaces (e.g. slides, sliding poles, and climbing rungs) should be painted dark green or dark brown to blend with natural areas
- Tree houses are not permitted.
- Playhouses must be placed in rear yards and must be in scale with the size of the yard and existing buildings. Generally, the playhouse must be painted to blend with the natural open space or with the colors of the house if the house is located nearby. Playhouses, as well as play equipment, should be screened by natural vegetation or additional landscaping.

**Application:** Not required except for playhouse (see section on Storage Sheds -Application)

**Unacceptable:** Skateboard ramps

## Section 2.11 RETAINING WALLS

**General Considerations:** Retaining walls should be as unobtrusive as possible and built to a minimum height needed to serve their function.

### **Specific Details:**

- Materials may be brick, natural stone, square corner timbers, or concrete, depending on location and contextual relationship.
- Generally, rounded landscape timbers will not be approved due to their lack of stability when used to retain earth, the strong horizontal lines created by the juxtaposition of the timbers, and their "Lincoln log" appearance.
- The ends of the walls should be tapered into the ground rather than abruptly ending in space. If the height of the wall would require a railing to comply with county building codes, the applicant should consider stepping the wall in a terracing effect.
- Must be at least ten (10) feet from any easement and two (2) feet from the property line.

### **Application: Your application should include:**

- A plot plan showing the location of the retaining wall, any existing buildings, and the property lines
- A section view showing the construction details
- A description of the materials

## Section 2.12 STORAGE SHEDS

**General Considerations:** Sheds should have a simple design and the architectural details should be compatible with those of the house. Sheds must be located in rear yards.

### **Specific Details:**

- Storage sheds shall have a maximum floor area of 160 square feet and should be located in rear yards.
- Storage sheds shall be constructed of wood, with vinyl siding and two-sided roof with shingles. The colors should match the house colors.
- The storage shed shall be located according to the County setback requirements of (6) feet from adjacent property lines except where an easement exists in which case the setback shall be (10) feet.
- Setbacks must be in compliance with County Codes/Regulations and appropriate permits must be obtained by the owner.
- The ARB may require landscaping (trees, shrubs, etc.) to shield the storage shed from adjacent houses.
- The ARB may approve prefabricated wood storage sheds, which match the architectural details of the house if the shed is completely hidden within a wooded area.

### **Application: Your application should include:**

- A plot plan showing the location of the shed, existing structures, easements and property lines.
- A description and dimensions of the shed
- A description of the color of the shed and the color of any nearby structures, if any

**Unacceptable:** Plastic and Prefabricated metal sheds.

## **Section 2.13 SPAS / HOT TUBS**

**General Considerations:** Spas / Hot tubs should usually be located in the rear yard away from the adjacent property so that their use, presence, and noise of the mechanical equipment do not adversely affect the use of the adjacent property.

### **Specific Details:**

- Spas / Hot tubs should be an integral part of a deck, patio, or landscaping.
- Mechanical equipment, pipes, and wiring should be concealed.
- Spas / Hot tubs should be screened from adjacent property
- The understructure of spas / hot tubs set into above ground decks must be used.

### **Application: Your application should include:**

- A catalogue clipping, description, color, material, and dimensions of the equipment.
- A plot showing the location of the equipment, existing structures, and property lines.
- A description and / or photo or drawing of the type screening to be used.

## **Section 2.14 RADIO/TV ANTENNA/DISH**

The Association's goal is to enable owners and residents to obtain the best possible signal reception while keeping the antennae/dishes as unobtrusive as possible. Consideration should be given to the visual impact on neighboring properties and the community. The preferred location for satellite dishes and other antennae is on the back side of the house so as to have no, or minimal visibility from the front of the house, neighboring yards or common areas. Satellite dishes and antennae shall not be placed in common areas or any other owner's property. Satellite dishes that are larger than one meter in diameter are prohibited.

If you have any concerns or questions regarding antenna/dish placement on your property be sure to contact the Architectural Review Board before installation.

## **Section 2.15 TREE REMOVAL**

**General Considerations:** When people think of Forest Lakes, they see trees. Please protect and preserve them.

### **Specific Details:**

- No live trees over 6" in diameter may be removed without specific approval.
- Removal of live trees will be approved if their continued existence would be detrimental. In many cases, the Forest Lakes ARB may require replacements. "Detrimental" conditions include physical intrusion by trees, roots, and branches on buildings or other structures in a way that could cause damage, excessive shade, or the trees block paths and sight lines of vehicles.
- Trees damaged by storms or other disease may be removed without approval.

### **Application: Your application should include:**

- Identification of the tree(s) to be removed.
- The reason for removal.

## **Section 2.16 MISCELLANEOUS**

**General Considerations:** There are many changes and additions that property owners can make to their property. The ones described on the previous pages are the most common. If your project is not included on the previous pages, refer to the one that is closest in concept to your project and use it as a guide for preparing an application to Forest Lakes ARB. Leave your name and number on the FLCA voice mail 973-4596 for additional information or assistance.

### **Specific Details:**

- Consider your neighbors.

### **Application: Your application should include:**

- A description of your project to include dimensions, color, materials, etc.
- A plan or diagram showing the location of the project, existing buildings, existing related architectural details, property lines, etc.

## **Section 2.17 REMOVAL OF EXISTING STRUCTURES**

**General Considerations:** The removal of any building, major addition, fence, wall, or structural element which changes the exterior appearance of property must be approved by the Forest Lakes ARB. In many instances, the removal may improve or have a neutral effect on the property. However, in other cases removal may have an adverse impact of the design of the structure.

Removal of basketball backboards, playhouses, and sheds is not a concern of the Forest Lakes ARB as long as the area is restored.

### **Specific Details:**

- Removal of fencing is encouraged except where the fencing provides necessary visual screening or where it is an integral part of the building design.

### **Application: Your application should include:**

- A clear description of what is to be removed.
- Photographs of the existing condition.

## Section 2.18 ENERGY COLLECTION DEVICES

### Definitions:

- "Solar energy collection device" means any device manufactured and sold for the sole purpose of facilitating the collection and beneficial use of solar energy, including passive heating panels or building components and solar photovoltaic apparatus
- "Wind power devices" means any device intended to use the kinetic energy from the motion of air as a source of power.

### General Considerations:

- Any device must be installed on the owner's property in a manner that does not change the character of the home or the neighborhood.

### Specific Details:

- Any solar energy device must be attached to the house in a way that does not produce a negative appearance for the house and the neighborhood.
- Yard locations are not acceptable except for small photovoltaic cells attached to small lighting devices.
- Only commercially manufactured solar energy collection devices are permitted.
- They must be shown to be safe, effective and noiseless.
- They may **not** be installed in or on common elements.
- Wind mills and other wind power devices are **not** acceptable.

### Application Details:

- A complete description of the project (photos/drawings) as to construction design, materials (types and sizes) and color/finish must be provided to the ARB in advance.

## Section 2.19 RAINWATER COLLECTION DEVICES

### Definition:

- “Rain water collection devices” are any device that is used to harvest rainwater for conservation purposes. The water may be used for the irrigation of flowers, gardens, potted plants and other plantings but **not** for pet or human consumption.
- “Catchment Surface” is the roof of the home but **not** artificially created areas such as tarps.
- “Gutters” are the collection device at the end of the eaves of the roof.
- “Downspouts” are the delivery tubes from the gutters to the collection device.
- “Overflow” is the runoff of the rainwater when the collection device is full.

### General Considerations:

- Any device must be installed in a manner that does not change the character of the home or neighborhood. It must not pose a hazard to children or pets. The device must be appropriately maintained after installation.
- Barrels need to be kept free of debris and inspected to ensure that they are working as intended. Untended barrels can breed mosquitoes and algae. Poorly directed overflow can damage siding, foundations and introduce moisture into the home.

### Specific Details:

- Any device must be commercially available and installed in the rear of the home according to manufacturers instructions.
- The device must not exceed 70 gallons.
- There must be a sturdy rigid top to exclude animals and children from the device.
- There must be an overflow system to divert the excess water away from the device and the foundation of the home. The overflow should be directed to a planted area such as a garden or cluster of trees and not cause an area of standing water.
- All openings of the container must be screened against mosquitoes.
- It must have a good appearance and made of durable rot resistant materials.

### Application Details:

- An ARB application must be submitted in advance along with a complete description of the project as to the location, construction, design, materials, color & finish.

## **Section 2.20 ROOFING**

### **Definition:**

- Roof - Any covering for the home, garage, shed or other structures associated with the home and property.
- Roofing – The materials used in the construction of the roof, including shingles soffits, gutters etc.

### **General Considerations:**

- Any roof must be installed in a manner that does not change the character of the home or neighborhood.
- The color may not detract from the color schemes of the neighborhood and should not be identical to adjacent homes.
- The texture must not be significantly different from the original design.

### **Specific Details:**

- Any roof must be constructed of commercially available materials and professionally installed.
- It must have a good appearance and made of durable materials.
- Metal or tile roofing may not be used to replace the shingles.

### **Application Details:**

- For any change to the color or texture of the roof an ARB application must be submitted in advance along with a complete description of the materials, color & finish. If the original roofing materials are being replaced with identical color and texture, an ARB request is not required.

### **SECTION 3. HOME SALES – DISCLOSURE PACKET**

If you are selling your home, you are required by the Virginia Homeowner's Act to provide a Forest Lakes Community Association Disclosure Packet to potential buyers. This packet includes valuable information such as the Association's By-Laws, Articles of Incorporation, Restrictive Covenants, annual budget, and a statement from the Association regarding the status of your assessment payments (past due assessments and associated penalties are deducted at settlement).

In accordance with the Virginia Homeowner's Act, an exterior inspection of your home must be conducted by the Association when selling your home. All changes to the exterior of your home must have been approved by the ARB (Architectural Review Board). A statement as to whether or not the changes are in compliance with FLCA governing documents must be provided by the Association to your potential buyer in the Disclosure Packet.

If you own property that has a sub-association, you will also need to obtain the Disclosure Packet required by your sub-association. Your sub-association management will be able to provide you with the fees and process to follow. The following communities have sub-associations: Arbor Lakes, Ashland, Gateway, Ravenscroft/Ravenswood, Springridge, Willow Bend and Worth Crossing.

The best time request the packet as soon as you put your house on the market, not when you get an offer. See the Association webpage at [www.forestlakes.net](http://www.forestlakes.net) for more information on how to obtain a Disclosure Packet.

## **Addendum 1 – Uniform Mailbox Regulations**

These “**Uniform Mailbox Regulations**” have been established under the authority of the Declarations of Rights and Restrictions, Article II, paragraph 6, page 4. The regulations apply to all neighborhoods where individual mailbox facilities are provided for each residence. These regulations **do not** apply to neighborhoods where centralized mail facilities are provided. Please contact the association office for questions about mailbox requirements in your neighborhood.

### **Responsibility:**

It is the responsibility of the owner of the residence to ensure that their mailbox and supporting structure described under “Mailbox Design” complies with these regulations and is maintained in a good state of repair and appearance.

### **Violations:**

The mailbox structure and mailbox should be painted periodically to preserve the appearance of our neighborhoods. Rusted mailboxes, missing mailbox doors, incorrect mailbox size, shortened posts, missing newspaper receptacles, peeling paint, incorrect color or lack of paint are all considered violations of the regulations.

Owners of property in violation of these regulations will be notified by mail of the nature of the violation and given a minimum of sixty (60) days to correct the violation or appeal the violation to the association Board of Directors. After this period, violations sustained by the Board of Directors will be assessed a daily fine of \$10.00 per day for non compliance as described in Section 8 of the association grievance procedure up to a maximum of \$300 per occurrence.

### **General Information:**

Examples of approved mailbox facilities may be found at the North Pool Complex. The actual mailboxes at this facility are the Security Locking design, which are not normally utilized for residence applications. Information on the residential mailbox requirement is described below under “Mail Box”. Information on Forest Lakes residents who provide services for mailbox repair or replacement may be found on our web site at <http://www.forestlakes.net/mailboxes.pdf>.

## **Mailbox Design**

### **Color:**

All posts, newspaper receptacle, braces, number plates & name plates shall be primed and painted **white**. The mailbox and the numbers and names on the associated plates (see page 2) will be painted black.

### **Post:**

The post shall be 4” x 4” lumber, preferably pressure treated. Some care should be taken to try to obtain a treated post that has dried sufficiently to help prevent splitting and twisting. If a non pressure treated post is utilized, the section below the ground should be treated with a wood preservative, primed, and painted to help prevent termites and wood rot. The post shall extend 55” above the surface of the ground and approximately 18” below the ground to provide proper support. The top of the post will be cut to provide a pyramid style pointed surface with a 1/4” wide groove on all sides of the post starting 3” from the top of the post.

**Newspaper Receptacle:**

A newspaper receptacle is required to be installed on the post to provide a shelf to support the mailbox and provide an orderly device for receipt of newspapers and other non-mailed items. The use of the mailbox for receipt of any items not delivered via the United States Postal Service is prohibited. The newspaper receptacle will be constructed with two (2) side boards and a top and a bottom board as follows: Side Boards will be constructed using 1" x 8" boards. The side boards (2) will be attached to the sides of the post flush with the back of the post, with the top of the boards 20" from the top of the post. The front edge of the sideboards for the open end of the receptacle should be tapered to provide protection from the rain. The 1" x 8" sideboards will be 25" in length tapering to 24 1/4" at the bottom. The upper and lower boards for the newspaper receptacle will be 1" x 4" boards extending from the front of the post to the end of the receptacle.

**Mailbox:**

The required mailbox is an extra large black metal mailbox (11" x 23 1/2"). The mailbox should be mounted to the top of the newspaper receptacle with a suitable board for the size of the mailbox.

**Brace:**

A 4" x 4" support brace will be installed diagonally from the front of the post to a point midway under the newspaper receptacle.

**House Number Plate:**

The house number must be displayed on wooden plates mounted vertically on both sides of the post directly below the newspaper receptacle side boards. The house number plates will be constructed of 1" x 4" wood 14" in length. The numbers will be carved or routed into the number plate with 2 1/2" numbers displayed vertically.

**Name Plate:**

The association prefers that residents display their last name(s) on wooded plates mounted horizontally and centered on both sides of the newspaper receptacle directly below the mailbox. These plates shall be constructed of 1" x 4" wood 20" in length. Name(s) shall be carved or routed into the plate with 2 1/2" letters. The size of the letters and plate may be adjusted to accommodate multiple last names or last names that would not otherwise fit on the plates. The name plates should be mounted to the newspaper receptacle with wood screws to allow for easy removal for maintenance and name changes.

**Privacy:**

The association recognizes the right of residents not to display their name(s) on their mailbox. Residents who do not wish to display their name(s) must either mount blank name plates or ensure that both sides of the newspaper receptacle are in good repair and painted. The use of existing name plates of former residents or persons not residing in the home is prohibited.

Revised 23 October 2008



**APPLICATION FOR ALTERATIONS AND ADDITIONS  
 FOREST LAKES COMMUNITY ASSOCIATION, INC.  
 ARCHITECTURAL REVIEW BOARD**

ARB # \_\_\_\_\_

OWNER NAME: \_\_\_\_\_ Date: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_ E-MAIL \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

NEIGHBORHOOD: \_\_\_\_\_

\*\*\*\*\*

REQUEST FOR APPROVAL (Provide a brief description of the request below and attach supporting documentation, such as drawings, property plat etc.)

ESTIMATED STARTING DATE: \_\_\_\_\_

I have read and will abide by the "Forest Lakes Covenants and Restrictions". I understand that any required work permits are to be obtained prior to work being started. Permission is granted to members of the Architectural Review Board to enter my property if needed.

OWNER'S SIGNATURE: \_\_\_\_\_

.....  
 In some cases improvement projects greatly affect the surrounding neighbors. Although final approval rests with the Architectural Review Board, the Board reserves the right to consult with your immediate neighbors about your proposed plans. You MUST list the names of neighbors whose property border yours on each side. If your project will be seen by the neighbors across the street or behind your property, they MUST also be listed. Next to their names, indicate by "yes" or "no" whether or not they support your plans. Obtain their signatures to show that they have been notified. Your application will not be processed unless these names are listed.

Adjacent Property Owner	Adjacent Property Address	Phone Number	Date contacted	Support (Yes/No)	Neighbor Signature