

RUNAWAY BAY HOMEOWNERS ASSOCIATION, Inc.
Architectural and Community Standards
Handbook



**Adopted by
The Board of Directors,
Runaway Bay Homeowners Association, Inc.
May 29, 2004
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Introduction

This handbook will guide RUNAWAY BAY property owners in planning new home construction, or exterior improvements to existing dwellings, that will harmonize with the immediate neighborhood and the entire community. It outlines architectural standards and general maintenance enforcement procedures, as well as parking restrictions and regulations and other issues important to the community.

A review of the handbook will:

1. Increase the property owner's awareness and understanding of the Protective Covenants and Architectural Review Standards in effect in RUNAWAY BAY.
2. Identify other requirements and restrictions for architectural improvement in RUNAWAY BAY that may apply.
3. Explain the role of the Architectural Review Committee (ARC)
4. Assist property owners in preparing acceptable applications to the ARC.
5. Advise property owners what to expect in the review of their application to the ARC.

Property owners are encouraged to review all the governing documents before embarking on new construction projects and to adhere to the review and approval processes outlined herein BEFORE construction commences. Existing homeowners are encouraged to review all the governing documents and to adhere to the review and approval processes outlined herein BEFORE embarking on exterior maintenance, repair or additions, or when they have questions regarding other issues in the community.

RUNAWAY BAY, and the RUNAWAY BAY HOMEOWNERS ASSOCIATION, Inc., is subject to governing provisions of the Code of Virginia, Title 55, Section 508 et seq, otherwise known as the Virginia Property Owners' Association Act (VPOAA), as amended. Nothing herein is knowingly stated in contradiction to the provisions of VPOAA. However, future amendments to VPOAA, or any successor act, may require changes herein to maintain consistency with the governing provisions of VPOAA, or any successor act.

Questions or comments may be addressed to the following address:

RUNAWAY BAY HOMEOWNERS ASSOCIATION, INC.
Attn: Architectural Review Committee
PO Box 120
Altavista, VA 24517-0120
Phone: 434-309-1727
Fax: 434-309-1747

Section I. Objectives of Architectural Standards

All property owners benefit from the planning and design that have been an important part of the development of RUNAWAY BAY.

Architectural standards and design controls serve to assure property owners that the design quality adhered to in RUNAWAY BAY is maintained consistent with the Community Vision. This, in turn, supports protection of property values and enhances the community's overall environment.

The standards addressed herein reflect the goals of the governing documents of the RUNAWAY BAY Homeowners Association and the subsequent actions of the Association's Board of Directors. They are not intended to be all-inclusive, or exclusive, rather they serve as a guide to what may be done in preserving the following Community Vision for RUNAWAY BAY.

Community Vision for RUNAWAY BAY

RUNAWAY BAY is a premier waterfront community in the State of Virginia, located on Leesville Lake, and features lake front, lake view, and lake access building sites. Nestled in the foothills of the Blue Ridge Mountains against a scenic backdrop of oaks, hickories, dogwoods, and wild rhododendrons, RUNAWAY BAY affords breathtaking lake and mountain vistas in a stunning natural environment. The custom-built traditional, log, and post and beam constructed homes in RUNAWAY BAY are in harmony with nature presenting rustic, unpretentious facades in subtle earth tones and pastels. RUNAWAY BAY embraces an Open Space concept which supports extending property lines visually into the environment.

RUNAWAY BAY is a family-oriented community promoting a relaxed lifestyle among residents of all ages, including those in retirement, as well as those pursuing active careers and raising children. Maintaining the outstanding quality of the community amenities and environment in RUNAWAY BAY brings satisfaction to both full-time and part-time residents, and sustains opportunity for property value enhancement for both developed, as well as undeveloped properties.

Section II. RUNAWAY BAY Protective Covenants

The authority for maintaining the quality of design in the RUNAWAY BAY community is found in two documents: (1) Declaration of Restrictive Covenants of RUNAWAY BAY; and, (2) Declaration of Covenants, Conditions and Restrictions of RUNAWAY BAY. These two documents have been recorded on the land records of Campbell and Bedford Counties, Virginia, and are a part of the deed to every property. They are hereinafter referred to collectively as the 'Covenants'. The Covenants establish both a RUNAWAY BAY Homeowners Association (HOA) and the Architectural Review Committee (ARC).

One advantage of owning a home in RUNAWAY BAY is its protective covenants. The provisions of the Covenants preserve the character of the community as it was envisioned when development of RUNAWAY BAY began. When you purchased your property, you agreed to observe those same standards and to help maintain them. For this reason alone, **the Covenants should be reviewed periodically and fully understood by every property owner.**

Every RUNAWAY BAY property owner should have received a copy of both documents of the Covenants before, or at the time of settlement. If you do not have a copy, please contact the Homeowners Association to obtain your copy. Copies of the Covenants are available free of charge from the Homeowners Association. Be sure to state your Lot and Phase number when requesting a copy of the Covenants.

Pursuant to the Virginia Property Owners' Association Act (VPOAA), before closing on the sale of their home, homeowners must secure and issue to their settlement attorney a Disclosure Packet. A Disclosure Packet is available through the Homeowners Association. Due to the scope of documentation required, a fee of \$100 is charged for each Disclosure Packet.

Section III. Requirements Affecting RUNAWAY BAY Improvements

There are four major types of requirements which come into play when a homeowner pursues a project to construct, add, alter, or change the external portion of his / her property and land in RUNAWAY BAY. These requirements are:

1. Bedford or Campbell County Planning Department and Building Code requirements, as appropriate, for R1 residential neighborhoods. In addition, "Call Before You Dig (Miss Utility)" 1-800-552-7001).
2. RUNAWAY BAY Covenants.
3. RUNAWAY BAY HOA Architectural Standards.
4. Smith Mountain Pumped Storage Hydro Project's Shoreline Management Plan requirements administered by American Electric Power Company for any construction, or alteration of terrain below the 620' elevation level on Leesville Lake.

County Code requirements may be obtained from the County Offices. The RUNAWAY BAY Covenants should have been provided to you prior to, or during settlement on your lot or home. If you need a copy of them, please request them from the Association as outlined in Section II. The document you are reading embodies the requirements for architectural standards established by the RUNAWAY BAY Homeowners Association, Inc. The Smith Mountain Pumped Storage Hydro Project Shoreline Management Plan can be found on-line at <http://www.smithmtn.com/ShorelineManagement/> .

Section IV. The Architectural Review Committee (ARC)

The purpose of the ARC is to assist in maintaining an aesthetically pleasing appearance to our community. Each of us has entered into a contractual agreement to support this endeavor, and we each benefit from the outcome of the ARC's work. The ARC performs a critical planning function in reviewing and assisting homeowners in developing their plans for construction and improvements so that they add value to the community and attempt to reduce the amount of impact the changes may have on neighbors. The other function that the ARC performs is the support of community standards by resolving compliance issues.

The RUNAWAY BAY HOA Declaration of Covenants, Conditions, and Restrictions establish the ARC, and provide its authority to:

1. Control design and location of the dwellings and any improvements to be constructed, erected, placed, or installed upon the lots in the Subdivision, through reviewing, approving, suggesting changes to, and/or rejecting plans and specifications for such improvements.
2. Review, approve, suggest changes to, and/or reject swimming pools, out buildings, boat houses, fences, ramps, piers, driveways, and mailbox design.
3. Control size, color, materials, and content of signs in the Subdivision;
4. Control landscape design and implementation within the Subdivision to maintain natural balance and aesthetic appeal;
5. Approve or disapprove boats, boat trailers, travel trailers, motor homes, tractor trailer trucks, or any other such vehicle, that are kept or maintained or located upon any lot unless located within enclosed garages or in the designated Boat/RV storage lot.

Article V of the RUNAWAY BAY Declaration of Covenants, Conditions, and Restrictions states that all improvements to properties within RUNAWAY BAY, regardless of when such improvements are made, are to be reviewed, approved and/or rejected by the Architectural Review Committee. This means that exterior alterations, permanent or temporary, may not be done without the prior approval of the ARC, except as otherwise expressly provided in this document or the Declaration of Covenants, Conditions, and Restrictions. No external modification of a residence, or construction of a fence, wall, or other structure, shall commence, be erected, maintained, improved, altered, or made on such property without the prior written approval of the ARC.

The ARC consists of a minimum of three persons, one of which shall be an elected member of the RUNAWAY BAY HOA Board of Directors who will serve as chairperson, as well as other property owners who have volunteered to serve on the committee and have been confirmed for membership by the Board of Directors consistent with procedures defined in the Architectural Review Committee Charter. Additional design and/or construction consultants may assist the ARC as approved by the Board of Directors.

The ARC reviews New Home Construction requests as well as Existing Home Architectural Improvement requests. The ARC's review and approval of these requests assures the HOA that

proposed construction or exterior alterations comply with the objectives set forth in the Covenants.

Section V. RUNWAY BAY Architectural Standards

General

The design, location, and construction of all improvements on each lot (regardless of when such improvements are made) and the landscaping of each lot, as described herein, must be approved in advance by the Architectural Review Committee.

Part 1. New Home Construction

This part addresses basic standards to consider when planning new home construction in RUNAWAY BAY.

Basic Design Requirements

The following are basic design requirements for new home construction in RUNAWAY BAY:

1. The lots shall be used for residential purposes only.
2. No structure shall be erected, placed, altered or permitted to remain on any lot other than one detached, single-family dwelling and related structures incidental to the residential use of the lot, such as garages and boat houses.
3. The minimum total heated living space for each single-family dwelling shall be 1600 square feet, exclusive of garages, basements, decks, porches, etc.
4. No dwelling unit shall extend more than 2 stories plus attic above the “at grade” (first-floor) level of the home (walk-out basements are excluded from the 2 story limit).
5. The predominate roof over the main structure facing the lakefront and/or the road needs to be no less than an 8:12 pitch; provide no less than a twelve inch overhang, and be clad in architectural shingles, metal (shingle, shake, or ribbed-seam vertical panel), tile (clay or concrete), or some other approved material.
6. Foundations and retaining walls must be solid brick or stone, seamless concrete, stone covered block, or stucco.
7. The following exterior materials are prohibited: asbestos shingles, aluminum siding, imitation brick or stone roll siding, exposed segmented concrete, free-form concrete, and concrete block.
8. Exterior colors shall be of subtle earth tones, pastels or neutrals to enable the dwelling to blend harmoniously with the natural environment.
9. Only central air conditioning and heating units are approved. Window units mounted in windows or through a wall may be considered on a case-by-case basis.
10. Powered or un-powered attic ventilators are permitted as long as they are unobtrusively installed on the outside of the roof. Roof ridge ventilators are encouraged in addition to, or in lieu of, attic ventilators.

Site Plan

Before submitting a request for New Construction approval, the property owner should consult

with the builder and develop a site plan showing location of house, driveway, walkways, well, septic field (and septic field repair area), with distances from nearest property lines to each aforementioned element shown on the plan.

Construction Access to Site

The property owner is responsible for placing and maintaining a stone driveway to facilitate the delivery and distribution of building materials at a centralized staging area on the subject lot. No materials of any nature are to be unloaded or stored in the road, road rights-of-way, or common areas of the Association. This driveway is to be used before and during construction to minimize damage to the roads and shoulders of the roads caused by the repeated parking of vehicles, heavy equipment and trucks. The driveway will comply with all requirements of the Virginia Department of Transportation (VDOT) in abutting to a state-maintained road.

During construction and after completion of construction, a RUNAWAY BAY HOA representative will inspect the roads and road shoulders near and in front of the subject property, and all property lines adjacent to the property. The owner will be responsible for any necessary repairs to roads, cleaning of roads, repairs to adjacent property, and/or to correct any material deviation from plans submitted and approved by the ARC. The property owner will be required to post a refundable bond to guarantee the ability to make these repairs in advance of construction approval.

Silt Fencing

Before construction begins, the property owner should become acquainted with County ordinances and other requirements regarding silt fencing. Generally, silt fencing must be installed at the edge of the pavement; the entire width of the lot bordering the roadway(s) by the home site in order to protect the road shoulders. Silt fencing must also be installed at the edge of the pavement on adjacent lots. However, if an adjacent lot has a house on it, the property owner must be contacted to determine if the property owner wants silt fencing on his/her lot. The property owner may disallow the silt fencing on some or all of his/her lot. Where drainage could affect adjacent properties, silt fencing may be required to protect the adjacent properties along the property lines. On lake front lots, silt fencing may also be required as necessary above the 620' elevation line to protect water quality in Leesville Lake. Bedford and Campbell County, as appropriate will enforce silt-fencing requirements, and may issue citations and/or stop-work orders until the violation is remedied.

Well and Septic Field Preparation

The property owner shall consult with the builder and insure the County Health Department is contacted prior to any clearing, earth moving, or construction of any nature that could damage the well site, or the approved septic field and repair area.

Landscaping Plan

No later than three (3) months prior to planned occupancy, the property owner will develop a landscaping plan denoting foundation plantings and specific areas of the lot that will be cleared and/or graded to permit plantings or installing landscape architectural features. The purpose of

this plan is to resolve tree removal issues not incidental to home, septic, well or driveway construction. This plan must be approved by the ARC prior to any additional tree removal, grading or earth removal. The landscape plan should be explained in sufficient detail so that the overall aesthetic context of the proposed improvement may be assessed. The property owner shall have six months to implement the landscape plan following the date the Certificate of Occupancy is issued. Petitions for extension based on sound justification will be considered by the ARC.

Driveways

New home construction plans should include provisions for a finished driveway. A finished driveway will be completed no later than six (6) months after the Certificate of Occupancy is granted. No dirt driveways are allowed. At least the first 50 feet of the driveway from the road shall be finished in concrete, asphalt, pavers, or other approved materials. The driveway will comply with all requirements of the Virginia Department of Transportation (VDOT) in abutting to a state-maintained road.

Mailboxes and 911 Emergency Address Identification

Mailboxes are in a visual location. The RUNAWAY BAY Homeowners Association, Inc. requires a standard mailbox for those residences occupied on a full-time basis and receiving U.S. Postal Service mail delivery. The standard mailbox may be purchased by contacting:

RUNAWAY BAY Homeowners Association, Inc.
PO Box 120
Altavista, VA 24517-0120
Phone: 434-309-1727
Fax: 434-309-1747

Standard mailboxes must be maintained in proper condition and meet all requirements of regulations established by U.S. Postal Service and the Virginia Department of Transportation.

Non-resident home owners in RUNAWAY BAY are encouraged to consider the value of a mailbox in theft deterrence, given that no mailbox signals an unoccupied house and potential target for theft, and in promoting overall visual consistency within the community. If a non-resident homeowner elects to install a mailbox, even though mail is not delivered therein, the mailbox must nevertheless be the standard mailbox adopted for RUNAWAY BAY.

All residences in RUNAWAY BAY shall display e911 (Emergency) address identification. The e911 (Enhanced 911) system uses GPS satellite data in conjunction with a standardized address scheme to expedite emergency equipment routing in rural areas. Addresses in RUNAWAY BAY comply with the e911 address scheme.

Residences with mailboxes shall display the e911 (Emergency) address identification on the mailbox. Residences not having mailboxes shall display the e911 (Emergency) address identification on a yard placard to be placed at the road right-of-way line on the right side of the driveway as you face the residence from the roadway. In both cases, address numerals will be at least 3 inches high, preferably of a reflective material, and placed on a contrasting color

background.

Part 2. Maintenance, Installation, Modification, and Alteration

This part presents standards regarding many situations that may motivate property owners to want to install, modify, or alter a dwelling after it has been constructed in RUNAWAY BAY. Standards are also provided for general maintenance of existing dwellings in RUNAWAY BAY.

This part is not all-inclusive. There may be other situations which will require ARC approval or assistance in interpreting compliance with existing standards. When in doubt, the homeowner should seek ARC assistance and/or approval **FIRST**.

Major Exterior Changes

Major alterations are those that substantially alter the existing structure either by reduction or by addition. However, other site changes such as driveway modifications are also included. Major building alterations include, but are not limited to, construction of driveways, garages, sidewalks, porches, attached greenhouses, rooms, fireplaces, chimneys, or other additions to a home.

The design of major alterations should be compatible in scale, materials and color with the applicant's house and adjacent homes. The location of major alterations should not impair the view, the amount of sunlight, or the natural ventilation of adjacent properties. Roofs must be compatible with the architectural style of the roof on the applicant's house. New windows and doors should match the look used in the applicant's house and should be located in a manner that will relate well to the location of exterior openings in the existing house. If changes in grade or other conditions, which will affect drainage, are anticipated, they must be indicated. Approval will be denied if adjoining properties are adversely affected by changes in drainage.

Construction materials must be stored so that impairment of views from neighboring properties is minimized. Excess materials should immediately be removed after completion of construction. No debris may be allowed to accumulate during construction.

The proposed structure must be compatible with the original structure and in keeping with the existing lot size.

In addition to the general application requirements, an application should include exterior elevations, a set of architectural drawings, details on exterior materials, trim, lighting, etc. In all cases, the application must include a copy of the documentation that is to be submitted to Bedford or Campbell County, as appropriate, for a building permit.

Animal Housing and Runs

No exterior housing of animals or poultry is allowed within the RUNAWAY BAY community. Animal runs may be permitted on a case-by-case basis, as long as the run serves only to exercise the animal, not house it. An application for an animal run will give attention to restrictions on fencing contained elsewhere herein.

Decks and Patios

Applications for decks and patios will be evaluated on their individual merits. Decks must be attached to the home and constructed within the buildable area of the plot. Your privacy and that of your neighbors must be considered in the placement of a deck.

The ARC will approve deck material, design and color to ensure that they are consistent with your house and the neighborhood. Wood decks may weather naturally or be stained or painted. When patio or deck schemes include other exterior changes, such as fencing, lights, plantings, etc., you should refer to the appropriate sections of the standards for their specific requirements. Indicate on the application if the area under the deck is to be used for storage. If so, include landscape/screening plans.

In addition to general application requirements, deck and patio applications must include dimensions of railings, posts, stairs, steps, benches, lattice, privacy fencing and height of the deck.

Docks and Boathouses

Owners of lake front lots in RUNAWAY BAY understand that the vesting of rights relating to proposed piers, docks, boat access ramps, floats, boathouses or disturbance of the shoreline buffer is subject to the terms and conditions set out in the Smith Mountain Pumped Storage Hydro Project Shoreline Management Plan, and administered by the Project licensee. Currently, American Electric Power Company is the Federal Energy Regulatory Commission (FERC) licensee for the Smith Mountain Project, and administers development and shoreline alteration projects below the 620' elevation level on Leesville Lake. American Electric Power Company issues permits for dock construction. Zoning and building permits may also be required from Campbell County (there is no waterfront property in RUNAWAY BAY that exists within Bedford County).

Drainage

You must indicate on the ARC application any changes in grade or other conditions that will affect drainage. Approval will be denied if adjoining properties are adversely affected. If a patio is being considered, attention should be given to making ground level surfaces of porous materials or providing mulched beds that will absorb runoff from impervious deck or patio areas.

Erosion Control

Each resident is responsible to ensure that their lot area is protected from erosion and that storm drain culverts are not blocked, which will cause erosion problems and promote silt in the lake, ponds, ravines, and streams.

Exterior Appearance

Property owners are responsible for maintaining the exterior of their dwellings and any other structures on their lots, such as decks, fences, sheds, and playground type equipment. While it is difficult to provide precise criteria for what the Association deems as unacceptable condition, the following cases represent some of the conditions considered to be in violation of the Covenants:

1. Peeling paint on exterior trim.

2. Non-standard mailboxes, dented mailboxes, or mailboxes and/or stands in need of cleaning, repair or replacing.
3. Playground equipment which is either broken or in need of repainting.
4. Fences with either broken or missing parts.
5. Outbuildings in disrepair.
6. Decks with missing or broken railings or parts, or parts in need of re-staining.
7. Open storage/accumulation of assorted personal use items such as seasonal recreational equipment (out of season), household furnishings, tools and equipment, etc., in areas visible to neighboring properties.

Most property owners, undoubtedly, would not allow any of the above conditions to exist, as they seek to preserve and protect their investment in their homes and to limit their personal liability by keeping all improvements on their lots in good condition. The Association expects that all property owners will do this necessary maintenance to prevent any of the cited conditions from occurring in RUNAWAY BAY.

Exterior Repainting

Repainting an existing home in a different color different requires ARC approval. Color changes apply not only to the house siding, but also to the doors, shutters, trim, roofing, and other appurtenant structures. Change of exterior colors should relate to the color of the houses in the immediate area. The homeowner's application should include a list of colors on the existing structure and a color sample or chip of the new color to be used.

Fences

RUNAWAY BAY OPEN SPACE CONCEPT

One of RUNAWAY BAY's greatest assets is its natural setting. Accordingly, RUNAWAY BAY residents and property-owners alike find it attractive and desirable to promote visually extending properties beyond the property lines into the natural environment.

When considering screening, or containing, certain activities on one's property, alternatives to fencing should be considered, and may achieve desired objectives. By its very nature, the application of fencing tends to physically define and separate areas and makes yards appear smaller. On the other hand, planting schemes integrated with fencing often softens the visual impact and should be considered.

The following describe conditions, which must be met when constructing a fence in RUNAWAY BAY:

1. Perimeter property line fencing will not be allowed. Side yard fencing may be considered when conditions warrant, and fence enclosed animal runs will be considered on a case-by-case basis (see Animal Housing and Runs above).
2. For fenced enclosures, fencing must be compatible with the materials and colors in the applicant's house. Fencing may be stained, painted, or left to weather naturally. Chain link fencing and synthetic material, such as vinyl, are not allowed.
3. Fastening material shall be made of stainless steel, galvanized metal, or made with a rust protective coating.

All applications of fencing in RUNAWAY BAY must be reviewed and approved by the ARC prior to installation. Fencing must be properly maintained and kept in good condition. No alteration may be made to an existing fence without prior to the approval of the ARC.

Flagpoles and Flags

Flagpole staffs for display of the National Ensign or decorative flags do not need ARC approval if they are attached horizontally or at an incline to a wall or pillar of the house.

Freestanding flagpoles for display of the National Ensign must be approved by the ARC. They should not exceed 25 feet in height and must be placed in such a manner as to minimize the impact on adjacent lots.

The display of flags will be in good taste. For general information on how to properly display the National Ensign please enter "Federal Flag Code" as keywords for search on your Web browser.

Greenhouses

The homeowner's application for a greenhouse must include a site plan showing relation of the greenhouse to adjacent property lines, the greenhouse exterior elevations, a set of architectural drawings, and details on the exterior materials, trim, lighting, etc.

Hot Tubs and Jacuzzis

The homeowner's application for a Jacuzzi or hot tub requires a site plan showing relation of proposed hot tub or Jacuzzi to adjacent property lines, applicant's house and adjacent houses. The following should be included with the application: a photograph and/or sketch of proposed hot tub/Jacuzzi, details of color, material dimensions, and planned privacy screening and/or landscaping.

Landscaping and Vegetable Gardens

Property owners should exercise care in the planting and maintenance of trees and shrubs to prevent obstruction of sight lines required for vehicular traffic. In addition, take into consideration the RUNAWAY BAY OPEN SPACE Concept, as well as the view of neighboring houses and the shade patterns created by large trees in your landscape plans.

Vegetable gardens must be located unobtrusively on the property so as to minimize visual impact from the road, lake, or adjacent properties. Gardens must be neatly maintained throughout the growing season; this includes removal of unused stakes, trellises, and dead growth.

Rocks in rock gardens or rocks on the property must remain their natural color.

Landscape water features will have provisions for avoiding stagnation, and will at all times be maintained to provide pest control and avoid unsightly algae buildup. The homeowner's application for ARC approval must include detailed drawings of the planned feature walkways, fences, landscaping plan, etc., and pertinent information concerning water supply system, drainage and water disposal system. Drainage will not adversely affect adjacent properties. A photo of the planned construction area will also be provided with the application.

Outbuildings

An outbuilding has an aesthetic impact on neighbors. The size, location, construction, and use of an outbuilding are critical to its acceptance by the neighbors, the community, and by the ARC. The outbuilding must be designed to respect the "visual rights" of neighboring properties and be located to minimize visual impact from the road or lake.

Outbuildings will not be constructed within ten (10) feet from a lot line, or within twenty (20) feet along the rear lines of all lots that do not adjoin other lots or properties within RUNAWAY BAY. Outbuildings will not be constructed over a septic field or repair area.

The number of outbuildings that will be permitted on a property will be determined on a case-by-case basis. In general, larger lots with natural screening from adjacent properties will be deemed feasible for multiple outbuildings. But, no one outbuilding will exceed 750 square feet of ground area (this is predicated on a three (3) car detached garage).

Each proposal for one or more outbuildings will be scrutinized closely for siting constraints and aesthetic blending with the environment of the property. The outbuilding construction and architecture must be fully compatible with the principal dwelling in terms of slope of the roof, siding or brick materials used, the roof overhang and adornments, the color and style of the roofing, windows and doors, its color scheme, etc.

Applications for one or more outbuildings will:

1. Include a plat plan showing a to-scale site placement proposal with distances to property and set-back lines.
2. Identify the purpose of each outbuilding including any unique characteristics such as whether it will serve as a home business office, and/or whether it will serve as adjunct living quarters for the principal dwelling.
3. Certify that all of the outbuildings on a property will not serve as rental spaces for living or storage.
4. Identify plans for septic connection, electrical distribution, and heating and cooling, as appropriate.

Permanent Grills

Grills built into a permanent structure require ARC approval and require an application showing their design and elevation, and how they are incorporated into the yard, patio, deck or other surroundings.

Pools

Only in-ground swimming pools will be considered for approval by the ARC. Pools are to be located on the side of the house opposite the roadway. A fence four (4) to five (5) feet in height and of the open type, compatible with the design style of the house may be required to enclose a pool used for swimming and for screening pool equipment. Approval of the fence is contingent upon completion of the pool. Appropriate landscaping may be required to lessen the impact of the pool and fence. All Bedford or Campbell County, as appropriate, pool construction and pool safety requirements must be met prior to final approval from the ARC.

The homeowner's application must include detailed drawings of the pool, pool deck area, lighting arrangements, walkways, fences, landscaping plan, etc., and pertinent information concerning water supply system, drainage and water disposal system.

Privacy Fence and Lattice Screening

The use of lattice below elevated decks is encouraged. Privacy screening, consisting of fence/lattice and/or year-round landscaping, is required to screen hot tubs and Jacuzzis from adjacent properties and from the street. While the use of privacy fence/lattice is generally discouraged for decks and patios, consideration will be given to applications proposing such screening in circumstances in which the deck/patio is exposed to the street or the property configuration does not provide reasonable separation from adjoining properties. Privacy screening other than lattice will be considered on a case-by-case basis, but stockade-type privacy fencing is not an option.

An additional factor that will be considered in reviewing applications for privacy screening is the effect it will have on the sight lines from adjoining properties.

Recreation and Play Equipment

The following standards are an effort to reconcile the need for play equipment with the goal of minimizing its visual impact. Careful thought should be given to location and kinds of equipment the homeowner plans to install.

Recreation and play equipment must be sited in an unobtrusive location minimizing visual impact from the road, lake, or adjacent properties. Consideration must be given to the placement of equipment based on lot size, equipment size, colors and design, the amount of visual screening available, etc.

Play equipment constructed of wood is encouraged. Metal play equipment, exclusive of the wearing surfaces (slide poles, climbing rungs, etc.), should be painted dark earth tones to blend with the natural surroundings, or, if located adjacent to a dwelling, painted to match the

background or screening structure. Other play equipment colors will be considered, contingent upon location and landscaping.

The homeowner's application for play equipment should include a plot drawing showing the relation of proposed play equipment to adjacent property lines, applicant's house and adjacent houses including open space. A photograph, picture, or sketch of proposed play equipment must also be included.

Screened Porches

Enclosed or screened porches must be architecturally consistent with any proposed deck, an existing deck, and the house or outbuilding. The proposed roof must be compatible with the design of the structure the porch will serve, and will match the color and construction of the principal structure

Sheds

Sheds must be approved by the ARC. Freestanding sheds are considered outbuildings and should follow the guidance for that type structure. A shed may be proposed to attach to the home, a deck, or an outbuilding. However, a shed will not be used as a means to extend the maximum size of an outbuilding beyond the 750 square feet of ground area authorized.

The architectural design of the shed must be compatible with the design of the structure to which it attaches. The finish material used for a shed attached to a house or outbuilding, including color scheme, doors, and roofing material, must be the same as, or compatible with the exterior finish of the house. If the shed is built below a deck, which is elevated 8' or less, the material must match the deck material.

Windows and shutters

It is important to remember that when replacing windows, to maintain balance throughout the house. For example, on a given side of the home, if the windows have grids (also called mullions and stiles), all the windows should have grids; if they are all solid pane windows, all the replacement windows should be solid pane. This would allow windows on the road side of the home to have grids, while on the lake or mountain-view side of the home to have solid pane windows. The outside of the windows should match the trim of the house; if not; white or a neutral color that does not clash with the overall color scheme of the house is required.

If shutters were originally with the house, they must be maintained on the front of the house.

Section VI. The ARC Application Process

ARC Application Requirements

New Home Construction

The application, *New Home Construction Plan Approval Request Form*, found starting on page A-1 of this document, must be completed, submitted, and be approved in writing by the ARC prior to start of construction. The form, required attachments, and required fee payments as

shown on Attachment B-1, shall be submitted in advance of the planned commencement of construction so that the Committee shall have thirty (30) days after physical receipt of the plans to accept or reject the same in whole or in part. If no response by the Committee has been made in writing within said 30 days, the plans shall be deemed to be approved as submitted.

Existing Home Architectural Improvement

The form, *Existing Home Architectural Improvement Request Form*, found on page B-1 of this document, must be completed, submitted, and be approved by the ARC prior to start of construction. The application should include:

1. A full description of the exterior change or modification including, drawings, pictures, color swatches, catalog illustrations and lists of materials.
2. Start and completion dates.
3. For major alterations, the signatures of the homeowners most affected by your change, (e.g.) those that are adjacent to the property and those that will directly view the alterations. The signatures **ONLY** indicate that said property owners are aware of your application.
4. A copy of the site plan that was provided to you when you purchased your home. That plan should include the dimensions and measured locations of all improvements, including those covered in the application. Contour lines should be included when drainage is affected.
5. The signature of the applicant.

An incomplete or ambiguous submission of required material will not constitute an application to the ARC. All applications, which do not meet their full requirements, will be returned to the homeowner. They are designated as non-applications.

Submit the *Existing Home Architectural Improvement Request Form* to:

RUNAWAY BAY HOMEOWNERS ASSOCIATION, INC.
Attn: Architectural Review Committee
PO Box 120
Altavista, VA 24517-0120

Application Review

The ARC will review all applications and determine if a neighbor review is required. If a neighbor review is conducted, the following procedure will apply:

1. An ARC member will personally contact residents on adjacent perimeter lots to share the nature of the proposed project and answer questions.
2. The ARC will issue written notification to non-resident property owners of adjacent perimeter lots advising them how they may view plans for the proposed project.
3. The ARC will advise both resident and non-resident property owners how they may submit written comment for consideration in the application review process

In making a decision on the application, the ARC weighs the merits of the application along with

the neighbor comment and the Association's standards. Decision of the ARC will be given in writing to the applicant within 30 days after receipt of a complete application. Notice of the ARC's decision will also be provided to neighbors consulted during the application process.

Each application is reviewed on an individual basis. There are no "automatic" approvals, unless provided for specifically in these architectural standards. A homeowner who wishes to construct a deck, for example, that is identical to one already approved is still required to submit an application. What may be an acceptable design for one exterior may not be for another. In short, evaluation of the design proposal includes the close review and consideration of the home's architecture and the property site in total.

Judgments as to the acceptability of proposed construction or modifications are based on the following criteria:

1. Relation to the RUNAWAY BAY Open Space Concept. Consideration must be given to the potential damaging effects of fencing, removal of trees, disruption of natural topography, and changes in storm water run-off.
2. Validity of Concept. The basic idea must be sound and appropriate to its surroundings.
3. Design Compatibility. Proposed improvements must be compatible with the architectural characteristics of the applicant's house, adjoining houses and the neighborhood setting. They must be similar in style, quality of workmanship, materials, color, and construction details.
4. Location and Impact on Neighbors. Proposed alterations must relate favorably to the landscape, existing structures and the neighborhood. Of primary concern are access, view, sunlight, ventilation, noise, odors, vehicular and pedestrian traffic, privacy and drainage.
5. Scale. The size (in three dimensions) of the proposed alteration should relate well to adjacent structures and surroundings.
6. Color. Color may be used to soften or intensify visual impact. Parts of the addition that are similar to the existing house, such as the roof and trim, must match the existing color.
7. Materials. Continuity with the original house is established by using the same or compatible materials. For example, vertical wood siding on the original house should be reflected in an addition. The ARC realizes that the design and the materials of the original house may limit options the homeowner has in making modifications or additions.
8. Workmanship. The quality of work shall be equal to or better than that of the surrounding area or original construction. Construction methods and materials are expected to comply with current industry standards. The RUNAWAY BAY Homeowners Association assumes no responsibility for the safety of new construction by virtue of design or workmanship.
9. Timing. All applications must include a start and completion date. Projects must be completed within six (6) months unless a specific time limit greater than that has been approved by the ARC. Extensions of the six (6) month time limit require reapplication to the ARC.

Appeal Procedure

An adverse decision made by the ARC may be appealed by the applicant to the RUNAWAY BAY Homeowners Association Board of Directors.

Section VII. RUNAWAY BAY Community Standards

The following are rules that have been adopted to promote harmonious living within the RUNAWAY BAY Community. They will be applicable to all RUNAWAY BAY property owners.

Basketball Goals

Basketball goals must be properly maintained and located in such a manner as to minimize the impact on adjacent lots.

Clotheslines

Clotheslines are not permitted outside the house.

Compost Piles

Compost piles, if maintained, must not exceed four (4) feet in height and will be located in an unobtrusive location on the property so as to minimize visibility from the road, lake, or adjacent lots. Allowing a compost pile to become unsightly or a public nuisance will be a violation of these standards.

Firearms

Open-air discharge of firearms within the RUNAWAY BAY community is prohibited. The conduct of hunting or exterior target-practice within RUNAWAY BAY by any resident is prohibited. The boundaries of RUNAWAY BAY are posted to warn non-residents that hunting within RUNAWAY BAY is prohibited. Any RUNAWAY BAY resident noting exceptions to any of these conditions are encouraged to provide a complete description of the circumstance immediately to either the Bedford or Campbell County Sheriff's Department, as appropriate.

Firewood

Firewood should be stacked no higher than 4 feet, and located unobtrusively on the property in such a manner as to minimize visual impact from the roadway, lake, or adjacent properties. The ARC may issue a variance from this restriction on a case-by-case basis. In certain cases, screening may be required.

Holiday Decorations

Holiday decorations must be removed from the exterior of houses within 30 calendar days of the holiday. The display of all holiday decorations in RUNAWAY BAY will be in good taste.

In-Home Businesses

Bedford and Campbell Counties regulate in-home businesses. In addition to County control, the Association is concerned about the impact of in-home business on the residential character of the

neighborhood and on adjacent neighbors.

The following special requirements must be met:

1. Obtain permit from Bedford or Campbell County, as appropriate.
2. Copy of the permit must be on file with the Association's office.
3. No sign or other advertising device of any nature shall be placed upon any lot.

Off-Road Vehicle Operations

Virginia Motor Vehicle Code makes a distinction between golf-carts and other off-road vehicles not authorized for operation on public roadways or public grounds.

Golf-carts may be operated on the roadways and public grounds in RUNAWAY BAY as long as they are being operated by a licensed driver and meet Virginia's minimum equipment requirements.

Snowmobiles, all-terrain vehicles (ATV's), off-road motorcycles, trail bikes, dune buggies, go-carts, and any other motorized vehicle not authorized by Virginia law for operation on a public roadway or public grounds are not authorized for use on roadways or common grounds in RUNAWAY BAY.

Open Air Burning

Open Air Burning is any fire set outside, other than on a small confined grill, while being used to cook food. Campfires, debris pile and construction site fires are examples of open air burning. The distance and response time from local fire protection services motivates strong caution to all RUNAWAY BAY residents in conducting open-air burning on their property. All RUNAWAY BAY residents will familiarize themselves with, and adhere to Bedford or Campbell County ordinances, as appropriate, governing times and conditions in which open-air burning is allowed. In addition, any RUNAWAY BAY resident contemplating an open-air burn will determine and adhere to any temporary Virginia Department of Forestry restrictions that may be in effect. In all cases, RUNAWAY BAY residents conducting open-air burns will remain on-site until visible flames have ceased and embers buried or extinguished to avoid flare-ups. RUNAWAY BAY residents conducting open-air burns are encouraged to advise neighbors of their intentions prior to commencing.

Parking

Definitions:

1. Commercial vehicle:

A Commercial Vehicle is as defined in Virginia Motor Vehicle Code and including any one of the following:

- a. A vehicle, which displays advertising, lettered thereon except small window decals.
- b. A vehicle with externally located or easily visible commercial equipment or

materials.

- c. Commercial equipment shall include, but not be limited to: ladders, compressors, generators, pumps, and building trade tools.
- d. A stake body, box body, or other utility body mounted to a cab-chassis.
- e. A vehicle with dual rear axles.
- f. A public or private school bus or church bus.
- g. A vehicle licensed "for hire."
- h. A trailer or semi-trailer.
- i. Commercial snow-plow equipment.
- j. Farm implement or construction equipment. Public vehicles assigned to officials who must respond to an emergency call will not be considered commercial vehicles.

2. Recreational vehicle

A recreational vehicle is defined as any one of the following:

- a. A boat or boat trailer.
- b. A vehicle whose external configuration conforms to the generally accepted definition of a motor home.
- c. A truck camper that is either wider or longer than the pickup truck bed on which it is loaded.
- d. A truck cap that is wider or longer than the pickup truck bed on which it is mounted. Truck caps may also be known as tops, toppers, shells, slip-ons, and by various other names.
- e. A mobile home, park trailer, travel trailer, or fifth wheel trailer regardless of interior configuration.
- f. A fold-down camping trailer.
- g. Any snowmobile, all terrain vehicles, dune buggy, trail bike, go-kart or other self propelled vehicle not licensed for operation on a public street.
- h. A motorized vehicle not legal for operation on the highways of Virginia.

3. Unserviceable Vehicle

A vehicle is defined unserviceable if any of the following conditions exists:

- a. A vehicle which is partially disassembled by removal of tires and/or wheels, engine or other essential part required for operation or is otherwise not in operable condition. This will include vehicles placed on jacks or with flat tires.
- b. A vehicle not bearing a current registration plate.
- c. A vehicle not bearing a current County or city registration sticker if so required.
- d. A vehicle not bearing a current inspection sticker, if required by the state of registration.
- e. Vehicle components or automotive equipment or accessories not installed in an operable vehicle.
- f. A vehicle with one or more flat tires.
- g. The Architectural Review Committee will resolve special situations not covered by these definitions.

Parking Restrictions

RUNAWAY BAY has a Boat/RV Storage lot to accommodate resident storage requirements beyond those that can be accommodated in home garages. Except as noted below for General Contractor storage at the building site for new residences, at no time may residential lawns, yards, open space, general turf areas, and the area between the pavement and the lot line be used for parking, storage, or to support vehicles of any type. Overnight parking of commercial vehicles not supporting new residence construction, and any parking of unserviceable vehicles is prohibited on the homeowner's property and in the streets of RUNAWAY BAY. To permit cleaning, loading or unloading, recreational vehicles and boats may be parked on the homeowner's property for temporary periods not to exceed 48 hours. Private passenger vehicles must not be parked in adjoining streets on a regular basis, nor shall they be unattended or abandoned for periods exceeding 30 days. Enforcement of this provision shall be as provided for under Violation Enforcement Procedures.

Due to the remote location of RUNAWAY BAY, a General Contractor engaged in building a new residence may park one (1) storage trailer not to exceed twenty-four (24) feet in length, one (1) thirty (30) cubic yard refuse collection container, and no more than two (2) construction vehicles, including front-end loaders/back hoes, tractors, or bulldozers at the building site for the duration while engaged in the home construction. These vehicles must be removed from the site prior to the issuance of a Certificate of Occupancy.

Property Maintenance

Property ownership includes the responsibility for the maintenance of all structures and grounds, which are a part of the property. This includes, but is not limited to items such as mowing grass, removal of trash, and structural maintenance. Maintenance affects the visual character and economic values of the property and neighborhood, and in some cases, safety. Violations of maintenance standards are violations of the Covenants.

Any of the following conditions will be considered a violation of ARC standards:

1. Lawns in excess of six inches in height, lawns with dead grass throughout, lawns that are predominately weeds, and grass not trimmed around structures, sidewalks, driveways, planted areas, and trees.
2. Planted areas containing weeds or dead plants during the growing season.
3. Indiscriminate use of pesticides, fertilizers or herbicides that harm plant and animal life.
4. Accumulated trash or debris.
5. Conditions that cause erosion or flooding.
6. Dumping of organic debris (leaves, grass, clippings/cuttings, and branches) in sewer drains, on other lots, in the lake, or on any common area.

Satellite Dishes

The installation of satellite dishes for the reception of general public broadcast from satellite communications is governed by Federal Communications Commission (FCC) regulations. Satellite dish antennas under 1 meter in diameter, and customer-end antennas designed to receive

and transmit fixed wireless signals that are installed in accordance FCC Rules and Regulations are permitted and do not require Architectural Committee approval for installation. Because the geographic location of RUNAWAY BAY does not afford reliable over-the-air television signal reception, satellite antennae are recommended. Any installation of a transmitting antenna must be installed by professional personnel complying with FCC Radio Frequency (RF) exposure guidelines so as to minimize risk to the user and to the public of excessive RF exposure.

The RUNAWAY BAY HOA suggests that satellite antennae be located in unobtrusive locations on the dwelling so as to permit acceptable signal reception. Generally, where practical from a signal reception standpoint, locating antennae on the sides of the dwelling not facing the road or the lake is preferred.

Signs

No billboards or signs of any description shall be displayed upon any lot in RUNAWAY BAY, except as follows:

1. During construction, modification or alteration of a residence, the General Contractor may display his business sign to facilitate material deliveries to the property. This sign will be no more than four (4) square feet in size, and will be removed within thirty (30) days after a Certificate of Occupancy is issued.
2. A sign denoting the residence is covered under a security monitoring service, and providing contact information for that service
3. Neighborhood Watch signs.
4. An e911 Emergency Address identification sign for those completed residences not receiving regular mail delivery, and not displaying the standard RUNAWAY BAY Mailbox.

No sign authorized above for display in Runaway Bay will be placed within the road right-of-way or on any common areas of the Association.

Tree Removal

Except within 20 feet of the main dwelling, no live trees of any kind in excess of 6 inches in diameter at ground level may be removed from any lot without prior approval of the ARC. Where authorized, tree removal must comply with all county ordinances on tree cutting (consult Bedford or Campbell County Extension Office, as appropriate).

Residents may take action, as necessary and without ARC approval, to remove dead tree(s) on their property. Where possible, it is recommended that neighboring residents be advised of tree removal activity.

If a resident notes dead tree(s) on an adjacent non-resident property owner's lot which poses imminent danger to the resident's property, it is recommended that the resident notify the ARC in writing as soon as possible.

Normally, the ARC will investigate the circumstance, and if imminent danger to the resident's property is confirmed, will notify the non-resident property owner and request the tree be removed within thirty (30) days. If, at the completion of the thirty (30) days allowed the tree has

not been removed, the ARC may seek Board approval to remove the tree at Association expense, and charge all actual costs to the non-resident property owner.

In emergency circumstances, the ARC may seek Board approval to remove the tree at Association expense without notifying the non-resident property owner, and charge all actual costs of removal to the non-resident property owner.

Utility Equipment Concealment

Property owners will make an effort to screen or conceal all air-conditioning units, heat pumps, and trash containers so that they are not visible from the roads or the lake. In addition, bottled gas containers and oil tanks, and any other vessel containing hazardous materials shall be screened from public view and protected from damage by a barrier. Use fencing and or shrubbery to provide the necessary screening, and bury bottled gas containers and oil tanks, where feasible.

Visual Clutter

Do not leave bikes, toys, grills, lawn and garden equipment, etc., over night in driveways or in the front and sides of homes. They must be stored out of sight when not in use.

Man-made piles of vegetation, such as leaves, limbs and sawn logs, should not be accumulated and remain on lots in excess of 30 days awaiting disposal. Where such conditions may exist beyond 30 days, and where owners have failed to respond to Runaway Bay HOA notices of non-compliance, the Runaway Bay HOA may have such materials removed to minimize fire hazard, and may bill the owner all associated costs of removal.

ATTACHMENT A: RUNAWAY BAY NEW HOME CONSTRUCTION PLAN APPROVAL REQUEST

Checklist:

1. _____ Complete this form initialing the checklist and include the following as attachments:
 - a. _____ Two (2) Complete Sets of Construction Plans. Plans must include elevations, floor plans, and show roof pitch. Plans are not returnable. They will be retained on file for future reference.
 - b. _____ Site Plan showing house placement and distances from property lines, driveways, walkways, septic and well placement, including a superimposed Landscape Plan showing proposed planting areas, decks and fencing
 - c. _____ Photos of property and roads **before clearing and construction commences** (please mark each photo showing view submitted and date taken):
 - (1) From the road centerline, right, left and center views showing condition of the road, adjacent road shoulders, and drainage ditches in front of the property.
 - (2) From across the road, broad view showing condition of entire road fronting the property.
 - (3) From road side, views along the right, left, and center property lines facing the rear or lakeside of the lot, as appropriate, showing entire width of lot and its vegetation and trees.
 - (4) From rear of lot or from lake side, as appropriate, views along the right, left, and center property lines looking toward the lot, showing entire width of lot and its vegetation and trees.
 - d. _____ \$250 Architectural Review Fee (nonrefundable)
CHECK#: _____ DATE _____ PAID BY _____
 - e. _____ \$1500 Construction Bond (refundable on completion, wholly or in part, conditioned on RBHOA Board approval).
CHECK#: _____ DATE _____ PAID BY _____
 - f. _____ Homeowners Association Dues (if required)
CHECK#: _____ DATE _____ PAID BY _____
 - g. _____ Where practical, provide samples, color chips, manufacturers brochures to support exact nature of exterior materials planned.

Instructions:

- 1) No clearing, grading, or construction should commence before written approval is granted. Once house plans are approved, the foundation for the home should be staked out, an inspection ordered, and an approval given prior to construction beginning. Please call [contact number of Runaway Bay HOA] for this inspection.
2. No clearing, grading, or construction of any nature should commence that could damage the approved septic and repair area until cleared by the County Health Department.
3. Allow at least 30 days prior to planned start of construction. Send completed application, fees, and attachments to :

RUNAWAY BAY HOMEOWNERS ASSOCIATION, INC.
Attn: Architectural Review Committee
PO Box 120
Altavista, VA 24517-0120

LOT#: _____ PHASE# _____

DATE CONSTRUCTION PLANNED TO COMMENCE (APPROX.) _____

DATE CONSTRUCTION PLANNED TO COMPLETE (APPROX.) _____

OWNER(S): _____

CURRENT ADDRESS: _____

CITY / STATE/ZIP: _____

HOME PHONE: _____

WORK PHONE: _____

CELL PHONE OR PAGER _____

FAX: _____

BUILDER: _____

ADDRESS: _____

CITY / STATE/ZIP: _____

PHONE: _____

CELL PHONE OR PAGER: _____

FAX: _____

PLAN NAME AND NUMBER: _____

ARCHITECT/DESIGNER _____

HEATED SQ. FT: 1ST FLOOR _____

2ND FLOOR _____

BASEMENT _____

Other _____

Total _____

EXTERIOR FINISH; (circle all that apply): Brick Stone Stucco Siding Log Other (specify) _____

FOUNDATION; (circle all that apply) Unsegmented Concrete Brick Stone Stucco Concrete Block Other (specify) _____

EXTERIOR MATERIALS (SPECIFY MANUFACTURER, PRODUCT NAME, & COLOR)

1. BRICK: _____ COLOR _____

2. STONE: _____ COLOR _____

3. SIDING: _____ COLOR _____

4. ROOF: _____ COLOR _____

5. TRIM: _____ COLOR _____

6. DOORS/SHUTTERS: _____ COLOR _____

7. DECK _____ COLOR _____

8. DRIVEWAY & WALKWAYS _____ COLOR _____

CHIMNEY? (YES)(NO): QUANTITY _____ MATERIAL _____

FIREPLACE? (YES)(NO):

QUANTITY(Propane)____(Wood)____(Vented)____(Unvented)____

OPEN DECK?(YES)(NO): QUANTITY: _____ TOTAL SQ. FT.: _____

COVERED PORCH? (YES)(NO): QUANTITY: _____ TOTAL SQ. FT.: _____

I HAVE READ AND UNDERSTAND THE RUNAWAY BAY ARCHITECTURAL STANDARDS

Printed name of person submitting plans _____

Signature of person submitting plans _____

DATE PLANS SUBMITTED _____

PLANS RECEIVED By: _____ DATE: _____

PLEASE ADDRESS ANY QUESTIONS REGARDING THE INFORMATION CONTAINED HEREIN TO:

**RUNAWAY BAY HOMEOWNERS ASSOCIATION, INC.
ATTN: ARCHITECTURAL REVIEW COMMITTEE
PO BOX 120
ALTAVISTA, VA 24517-0120**

ATTACHMENT B: RUNAWAY BAY EXISTING HOME ARCHITECTURAL IMPROVEMENT REQUEST FORM

(Submit separate application for each modification or alteration planned)

WORK MAY NOT COMMENCE UNTIL APPROVAL IS RECEIVED

To: RUNAWAY BAY HOA
Architectural Review Committee
PO Box 120
Altavista, VA 24517-0120

Name Of Applicant: _____

Address: _____

City: _____ State: _____ Zip: _____

Lot: _____ Phase: _____

Telephone (H) _____ (W) _____

Proposed Improvement Checklist:

1. Complete this form initialing the checklist and include the following as attachments:
 - a. _____ Two (2) copies of Architectural plans/drawings for projects having proposed costs in excess of \$500
 - b. _____ A to-scale site plan showing size, shape and location of improvement to residence and to adjoining properties (including specific dimensions of improvement and distances to adjoining properties.
 - c. _____ A grading plan, required with projects involving tree removal and/or earth movement.
 - d. _____ Manufacturer's brochure, if available.
 - e. _____ Color samples, if applicable.
 - f. _____ \$1500 Construction Bond (**required only if a grading plan is submitted**)
CHECK#: _____ DATE _____ PAID BY _____
 - g. _____ Detailed written description of improvement (If not provided application will be returned pending additional information).
 - h. _____ Proposed project cost cited (or to be cited) for obtaining building permit.
 - i. _____ Plan review and approval fee according to the following schedule:
 - \$10 if proposed project cost less than \$500
 - \$25 if proposed project cost between \$500 and \$3000
 - \$50 if proposed project cost greater than \$3000CHECK#: _____ DATE _____ PAID BY _____

Instructions:

1. No clearing, grading, or construction should commence before written approval is granted.
2. No clearing, grading, or construction of any nature should commence that could damage the approved septic and repair area until cleared by the County Health Department.
3. Allow at least 30 days prior to planned start of construction. Send completed application, fees, and attachments to :

RUNAWAY BAY HOMEOWNERS ASSOCIATION, INC.
ATTN: ARCHITECTURAL REVIEW COMMITTEE
PO BOX 120
ALTAVISTA, VA 24517-0120

Applicant hereby warrants that he/she shall assume full responsibility for:

1. All landscaping, grading and/or drainage issues relating to the improvements (including replacing bonds or escrows posted by Developer currently in place affecting the lot);
2. Obtaining all required County approvals relating to said improvements;
3. Complying with all applicable County ordinances;
4. Any damage to adjoining property (including common area) or injury to third persons associated with the improvement.
5. Applicant hereby states that they have read the RUNAWAY BAY Homeowners Association, Inc. Architectural Standards and agree that all work performed will be in compliance with those guidelines.

Signature Of Applicant

Date

Neighbor Notification:

I have seen and understand this application:

	Name/Signature	Address/Lot Number	Date
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

ARCHITECTURAL REVIEW COMMITTEE RESPONSE

Date Application Received _____

_____ Request approved as submitted.

_____ Request approved subject to: _____

_____ Response suspended pending submission of: _____

_____ Request disapproved because: _____

Signature - ARC Member

Date