



**Olde Gold  
Cup  
Homeowners'  
Association**

**Architectural Design  
Guidelines**

**Revised March 2020**

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# OLDE GOLD CUP HOMEOWNERS' ASSOCIATION ARCHITECTURAL DESIGN GUIDELINES

## *Olde Gold Cup Homeowners Association Architectural Design Guidelines Overview*

Living in a community such as Olde Gold Cup (OGC) offers many benefits and privileges, and with those benefits and privileges come certain homeowner responsibilities and subsequent restrictions. In order to best preserve the attractiveness, desirability, value, and architectural integrity of our homes and our neighborhood, the OGC Homeowners' Association (HOA) Architectural Design Guidelines have been reviewed and updated (**last revised November 2017**) to assist OGC homeowners to maintain and improve their property. All possible architectural design characteristics have not been covered in the OGC HOA Architectural Design Guidelines.

The OGC HOA Architectural Review Committee, herein after referred to as the "ARC", is charged with the responsibility to review and approve, where appropriate, all proposed exterior changes and/or improvements to OGC homes and/or lots. The OGC ARC, in conjunction with the OGC Board of Directors (BOD), has established design guidelines that define acceptable standards for changes and/or improvements in accordance with OGC HOA governing documents. These design guidelines are not intended to restrict OGC homeowners' individual creativity or their personal preferences, but were established to help maintain and enhance the appearance, continuity, and value of our homes and our neighborhood. Any changes and/or improvements which in any way alters the exterior of a structure or lot will require written approval BEFORE commencing any changes and/or improvements. Approval or disapproval will be based on standards established by the committee under the direction of the BOD.

The OGC HOA property management representatives will conduct a walk-through of the entire community to confirm compliance with OGC Architectural guidelines. These inspections will happen semi-annually, or ad hoc if so determined by either ARC and/or OGC Board of Directors. Walk-through inspections will focus on maintenance and compliance with Architectural Guidelines and may result in a homeowner needing to file requests for changes and/ or be required to make updates to their home or lot. The property management will use the Semi-Annual Inspection Form (Appendix C) as a means of documentation.

**FAILURE TO OBTAIN PRIOR OGC HOA ARC WRITTEN APPROVAL WILL  
CONSTITUTE A VIOLATION OF THE OGC HOA ARCHITECTURAL DESIGN  
GUIDELINES/COVENANTS, AND MAY REQUIRE THE MODIFICATION OR THE  
REMOVAL OF UNAUTHORIZED WORK AND/OR IMPROVEMENTS AT THE  
HOMEOWNER'S EXPENSE.**

# ***Olde Gold Cup Homeowners Association Architectural Design Guidelines***

## ***Submittal and Review Procedure***

All Olde Gold Cup residents must receive ARC approval before beginning any changes to the exterior of their home or lot. This includes existing items being removed, changed, or altered. If there is any doubt if a proposed exterior change is subject to approval, homeowners should seek clarification from the ARC before beginning any work. When requesting approval from the ARC, the procedure below must be followed:

- 1) Complete the Olde Gold Cup Architectural Approval Form (Appendix A) specifying change being requested. Submittal must include the following:
  - a. Drawings of the changes and/or improvements
  - b. Legible copy of site plan (can be lot survey, plat, aerial photo i.e. Google Maps screen shot, or detailed lot drawing) with properly labeled property lines, location of all proposed and existing structures and pertinent landscape materials on the lot and any pertinent structures and landscape materials on adjoining lots
  - c. Full description of the project
  - d. Plan (top view), drawn to an appropriate scale and show all dimensions
  - e. Location of change and/or improvement as it relates to the residence and all adjacent property lines, including setback dimensions
  - f. Descriptions of plant materials (species and/or common name, and size and height at maturity)
  - g. Building materials and colors including brand name and specific name and number. Show this information on plans. Include color and finish samples of all items
  - h. Any appropriate construction details
  - i. Include product specifications, photos, brochures, or pictures
  - j. Landscape plans must indicate direction of water flow and how surface water is to be collected. Indicate all proposed and existing drain inlets as well as drainage flow and grading. The existing drainage pattern, when grading was completed by the builder, is designed without consideration of proposed landscape improvements. The OGC HOA is not responsible for installation of proper drainage. This is the sole responsibility of the owner and/or his/her landscape contractor. No home owner may alter, modify, remove or replace any drainage improvements located within such owner's lot without receiving prior written approval from the ARC. No owner may alter any existing drainage patterns to neighboring lots.
- 2) Submit completed application to OGC management company. (See form for details)
- 3) The ARC will evaluate all completed applications within 21 days of receipt of all required forms, documentation & materials. The ARC will evaluate the submission to consider the characteristics of the home and lot site, because what may be an acceptable change and/or improvement for one home or lot, may not be acceptable for another. The ARC will indicate its approval, approval with conditions, or denial. The paperwork will then be sent back to the management company. In the event the application requires additional information or clarification, the OGC HOA property management company will contact the homeowner to request the additional information.

THE ARC MAKES NO WARRANTY OR REPRESENTATION THAT ANY “VIEW” WILL BE COMPLETELY PRESERVED OR PROTECTED

- 4) The OGC HOA property management company will record the ARC’s decision and notify the applicant, **in writing**, of the decision. All approvals are valid for 12 months from date of approval. Any expired approvals must be resubmitted before work is started.
- 5) Once the ARC approves a homeowner’s Architectural Approval Form, the plan(s) must be followed as approved. Homeowners should keep a copy of the completed application package for future reference. Any subsequent modifications to the original work or approved plans(s) must receive written approval from the ARC, prior to any further work.
- 6) Homeowner is to notify management company when work is completed and arrange for post completion inspection.

OGC ARC will not assume any responsibility for an OGC homeowner’s improvements, their means, quality or method of construction, and/or the OGC homeowners’ failure to obtain required permits.

## ***Old Gold Cup Homeowners Association Architectural Design Guidelines***

The following are design guidelines adopted by the OGC Board of Directors to assist homeowners in their decisions for updates and improvements. All possible design elements have not been covered. All changes are subject to ARC approval.

### **ANIMALS**

No animals, livestock or poultry of any kind shall be raised, bred or kept within any lot. Dogs, cats or other household pets may be kept, provided that they are not kept, bred or maintained for any commercial purposes. Dogs must be under the personal control of someone capable of controlling the dog on a leash outside any required enclosure. In accordance with the Town of Warrenton Code Article I, Section 3-13, any litter deposited by pets on lawns, sidewalks, paths or OGC HOA common areas must be removed IMMEDIATELY by the owner of the littering pet. If not, the home owner attributable to the littering pet, may be subjected to enforcement action by the Town of Warrenton, the OGC HOA, or both. Do not allow animals to urinate on plants and shrubs or to urinate in areas where the smell would be offensive to residents. Residents shall be responsible and liable for any personal injury or property damage caused by their pets. If the pet owner is a tenant, the owner of the lot attributable to the tenant with the pet is liable. Dog runs or any type of fenced in pens are not permitted. Any other outdoor shelter for animals “may” be permitted, subject to approval by the ARC. Appropriate screening of some shelters may be required as a condition of approval.

### **ANTENNAS AND SATELLITE DISHES**

While antennas and satellite dishes are generally subject to FCC guidelines, the ARC has guidelines regarding placement of their location. The following are guidelines regarding their location and screening.

**LOCATION** – Antennas and Satellite dishes are NOT to be installed in front of the lot, on the front façade or forward of the ½ way point of the side of the house so long as another location exists on the lot or residence from which an acceptable quality signal can be received. They are to be located so as to be as visually unobtrusive as possible, without unreasonably increasing the cost of installation, maintenance and use and without precluding the reception of an acceptable quality signal. Whenever possible, they should be located in the rear yard, below the height of fencing. If they must be installed at roof level, then they should be situated on the rear side of the roof ridgeline, so as to have no or minimal visibility from the front of the home.

**SCREENING** - To the extent possible, antennas and satellite dishes should be screened so that they are not visible from the street or to other lot owners.

**CABLING/WIRES** – Cables must be securely affixed to the residence in a manner that minimizes visibility.

## ATTIC FANS

Attic fans are permitted and must be installed on the rear side of the roof ridgeline, so as to have no visibility from the front of the home.

## BASKETBALL BACKBOARDS/POLES

An application must be submitted to the ARC prior to the installation of a basketball backboard. Basketball backboards affixed to permanent or semi-permanent freestanding poles are permitted with the stipulations listed below:

1. No court markings are painted, drawn or otherwise affixed to the playing surface
2. Basketball Set-ups. Basketball setups are restricted to private property and may not block or hinder passage on roads, sidewalks, or paths in any way.
3. At all times, all components of the equipment must be maintained properly and appropriately.

## CLOTHES LINES

Clothes lines or similar apparatus for the exterior drying of clothes are NOT permitted.

## DECKS

All decks must be approved by the ARC prior to installation. A Building Permit IS required.

LOCATION - Decks (and stairs) must be located in the rear yard and must not break the side plane of the house. Decks shall not be erected forward of the rear plane of a dwelling unit. Decks must comply with Town of Warrenton building code specifications including setback requirements. Check current building code for additional information.

SCALE & STYLE - Decks, particularly elevated decks, should be of a scale and style which are compatible with the home to which attached. Specific dimensions shall be considered on a case-by-case basis.

COLOR - The band boards, picket rails, posts and top rail may be stained with a natural wood color approved by the ARC. They may also be synthetic materials in earth tones, white, or gray. All other wood components must be sealed. A sample of wood color must be included with the request.

UNDERDECK STORAGE - Elevated decks have an under deck area which can have a negative visual impact on adjoining neighbors, particularly when used as an informal storage space. The use of decorative screening or landscaping to minimize adverse visual impacts is encouraged and may be required by the ARC, particularly in the case of high decks. The installation of lattice to screen the undercroft is permitted for elevated decks, but homeowners must still obtain prior approval from the ARC.

PRIVACY TRELLISES & SCREENS - The attachment of privacy screens and trellises for elevated decks may be permitted if consistent with the size of the deck and home. Privacy screens shall not extend more than three (3) feet above the top rail.

## **EXTERIOR AIR CONDITIONERS**

Air conditioning units extending from the house (including window units) are PROHIBITED. Exterior ground units may be added to or relocated only when they do not interfere visually with neighboring property. Exterior ground units shall be oriented so as not to discharge hot air or excessive noise onto a neighboring property.

## **EXTERIOR COLORS**

Any changes to the exterior colors to the home, including, but not limited to any siding, trim, foundation, shutters, roofing, other exterior structures, etc., require approval. A sample of the color must be submitted along with the Approval Form. Siding, shutters, and roofing colors must be kept consistent with color scheme originally offered by builder. Foundation color may only be white, off white, or match siding color.

## **EXTERIOR DECORATIVE OBJECTS**

All exterior decorative objects should be in moderation. ARC approval is required for all (large) exterior decorative objects such as bird baths, flag poles of any type, fountains, large rocks, weather vanes, arbors, etc. Large objects are considered any object larger than 12" x 12" x 12". However, (small) exterior decorative objects such as flower pots, small rocks used in rock gardens, decorative garden accents, etc., will not require ARC approval.

Winter Holiday decorations may be installed up to 30 days prior to and must be removed no later than 30 days after the specific holiday. Other national holidays (i.e. Independence Day, Halloween, Thanksgiving) decorations may be installed up to one week prior to the holiday and must be removed no later than one week after the holiday.

## **EXTERIOR ELECTRONICS**

Installation of any exterior weather stations/vanes, security cameras, speakers, solar panels, must be submitted for approval.

## **EXTERIOR LIGHTING**

Lamp posts must not exceed six (6) feet in height, including the highest part of any fixture. Floodlights or decorative lighting shall be installed so as to not shine into any neighbor's windows or house and must be installed in a manner that minimizes illumination of neighboring property, by directing lights downward onto your property. No flood or spot lights in excess of 150 watts, or equivalent, will be permitted under any circumstances. Lighting that is installed and activated by motion, must be installed in a manner so that only motion within your property activates the lighting. Ensure motion sensors are installed and aimed accordingly.



## **EXTERIOR MAINTENANCE**

Property ownership includes the responsibility for 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, trimming around fixed objects, edging of walks and curbs, removal of trash, appropriate storage of portable equipment such as grills, toys, gardening tools, pool equipment and pool toys, etc. and structural maintenance of the dwelling and any installed fence. Maintenance affects the visual character and economic values of your property and our neighborhood, and in some cases, safety. Improper maintenance or storage of items is a violation and could result in fines.

## **EXTERIOR PAINTING**

During repairs, an application is not required in order to repaint or restrain any area on the home to match the original color. However, all other painting and exterior color changes must receive prior approval.

## **FENCES**

An application must be made to the ARC prior to the installation of any fence in the community. Fences that appear to have a finished side and a support (rough/unfinished) side, must be installed with the support (rough/unfinished) side facing inward of the homeowner's property. Guidelines for the construction and approval of fences are provided below.

**MATERIALS** - It is preferred that fences be constructed of pressure treated southern yellow pine #2 grade or better. Other material may be approved by the ARC, such as synthetic materials in earth tones or white. Any other fence material or color will be considered on a case-by-case basis and MUST be specified in the ARC Approval Form. Chain-Link fences are prohibited.

**FENCE PLACEMENT** - In general, fences may be located on the rear yard lot line. Fences may not be placed forward of the mid-point of the side of any house. Precise fence placement will be considered on a case-by-case basis and in compliance with any Town of Warrenton ordinances.

**COLOR** - All natural wood fences shall be sealed in its natural color, stained earth tones or painted white, which have been approved by the ARC prior to application.

**HEIGHT** - The maximum height for any fence is 72 inches (6 feet), measured from ground level to the top of ANY part of the fence, posts to include post caps, regardless of ground slope may not exceed 75" (6 feet, 3 inches).

It is noted that some existing fences in our community were approved in the past by the developer and/or the ARC under prior rules and that some of these installations do not comply with current guidelines. These do not constitute precedence and if ever they require replacement, any new or replacement fence must comply with current guidelines.

Proper Town of Warrenton permits/approvals are required for fence construction.

## FLAG POLES

A ground mounted standard flag pole (20' height maximum) will be permitted with ARC approval. Placement of the pole must be indicated in the ARC Approval Form. Flag poles mounted to the side of houses will also be permitted subject to placement approval.

## LANDSCAPING

Generally, most minor landscaping improvements will not require prior approval. However, under no circumstances shall any landscaping create an adverse drainage impact to adjacent neighboring property and/or common areas.

An application is NOT required for the following modifications:

1. Planting of annuals or perennials in existing beds.
2. Installation of new beds less than four (4) feet wide around the perimeter of the house foundation (and deck, patio, or fence if present) and perimeter of the rear of the lot, provided that plants installed have a mature height of less than eight (8) feet.
3. Installation of new beds less than three (3) feet wide adjacent to walks from the driveway to the front of the home, provided that plants have a mature height of less than three (3) feet.
4. Installation of new beds less than two (2) feet wide around a mailbox post and around transformer/utility boxes, provided that plants have a mature height of less than three (3) feet.
5. Installation of edging material around existing approved beds, provided that it is installed at ground level.

Any other landscaping modifications, including the following, require application and review by the ARC. The installation of trees and bushes on the property is subject to review as to the type of the plant material and location of proposed installation in order to prevent the planting of inappropriately large types in over-abundant quantities or locations too close to structures, property lines, paved roads, or similar items. Homeowners should refer to literature from the Fauquier County Extension Service, the Warrenton Tree Board, or other local organization, for recommendations on plant material that will do well in this area. Landscape materials may not be installed on ingress/egress easements shown on a site plan or plat map. There shall be no adverse impact to adjacent neighboring property and/or common areas at time of planting or at any time in the future. The following are examples of the most common changes that require approval:

1. Removal of grass and replacement with mulch or landscape ground cover, except in the case of pre-approved locations above. (This will be considered for limited areas; on steep slopes, for example.)
2. Stone, masonry or keystone landscape walls. Walls intended as a landscape feature should not exceed two (2) feet in height. The use of natural stone is preferred. However, brick or cultured stone may be approved if consistent with the design characteristics of the home and adjoining properties.
3. Any modifications that require construction (including retaining walls or garden

- structures, such as trellises, gazebos, etc.) or result in a grade change.
4. Approval is required for any shrubs or trees, which are intended to form a hedge or natural screen.
  5. Any proposed improvement, which is of such, scale or type as to be potentially inconsistent with the scale and design feature of the home, adjacent homes and surrounding area.
  6. Removal of any existing plant or tree or bush that removes or eliminates screening of an item or property.

In the event that any tree, shrub, or other planted material ever encroaches on the ground or grows over the property line of an adjoining neighboring property, the homeowner owning the property where the planted material is located, shall immediately ensure the condition is remedied by appropriate trimming or removal of the planted material to eliminate the encroachment.

## **MAILBOXES**

Mailboxes and the post to which they are attached shall be consistent in color, shape and size as originally installed by the builder of the community. They may be white, black, natural wood shades or earth tones. Posts may be made of synthetic material, but the design **MUST** resemble the original design provided by the builder. Mailbox height must be compliant with USPS requirements. Maximum overall height of the post and mailbox from ground to top (to include ornamentation) must not exceed 60 inches. The post or box may display the house number. No other signs or applique may be affixed to the post or mailbox. Newspaper boxes must be firmly attached to the mailbox post, only one post per lot will be allowed. As with all other additions to the property, the changes must be approved by the ARC.

## **PATIOS**

All patios require a Approval Form and must be located in rear yards. Any adverse drainage impacts which might result from the construction of a patio should be considered and remedied. The use of a partially porous patio surface or the installation of mulch beds adjacent to the patio is a way to eliminate drainage concerns. Materials shall be compatible with the overall color scheme of the house.

## **RECREATION AND PLAY EQUIPMENT**

Permanent or semi-permanent recreational equipment, which constitutes a structure of any kind, such as swings sets, playhouses, sand boxes, etc., require a Approval Form and are subject to the guidelines below. The use of wooden recreation equipment is encouraged. All equipment **MUST** be kept in operable condition and maintained.

**LOCATION** - All recreation equipment must be located in the rear yard and should be set back a minimum of six (6) feet from the rear and side property lines. The play area resulting from this equipment should not encroach other properties.

**SIZE & SCALE** -The size and quantity of any equipment should be compatible with the size of the lot and existing elements, such as other equipment, pool, shed, etc.

**SCREENING** - Equipment should be sited so as to have minimum visual and noise impacts on neighboring property. The ARC may require the homeowner to install landscape screening to

minimize any adverse effects.

**MATERIALS & COLORS** –Approval Forms for recreational equipment should include a color photograph or catalogue cut sheet, the physical dimensions of the equipment, and proposed location on the lot.

## **RESTRICTINS ON DRIVEWAYS AND PARKING & STORAGE OF VEHICLES**

Residents have the ability to park four (4) vehicles (two in the garage and two or more in their driveway); therefore, residents are urged to not park in the streets. Parking of approved vehicles shall only be on surfaces designated for such activity, such as driveways and garages. Any addition to or extension of driveways must be approved by the ARC. The types of vehicles listed in sections (a) through (k) below may NOT be parked or stored in open view on residential lots. Any such vehicle may be stored in a garage, out of open view.

- a. Junk or derelict vehicles. A vehicle shall be deemed to be a derelict vehicle if it is inoperable, missing any necessary parts, such as, but not limited to, tires, wheels, engine, etc., that are necessary for operation of the vehicle on public streets. A vehicle shall also be classified as a derelict vehicle if it does not have a current state inspection sticker, current license, or applicable government stickers
- b. Any boat or trailer
- c. Any motor home or self-contained camper
- d. Any camper slip-on where the back of the camper is higher than the roof line of the cab of the truck; except that if a truck-mounted camper is to be an owner's primary means of transportation, it shall not be considered a recreational vehicle, providing it meets the following conditions: (1) the vehicle is moved on a daily basis and (2) it is parked within a garage or driveway
- e. Any mobile home, trailer or fifth wheel vehicle
- f. Any pop-up camp/tent trailer or similar recreation oriented portable vehicle or transportable facility or conveyance
- g. Any other vehicle not defined above which is not normally used for daily transportation, including dune buggies, tractors, ATVs, non-operational automobile collections, or other automotive equipment not licensed for use on Virginia State roadways
- h. Any vehicle defined that requires a commercial license plate and/or a commercial driver's license to operate
- i. Any vehicle with commercial signs, advertising, or visible commercial equipment; **with the exception of** commercial vehicles including, and limited to, passenger vehicles or standard size vans and pickup trucks which are licensed as passenger vehicles, not those licensed with truck tags, that have been adapted to business use or have been fitted with special racks to hold material, tools, or motorcycles
- j. Private or public school, or church, buses
- k. Any vehicle that is longer than the actual parking space in the drive of the home or exceeds eighteen (18) feet in length and/or eight (8) feet in width, or is more than three (3) tons gross weight, irrespective of whether such vehicle would otherwise be permitted in accordance with other terms within the guidelines

Temporary and non-recurring parking of vehicles/boats/campers for maximum of 72 hours is permitted. This allows homeowners to prepare their vehicles for trips, cleaning them for storage, etc.

## **SIGNS**

No sign may be placed on a lot without ARC approval, except for those signs specifically addressed elsewhere in these guidelines, and real estate signs of five (5) square feet or less advertising a property for sale or rent. Only one (1) real estate sign is permitted. Political election signs shall be limited in size to five square feet per sign and shall be removed from the lot per Town of Warrenton and/or Virginia State Rules post-election, but no later than five (5) days post-election. All signs must be placed as to not create a line of sight obstruction.

## **STORAGE SHEDS**

All storage sheds must be approved by the ARC. Storage sheds can aesthetically affect both individual property and the neighborhood. As a result, all storage sheds should be compatible with both the architecture and landscaping surrounding the house. Storage sheds must be located within the homeowner's property boundary in the rear yard only and be consistent with and in compliance with all Town of Warrenton ordinances. Sheds should be constructed of wood with wood or vinyl siding, and be white, a natural wood color, or the color of the house. Metal sheds and "Rubbermaid" type vinyl sheds are not permitted. Other materials and construction may be considered on a case by case basis. Only one (1) shed will be permitted on each lot. The shed must be no larger than ten (10) feet by sixteen (16) feet in depth and width, and no taller than ten (10) feet at the peak of the roof or the peak of any roof ornamentation. No additions to a previously approved shed may be made without additional ARC Approval. Under no circumstance may any subsequent addition to an existing shed exceed the above maximum size limitations. Storage of items (such as ladders, tools, rakes, etc.) on or around the exterior of the shed is not permitted.

## **STORM/SCREEN DOORS**

Full-view, metal framed storm doors, defined as doors where the glass/screen comprises a majority of the door surface, as well as doors with lead inlays or etched/beveled edge glass are generally permitted, subject to ARC approval. Provided this criterion is met, there is latitude for a number of styles. Doors shall be white or match the color of the home entrance door behind the storm door. Color picture of door on home and of proposed storm door must be included with ARC Approval Form.

## **SWIMMING POOLS / SPAS / HOT TUBS**

Only in-ground pools are permitted. Spas/Hot Tubs may be freestanding above ground style, but only one (1) unit per lot is permitted. The ARC may require appropriate screening of any pool, spa, hot tub, or its accessories (diving board, slides, features), as well as mechanical equipment to minimize any negative visual impact. Things to consider in ARC Approval Form submission, include, but should not be limited to, Town Ordinances, easements, landscaping, drainage on your property, as well as any neighboring property, back wash run-off, etc.

A temporary inflatable pool is permissible, subject to ARC approval. Inflatable pools are limited to a maximum diameter of twelve (12) feet and must be located in the rear of the property. Such pools are

permitted only between Memorial Day and Labor Day each year.

All pools must be within rear portion of a fenced in back yard.

## **TRASH CONTAINERS**

Trash, garbage, and/or recycling containers shall not be permitted to remain in public view except on collection days.

## **WINDOW TREATMENTS & PARAPHERNALIA**

All windows will have the grid design consistent with original windows installed by builder. Window treatments hung on the inside of the home that can be seen from the outside shall be of a type that is tasteful and not be of a style which degrades the neighborhood or is offensive to any neighbor.

Windows may be tinted provided that no reflective materials are used to create a mirror effect from the outside. Items such as paint, tin foil, paper, stickers, etc., shall not be displayed or affixed in or to any windows. Exterior wrought iron or metal bars are prohibited.

## APPENDIX A

### OLDE GOLD CUP HOMEOWNERS ASSOCIATION Architectural Approval Form

**Instructions:** Consult the Olde Gold Cup (OGC) Homeowners Association (HOA) Covenants and the current version of the Architectural Design Guidelines (ADG) for detailed information concerning permitted exterior alterations and the architectural review process. **Submit: 1) copy of this application (one per each proposed change) along with, 2) attached site plan (this can be a plat, survey, or aerial photo i.e. Google Maps screen shot) with properly labeled location of the proposed change as well as property lines, existing structures, and pertinent landscape materials on the lot as described in OGC HOA Protective Covenants. These are to include sufficiently detailed plans, model, dimensions (height/width/depth), material, color/finish, sketch, photo or brochure showing design, etc., in order for the ARC to evaluate the proposed changes. All applications with required documentation shall be submitted to:**

**Austin Realty Management & Investments, Inc. (ARMI)**  
**via USPS @: 10 Rock Pointe Lane, PO Box 3413, Warrenton, VA 20188**  
**via E-mail @: [HOA@ARMIVA.com](mailto:HOA@ARMIVA.com)**  
**via Fax @: 540-347-1900**  
**Questions: Call ARMI @ 540-347-1901**

**Applications will not be reviewed by the ARC without complete information and/or plans included.**

Submission Date: \_\_\_\_\_ Lot #: \_\_\_\_\_

Name of Owner(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Contact Phone # (Home/Work/Cell): \_\_\_\_\_

Contact E-mail address: \_\_\_\_\_

Type of Change (check one): Deck \_\_\_ Patio \_\_\_ Fence \_\_\_ Storm Door \_\_\_ Landscape \_\_\_ Pool \_\_\_ Lighting \_\_\_  
Mailbox \_\_\_ Play Equipment \_\_\_ Shed \_\_\_ Addition \_\_\_ Color Change \_\_\_ Other \_\_\_

Model: \_\_\_\_\_

Color: \_\_\_\_\_

Height/Dimensions: \_\_\_\_\_

Materials: \_\_\_\_\_

Description/Attachments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Homeowner Acknowledgement:** By signature(s) below, this will confirm that I/we have read the OGC HOA Covenants and Architectural Design Guidelines as they relate to this application, including those Guidelines in the construction of this proposed architectural change. I/we further confirm that I/we have read and will comply with all applicable rules/regulations established by the OGC HOA concerning the procedures to be followed in undertaking any change and further agree that I/we will solely be liable for any claims, including without limitation for property damage or personal injury, which result from this requested change, complying with all applicable governmental regulations, codes and ordinances; obtaining all necessary permits and inspections and contacting Miss Utility if digging; and indemnify the OGC HOA from and against any claim for failure to do so. I/we further acknowledge that I/we are responsible for any/all future maintenance, repair/upkeep of any approved change. That the approval authority granted by the ARC (if so granted) will automatically expire should the proposed project not be commenced within 180 days of the approval or completed within one year of the approval. Once your application is approved and the work is completed, contact the Association management company to schedule a final inspection by the ARC.

Homeowner(s) Signature(s): \_\_\_\_\_

**Architectural Review Committee and/or Board of Directors Action**

ARC Acceptance Date: \_\_\_\_\_

\_\_\_ Approved as submitted

\_\_\_ Not approved for reasons noted below

\_\_\_ Approved subject to conditions noted below

\_\_\_ Decision pending for reasons noted below

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ARC vote: \_\_\_\_\_

ARC Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Final Inspection/Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_



APPENDIX C

Olde Gold Cup Semi-Annual Architectural Review Form

<b>Date</b>	
<b>House #</b>	<b>Street Name:</b>

Instructions: Place an "X" and/or comments under each column

	Good	Needs Review	Immediate Attention
<b>Front of Residence</b>			
Door/Trim			
Driveway			
Garage Door/Trim			
Gutters/Downspouts			
House Number			
Lawn/Landscape/Trees			
Lights/Yard Light			
Mailbox			
Porch/Railing			
Roof			
Shutters			
Siding/Trim			
Stone/Brick			
Walkway			
Windows/Trim			
<b>Right Side of Residence</b>			
Chimney/Stone/Brick			
Door/Trim			
Fence			
Gutters/Downspouts			
Lawn/Landscape/Trees			
Lights			
Porch/Patio/Deck/Gazebo			
Roof			
Siding/Trim			
Windows/Trim			
<b>Left Side of Residence</b>			
Chimney/Stone/Brick			
Door/Trim			
Fence			
Gutters/Downspouts			
Lawn/Landscape/Trees			
Lights			
Porch/Patio/Deck/Gazebo			
Roof			
Siding/Trim			
Windows/Trim			
<b>Rear of Residence</b>			
Chimney/Stone/Brick			
Fence			
Gutters/Downspouts			
Lawn/Landscape/Trees			
Lights			
Pool			
Porch/Patio/Deck/Gazebo			
Roof			
Shed			
Siding/Trim			
Windows/Trim			

**Notes:**