

*Campus East Community Association, Inc.  
(CECA)*



*Architectural Control Committee  
Rules Handbook*

*(Revised July 2010)*

*Effective January 1, 2011*

(Supersedes all previous ACC Rules Booklets)

**FOR OWNERS / RESIDENTS OF  
CAMPUS EAST AND WESLEYAN PINES**

Campus East Community Association was formed in December of 1979  
Campus East Community Association, Inc. was incorporated October 1, 1982

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*Architectural Control Committee Rules Handbook (Effective January 2011)*

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**COMPOSITION OF ARCHITECTURAL CONTROL COMMITTEE (ACC) FOR ALL HOMES WITHIN CAMPUS EAST AND WESLEYAN PINES**



The ACC consists of three regular and two alternate members. A member is not required to be an architect or to have any other particular qualifications. A member need not be, but may be, a member of the Board of Directors or an Officer of the Association. In the absence or disability of any regular members, the remaining members may designate the alternate members to act as substitutes. All members, regular and alternate, have voting rights.

The ACC members are appointed and removed by the Board of Directors. The term of appointment is for a period of three years or until appointment of a successor. Any new member appointed to replace a member would serve that member's unexpired term.

The duties of the ACC are to consider and act upon applications for alterations submitted to it, to adopt and uphold ACC Rules and to perform other duties imposed upon it by the Campus East Community Association Board of Directors. The committee shall keep and maintain a written record of all actions taken. Members are not compensated for their services. This is volunteer work by homeowners of the Wesleyan Pines and Campus East Communities. For additional information about the ACC, refer to the CECA Declaration of Covenants, Conditions and Restrictions.

**ACC Committee Meetings are held in the CECA Office, located at the pool.  
Please call 499-6362 for dates and time.**

**PURPOSE OF ARCHITECTURAL RULES**

Architectural rules are necessary to help maintain property values. It is the responsibility of the CECA to enforce rules that affect property values. It is the responsibility of the ACC to develop Rules for architectural control, rule on non-compliance with the Declaration and the Rules and review Applications for compliance or alterations to Rules. As a community, it is in our best interests for property and aesthetic value to establish Rules in such a manner to appreciate all Owners, their properties, as well as their neighbors' Lots. If we all adhere to these Rules, our community will flourish as a desirable place to reside. These rules are intended to serve all Owners in a harmonious manner. If for any reason the Owner is not happy with the ACC's decision, the Owner then may appeal to the Board of Directors. The Board of Directors will have the final word.

**REQUIREMENT TO OBTAIN APPROVAL FOR ARCHITECTURAL CHANGE**

No exterior addition, modification or alteration shall be made on or to such Lot or other portion of the property or to the improvements located thereon, unless and until a written plan or plans therefore in such form and detail as the ACC requires, have been submitted to, reviewed by and approved by the ACC.

**APPLYING FOR APPROVAL OF EXTERIOR ALTERATIONS**

1. The Owner obtains an Application from the on-site Association Manager located at the Association Office [by the pool] 5642 Campus Drive Va. Beach 23462
2. The Owner returns completed Application to the Association Manager.
3. The Association Manager reviews the application and supporting documents. If the Application is incomplete, the Association Manager will contact the Owner and explain that it may be rejected because it lacks the required or needed information. If the application is complete or the Owner insists, the Association Manager will accept the Application. The Owner will be advised of an answer to his application. (Reference to Covenants, Article VIII, Section 7) If the Owner receives no response within 30 days of submission of the Application, the Application will be considered approved.
4. The ACC will meet once per month for the months of October through February and twice per month for the months of March through September to review Applications. The Owner will receive a copy of the approved/disapproved Application from the Association Manager.

### **WHAT MAKES AN APPLICATION COMPLETE**



An Application is complete when it provides the ACC with enough information to completely analyze the Application for alteration. Besides filling in all the required information on the Application form, the Owner will need to submit supporting documents as follows:

Description of Alteration: Required for all Applications; can be detailed or simple statements, depending on the complexity of the alteration and supporting information documents.

Copy of Physical Survey (not Recorder Plat): Required for all Applications proposing addition of new relocating or replacing structures or fences. This will allow the ACC to see how the proposal will affect neighboring property, right of passage and or utilities easements. A copy of the Lot's Physical Survey should have been provided with the Lot's closing package. A recorded plat/block plat is not acceptable.

Description of Materials (i.e. paint strips, color charts, etc): Will allow the ACC to maintain uniformity within the area.

Contractor's Proposal/Manufacturer's Specifications: Not required, but should be provided if possible to give the ACC the maximum amount of information.

This list is not all-inclusive but shows some of the documents that the ACC may require to support the applications.

**NOTE: Approval by the ACC does not relieve the Applicant of the responsibility for obtaining all applicable State, City, and/or federal building and zoning permits.**

### **WHEN AN APPLICATION IS NOT APPROVED**

If an Application is disapproved, the Owner has the right to appeal the denial to the Board of Directors. The Owner may contact the Association Manager for the procedures to file an appeal. Before filing an appeal, the Owner should first consider why the Application was disapproved. If the homeowner is willing to accept the changes, if any, recommended by the ACC, the Owner may submit an amended Application using the previously submitted Application as a supporting document indicating the changes will be made to make the Application acceptable. If the information was missing from the Application, the Owner must resubmit the application with the required information. In any event, any Applications resubmitted will start the thirty (30) day period again.

### **STARTING PROJECTS WITHOUT APPROVAL**

Owners starting alterations without first obtaining written approval from the ACC do so at their own risk. If an Application is not submitted, or if the Application is denied or modified, the Owner will be responsible for the cost of removing or altering exterior changes. The Owner will also be responsible for the cost of covenant enforcement, including litigation.

### **THE PROCESS FOR COVENANT ENFORCEMENT**

Enforcement of the covenants is the responsibility of every resident. If an exterior modification is being made without approval or if there is a property maintenance problem, the resident should approach his neighbor to discuss the problem. If compliance with covenants does not occur, or if the resident does not wish to personally approach his neighbor, then the resident should contact the ACC or Association Manager to report the violation. When architectural complaints are brought to the attention of the ACC and/or Association Manager, they are kept confidential and are reviewed promptly. If the review of the complaint does show a violation, the Owner will be contacted and asked to correct the problem, either by removal, submission of an application, or repair in case of a maintenance problem. If correction is not made, legal action will be pursued at the Owner's expense.

## **ADHERING TO RULES AND FOLLOWING GUIDELINES**

The Covenants give the ACC the responsibility to set Rules and procedures for architectural control, the power to interpret the covenants in the Declaration and the authority to allow exceptions to their restrictions. The Rules and Guidelines presented here have been written by the ACC as part of their responsibility.

Based upon the policies and previous decisions of the ACC, the Rules and Guidelines indicate what is most likely to be approved in typical circumstances and provide important information on how to prepare your Application. Special circumstances regarding your Lot may allow the approval of an Application that might be denied at another location or the denial of one that might be approved elsewhere. The fact that a plan has been approved for use at another location does not mean that it is automatically approved for every location. All applications are reviewed on a case by case basis.

## **MAJOR BUILDING ADDITIONS**



An approved Application is required prior to installation of major additions. The Application must include drawings of the proposed addition and a copy of the Owner's physical survey.

1. Major building additions include, but are not limited to, enclosed porches, room additions and attached garages.
2. In order to be aesthetically pleasing, the design of major additions must be consistent with the existing shape, style and size of the dwelling in the following ways:

a. Siding, roofing and trim materials must be the same as the existing materials of the dwelling in color and texture.

b. New windows and doors must be the same as those existing in style. These must also be located on walls at the same approximate height as those of the existing dwelling and be trimmed in a similar nature. Colors must match the original color as approved by the ACC.

c. Roof eaves and fascia must be the same depth, style and approximate height as existing eaves and fascia. New roofs must be of the same slope as that on the dwelling.

3. The following conditions shall determine the acceptability of addition locations:

a. Additions shall not significantly impair the view, amount of sunlight, or ventilation of adjacent residences or the public's use or employment of open space. New windows, doors or viewing areas from the addition must not infringe upon existing internal or external private areas of adjacent residents.

b. New additions must not create situations in which adjacent neighbors will have difficulty maintaining existing dwellings.

c. Additions must not adversely affect drainage conditions on adjacent Lot or Common Area through changes in grade or other runoff conditions.

d. Before breaking ground on any modification, it is required that the Applicant call "MISS UTILITY at **811** to mark existing locations of utilities. This is a state law.

During reasonable daylight hours, any member of the ACC, Board of Directors or any authorized representative of the Association, shall have the right to enter upon and inspect any property, except for the interior portions of any residence, for the purpose of ascertaining whether or not the provisions set forth have been, or are being, complied with, and such persons shall not be deemed guilty of trespass by reason of such entry.

### **MAINTENANCE OF PROPERTY**



All maintenance, repair and replacement shall be of a quality and appearance consistent with the enhancement and preservation of the appearance and value of the property. The Association may establish reasonable schedules and regulations for maintenance, repair and replacement of exteriors, walkways, driveways, fences, lawns and plantings on the property, which schedules and regulations shall take into account the useful life of any painting and exterior materials and the enhancement and preservation of the appearance and value of the property.

**For your info:** Every Owner is responsible for the cleanliness and upkeep of his/her Lot from the Lot lines to the street , also where applicable, behind their fence or rear Lot line commonly known as Alleyway or Easement.

### **VISIBLE FROM NEIGHBORING PROPERTIES**

“Visible from Neighboring Property” shall mean, with respect to any given object, that such object is or would be visible to a person six feet tall, standing on any part of such neighboring Lot at an elevation no greater than the elevation of the base of the object being viewed.

### **ANIMALS**



No animals other than a reasonable number of generally recognized house or yard pets shall be maintained on any property within Campus East or Wesleyan Pines and then only if they are kept or raised thereon solely as domestic pets and not for commercial purposes. No animal shall be allowed to make an unreasonable amount of noise or to become a nuisance. Certain nuisance behavior is in violation of City of Virginia Beach ('City') ordinances,, such as allowing animals to defecate on public or private property or allowing a dog to bark incessantly as to be disturbing the peace. In these instances the affected residents are advised to contact the City's Animal Control Department at 385-4444. Unattended animals must be kept inside homes or within a 6-foot privacy fence. For city ordinances please see [VBgov.com/animal control](http://VBgov.com/animal_control)



The city of Virginia Beach does have a "pooper-scooper" ordinance, City code 5-16. Yes, there is an ordinance that prohibits any owner or person in control of a dog to allow the dog to urinate or defecate on public or private property. It does not constitute a violation on public property if the owner or custodian immediately removes the material defecated and disposes of it in a safe and sanitary manner.

City code 5-67. No animal is permitted to run at large within the City. This includes dogs, cats and other animals. There are several ordinances that apply: The "Animal at Large" ordinance states no animal is permitted to run at large. If an animal leaves the owner or custodian's property, it must be under the control of a responsible person and wearing a City pet license. The "leash law" covers dogs only. This ordinance states that when a dog is being walked on any City sidewalk, City street or public right-of-way, it has to be on a leash or lead at all times. Dogs being walked on a leash must also be wearing a city pet license.

City code 5-50. All dogs and cats over the age of four months need a rabies vaccination and a city pet license. The rabies vaccination is to be given by a veterinarian. An animal license may be purchased at any branch of the City Treasurer's Office (Pembroke One Building on Independence Blvd., 19th St. & Arctic Ave., Courthouse and Kempsville), the Virginia Beach SPCA and the Bureau of Animal Control.

As of May 2010, Pet Data Inc. will also license pets for the City. For info call 1-866-923-1796 or visit their web site [www.PetData.com](http://www.PetData.com)

Remember, a lost pet cannot call home; their tag is their ticket home!

For other rules on pets go to [VBgov.com/animal control](http://VBgov.com/animal_control)

### **AIR CONDITIONING UNITS AND WINDOW FANS**

An approved Application is required prior to installation of air conditioning units and/or window fans and such Application will be reviewed and approved on a case by case basis.

No window air conditioning units are allowed in the town homes of Campus East. Small window fans may be permitted in windows in the rear of the house only.

In Wesleyan Pines, air conditioning units and small window fans may be permitted in windows that face the rear or side of the house, but is discouraged. Considerations will be given to requests for rear and side windows only.

### **ANTENNAS**



Antennas and digital satellite system (DDS) dishes may be installed but are subject to the placement restrictions of the ACC in order to minimize visibility. The Owner must submit a location request for approval prior to installation showing possible placement location of Antenna or dish.

Preferred placement is in the rear of the home.



### **ATTIC VENTILATORS**

Because any attic ventilator installed on the exterior of a home will be visible from neighboring property, the following guidelines are intended to help balance individual economic interests with neighborhood aesthetic concerns:

1. Only electric, thermostatically controlled ventilators may be installed.
2. To camouflage the ventilator, all exposed parts must be close to the same color as existing roof shingles.
3. Blocking air flow through the ventilator must be accomplished from the inside of the house.

### **AWNINGS AND TRELLISES**



Awnings and trellises can effectively control glare and excessive heat build up on windows and doors. As a result, they may reduce both energy consumption and utility costs. Installation of awnings or trellises requires prior Application to and approval of the ACC. Review of these applications will be based on the following::

1. Must be compatible with style of home in choice of color and material. Wood for trellises and cloth for awnings is recommended.
2. Design should be straightforward without decorative fringes, letters etc.
3. Effect on views, sunlight and natural ventilation of neighboring Lots and Common Areas.
4. Compatibility with overall community design. Removal for winter storage must include pipe frames and supports.

**BOATS, TRAILERS, TRUCKS, RVs, VEHICLE REPAIR, AUTOMOBILES and MOTORCYCLES (also see City Ordinances)**



1. Parking Of : At no time shall any vehicles be parked on any grassy areas, private or common ,within Campus East and Wesleyan Pines. Vehicles may only park parallel to the curb and may not hinder another homeowners access to their driveway

2. Outside Storage: Outside storage or parking of commercial or recreational vehicles, camper shells, boats ,trailers and Limousines, shall be prohibited except as may be permitted by the ACC. Neighbor approval shall be required and must be renewed yearly and may be revoked by complaints from neighbors. Any vehicle that is covered as required by the ACC Rules, must have a properly fitted cover, The cover must be in good repair, properly secured and maintained at all times

3. Outdoor Repair Work: No extensive work on any motor vehicles, boats or machines of any kind shall be permitted outdoors on any portion of a Lot, except with the consent of the ACC.

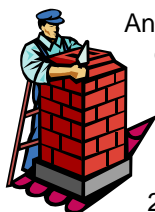
**Oversized, Commercial and Unlicensed Vehicles:**



The following shall not be permitted to remain overnight on the Property:

- a. Any vehicle which cannot fit into a garage of the size constructed on the Lot as originally installed by the Developer and/or approved by the ACC.
- b. Any vehicle greater than 20 feet in length or 8 feet in height.
- c. Unlicensed motor vehicles of any type, unless garaged or covered with a properly maintained vehicle cover.
- d. One ton and smaller pickup trucks will not be considered “trucks” for the purpose of this regulation. However, combustibles, unsightly materials or any other nuisance material may be stored in the truck bed.
- e. Owners of homes with garages need not apply for variances for boats, trailers, RV's or repairs provided the vehicle is stored or repaired entirely within the garage (i.e. the garage door must be able to close completely). Nonetheless, a City permit may be required. Contact the Building Codes Office of the City of Virginia Beach. At no time and under no circumstances may a vehicle be parked on blocks or jack stands.

**CHIMNEYS**



An approved Application is required prior to installation of an additional chimney. In such instances, special care is needed to arrive at an architecturally suitable design. The ACC will consider Applications on a case by case basis due to differing styles and placement. The following are some general guidelines:

1. A building permit must be obtained from the City
2. New chimney should resemble original chimney with respect to style, material, etc.
3. When a chimney is to be added on the same end of a home as the original, both flues should be run through the same enclosure.

**CLOTHESLINES**



Clotheslines or other outside facilities for drying clothes will be permitted behind the rear foundation and within Lot lines. They must be positioned so that they are not visible from the front of the house. At no time will front porch railings or front/back fences or party fences be used for drying clothes, towels, rugs etc.

**COMMON AREAS (USES AND RESTRICTIONS)**

1. No planting or installations of any type are to be placed on the Common Areas without the prior written approval of the Board of Directors. Items and property left on the Common Areas shall be deemed to have been abandoned and shall be removed and disposed of at the expense of the Lot Owner. (If the property or items shall be determined to have belonged to the residents of a particular home).
2. In the event any Common Area is damaged or destroyed through the intentional or negligent act of a homeowner or any person for whom the Owner is legally responsible, the Owner authorizes the Association to repair said damaged area in a good, workmanlike manner to return it to its original state.
3. The Association may, without approval of the Owners:
  - a. Reconstruct, repair, replace or refinish any Common Area improvements or portion thereof.
  - b. Construct, reconstruct, repair, replace or refinish any Common Area road improvements or surface upon any portion of such area used as a road, street, walk, driveway or parking lot.
  - c. Replace injured and diseased trees or other vegetation in any such Common Area, and plant trees, shrubs and ground cover to the extent that the Board deems necessary for the conservation of water and soil and for the aesthetic purposes.
  - d. Place and maintain signs as the Board of Directors may deem appropriate for Association identification and information.

**DECKS**



An approved Application is required for a deck only if it will be visible from neighboring property. If required, Applications should include the following:

1. A copy of the physical survey.
2. A description of the material(s) to be used.
3. An illustration of the proposed deck, including railings and stairs, dimensions and height above grade

**DRAINAGE**



It is the responsibility of each Owner to maintain proper drainage and grade on the Owner's Lot. No improvements, plantings, fencing or other materials shall be placed on or permitted to remain on drain-age easements that would change or hinder the direction of drainage flow.

**DRIVEWAYS**

Owners are responsible for maintaining their respective driveways. An approved Application is only if the Owner desires to change dimensions, color, or texture of concrete. No application is required for driveway repairs; however, repairs must be made with like materials to existing driveways. A variety of cement mixes are available and, in order to limit future maintenance problems, care should be taken to get the proper mix and to match the color of existing concrete.

## FENCES



1. Over time fencing will, through ordinary wear and tear or damage, need repair or replacement. It shall be responsibility of the Owner to repair or rebuild Lot fences. Repairs to the original fencing do not require submission of an application as long as the fence does not encroach on the utility and access easements and maintains the 2 foot access easement as provided by the Association Declaration. (Refer to the "Fence Replacement/Installation Check-list" on page 10) As a general rule, all damaged fencing shall be repaired using materials duplicating the existing fencing. However, privacy fencing in town homes **must** be replaced using pressure-treated dog-ear design. If more than three (3) slats in one 8' section need replacing, it is required to replace the entire 8' section with pressure-treated dog-ear. This replacement will result in uniform fencing over time.

2. An application must be submitted if an Owner wishes to stain or change style of fence or to relocate it, if different from original. The guidelines are as follows:

a. **In Campus East:** clear wood protector has been approved for use on all fences. Please remember that your transparent application must be confined to external area (Public Side) of your fence and must not extend to the surface of the adjoining Owner's fence. The exterior of fences (Public Side) **may not** be painted or stained with a color.

b. **In Wesleyan Pines:** an approved Application is required to change the style of the fence and will be decided on a case by case basis. In the case of white vinyl fencing, all adjoining Lot neighbor's approval shall be required.

3. No chain link, barbed wire, chicken wire or other metal materials will be used in either Campus East or Wesleyan Pines.

4. **For Campus East** all units share at least one fence line with the adjacent property. Certain rights and duties with respect to these shared fences are implied. The Owners of contiguous Lots shall both equally have the right to use such fence, provided that such use by one does not interfere with the use and enjoyment of it by the other Owner.

5. In the event that either Owner damages or destroys the shared fence of a town home, either intentionally or through negligence, it shall be the obligation of that Owner to rebuild or repair the fence without cost to the adjoining Owner. Damaged fencing shall be repaired within thirty (30) days of damage occurrence. Repairs of existing fencing shall be accomplished in accordance with all Rules for fencing.

6. All fencing must be installed with the "good neighbor" side (side with no posts or supports showing) facing the exterior. Fences will not exceed 6' in height.

7. Any fences erected subsequent to a neighboring fence will conform to the line of existing fences in depth and style (pressure-treated dog-ear style). No fence will be installed across, around or through pedestrian access easements as shown on physical surveys. **This rule does not apply to Wesleyan Pines.**

8. At no time may the exterior (Public Side) of any fence be painted in **Campus East or Wesleyan Pines.**

9. All front yard fences require an approved Application. In Campus East, only End Units will be considered.

## **FENCE REPLACEMENT/INSTALLATION CHECKLIST**

(New or Existing Fences)

### **Plat of the Property**

A copy of the Lot's survey is required. **A copy of the survey must be included with any ACC Application or the Application will be denied. The ACC reserves the right to require that the old fence be removed totally.**

Surveys will be checked by the ACC to ensure that Pedestrian Access/Utility Easements are not being encroached upon. **There will be no encroachment on easements in Campus East without ACC approval and the ACC may only approve an encroachment if it can be shown not to close off or impede access to the rear yard of any neighbor's property (i.e., trashcans, lawnmowers, etc. must be able to be placed in the rear of units.)**

The ACC can mark the proper fence location on the copy of the survey provided and return the Application and marked-up survey to the Owner.. A copy of the survey marking the proper location will also be put into the Owner's file.

### **ACC Application**

An ACC Application must be submitted for replacement or installation of a fence. **Failure to do so will result in the ACC notifying the Owner to remove the fence immediately.**

Application is to be filled out legibly and state the type of fencing to be used. (Refer to the ACC Guidelines Hand-book)

A Copy of the approved or disapproved Application will be filed in the Owner's file.

### **City or Virginia Beach Permit**

Owner may be required to get a City Permit before replacing or installing a fence, if applicable.

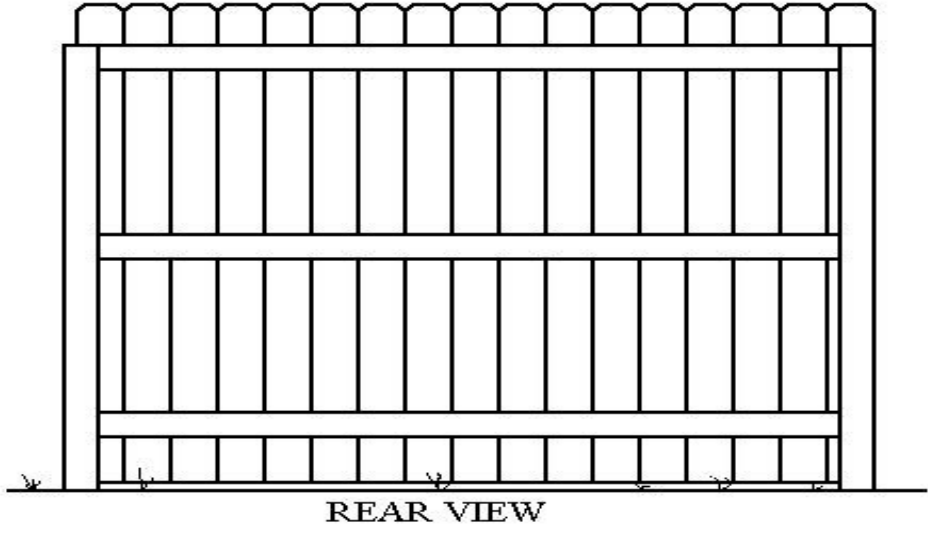
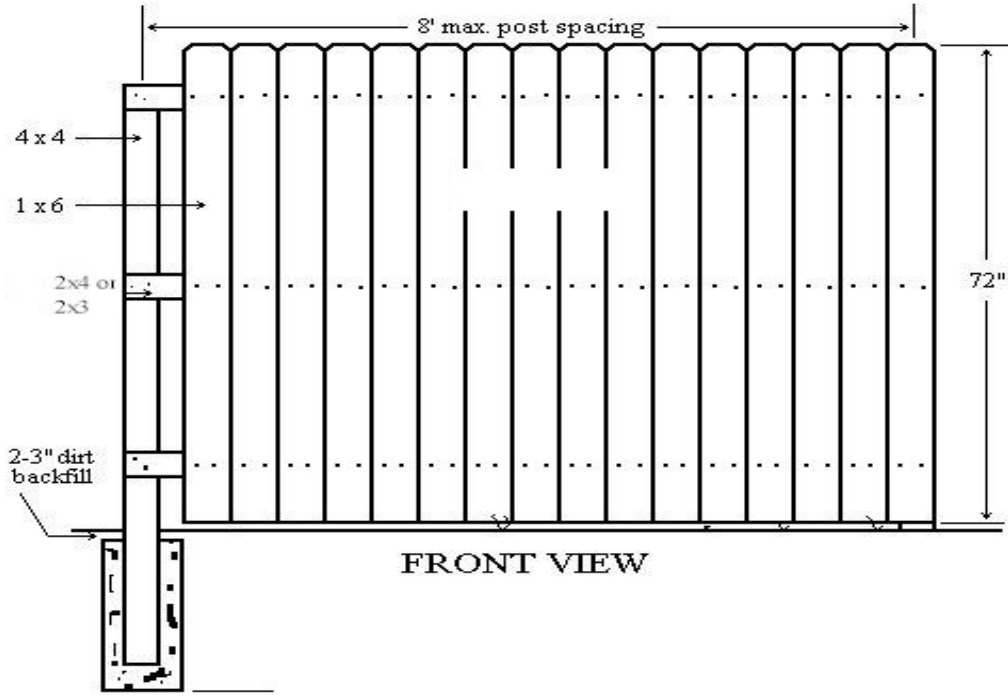
### **Installation Follow-up**

Owner **must** contact the Association Manager upon completion of an approved fence installation for re-inspection within 30 days of completion of installation.

Fences installed improperly must be removed or corrected within 30 days of notice to the Owner.

**Failure to follow any of the above guidelines will result in a notice to the Owner to remove the fence immediately!!!!**

**Approved Fence for Campus East Only**



## **GRILLS**

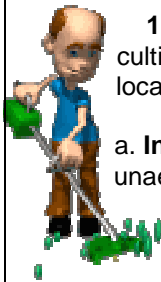


Permanent grills that are visible from neighboring property require an approved Application prior to installation. Grills must be located both behind the rear foundation line and within the fenced area. Portable grills must be used and stored in back yards only and within the fenced area.

## **GUTTERS**

Proper home maintenance also requires that gutters and downspouts be kept in good repair. When replacing existing gutters and/or downspouts or portions thereof, an application is required if changing colors or styles.

## **LANDSCAPING (maintenance and planting)**



1. Owners shall keep all shrubs, trees, grass and plantings of every kind on **the Lot** neatly trimmed, properly cultivated, free of trash, weeds and other unsightly materials. These areas include set-back areas and other areas located between the boundary line of their property and the street or other property to which such property abuts.

a. In **Campus East & Wesleyan Pines**, trees and shrubs that cover or partially cover windows tend to present an unaesthetic appearance. Accordingly shrubs planted under or near front or side windows shall be trimmed so that the view through no portion of the window is obstructed. Trees shall be neatly trimmed and not contact any part of the dwelling as this can cause structural damage.

2. Should any Owner fail to perform the acts described herein, the association shall have the right, at any reasonable time, to enter upon the Owner's Lot to plant, replace, maintain and cultivate shrubs, trees, grass or other plantings located thereon at cost to the Owner.

3. Since few townhomes have front yards suitable for large trees or shrubs, an application is required and will be considered on a case by case basis, looking primarily at the potential effects of the proposed planting on neighboring and adjacent properties. Any planting of trees or flowers in the front or side yard area of each home should be surrounded by a hardwood mulch bed and be kept free of weeds.

4. Lawn Decorations shall be kept to a minimum, in good repair and to a reasonable quantity. Owners should use caution to assure their choice in lawn décor is not offensive when visible from neighboring properties. If an ornament becomes damaged, it is the responsibility of the Owner to remove or repair that item.

5. Climbing Vines such as English Ivy and Virginia Creeper are strongly discouraged and should be avoided. Any and all vines shall not be allowed to climb on structures such as houses, sheds or fences.

6. Owners may not plant or install anything on the Common Areas without the prior written approval of the Board of Directors.

7. Owners will not at any time cover any part of their yard, front, back or side with cement or any other impervious material without an approved Application. Installation of any such material without an approved Application will require immediate removal of the material.

## **LIGHTING (EXTERIOR)**

The replacement of any existing light fixture does not require written approval from the ACC as long as it closely resembles the old fixture. If a change in positioning is desired or if the Owner wishes to add additional light structures, an Application is required. No tinted lenses or bulbs are permitted with the exception of commercially available "bug lights"

**Holiday lighting/decorations.** All decorations for any given holiday shall not be put up more than thirty (30) days prior to the holiday and **must** be taken down no later than thirty (30) days after the holiday.

### **ROCK GARDENS**

Installation of rock gardens, ponds and the likes constitutes a change in landscaping and, because these gardens may create new and possible undesirable drainage patterns for adjacent Lots and/or Common Areas, they require an Application. The ACC requires that rocks or bricks used be left their natural color properly maintained. At no time shall grass or weeds be allowed to grow in rock gardens.

### **ROOFS**



An approved Application is required prior to installing of a new roof. The color of shingles must be the same as the original roof. . A sample of the color shingle must be provided with your application. When shingles need to be replaced, the shingle color must match as close as possible the existing color and style. It is the Owner's responsibility to check with the City to see if a building permit is needed.

### **SIGNS**



No signs whatsoever shall be erected or maintained on any lot within Campus East or Wesleyan Pines with the exception of one (1) "For Sale" or "For Rent" sign no larger than 2' X 3'. Absolutely **no signs** will be allowed in Common Areas, including entrance medians

Contractors may put a small [2'X3'] sign in yard as long as they are on the job. When the job is done, the sign must be removed.

### **SOLAR COLLECTORS**

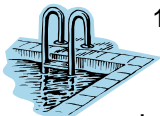


Due to the large visual impact solar panels can have on a community, solar collectors are discouraged and may not be approved. Proposed panels shall lie flat on respective roofs and shall not be visible from neighboring streets. Existing solar panels do not set precedence for future devices.

### **STORAGE SHEDS**

Installation of any storage shed at any time requires an approved Application. Applications must include a Copy of Physical Survey (not recorder plat) and on it a detailed plan specifying the proposed structure's placement and a Manufacturer's specification sheet with dimensions, roofline, color and materials to be used. A sketch of the completed structure is necessary if being custom built. Generally, storage sheds must be located both behind the home's rear foundation line and within the fence area. The ACC recommends wood as the building material and shingles for roofing. Any storage shed should be of reasonable size and may not exceed ten feet (10) in height at the peak. Only single story sheds will be considered for approval.

### **SWIMMING POOLS**



1. An approved Application is required prior to installing of any type of swimming pool. The ACC will examine planned excavation, drainage and visibility from neighboring property. All pools must comply with City Codes

2. Any above ground pool over three feet (3') in height and fifteen feet (15') in diameter, with a deck attached or not attached requires an approved Application prior to installation.



3. Inflatable and plastic-sided wading pools of less than thirty-six inches (36") in height do not require an Application. However, those pools must be used and kept behind the rear foundation and within property lines.

## **SWINGSETS, SANDBOXES, AND OTHER PLAY EQUIPMENT**

Play equipment that is visible from neighboring property requires an approved Application prior to installation.. The following are guidelines intended to assist in both planning the play area and filing the required Application:

1. **Permanent play equipment** must be located behind the home's rear foundation and within Lot lines. Permanent Play Equipment is defined as equipment that cannot easily be taken apart and moved. Pressure-treated wood or molded plastic is recommended.

### **2. Portable basketball goals, any size**



a. **In Campus East**, portable basketball goals may only be used and stored behind the home's rear foundation and within Lot lines and must be lowered immediately after play. Playing on public streets is prohibited by Virginia Beach City Code.

b. **In Wesleyan Pines**, portable basketball goals will be allowed on a case by case basis and neighbor approval may be required and must be renewed. If the Association manager or the ACC receives a written complaint, the Owner will be asked to attend a due process. All goals must be lowered immediately after play and moved in to the garage or moved to rear foundation out of public view.

3. All equipment must be maintained in good repair.

4. At no time shall a Basketball goal be made a permanent structure.

## **TRASH COLLECTION AND STORAGE**

### **1. Campus East Townhouses**



a. All household garbage and or trash on any and all Lots in the Campus East Community Association must be kept in sealed plastic bags and kept within the City- provided 90-gallon containers. All yard clippings must be in clear plastic bags and any tree branches must be bundled in accordance with the City of Virginia Beach Waste Management guidelines. All 90-gallon trash containers must be neatly marked with the residence which will help Owners and/or the Association return any container that may be missed placed or blown by the wind.

b. 90-gallon trash containers must be kept inside a privacy fence behind townhouses. At no time can trash or trash bags be kept on the ground by the 90-gallon trash containers. The 90-gallon trash container lid must close completely and may not have trash bags restricting lid to close tightly

### **2. Wesleyan Pines**



a. 90-gallon trash containers must be kept inside a privacy fence, shed, garage or behind the rear foundation of the home. Trash containers may be kept on the garage side of the house but must be behind an ACC-approved fence section. At no time can trash or trash bags be kept on the ground by the 90-gallon trash containers. The 90-gallon trash container lid must close completely and may not have trash bags restricting lid to close tightly.

***NOTE: Only the 90-gallon trash containers issued by the city of Virginia Beach will be picked up on trash day. The 90-gallon trash containers may be placed at curbside no earlier than 5:00 p.m. on the day prior to collection and must be removed by the end of the day of collection. The day following normal trash pick up the CECA Association Manager or Inspector will make the rounds, take pictures and file a report of any 90-gallon trash containers left out in view. A \$50.00 Fee will be assessed following a due process hearing. A \$25.00 Fee will be assessed following a due process hearing the trash can is not properly marked.***

### **TRASH COLLECTION AND STORAGE (cont'd)**



*The City of Virginia Beach **bulky item collection** service for normal household item discards is provided, free of charge, for residents who receive normal City waste collection service. Most household discards will be collected; however, the City will not pickup remodeling and building materials, carpet, doors, cabinets, sinks, rocks, dirt, concrete, vehicle parts, glass (ex. old TVs) or hazardous materials. Please mention if you have a Freon containing appliance because this item requires special handling. Collection will be scheduled for your normal collection day. You must call City of Virginia Beach **Waste Management 430-2450** at least 24 hours in advance to schedule a special service work order.*

*You may send e-mail requests directly to the Waste Management Division at [wastemgt@vbqov.com](mailto:wastemgt@vbqov.com).*

### **VEGETABLE GARDENS**



Vegetable gardens must meet the following guidelines:

1. All plantings must be located behind the home's rear foundation line and within the boundaries of privacy fencing.
2. Vegetation shall not exceed the height of privacy fencing at its lowest point.

### **WINDOWS**



In time all windows need replacing. An approved Application is required for all replacements. Plain original windows must be replaced with the same style. If the original windows had grids, the new windows **must** have grids. If the original windows were double hung the new windows **must** be double hung or if they were sliders the new windows **must** be sliders. A Manufacturers flier of the windows that will be installed must be submitted with Applications

1. **Campus East**, the new windows **must** have grids if the original windows had grids
2. **Wesleyan Pines**, the new windows **must** have the same look as the original windows.

**An approved Application is required before replacement of windows with the manufacturer's flier and/or specifications attached.**

### **WOODPILES**

All woodpiles must be located behind the home's rear foundation line or a privacy fence and within the Lot area. The Woodpile's height shall not exceed six (6) feet and should not be in contact with the ground, fencing or homes, so as not to feed the termites and carpenter ants.

### **OTHER ALTERATIONS**

When written guidelines are not available for the project proposed by an Owner, an Application must be submitted and approved prior to installation of the proposed project

## **CITY OF VIRGINIA BEACH PUBLIC WORKS PHONE NUMBERS**

### **If you want to have:**

Garbage & trash picked up - 385-4650

Find out about recycling - 385-4650

Get yard waste picked up - 385-4650

Request a yard debris trailer - 385-4650

Get an old appliance picked up - 385-4650

Report a street light outage - 385-1470

Report a pothole or bad street condition - 385-1470

Report storm drainage flooding - 385-4131

Report traffic signs that are missing/damaged or blocked- 385-1470

Find out about mosquito control - 385-1470

# Notes:

**Notes:**

*Campus East Community Association, Inc. (CECA)  
Architectural Control Committee Rules Handbook (Effective January 2011)*

**Campus East Community Association, Inc.  
5642 Campus Drive  
Virginia Beach, Va. 23462**