

Catoctin Meadows Architectural Control Committee Authority and Requirements

Updated October 17, 2020

Authority

The Bylaws of the Catoctin Meadows Homeowners Association (Article IX) authorizes the Board of Directors to appoint an Architectural Control Committee.

The Declaration of Covenants, Conditions and Restrictions for the Catoctin Meadows Homeowners Association (Article VI) also authorizes an Architectural Control Committee (ACC) to:

“regulate the external design, appearance, and location of the property and improvements on the property in such a manner do as to preserve and enhance values and to maintain a harmonious relationship among structures and the natural vegetation and topography”

The Declaration also provides for the ACC to adopt architectural standards as needed, adopt procedures for the exercise of its duties, review homeowner applications for improvements and maintain records of its actions.

Enforcement

The Declaration also gives the ACC “the right to enforce, by a proceeding at law or in equity all covenants, standards, controls and restrictions as adopted by said Committee or imposed by this Declaration”. The ACC exercises this enforcement activity through civil law.

Town and County Considerations

While the ACC takes into consideration the scale, placement, and character of proposed changes in order to assure the harmonious relationships required by the covenants, homeowners have the responsibility to assure compliance with Town and County zoning, regulatory and inspection requirements.

All ACC approvals are issued subject to homeowners obtaining required Town of Purcellville or Loudoun County approval documents. For example, The Town of

Purcellville, which issues zoning permits, is primarily concerned with land use and location within a parcel. The Town has the responsibility to ensure that minimum setback requirements, as stipulated in the Town Zoning Ordinance, are adhered to, and that structures are not located in areas encumbered by easements such as underground utility and drainage easements. (Note: The ACC has the authority to establish further setback requirements to maintain the aesthetics of the community and to provide adequate buffering, as needed for proposed construction such as swimming pools – see Swimming Pools below.)

Additionally, Loudoun County is responsible for issuing Building permits and is primarily concerned with the structural aspects of a proposed activity as regulated through building and fire codes. The County reviews and approves homeowner building permits for additions, swimming pools, and other major construction. That review and approval includes technical and equipment requirements as well as site plans for grading and drainage.

The Town and County have regulatory authority to enforce all permit requirements, but do not enforce HOA/ACC standards and requirements, which are enforced as noted above.

ACC Requirements

Any resident planning changes to their property affecting the external design, appearance, and location of that property, must consult with the ACC for approval of such plans. Specific requirements for some of the more common types of changes are as follows:

Fences

Throughout the neighborhood fences help delineate the streetscape, separating public and private spaces, while the uniform heights enhance the pedestrian scale and residential character of the neighborhood. Fences within the neighborhood should be no taller 48 inches in height and shall exhibit an open visual character (i.e. wood/vinyl picket, metal bar stock, vertical board) to permit some views into yard. Solid privacy fences are prohibited in the neighborhood. Fences within the neighborhood may be constructed of wood, vinyl/PVC, composite materials or

metal that should be painted or stained to complement the home. Natural clear stain and white painted picket fences are the predominate style of fence found throughout the neighborhood.

Sheds

Sheds may be no larger than 10' x 16' and shall be placed as far to the rear of the property as possible to limit view from the street. Sheds may be constructed of wood or composite materials and should be painted to complement the home.

Roof Replacements

Architectural Control Committee guidelines for roof replacements: the proposed roof must be consistent with the design, texture, and color of the other roofs in the neighborhood and must compliment the architecture of the home. All roofs are required to meet any applicable Town or County requirements.

Additions to Existing Homes

Additions to homes in the neighborhood should be subordinate in size, scale and massing of the existing home. The size of the addition should be limited so it does not visually over-power the existing home. Additions should be located to the rear or side elevations of the existing home-not the front elevation. The addition may be differentiated from the existing home by using different wall planes, roof lines or cornice levels. Additions should be designed to be in a style in keeping with the architecture of the existing home and should incorporate architectural elements from the existing home to include matching windows, siding, roof materials and trim details to ensure that the design blends and is compatible with the existing home.

Swimming Pools

NOTE: These Architectural Control Committee requirements for in-ground and above ground swimming pools are effective November 1, 2020 and are applicable to pool installations after that date.

In-Ground Swimming Pools

Permanent in-ground pools with fence enclosures are permitted to be installed on properties in Catoctin Meadows, in accordance with these ACC requirements, as well as Town and County regulations for equipment, site grading, drainage, and other considerations, such as secure fencing and gates.

All in-ground pools must be located within the backyard or side yard of properties. Any pool located in a side yard must be behind a line parallel to the rear of the principle dwelling to better obscure views from the street.

All pool pump and filter equipment must be placed in a location that will minimize noise and disturbance to neighboring properties. The edge of the pool deck and all pool equipment must be located no closer than 20 feet from any property lines to maintain a perimeter buffer around the property and separation from neighboring properties.

Homeowners are required to provide a fully landscaped buffer consisting of evergreen or equivalent, non-deciduous plant material reaching a minimum height of six feet to screen and block views of the in-ground pool from the street and neighboring properties. Property owners may be requested to remove and replace dying and/or diseased plant material at the discretion of the ACC in order to maintain an adequate landscape buffer to screen views of the pool.

The ACC will also require homeowners to obtain written documentation from immediate neighbors confirming that consultations regarding the planned pool construction have taken place and that there are no neighborly concerns prior to submission of their application for review by the ACC.

Above-Ground Pools

Above-ground structural pools are not permitted in Catoctin Meadows.

However, temporary or seasonal children's above ground pools which have sides or walls less than 18 inches in height are permitted during the months of April through September. Temporary or seasonal children's above ground pools shall be located in the side and rear yards of properties and sited in a manner to minimize impacts on adjacent properties. Temporary or seasonal children's above ground pools must be dismantled and removed by October 7 of each year.

Site Grading

When originally established, Catoctin Meadows was designed and graded with man-made swales and natural drainage to convey stormwater run-off away from homes and through recorded stormwater easements and yards on residential properties.

To maintain these drainage ways, property owners are prohibited from altering the existing topography of their yards through the introduction of fill dirt, plantings, and/or man-made structures such as decorative stone walls, raised garden beds or retaining walls, when those alterations impede the natural flow of stormwater run-off on their property. Alterations of these drainage ways may have detrimental effects on adjoining properties causing pooling water and/or possible flooding of properties and homes.

Any plans for these types of site modification must be submitted to the ACC for approval. Site modification for major construction, such as swimming pool location and drainage, requires Loudoun County permitting and inspection. From time to time, the ACC may issue additional standards for these and other changes.

Application and Review Procedures

Proposed changes must be submitted to the ACC in writing or electronic form through the Contact page on the HOA website. Proposals must include an accurate description of the proposed changes, including as appropriate, a site plan, architectural drawings or plans, landscape plans, material and/or color samples, or other documentation relevant to the proposed change.

The ACC will respond to all proposed changes within 30 days or sooner.