



POLICIES, RULES, AND PROCEDURES
PRP NO. 1

Architectural Guidelines

Revised and

Approved by the Board of Directors

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Table of Contents

SECTION A. OVERVIEW.....	1
SECTION B. TIME FOR COMPLETION OF PROJECTS	1
SECTION C. APPROVAL PROCESS	1
SECTION D. DESCRIPTION.....	2
SECTION E. GUIDELINES FOR APPLICATION	2
SECTION F. ACCESSORY AND TEMPORARY STRUCTURES	3
SECTION G. AWNINGS	5
SECTION H. BOAT DOCK FACILITIES GUIDELINES.....	5
Figure 1 - Example Drawing of Boat Dock	7
SECTION I. NON-HARDSCAPE DRIVEWAYS	9
SECTION J. DECK, PATIO, AND PORCH	9
SECTION K. DOG RUN AND SHELTER GUIDELINES.....	10
SECTION L. FENCE GUIDELINES	11
SECTION M. FLAGS AND FLAG POLES	12
SECTION N. HOME BUSINESSES	13
SECTION O. ROOFTOP VENTILATORS AND SKYLIGHTS	13
SECTION P. SATELLITE DISH OR ANTENNAS	14
SECTION Q. RETAINING WALLS	15
SECTION R. TREE REMOVAL GUIDELINES	16
SECTION S. TREE REPLACEMENT GUIDELINES	17
SECTION T. TREES INDIGENOUS OR AVAILABLE TO LAKE HOLIDAY	17
SECTION U. EXTERIOR HEATING FUEL TANKS	18
SECTION V. PAVING PROJECTS.....	19
SECTION W. CHIMNEY FLUE	20
REVISION HISTORY.....	i

PRP NO. 1 ARCHITECTURAL GUIDELINES

SECTION A. OVERVIEW

The intent of the Architectural Committee is to preserve the appearance of Lake Holiday as a treed and natural environment. As such, a major consideration when approving exterior colors and additions is how naturally they blend with the environment and the surrounding homes. Architectural Guidelines apply to both initial home construction and to homeowner projects. A separate PRP outlines initial construction rules and procedures in detail.

Review and approval by the Architectural Committee is mandatory prior to any action by the property owner. The appropriate forms (and any drawings, site plans, etc.), which are required to make the decision, need to be submitted to the committee before any construction can take place. In case of a conflict between these guidelines and the Virginia Construction Code, the Virginia Construction Code shall apply. Nothing in this document absolves the property owner of obtaining permits required by Frederick County under the Virginia Construction Code.

In instances where the application is not approved, the Architectural Committee can provide assistance to find alternative solutions that will meet the property owner's needs and that would comply with their Deed Covenants. The Architectural Committee can also act as a resource for information during the planning stages of your project.

With the exception of prohibited items, please understand that these guidelines are general in nature and each application will be considered on its individual merit. Approval, rejection or modification will be based primarily on the individual need and desired effect of the proposed project.

SECTION B. TIME FOR COMPLETION OF PROJECTS

1. Exterior work on existing houses or structures, including site cleanup, should be completed within six (6) months of the issuance of the LHCC permit. The property owner may request an extension of the completion date for an additional six (6) months. The request must be in writing and must be received by the Architectural Committee at least thirty (30) calendar days prior to the end of the initial six-month construction period. If the exterior work on the existing structure is not completed within the six-month period plus the six-month extension, if requested, the property owner may be assessed in accordance with the Virginia Property Owners' Association Act. An appeal of any such assessment may be made in accordance with PRP No. 4, Compliance.

SECTION C. APPROVAL PROCESS

1. The Architectural Committee must pre-approve exterior home improvements as defined in this policy statement. The application forms (and any drawings, site plans, etc.) that are required must be submitted to the Architectural Committee and approval granted before any changes or construction may occur.
2. Specific Guidelines and Application Forms for the following projects are downloadable from the LHCC website and are also available in the Management Office. If your project involves any of these structures, please refer to the appropriate guideline or section (see Table of Contents for specific page numbers).
 - a. Accessory Structures
 - b. Awnings
 - c. Boat Docks

- d. Decks, Porches and Patios
- e. Dog Runs and Shelters (discontinued)
- f. Fences
- g. Flags and Flagpoles
- h. Home Businesses
- i. Rooftop Ventilators and Skylights
- j. Satellite Dishes
- k. Retaining Walls
- l. Tree Removal
- m. Tree Replacement
- n. Tree Replacement List
- o. Exterior Heating Fuel Tanks
- p. Paving Projects

SECTION D. DESCRIPTION

The Architectural Guidelines cover all additions as well as changes to the exterior style, colors and materials of a house or another structure already in existence.

1. The Architectural Committee encourages the use of subtle natural colors and materials that blend with the natural environment. Bright colors are not acceptable and will not be approved. White may be used sparingly for trim and accent, but will not be approved as a structure's primary color.
2. All changes must be consistent with the Lake Holiday Initial Construction Guidelines and the Frederick County of Virginia Codes. If a conflict exists between the Lake Holiday Construction Guidelines and the Frederick County of Virginia Codes, then the more restrictive guideline will apply.
3. An Application for improvements is NOT required for repair work or maintenance where no change to materials, colors or general appearance takes place. If in doubt, it is best to submit an application.

SECTION E. GUIDELINES FOR APPLICATION

1. In general the following applies to all applications. Residents starting projects that involve visible home exterior changes should submit an application package consisting of:
 - a. An Architectural Approval Form (available from the Management Office). A general purpose form is available for projects not specifically covered in other sections.
 - b. A picture, sketch and/or description of the proposed project (if applicable)
 - c. Color chips, product brochure clipping or material samples (color photos are preferred)
 - d. A site plan showing the location of the project with respect to the house and boundaries (if applicable)
1. Staple or fasten items to the application to avoid loss. Clear plastic zip bags may be used to contain samples. Please limit sizes of documents and samples to 8.5 inches x 11 inches.

2. The Architectural Committee maintains files in the Management Office for improved Lake Holiday lots. These files sometimes have copies of surveys and building plans, which may be helpful in preparing your application. Please contact the Management Office for assistance.

SECTION F. ACCESSORY AND TEMPORARY STRUCTURES

1. Accessory Structures

- a. Accessory Structure Definition: An accessory structure is any out building or other type of detached structure, including, but not limited to, storage or garden shed, play house, tree house, screened shelter, hot tub enclosure, gazebo, or any parts thereof. The following guidelines apply.
- b. All accessory structures are to be reviewed by the Architectural Committee prior to construction accompanied by a current site plan indicating placement of the structure.
- c. Accessory structures may not be used as a temporary dwelling.
- d. All setback requirements must be maintained and no accessory structures may be located forward of the front line of the house.
- e. Where practical, all accessory structures shall be placed such that they are not visible when the house is viewed from the front. Any exception to this must have prior approval from the Architectural Committee. Consideration will be given to line of sight from neighboring homes, the lake and roads within Lake Holiday.
- f. All accessory structures shall not exceed 150 square feet in size and the walls shall not exceed 8'-6" in height.
- g. Construction, finish materials and colors shall match or complement that of the home.
- h. Metal structures, temporary boat storage units and free-standing carports will not be approved.
- i. Construction and other temporary structures shall be governed by LHCC Article VII, Initial Construction Guidelines, Section B.4.b.
- j. Tree houses - Lake Holiday Country Club shall not assume responsibility for validating the integrity of any tree in which a tree house is approved for construction by the Architecture Committee.
 - (1) Architectural Committee approval for tree houses only considers the location, size and aesthetics of the proposed tree house. The Committee make no assurances as to the safety of the structure
 - (2) As a requirement for approval, the property owner must sign a waiver indemnifying and holding harmless Lake Holiday Country Club.
- k. Accessory Structures Application -- Attachments and Criteria
 - (1) A picture or drawing or other description indicating the colors as well as construction materials or samples.

- (2) The exact external dimensions (width, length and height) of the proposed structure.
- (3) A scaled, accurate site plan showing the location of the proposed improvement in relation to the existing structure(s), property lines and setbacks.
- (4) The location of the proposed structure must be staked, marking the corners for site review by the Architectural Committee and staff.
- (5) A fully completed Accessory Structure Application Form.

2. Temporary Structures

- a. Definition: A portable covered or enclosed storage container (storage container).
- b. Placement of a storage container on any property within Lake Holiday Country Club, Inc. requires completion of an application and approval by the Architectural Committee. The application is available on the LHCC website. Generally, application processing will require five (5) days advance notice.
- c. LHCC will allow the temporary placement of a storage container on a lot for the purpose of outdoor storage of household possessions or for use associated with moving into or out of the dwelling on that lot.
- d. Approval will be granted for a period up to thirty (30) days. One fourteen (14) day extension may be granted by the Architectural Supervisor if requested prior to the end of the thirty day period.
- e. The storage container shall be located on the lot so as to avoid encroachment into established setbacks and easements, unless otherwise approved by the property owner who has the easement right-of-way.
- f. Stacking of storage containers is prohibited.
- g. The placement of a storage container on a roadway surface is prohibited without prior approval of the Architectural Supervisor. Generally, the following will apply to all street parking of storage containers:
 - (1) It must not be located within 15 ft. of a fire hydrant or neighbor's driveway.
 - (2) It must be completely off the paved surface of the road.
 - (3) The longest side of the container must be parallel to the street, and the container must be placed no closer than two (2) feet of the paved surface.
 - (4) It must not block visibilities (sight lines) needed for safe traffic flow.
- h. The Lake Holiday Entrance Gate staff will be informed of all approved storage container permits along with the term of the permit. Property owners having a storage container delivered through the Lake Holiday entrance gate should provide the vendor/driver with the destination street address and name of the property owner.

- i. No more than two (2) storage containers will be permitted on the lot at any one time.

SECTION G. AWNINGS

1. The following guidelines apply:
 - a. Awnings need to comply and must blend in with the overall color scheme of the house.
 - b. Awnings must not provide a noticeable color contrast or diminish the natural hues of the surrounding environment.
2. Application Criteria
 - a. A permit to install awnings is required and the Architectural Committee must approve the application prior to installation.

SECTION H. BOAT DOCK FACILITIES GUIDELINES

1. A Boat Dock Facility is any structure that includes, but is not limited to, floating, fixed (supported on pilings) or cantilevered boat docks, boat-lifts, piers, ramps, slips, inflated water toys and accompanying shoreline decks, patios and or other fabrications. Approval of Boat Dock Facilities will be based on specific needs and uses.
2. Guidelines
 - a. The Architectural Committee reviews all Boat Dock Facilities. LHCC, Inc., which operates as a Property Owners' Association, is mandated by their governing documents to maintain control over boat dock installations to provide for commonality of size, shape, color, and to preserve the access, safe use and enjoyment of the lake. The Architectural Committee requires that an application must be submitted and permit must be issued before any work can commence on any Boat Dock Facilities.
 - b. Property lines and side set back lines extend into the lake and must be maintained so as not to obstruct access from adjoining properties. (See Drawing on Application Form.)
 - c. Boat dock facilities will be limited to a boat dock, pier or slip that may not extend further than 24' (twenty-four feet) into Lake Holiday from the shoreline. Docks that may need to extend over 24' (twenty-four feet) from the shoreline due to unusual and/or shallow conditions will be reviewed on a case-by-case basis and may require additional restrictions. No structure; including but not limited to docks, platforms, floats and piers; may be positioned outside of the area defined by a line twenty-four feet from shore and the property setback lines.
 - d. Boat dock facilities (including any docked boat) that are located in coves or inlets shall project into the lake no more than one-third the distance to the opposite shoreline or 24' (twenty-four feet), whichever is less. In narrow sections of Lake Holiday, a clear channel at least 40' (forty feet) in width shall be maintained, whenever possible, between the facilities on opposite shorelines, with the location of such channel being as nearly as practicable over the deepest portion of that section of the area.

- e. Maintenance standards will apply to all docks regardless of date of construction. No docks will receive any grandfathering privilege. All docks will be inspected for integrity periodically and may be inspected after major storms. Boat dock facilities must be maintained so as not to present any hazard to the operations and enjoyment of the lake and the proper functioning of the spillway of the dam.
 - (1) Boat dock facilities shall be tethered using galvanized or stainless steel cables such that they will not come loose under major storm conditions and/or significant rise in lake level.
 - (2) Boat docks shall be maintained in a safe condition. This includes, but is not limited to, replacement of missing flotation devices, repair or replacement of non-functional flotation devices, replacement of broken or lifted planking, correction of un-level or sagging structures and repair or replacement of missing or broken shore attachment cables or chains.
 - (3) Docks that are structurally failing and pose a hazard from use or are in danger of breaking free of their anchors are considered in need of replacement, repair, or removal.
 - (4) The owner of any boat dock facility deemed hazardous, as the result of an inspection and written report by the General Manager or designate, will be issued a Courtesy Notice with the written report attached requiring the repair, replacement or removal of the offending dock.
 - (5) The owner shall have fifteen days to submit a plan to the Architectural Committee for either repair, replacement or removal of the dock. If the plan is approved, the owner must complete the repair, replacement or removal of the dock within thirty days. If the plan is not approved, the owner will be given fifteen days to correct the plan in accordance with recommendations of the Architectural Committee.
 - (6) Failure of the owner to comply will result in the matter being referred to the Compliance Committee which, in accordance with standard policy, will schedule a hearing concerning the violation. Such hearing may result in a determination to assess the Owner in accordance with the Virginia Property Owners' Association Act and/or a directive to the General Manager to effect repair or removal of the offending dock
- f. All boats must be secured to a boat dock or to the shoreline area. Mooring is prohibited.
- g. Plastic drums, Styrofoam or similar flotation materials shall provide buoyancy for all floating boat dock facilities. Steel drums are prohibited as well as plastic or composite drums that have contained toxic materials. All flotation devices shall be securely fastened to the dock members to ensure that they will not become detached.
- h. No structural walls or roofs are allowed on docks and piers. Railings are permitted provided they are primarily for safety.
- i. Some construction materials use toxic substances as preservatives such as creosoted and pressure treated lumber products. Use of composites, plastics, and

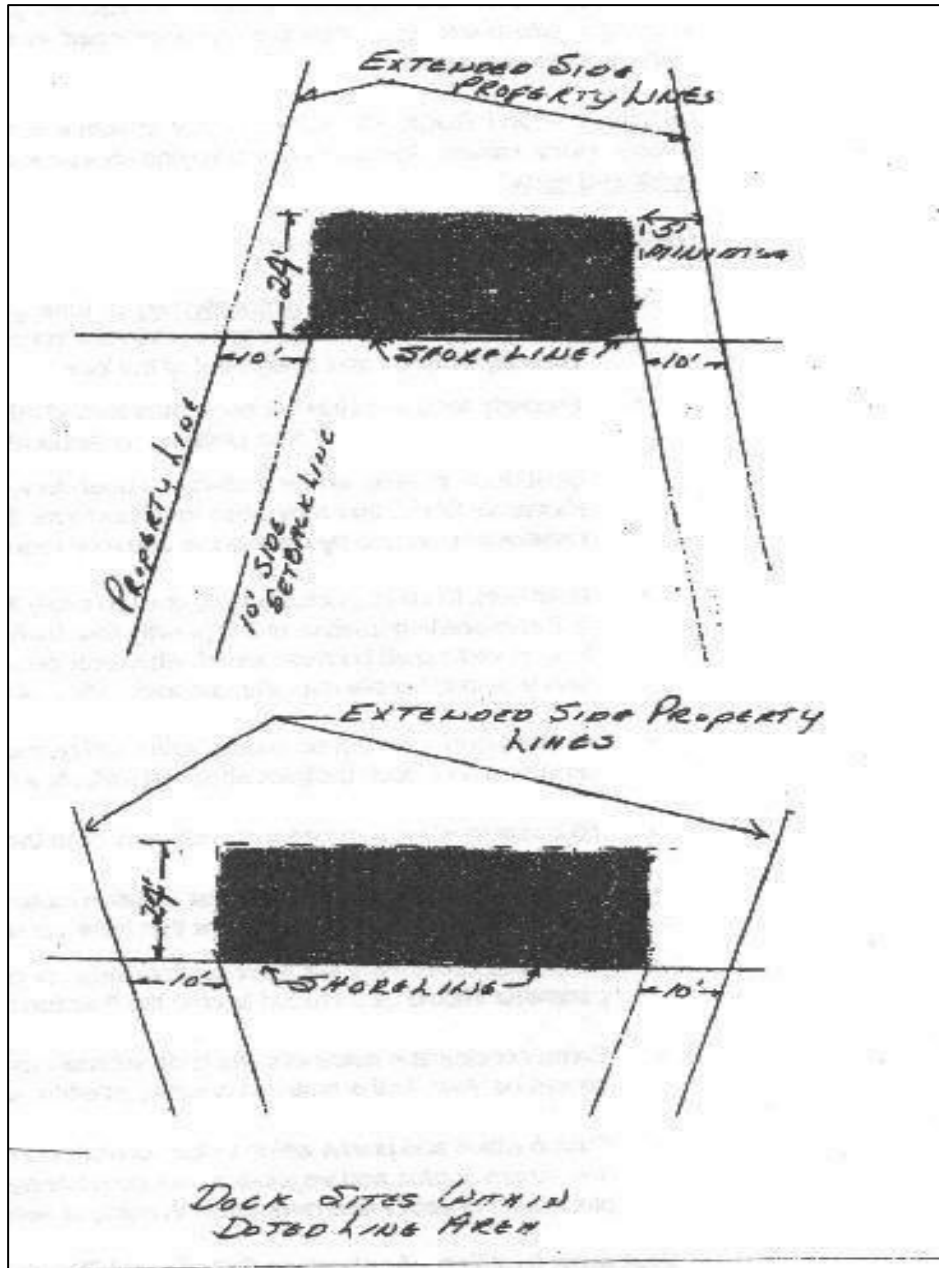
other products, which are less harmful to the lake environment, is strongly encouraged.

- j. Conservation and preservation of the natural shoreline will be an essential part of the approval process. Dock facilities may adversely impact near-shore shrubs and vegetation on Lake Holiday, which in turn negatively affects near-shore habitats for fish and wildlife. Additionally, placement of docks and removal or thinning of near-shore vegetation may negatively affect aesthetic values of these areas.
- k. Owners of existing docks were issued a deck plate identifying the section and lot number at which the dock is placed. The plate must be affixed to a vertical surface of the dock where it is most visible at all times to a boat approaching the dock from the lake. This surface will usually be one that runs parallel to the shoreline. Failure to affix the deck plate may result in an assessment in accordance with the Virginia Property Owners' Association Act.
- l. Failure to adhere to these guidelines or installation of a dock without permit may result in an assessment in accordance with the Virginia Property Owners Association Act as well as removal of the dock at the property owner's expense.
- m. Complying with the above requirements will benefit all members of our association with respect to safety of docks, the safety of navigation and the proper functioning of our dam. However, it should be clearly understood that Lake Holiday Country Club, Inc. does not guarantee or warrant the effectiveness of the above procedures and will not be responsible for any claims, damages, or injury allegedly arising out of or in connection with compliance or failure to comply with these standards.

3. Boat Dock Facilities – Application Criteria and Procedure

- a. Before any construction may begin, including renovation of existing docks, an application containing the following information must be submitted. Upon approval by the Architectural Committee, a permit will be issued to the property owner.
- b. The permit application must include a description of the dock, a construction plan, details of the anchoring system and a site plan.
- c. Provide a picture, drawing or other description indicating the color, materials and samples.
- d. Provide a construction plan showing by notes or detail, all of the structural elements of the structure, including piling embedment, beam sizes, framing, and strapping details. Frederick County does not require a permit for a boat dock. However, permits are required for shoreline decks and any electrical wiring or plumbing.
- e. Provide details of dock or pier anchoring system to shore.
- f. Provide a scaled, accurate site plan showing the location of the proposed facilities in relation to the shoreline or shorelines in a cove and setbacks. The site plan must show the size and projection into the lake and include all dimensions of the planned structures.

Figure 1 - Example Drawing of Boat Dock



SECTION I. NON-HARDSCAPE DRIVEWAYS

Members who have driveways which are not finished in a hardscape (such as approved paving, concrete or pavers), are required to maintain sufficient gravel, and/or utilize other appropriate measures, at all times to prevent the migration of dirt and debris from the lot onto the community roadway.

SECTION J. DECK, PATIO, AND PORCH

1. A deck, patio or porch is any *attached* structure that is at ground level or raised including, but not limited to, elevated decks supported by beams, ground level decks, open porches, screened porches and ground level patios. Also included are *detached* decks and patios that are located elsewhere on the property such as at the lake shoreline.
2. Frederick County Code Definitions
 - a. Deck: A structure that is elevated more than eight (8) inches from the finished grade level. Permit required.
 - b. Patio: A structure/surface that is eight (8) inches or less in height that has no attached structure/roof system of any kind. A patio does not require a permit, however, all county codes must be satisfied. For example, the thickness of concrete paving, etc.
 - c. Railing requirements: Any deck that is higher than thirty (30) inches above grade must have railings. Rail height shall be between thirty-six (36) and forty-two (42) inches, and have no more than six (6) inch openings.
3. The following guidelines apply:
 - a. All such structures are reviewed by the Architectural Committee.
 - b. All setback requirements must be maintained with the exception of shoreline decks, which act as dock anchoring devices.
 - c. All structures with the exception of open porches should be primarily located at the rear of the home. In certain instances other locations will be evaluated based on specific needs and uses.
 - d. Privacy of adjacent homes should be considered when planning such structures.
 - e. Construction and finish materials should match or compliment that of the home. Consideration will be given to the design and compatibility of all materials, colors, railings, steps, trim and roof coverings.
 - f. Any changes to existing structures (decks, porches, patios, etc.) should provide for continuity in regard to materials, colors, and railings, trim and roof coverings.
 - g. Under deck areas that are used for storage require the use of decorative screening and/or landscaping to minimize adverse visual effects.
4. Deck, Patio, and Porch Application Criteria
 - a. Picture or drawing or other description indicating the color and materials or samples.

- b. Drawings of all details of design and appearance.
- c. The dimensions of the proposed structure.
- d. Photograph of the existing house showing where the deck will be located.
Photographs of adjacent homes taken from the proposed location if applicable.
- e. A scaled, accurate site plan showing the location of the proposed improvement in relation to the existing structure, property lines and setbacks.

SECTION K. DOG RUN AND SHELTER GUIDELINES

1. A dog run is an open outside area to which a dog is confined, which is large enough to walk or run around in. A SHELTER refers to a dog house.
2. Compliance with Frederick County Requirements - These guidelines are intended to aid the residents of Lake Holiday in providing aesthetically acceptable outside pet containment areas. They do not relieve the owner from complying with Frederick County requirements for monitoring their pet's behavior to ensure they are not a nuisance to neighbors.
3. The following guidelines apply
 - a. Any dog run or shelter must be located in the rear yard area, directly behind the dwelling and as close as practical to the dwelling. It should be located as far from shared property lines as possible so that it will have the least impact on neighbors for visibility, noise and smell. It must be located where it will be visually unobtrusive. Considerations will include, but may not be limited to the proximity of neighbors' windows and outdoor living areas. A dog run must be inside the setbacks of the lot.
 - b. Buried electric invisible fences are a hi-tech solution to dog containment. These "fences" however are not foolproof, and it is the owner's responsibility to insure that the dog remains within its confines.
 - c. Cable dog runs are an acceptable means to keep dogs restrained. A cable run is a horizontal overhead cable between two trees or posts, to which a leash is attached. They are less visible than a fenced enclosure, but should be likewise located away from public roads and adjacent properties.
 - d. Fenced dog runs should match other approved existing fencing where possible. Fenced dog runs must adhere to the Lake Holiday Fence Guidelines, with exceptions as follows:
 - e. Vinyl coated wire mesh attached to an open fence style is acceptable. The mesh or wire may not be taller than the fence it is attached to.
 - f. Chain link fenced dog runs may be approved if "totally concealed" from view with adequate screening materials. Any shrubbery or tree screening would have to totally obscure the dog run / shelter year round, deciduous bushes would not be acceptable.
 - g. A fenced dog run must not exceed 15' x 15' feet and six feet in height.
 - h. Dog runs and shelters must be removed when the property is sold or when they are no longer being used for their intended purpose.

- i. Resin plastic or wood dog houses are permitted. Shelters should match or compliment the primary residence color scheme. Homemade shelters must display an acceptable degree of workmanship and durability.
- 4. Dog Runs and Shelters-Application Criteria:
 - a. Submit an application form, and include information indicated per your type of dog run / shelter.
 - b. Site Plan - Provide a scaled, accurate site plan showing the location of the dog run and/or shelter relative to the home and setbacks is required. The plan can be drawn onto the most recent copy of your lot survey. Please indicate type and dimensions of the dog run area and/or shelter, and materials and colors of the shelter if any.

SECTION L. FENCE GUIDELINES

- 1. The original design concept of Lake Holiday promotes a feeling of open space to enhance the natural beauty of the area. To that end, fences have generally been discouraged. Fences may be approved to enclose service or pet areas, when required for safety issues or as decorative features. They may not be used to enclose or define property lines.
- 2. Fenced Enclosures, or areas with fence on three or more sides, are considered structures, and may not be built in setback areas. Enclosures intended for pet containment are considered Dog Runs and are subject to the guidelines and restrictions thereof.
- 3. Safety and Security -- Fences, and temporary fences that abate a condition specific to the applicant or neighboring residents or property require written justification, and may be approved at the discretion of the Architectural Committee. Temporary fences must be removed when the condition no longer exists or when the residence is resold.
- 4. Decorative fences consisting of a short run of fence along a boundary of an adjacent property, not to exceed one third of that boundary line, are not considered structures, and may be placed in the setback not less than one foot inside the property line, at the discretion of the Architectural Committee and subject to the Governing Documents. Applications for any fence within 10' of the property line require both the property line and proposed fence to be staked and strung for inspection by the Architectural Committee prior to approval. Accuracy of placement is the responsibility of the Applicant. Dated copy of notification of adjacent neighbor(s) by mail must accompany the application.
- 5. No residential fence may infringe on a neighboring property, common area or Right-of-Way.
- 6. The following guidelines apply:
 - a. All new or replacement fencing requires Architectural Committee review.
 - b. Fencing should not extend beyond the front of the home except for approved decorative fencing.
 - c. All new or replacement fencing shall not exceed 4' in height, except for lift station enclosure fencing which shall not exceed 6' in height.
 - d. Fencing should be of an open design. Consideration is given to color, material, design and structural integrity. Natural colors and materials, which minimize visual impact, are preferred. White or very light colors are not allowed.

- e. Pet enclosures must meet all Fence and Dog Run Guidelines and must match any other approved, existing fencing on the property.
 - f. Chain link, metal and plastic fencing will not be approved. Chain link and metal fence and railing may be used in common areas and right-of-way by the Property Owner's Association or Utility Company where it is cost effective or functionally superior to natural materials.
 - g. Stockade (board on board) fence will only be approved for applications where a safety or security issue exists. Written justification must accompany the application and will be considered by the Architectural Committee. Fences built under this special consideration must be removed when the safety or security issue is no longer valid or prior to the property being sold.
 - h. Any exceptions to the above guidelines must be reviewed and receive approval from the Architectural Committee.
7. Fence Application Criteria. Provide the following:
- a. A picture or drawing of the fence type, please specify whether it will be for decorative, pet or service area, or for safety issues.
 - b. The dimensions -- specify the height and lengths.
 - c. Structural Integrity---the maximum span between posts shall not exceed eight (8) feet. The posts must be securely imbedded.
 - d. Posts -- specify the post type. They may be pressure treated pine, cedar, locust, redwood, composite material, or steel pipe columns. The size equivalent to a 4 X 4 post.
 - e. Color---the fence may be natural, pre-colored, painted or stained. It is recommended that wood fencing receive an initial and periodic protective finish, applied to both sides. Provide color samples.
 - f. Site Plan---a scaled, accurate site plan showing the location of the fence relative to the home and setbacks. The fence can be drawn onto the most recent copy of your lot survey.

SECTION M. FLAGS AND FLAG POLES

1. A flag is any banner or flag that can be flown or hung, including but not limited to National, military, and decorative flags.
2. Virginia legislation prohibits community associations from restricting the display of any flag and the installation of any necessary supporting structures for any flag without rules being disclosed in the Association Disclosure Package. LHCC, Inc. has no desire whatsoever to prohibit the display of the American flag. We also take no position on what kind of flag is flown: American, Swiss, flowers, military, or just pretty colors. The primary concern, as it is with everything else, is that what is done is appropriate to a residential neighborhood in general.
3. The display of any flag and the installation of any necessary supporting structures for any flag on or within the private properties, including on any Lot or any improvement thereon, is

expressly prohibited without the approval of the Architectural Board unless it is within the following limits.

- a. Generally, one flag or banner may be displayed on a projecting (angled) 6' flag pole on the front of a home over a porch, door or other appropriate location at or below the roof eave line.
- b. One additional flag or banner may be displayed in a similar manner on the rear facade of a home. Requests for additional flags will be considered on a case by case basis.
- c. The maximum permitted flag size is 4' X 6'.
- d. Freestanding flag poles are permitted on residential lots, 20' height limit.
- e. If your flags do not meet the Flag Display Guidelines, you may request the Architectural Committee approve your particular situation. This will be done on a "case by case" basis.

SECTION N. HOME BUSINESSES

1. Persons considering using their home for business purposes should consider the impact of the business on immediate neighbors and the neighborhood in general.
2. Business activities in the home or outside of the home shall not be or become an unreasonable annoyance or nuisance to the neighborhood.
3. Traffic generated by the business shall not create a safety hazard, congestion, or a nuisance in the immediate area or the community.
4. Parking relating to the business shall not interfere with the normal traffic pattern in the community and with access of neighbors to their driveways.
5. No sign or other advertising device of any nature shall be placed on the property.
6. No storage of materials or any other exterior indication that a home business exists.
7. No one is employed in a home business other than members of the family residing on the premises.

SECTION O. ROOFTOP VENTILATORS AND SKYLIGHTS

1. Unventilated attic temperatures can reach 150 degrees during the summer causing heat energy to radiate downward into the rest of the house. This results in discomfort and higher air conditioning costs. An unventilated attic may also trap moisture which can lead to reduced insulation efficiency and other problems. Fortunately, most new homes are constructed with attic ventilation, the most common consisting of continuous eave and ridge vents. This arrangement allows air circulation through convection and is usually sufficient for most houses.
2. Where attic venting is inadequate or nonexistent, a number of choices are available. A variety of electric attic fans are available which mount in gables or the roof itself. Many are temperature controlled and do not require manual intervention. A "whole house" fan which mounts in the attic floor is designed to exhaust air from lower floors and draw in cooler air from

downstairs windows. Attic vents of a minimum area are required for operation. A wind driven turbine vent is also available which resembles a metal chimney with a rotating slotted ball on top. Eve vents or other inlets are also needed. Movable skylights are sometimes employed as attic vents.

3. The LHCC Architectural Committee is particularly concerned with the use of the turbine type vent since it is commonly found on commercial and farm buildings. Our intent is to keep appearances residential. The home version of a turbine vent measures over a foot in diameter and almost two feet high, making it an obvious addition to most roofs. Further, multiple units may be required to provide adequate ventilation.
4. Residents adding attic or rooftop ventilation or skylights which involve visible exterior changes should submit an application consisting of the following:
 - a. An Architectural Approval Form (see instructions on form)
 - b. A picture and/or description of the ventilator or skylight
 - c. Sketch of rooftop indicating ventilator or skylight placement location(s)
 - d. Turbine ventilators may be used where no other solution is practical, provided that they are positioned away from public view where possible. Please state the reason for choosing a turbine type vent.
 - e. Ventilator and skylight colors must blend in with existing house and roof colors. Unpainted metal ventilators are not acceptable.

SECTION P. SATELLITE DISH OR ANTENNAS

Antennas one meter or less in diameter or diagonal measurement which are designed for over-the-air reception of signals together with their associated mounting hardware and mast, if applicable, which are placed or installed on a privately owned property at Lake Holiday Country Club, Inc. must comply with the following restrictions, unless the particular restriction would impair the user's ability to receive signals from a provider of DBS, MMDS or TVBS.

1. The FCC Telecommunication Act of 1996, amended in 2001, limits some restrictions on specified antennas. At the same time it allows for reasonable restrictions and rules regarding the location and appearance of the antennas that are covered by the Act. An association such as Lake Holiday Country Club, Inc. can not endorse rules that prevent or unreasonably delay or unreasonably increase the cost of the antenna/satellite, installation, maintenance or use, or preclude acceptable signal reception. An association can require property owners to place the satellite dish, to the extent feasible, in certain locations that are not visible or are least visible from the street and common areas. Associations can require homeowners to provide prior notification so that they can be informed of the preferred and acceptable locations. "Reasonable" architectural guidelines or policies, which do not impair signal reception, will continue to be enforceable.
2. The following types of exterior antennas shall be permitted:
 - a. Direct broadcast satellite (DBS) antennas one meter (39") or less in diameter.
 - b. Multi-channel, Multipoint distribution system (MMDS) antennas one meter (39") or less in diameter.

- c. Television broadcast stations (TVBS).
- 3. The following conditions must be satisfied to protect both the safety and appearance of our community:
 - a. Prior to installation, the property owner will provide notice by submitting a Satellite Dish Notification Form. Both the Form and a prioritized list of placement suggestions are available from the Management Office.
 - b. The person providing notice shall be the owner of the property upon which the antenna is to be installed, or be acting pursuant to a valid Power of Attorney executed by the owner.
 - c. The antenna shall be installed at a location that has the least visible impact on the common areas and surrounding properties.
 - d. All wiring and materials associated with installation of antenna shall be concealed and unobtrusive as possible.

SECTION Q. RETAINING WALLS

A retaining wall is a system that resists lateral soil pressure (or a wall that holds back soil).

- 1. Pre-Construction Review and Approval
- 2. Review by the architectural committee is required prior to any action by the property owner. The appropriate forms (and any drawings, site plans, etc.) that are required need to be submitted to the committee. Review and approval must occur before any construction can occur.
- 3. The Architectural Committee need not approve retaining walls that are less than two (2) feet in height.
 - a. Retaining walls have numerous applications; i.e., erosion control, leveling or retaining slopes to provide a more vertical character.
 - b. Retaining walls will be approved on a case-by-case basis.
- 4. The following guidelines apply:
 - a. All retaining walls shall be constructed with components, colors and textures that blend with the natural setting and architecture of existing structures.
 - a. They should be configured to fit sensitively with topography.
 - b. Environmentally safe materials with a long life expectancy such as stone or concrete should be considered.
 - c. Railroad ties or any other form of creosote lumber will not be approved. All Virginia and Frederick County requirements must be met.
 - d. Shore walls on lake front property shall be constructed in a manner that conserves and preserves the natural shoreline.

- e. Shore walls shall not be constructed beyond the waterfront property line.
 - f. No lot or parcel shall be increased in size by filling the waters on which it abuts.
5. Retaining Wall Application Criteria – The following shall be submitted to the Architectural Committee for review prior to construction:
- a. A detailed purpose, description, picture or drawing of the retaining wall.
 - b. Dimensions, colors, and samples of materials.
 - c. A scaled, accurate site drawing/plan showing the location of the proposed retaining wall in relation to the home, property lines and setbacks.
 - d. The Architectural Committee maintains files on improved lots here at Lake Holiday. These files sometimes have copies of surveys and building plans that may be helpful in preparing your application.

SECTION R. TREE REMOVAL GUIDELINES

1. The following guidelines apply:
 - a. No trees larger than two (2) inches in diameter measured six (6) inches above the ground may be removed without permission from the Architectural Committee. This rule is contained in the Deeds of Dedication which must be agreed to in order to purchase a lot in Lake Holiday.
 - b. Tree stumps should be removed as close to the ground as possible. Stump grinding is recommended.
 - c. Pruning and trimming may be done without being reviewed.
2. The following criteria are taken into consideration when reviewing applications:
 - a. Crowding trees that are too close to allow proper growth.
 - b. Impacting overhead utility lines or underground piping.
 - c. Leaning due to damage or unnatural growth.
 - d. Dead and diseased trees.
 - e. Location: trees that are too close to houses or driveways, etc.
3. Procedure
 - a. Complete the Tree Removal Request form and return it to the office.
 - b. Mark all trees to be removed with plastic bag strips or survey tape.
 - c. The Architectural Committee will make an appointment to visit the site.

- d. The Architectural Committee will evaluate whether or not the above criteria have been met, and if so, provide written authorization for the removal.

SECTION S. TREE REPLACEMENT GUIDELINES

1. Lot owners, who violate tree removal guidelines as stated in Section R, may be required to replace trees at the discretion of the Architectural Committee. Lot owners are ultimately responsible for tree removal by contractors or other parties hired to do work on their property.
2. Replacement trees must be at least a two (2) inch caliper tree. Caliper is a nursery term that references the tree trunk diameter measured six (6) inches above the ground for trees up to and including four (4) inches, and twelve (12) inches above the ground for larger trees. Depending on the species, a two (2) inch caliper tree is ten (10) to fifteen (15) feet in height.
3. Replacement trees must be quality nursery stock. Woodland transplants are not acceptable. Species selected should be indigenous to the area, or have a good chance of survival in this climate and soil. (See SECTION T. TREES INDIGENOUS OR AVAILABLE TO LAKE HOLIDAY)
4. Replacement trees must be planted in a manner to insure survival and growth.
5. A site plan or sketch of the property showing the location of the replacement trees must be submitted for file.
6. Replacements must be planted within 60 days of notification with exceptions made for the December 1- April 1 time frame.
7. Failure to comply will result in fines as specified by LHCC Enforcement of Rules.
8. Tree replacement is one of several remedial activities undertaken by the Architectural Committee. Unauthorized tree cutting and other violations may result in actions outlined in other guidelines.

SECTION T. TREES INDIGENOUS OR AVAILABLE TO LAKE HOLIDAY

1. The list below is intended as a quick reference, but is not a comprehensive selection guide. Consult your nursery for best choices for any particular location and soil condition.
2. Key:

I	Indigenous Species
A	Generally Nursery Available
E	Evergreen
G	Good Results Observed
V	Variable Results
X	Not recommended

Arborvitae, American 40' (AVE)
Alder 20-80' -- (I)
Ash, White/Green -- 40-90' (I)
Aspen 30-70' -- (I)
Basswood -- 60-100' (I)
Beech, American -- 60-100' (I)
Birch, White/Yellow/River/Sweet/ -- 30-80' (AIV)

Bitternut -- 30-100' (I)
 Black gum aka Sour gum/Pepperidge/Tupelo -- 50-130' (I)
 Cherry, 30 varieties -- 10-100' (AIG)
 Cypress, Leyland -- 60-70' (AGE)
 Dogwood 10-100' (AIG)
 Elm, American/Slippery/Rock -- 20-100' (IX)
 Fir, Douglas/Balsam/Noble/White/Farges/ -- 65-250' (VE)
 Fruit trees: Apple, Crabapple, Pear, Plum, Peach, Apricot -- 10-60' (AV)
 Hackberry -- 15-100' (IX)
 Hawthorn -- 10-40' (I)
 Hemlock -- 60-200' (AIVE)
 Hickory, Shagbark/Mocker nut/Bitternut -- 40-150' (I)
 Holly, American -- 20-50' (AIGE)
 Juniper, Skyrocket/Spartan/Wichita Blue -- 10-60' (AIE)
 Locust, Black/Honey -- 10-100' (IX)
 Maple, Sugar/Black/Red/Silver -- -100' (AIG)
 Mulberry -- 30-50' (I)
 Oak, White/Bur/Chestnut/Chinkapin/Swamp/Black/Red/Pin -- 40-130' (AIG)
 Pine, Eastern White -- 100-200' (AIGE)
 Pine, Virginia/Pitch -- 30-100' (IXE)
 Pine, Austrian/Scotch/Black -- 40-60' (AGE)
 Redbud 10-30' (AIG)
 Sassafras 25-50' (I)
 Spruce, Red/White/Black (I)
 Spruce, Blue (AV)
 Sumac, Stag horn/Smooth/Dwarf/Poison --10-30' (IX)
 Sycamore, American 60-100' (I)
 Tulip tree 80-165' (I)
 Walnut, Black -- 80-130' (I)
 Willow, Black/Weeping/Pussy -- 20-60' (AIG)

SECTION U. EXTERIOR HEATING FUEL TANKS

1. Addition of exterior fuel tanks to a preexisting residence is regulated by these Architectural Guidelines. This section specifies the architectural requirements for adding an exterior fuel tank to an existing residence and the requirements for obtaining approval for such addition.
2. The following guidelines apply:
 - a. All proposals to add exterior fuel tanks are reviewed by the Architectural Committee. Architectural Committee approval is required prior to installation of an exterior fuel tank. Fuel oil tanks may be installed; (1) indoors in the main building or an accessory building; or (2) outdoors above ground, on the side or rear yard and screened from view from any lot, street, lake, or the golf course.
 - b. An accessory building, as mentioned above, must either, (1) be preexisting and in compliance with all specifications and requirements of the Lake Holiday Architectural Guidelines, or (2) be separately approved for construction in accordance with the Architectural Guidelines, Article I, Section A.
 - c. Liquefied petroleum gas (such as propane) tanks that are not portable may be installed above ground on the side or rear yard, and must be screened from view from any lot, street, lake, or the golf course. Tanks larger than one hundred (100) pounds capacity must be buried.

- d. Screening materials and color shall compliment the design and color scheme of the residence and shall be selected to be in visual harmony with the general surroundings. In the interest of preserving the natural wooded appearance and harmony of the community, muted colors, such as natural and earth tones are recommended. Very light colors are strongly discouraged.
 - e. All other types of underground fuel storage tanks, for example gasoline or diesel tanks, are prohibited.
 - f. The fuel tank installation must comply with all applicable state and county building codes and regulations
3. Exterior Heating Fuel Tank-Application Criteria
- a. Complete and submit the Exterior Fuel Tank Application Form to the Architectural Committee.
 - b. Include a drawing showing the proposed location of the fuel tank in relation to the existing structure(s).
 - c. If the proposed fuel tank is above ground and require screening, provide samples of the proposed screening material and a drawing showing the dimensions of the proposed screen structure.

SECTION V. PAVING PROJECTS

- 1. Paving is defined as any concrete or asphalt mixture used to create a permanent load-bearing surface for vehicle traffic.
- 2. The following guidelines apply:
 - a. All proposed paving projects shall be reviewed by the Architectural Committee (excluding resurfacing existing paved surfaces where the limits of the existing paved surface are not changed).
 - b. No work shall begin on a paving project governed by this procedure until a permit has been issued by the Architectural Committee.
 - c. The proposed pavement may not extend beyond the owner's property boundaries except for that portion that extends from the front property line to the street.
 - d. No trees may be removed for the paving project unless specifically approved under a separate Tree Removal Application.
 - e. If specialty paving materials such as polished stone in a concrete matrix, pre-cast pavers, and/or colored concrete are proposed, a color sample or color photo of the material shall be submitted with the application.
 - f. Paving project plans shall include consideration of storm-water management where the paving could divert storm-water onto a neighboring lot with potentially adverse impacts.
 - g. Paved entrances shall be 12' wide and transition smoothly into the existing roadway surface. The entrance radius should be 12'.

- h. The paving project shall not adversely impact the positive drainage of the ditch-line or culverts. If an existing culvert does not provide positive drainage due to damage or poor placement, the paving project plan must include upgrades to address the deficiencies. If no culvert is currently in place, the paving project plan must include provisions to install an appropriate culvert, if needed.
- 3. The following shall be submitted to the Architectural Committee for review prior to construction:
 - a. A Paving Project Approval Form (available from the Management Office)
 - b. A site plan indicating the proposed location of paving in relation to the home and property boundaries.
 - c. Note: The Architectural Committee maintains files on improved lots here at Lake Holiday. These files may have copies of site plans that would be helpful in preparing your application

SECTION W. CHIMNEY FLUE

- 1. Addition of an exterior chimney flue to a preexisting residence is regulated by these Architectural Guidelines. This section specifies the architectural requirements for adding an exterior chimney flue to an existing residence and the requirements for obtaining approval for such addition.
- 2. The following guidelines apply.
 - a. All exterior flues shall be boxed in using materials which match or complement the dwelling. Boxed flues shall run from ground level and pass above the roof line and meet all current Frederick County building codes. Any exposed flue pipe shall not exceed 6 inches above the chimney box and need not be painted. Exposed exterior metal flues will not be approved.
 - b. Boxed flues which exit the current roof line shall be constructed of materials which match or complement the dwelling and meet all current Frederick County building codes. Any exposed flue pipe shall not exceed 6 inches above the chimney box and need not be painted.
 - c. Bright metal (unpainted) flashing is not permitted.
 - d. All chimneys must have fire screens.
- 3. Exterior Chimney Flue Application Criteria
 - a. Complete and submit the Chimney Flue Application Form to the Architectural Committee.
 - b. Include a drawing showing the proposed location of the chimney in relation to the existing structure.
 - c. Provide samples of the proposed material to be used to construct the chimney, a photograph of the existing home displaying the current color pattern and a drawing showing the dimensions of the proposed chimney.

REVISION HISTORY

PRP NO. 1 ARCHITECTURAL GUIDELINES

Revision	Date Approved	Subject	Paragraphs Changed	Initialed for LHCC Records Entry by:
Original V1.0			all	
Original V1.1			§E.1-8	
Original V2	27 Apr2010	Temp Structures	§E. 2	Para is new – rp
V3	24 May 2011	Accessory Structures	§E.1.j(1) & (2)	
V4	25 Sept. 2012	Time for Completion	New Section B	
V5	27 Aug 2013	Incorporation of PRP 10	§H.2.e, k & m	
V6	28 April 2015	Non-Hardscape Driveways	New Section I	
V7	25 April 2017	Tree Removal Tree Replacement	Section R., 1,a Section S., 2, 3	