



Milestone Owners
Association, Inc.
Architectural Standards

MILESTONE ARCHITECTURAL STANDARDS (updated 6/20/2022)

June 20, 2022

PRODUCED BY
MILESTONE OWNERS ASSOCIATION, INC.

Dear Milestone Owners:

Under the provisions of Declaration of Protective Covenants, the Board of Directors established an Architectural Review Committee (ARC). The purpose of this Committee is to maintain a set of first-class aesthetic standards for Milestone.

The Declaration of Protective Covenants sets forth certain general standards of development, as well as general procedures for administration, and charges the ARC with the obligation to administer the Board approved rules (Architectural Standards, hereafter “Standards”) for implementing these Standards in the community.

The Standards attached were revised in April 2021 and have been officially approved by the Milestone Board of Directors. The Board may make amendments to the Standards from time to time as the ARC recommends changes based on experience administering the Standards in the community and suggestions from owners.

The Standards explain the architectural review process and provide an understanding of the role each owner plays in that process. This is a self-generated and self-maintained program: it cannot work without your support of the concept of architectural control, plus your cooperation and, indeed, active participation in making the rules work for us all.

Questions concerning these guidelines or the Declaration of Protective Covenants should be directed to the Chairperson of the ARC via the Managing Agent.

Milestone Owners Association, Inc.
Board of Directors

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GENERAL INFORMATION

ANSWERS TO COMMONLY ASKED QUESTIONS:

What is the Amended and Restated Declaration of Protective Covenants? What does it do for me?

The Declaration of Protective Covenants is a legal document, which is a part of your deed of ownership. It "runs with the land" which means that it transfers to future owners automatically. It assures standards for land use, architectural environmental control and property maintenance throughout Milestone. It also allows for the operation of the Milestone Owners Association including the Architectural Review Committee (or "ARC") and its related review processes. All land within Milestone is subject to the Protective Covenants.

Why do we have Architectural Standards?

The Protective Covenants require that the Board of Directors control the improvements made to property in Milestone. The overriding purpose of Architectural Standards is to prevent excesses and abuses, while allowing individual homeowners creative flexibility in property use. The resulting approved Architectural Standards are intended to avert excessive activities, changes in design and colors, extensive landscaping changes, grading, fences, structures, additions, accessories, construction or other detectable outside alterations and modifications which depreciate or adversely affect the value of neighboring lots and the Milestone community collectively as a first-class residential neighborhood.

Further, the Protective Covenants require the Board of Directors to promulgate Architectural Standards by which changes within the community may be made and property must be maintained. The Architectural Standards provide important information on how to prepare your application for approval of any changes you might wish to make to your property.

What is the Architectural Review Committee?

The ARC is composed of members appointed by the Board of Directors of the Milestone Owners Association in accordance with the Protective Covenants. The committee is "an arm of the Board of Directors", and they are responsible for preparing procedures for architectural control for Board adoption, and for the review and approval of all exterior alterations to existing properties. They are also charged with administering the adopted rules and procedures.

The ARC is responsible for setting rules and procedures for architectural control and for the review and final approval of all exterior alterations to existing properties.

Who must comply with the Standards?

All lot owners within Milestone must comply with the Architectural Standards.

The developer, Ashcake Development Corporation, exercised an architectural design plan over the initial construction of homes. The builder's selection of models, color schemes and use of materials were all subject to the prior review and approval of the developer on a lot-by-lot basis, providing a consistent yet varied traditional architectural design scheme and specifically a uniform quality of construction and aesthetic appearance throughout the neighborhood.

How does the architectural review process work?

Initially, applications are received by the Milestone Site Manager, where they are processed for completeness and, accordance with the requirements of the Architectural Standards. They are then reviewed by the ARC. The ARC will evaluate all proposed changes, using the Architectural Standards in effect at the time of application. Applications conforming to the Architectural Standards will be most readily approved. **There are no automatic approvals.** The ARC only denies requests which in the judgment of the ARC are not compliant with the Architectural Standards. The entire review process typically takes one to two weeks unless additional information is required. Photos of completed projects must be submitted to the Milestone Site Manager within 30 days of project completion.

What about special circumstances or if my unique situation is not addressed in the Architectural Standards?

Special circumstances regarding your property or your request **may** allow the approval of an application, which might be denied at another location, or the denial of a request which might be approved elsewhere. **Again, there are no automatic approvals.** In the case of a homeowner requesting an exception, except for the most minor of variances of the Architectural Standards (requests not readily detectable from the street or front of the home) the ARC will typically make a recommendation for approval or disapproval and submit the requested exemption to the Board of Directors for final determination.

No document can address every possible circumstance. In unique situations, the Protective Covenants authorize the ARC to grant variances from compliance with any of the provisions of the Architectural Standards when circumstances such as topography, natural obstructions, or environmental considerations present an unusual situation.

My architectural change request was not approved. How do I appeal?

The Board of Directors is the final authority of architectural change requests denied by the ARC.

Fortunately, denials have been the rarity in Milestone. Usually, the ARC and requesting homeowner have been able to find an acceptable solution that remains in compliance with the spirit of the architectural standards. In the case of an approval sought by variance the ARC makes a recommendation to the Board of Directors.

Requests denied by the ARC will clearly and explicitly state the reason for the denial, citing the specific architectural standard or standards. The reason for the ARC's denial must be addressed by the requesting homeowner; such as extenuating circumstances or why a variance is warranted.

Does the Architectural Review Committee give me a building permit?

No, the ARC does not. However, certain additions and alterations to your property will also require you to comply with Hanover County rules and regulations pertaining to the application for, and issuance of, County permits to proceed. The County may require the Association's approval in writing prior to the issuance of permits.

What if I don't wait for approval?

Proceeding prior to obtaining written approval is a violation of the Protective Covenants. You risk all the costs of bringing the item in question into compliance and possible charges as authorized in the Protective Covenants.

What if there is a violation of the Protective Covenants or the Architectural Standards?

When a violation exists, the property owner is notified and is given specific time to correct the situation either by removal of the violation, submission of an acceptable application to bring the violation into compliance, or by repair (in the case of a maintenance problem). Most violations are resolved at this stage. However, if inadequate action is taken to correct the violation, a notice is made to the owner informing that remedies will be sought to enforce the Protective Covenants. Thereafter, the matter may be forwarded to the Association's attorney for action. (Remember, the Protective Covenants is legally binding upon all property owners.)

What if I have a complaint about someone's property?

Complaints should be brought to the attention of the Milestone Managing Agent.

RECORD OF REVISIONS of MOA ARCHITECTURAL STANDARDS

~ 1999	MOA ARCHITECTURAL STANDARDS 1.0 The Declarant/Developer, Ashcake Development Corporation, original Architectural Standards
August 14, 2001	Modified section 11.3 Fences
May 8, 2008	MOA Board of Directors modified section 17.1 Heating and Air Conditioning and 2.2.b.iii Property Maintenance
January 10 - April 11, 2013	MOA ARCHITECTURAL STANDARDS 1.1 Failed re-write of entire Architectural Standards section-by-section; Following sections were approved in re-write: 7.0 DECKS – 2/14/13 8.0 DECORATIVE OBJECTS – 4/11/13 9.0 DOG HOUSES/DOG RUNS – 4/11/13 11.0 FENCES – 1/10/13 16.0 GRILLS AND BARBEQUES (PERMANENT) – 4/11/13 17.0 HEATING AND AIR CONDITIONING – 3/14/13 29.0 SOLAR PANELS – 4/11/13 30.0 STORAGE BUILDINGS – 1/10/13 35.0 WOODPILES – 4/11/13
April 19, 2021	MOA ARCHITECTURAL STANDARDS 2.0 Complete re-write, renumbering, and repagination of Architectural Standards. Edits recognizing a 20+ year-old Milestone Owners Association overseen by neighbor-directors since 2004, when the developer turned over control of the Board of Directors to the community.
June 21, 2021	MOA ARCHITECTURAL STANDARDS 2.1 MOA Board of Directors approve the ARC’s recommendation to add Section 7.6 Permanent Privacy Screening to 7.0 DECKS.
June 20, 2022	MOA ARCHITECTURAL STANDARDS 2.11 MOA Board of Directors approve the ARC’s recommended edits to Standards 2.1 Added “My architectural change request was not approved. How do I appeal?” to the GENERAL INFORMATION – ANSWERS TO COMMONLY ASKED QUESTIONS section Added section 43.0 WINDOWS/WINDOW REPLACEMENT Edited and updated section 37.0 SOLAR COLLECTORS/SOLAR PANELS reflecting change in Virginia Code; repeal § 67-700 and § 67-701 and enact §55.1-1820.1 (Effective October 1, 2021) Section 1.0 ADDITIONS reformatted and added “sunrooms” and “additional

attached rooms (e.g. mother-in-law suite)”

Section [12.0 FENCES](#) edited and reformat. Limited approved colors to wood tone stains. Added white PVC fencing as approved material. Added section on hedges functioning as fencing and hyperlink to LANDSCAPING and PLANTINGS

Section [21.0 GUTTERS and DOWNSPOUTS](#) edited note clarifying rain barrels only on rear of home

Section [24.3 HOT TUBS](#) added temporary hose is an acceptable and approved method of periodic draining of hot tub.

Section [25.2 LANDSCAPING](#) added ...Hedges between lots in effect function as fencing; See FENCES (hyperlinked)

Section [26.3 LIGHTING](#) added ... No neon or flashing lights are permitted (as stated in Milestone Declaration of Protective Covenants 9.2)

Various minor edits for clarification, readability, repagination, and changes for consistency of language (e.g., “Architectural Review Committee” to “ARC” after initial definition throughout standards) to following sections: 7.5, 12.2, 22.3, 26.1, 34.5, 38.0, 45.2.b.(ii)

EXTERIOR ALTERATIONS

1.0 ADDITIONS

Building additions include, but are not limited to, deck enclosures, sunrooms, porches, verandas, attached additional rooms (e.g. “mother-in-law suite”), carports, garages, and greenhouses. Any extension of the dwelling is to be considered an addition.

A deck is **NOT** an addition; see [DECKS](#).

NOTES:

(1) Commonwealth law requires locating existing utilities prior to digging. Request utility markings on VA811.com or call Virginia 811 (formerly Miss Utility) at 1-(800)-552-7001.

(2) For building permit information contact Hanover County.

- 1.1 The design of additions will be consistent with the existing shape, style, and proportion of the dwelling as follows:
 - a. Siding, roofing, and trim materials will match the existing house materials as to finish and color. Existing roofing materials are 3-tab asphalt shingles or architectural asphalt shingles.
 - b. New windows and doors will match the style and color of those existing. They will be located on walls at the same approximate height and vertical plane as the original units and be similarly trimmed.
 - c. Roof eaves and fascias will be the same depth, style and approximate height and all roof slopes be proportionate to the original.
- 1.2 The following conditions will determine the acceptability of new addition locations:
 - a. Additions will not impair the view, amount of sunlight, or ventilation of adjacent residences or the public's use or enjoyment of open space. New windows, doors, or viewing areas from the addition will not impinge upon existing internal or external private areas of adjacent properties.
 - b. Additions will not adversely affect drainage conditions on adjacent properties through changes in topography.

APPLICATION REQUIREMENTS FOR ADDITIONS

The following must be submitted with the completed application.

- a. A site plan and complete set of architectural drawings paralleling those required for Hanover County building permits.
- b. The site plan must show relationship of proposed and existing construction to property lines and adjacent dwellings. Size and location of trees in affected areas are also to be included.
- c. Drawings to scale of proposed construction shall include elevation views of each proposed exterior wall including dimensions and locations of features as doors, windows, roof lines, trim and proposed exterior lighting including fixture type.

- d. A complete description of materials including manufacturer and type of siding materials, roof materials, trim materials, colors, etc.

2.0 ANTENNAS

An application is not required for the installation of a satellite dish or television antennae ("component") provided the following provisions are met:

- 2.1 No satellite dish in excess of one meter in diameter will be allowed on any lot.
- 2.2 The preferred location and installation site for a component will be in the rear of the dwelling or in the rear portion of the lot. If these preferred locations preclude an acceptable quality of reception of any lot, then the owner will notify the Association in writing, through its Board of Directors, of such concern before installation. Notification must include the appropriate documentation related to preclusion of reception and identify other sites on the lot upon which the owner wishes to locate and install the component.
- 2.3 A component will be reasonably screened from view from any other lot or common area.
- 2.4 A component will be painted in a fashion that will not interfere with reception but will blend into the background against which it is mounted.

3.0 ATTIC VENTILATORS

An application is not required for attic ventilators on the exterior of a residence provided the following provisions are met:

- 3.1 The ventilator is roof mounted and is located on the least visible side of the roof (from the public street view) and does not extend above the ridgeline.
- 3.2 No part of the ventilator protrudes more than 12 inches above the roof surface.
- 3.3 Should it become necessary to block the airflow, it will be blocked from the inside of the structure.

4.0 AWNINGS and SUN TRELLISES

Written approval from the ARC is required for the installation of awnings and sun trellises on the exterior of a residence. The following guidelines apply:

- 4.1 Sun control devices must be compatible with the architectural character of the dwelling.
- 4.2 Awnings must be of straightforward design without decorative embellishments such as scallops, fringes, and contrasting colored stitches.
- 4.3 Awnings and trellises will be consistent with the visual scale of the dwellings to which they are attached.
- 4.4 The location of any awning or trellis will not adversely affect views, sunlight or natural ventilation of adjacent properties.

- 4.5 Pipe frames for canvas awnings will be painted to match the trim or dominant color of the house. When awnings are removed for winter storage, pipe frames will also be removed.

APPLICATION REQUIREMENTS FOR AWNINGS AND SUN TRELLISES

The following must be submitted with the completed application.

- a. A detailed drawing of the trellis or awning showing dimensions and a description of the method of support and attachment to the structure.
- b. A description of the color and style of the sun control device and of the residence to which it is to be attached including a description of the materials to be used.
- c. An explanation of the impact, if any, the sun control device will have on adjacent residences.

5.0 CHIMNEYS and FLUES

The purpose of this guideline is to ensure that exterior chimney installations will be in harmony with the applicant's house and surrounding properties. These guidelines encourage the use of masonry (i.e., brick or stone) or siding enclosed construction.

- 5.1 Chimneys which exit through a wall or the foundation or which run vertically along a wall:
- a. The chimney will be of brick or stone masonry construction or boxed-in with materials which are compatible with the exterior wall finish in style, size, and color.
 - b. An exposed metal pipe may be used if it can be located in an inconspicuous manner.
- 5.2 The following criteria must be followed when using an unenclosed pipe:
- a. All sections of the pipe are plumb, with no tilted or diagonal sections.
 - b. The pipe is finished to blend with the structure. Finish must be properly applied to avoid peeling.
 - c. "Zero-clearance" type pipe must be used and mounted directly against the structure.
- 5.3 The following guidelines apply to a chimney, which exits through the roof:
- a. The chimney must be boxed-in if it is to be located on the front slope of the roof or the roof ridge, or any other location where it will be highly visible from the fronting street. Chimneys located on the rear slope of the roof and not highly visible from the fronting street need not be boxed-in. Exposed metal sections must be painted black or the roof color. Conspicuous locations on the front slope of the roof should be avoided.
 - b. In all cases, the height of the exposed metal section, or the boxed-in chimney, will be limited to the minimum required by the Hanover County building and fire codes.
- 5.4 The following guidelines apply in addition to those above when there is no existing chimney on the house other than a builder-provided through-the-roof installation for the central heating system. Special care is needed to arrive at an architecturally suitable design when a second chimney is to be added. Each case will be considered separately, with the following criteria considered:

- a. Dissimilar chimneys must not be used unless it is impossible to view both at the same time.
- b. When a second chimney is to be added on the same side of a house as an existing boxed-in chimney, every effort must be made to ensure that both flues ran through the same enclosure.
- c. When the second chimney is to be run along a different wall than the first, it will be of the same design as the first chimney.

APPLICATION REQUIREMENTS FOR CHIMNEYS & FLUES

The following must be submitted with the completed application:

- a. A description of the applicant's house, including style, siding, shutters type, decorative embellishments, etc. A photograph of the front of the house and the proposed location of the chimney may be provided.
- b. A site plan showing the location of the proposed chimney and its relationship to the house, property lines and adjacent structures.
- c. A detailed drawing showing exterior elevations and dimensions of the proposed chimney.
- d. A complete description of the proposed chimney and exterior construction materials including type and color of masonry or siding material to be used, or, the paint color of an enclosed pipe. The relationship of these materials and colors on the house must be included.
- e. Where there is an existing chimney (other than a builder-provided through-the-roof installation), provide details as in "A" through "D" above for the existing chimney.

6.0 CLOTHESLINES

No exterior clotheslines will be erected or maintained at any time on any lot.

7.0 DECKS

Written approval is required for all decks. The following guidelines will apply to the construction of decks.

NOTE: Hanover County requires a building permit for the installation of a deck.

- 7.1 Decks will be constructed of durable materials such as pressure-treated wood. All visible portions, excluding stairs, will be constructed of wood or composite decking (e.g., Trex, Azek, and ChoiceDek). Stair construction may be of metal, wood or composite decking materials.
- 7.2 The color of each deck must match the primary color of the exterior of the unit, the trim of the unit, or be a natural wood color. If the color of the deck does not match either the primary exterior color or the trim color of the house, a color sample for the proposed deck, the house, and the trim must be submitted with the application.
- 7.3 In addition to the above, decks will be considered on their individual merits which includes, but is not limited to, location, size, conformity with design of the house, relationship to neighboring dwellings and proposed usage.

- 7.4 Decks which are visible from Milestone Drive will have adequate screening provided between the deck and the finished grade around the deck—either by use of plantings or wood or composite decking of the same color and texture as the deck (e.g., lattice).
- 7.5 Deck railings may be either wood, metal, or vinyl. The railings are typically picket style, but cable deck railing is permitted. Wood color should match deck; metal or vinyl railings may be white or black (matching any railing in the front door area if appropriate). Changes to the color or style of the railings must be approved by the ARC.
- 7.6 Permanent privacy screening (e.g. vertical trellis, shade panels) may only be installed along one side or face of the deck and must be installed entirely on the deck. Screening shall be in conformity with the design of the deck. The maximum height from decking to top of screening is 72 inches. Screening materials and colors should match the railings. For decks without railings, screening materials and colors should match decking. The screening shall not adversely affect the views, sunlight, or natural ventilation of adjacent properties.

APPLICATION REQUIREMENTS FOR DECKS

The following must be submitted with the completed application:

- a. A site plan with dimensions, showing relationship of the deck to the house, property lines and adjacent properties.
- b. Any changes in window or door locations must also be shown; including the conversion of a window opening to a door opening or vice versa if applicable.
- c. A descriptive drawing including dimensions, height above grade, details of railings and stairs.
- d. A description of materials and color of the proposed deck and comparisons with those of the house.
- e. A description of any plantings to be removed for the construction of the deck, and any equipment such as meters, air conditioners, heat pumps, etc., which will be relocated.
- f. A description of proposed changes in exterior lighting.

8.0 DECORATIVE OBJECTS

Up to 5 non-permanent decorative items are allowed within the backyard without approval, if meeting the following: non-offensive, non-political, does not establish a theme, and could be subject to future review by the property management company or HOA if complaints are noted regarding said items.

- 8.1 Applications and approval will be required for all permanent exterior decorative objects, natural or man-made, and for any conspicuous decorative object even if temporary, i.e., bird baths and feeders, sculptures, fountains, ornamental pools, sun dials, rocks, and items attached to approved structures such as weather vanes, house numbers, etc.
- 8.2 Objects will not be evaluated solely on aesthetics but also on siting, proportion, color, and appropriateness to surrounding properties and environment.
- 8.3 Seasonal holiday and festival decorations do not require prior approval; however, the placement of conspicuous decorations and lighting will coincide with the relevant season for the holiday.

The decorations and lighting will be tasteful and uncluttered, and may not be displayed more than 30 days prior to the related holiday and must be taken down no later than 15 days after the holiday.

- 8.4 Unnatural materials such as plastic fencing, artificial flowers and painted rock are not allowed.

APPLICATION REQUIREMENTS FOR DECORATIVE OBJECTS

The following must be submitted with the completed application:

- a. A site plan showing the proposed location of the object, its size, color and detailed drawing or picture of the object.

9.0 DOG HOUSES and DOG RUNS

Written approval from the ARC is required for construction of all doghouses and/or dog runs. The following guidelines apply.

NOTE: Hanover County has ordinances regarding treatment of animals, leash laws, and noisy pets.

- 9.1 Dog houses must be of the same material and color as the house; roof material shall also match that of the house.
- 9.2 Dog runs must be as close to the dwelling as possible and in the rear of the lot. Dog runs and dog houses will NOT be located on or near property lines or on a public road right-of-way. Visual screening from adjacent properties is required by means of plantings, approved fencing, etc. See [LANDSCAPING & PLANTING](#), [FENCES](#)

APPLICATION REQUIREMENTS FOR DOG HOUSES AND RUNS

The following must be submitted with the completed application:

- a. A site plan showing relationship of dog runs and/or houses to the applicant's dwelling, adjacent properties and dwellings and other identifiable landmarks, including roadways.
- b. Detailed drawings of the dog house or dog run to indicate dimension; a list of materials to be used for construction; and pictures of the proposed area for the dog run in relation to the residence and adjacent properties to be submitted with application.

10.0 DOOR CHANGES

Approval is required only when the exterior door of a house is to be painted a color different from its existing color or is to be a different style. The new paint is considered to be different if either the color or the shade differs from the original. Style changes include, but are not limited to: accents, decorative hardware, changes to the design of the panels of the door, addition or removal of windows, etc. There is a separate section in this document addressing garage door changes, please see the link below.

APPLICATION REQUIREMENTS FOR DOOR CHANGES

The following must be submitted with the completed application.

- a. A description of the requested changes, including the color and style changes of the new door, that differs from the original.
- b. Photos of the existing exterior door to be changed.

- c. Pictures of the new exterior door showing all features of the new door that clearly shows how it differs from the original.

See [PAINTING AND STAINING](#), [GARAGE DOORS](#)

11.0 DRIVEWAYS

Written approval from the ARC is required for any driveway construction (includes expansion of existing driveways). The following guidelines apply to driveway construction at a residence:

- 11.1 Driveways are to be constructed of brick, exposed aggregate, concrete, or asphalt. Loose gravel or stone driveways are expressly prohibited.
- 11.2 Application is NOT required for the replacement of an existing driveway when there is no change in location, materials, size, shape or grade.
- 11.3 Expansion of existing driveways must match the existing driveway.

APPLICATION REQUIREMENTS FOR DRIVEWAYS

The following must be submitted with the completed application.

- a. A site plan with dimensions showing the relation to the existing structures, trees, property lines and adjacent properties.
- b. A description of materials to be used, including color and texture.
- c. A drawing showing the thickness and subsurface preparation is to be submitted with application.
- d. Proposed changes in grade and drainage considerations must be explained in writing at the time of application.

12.0 FENCES

The preservation of natural features and the feeling of openness contribute greatly to Milestone's difference from typical developments. The purpose of these guidelines is to provide each residential lot with the atmosphere of a larger open area. The street side of every home is, visually, more or less public. In addition, many back yards are also visually public when related to open space or roadways. Fencing, when carelessly placed, encroaches on this feeling of openness.

NOTE: Fencing must be erected so that maintenance of the fence can be made without encroaching on adjacent properties. The only approved man-made fencing materials are wood and white PVC fencing. The only approved fence styles are picket, 3-panel (or rail), and split rail. Picket style fence boards may be straight across, concave, or convex curve.

- 12.1 Written approval is required for construction or installation of all fencing whether it be of plantings or man-made materials. Hedges will be considered on an individual basis, but are generally discouraged. Hedges between lots in effect function as fencing; see [LANDSCAPING and PLANTINGS](#).
- 12.2 Front yard fencing is NOT allowed. Rear yard fencing is allowed. The ARC will not approve chain link type fences, although wire fencing located inside of wooden fences, for pet or child

confinement, may be approved and is limited to 1" x 2" wire coated with green-colored vinyl and attached inside any style wooden fence.

- 12.3 Privacy fencing is NOT allowed, except in rare situations.
- 12.4 Lots which border visually unobstructed sections adjacent to New Ashcake Road and on which an earthen berm is located may install a picket fence only. Such installation must unequivocally be located on the house-side of the berm.
- 12.5 Lots which border wooded sections adjacent to New Ashcake Road may install only 3-panel fencing or 3-rail split rail fencing. Only natural stain is allowed.
- 12.6 If fencing is already constructed on the property, additional proposed fencing must be of the same material, color or stain, and style as the existing fence. Those fences attached to the dwelling may be left in a natural wood color, stained transparent or opaque in a wood tone, or be painted white. Fences left to weather may require periodic pressure washing to remove algae-type growth and the entire fence must be pressure washed at the same time to maintain a consistent appearance.
- 12.7 Gates will match the fence in material, color, style, and height.
- 12.8 All fencing will be constructed entirely on applicant's property - NOT on the property line.
- 12.9 All fencing will be limited to 48" in height from the ground to the top rail, except in rare cases where the developer installed privacy fencing or the Board has approved an exception to allow privacy fencing.
- 12.10 The ARC may require screening shrubbery or trees along the outside of fences where noticeably visible from the street or neighboring properties.

APPLICATION REQUIREMENTS FOR FENCES

The following must be submitted with the completed application:

- a. A description of the fence style, material, color and dimensions including the architectural style and color of the house and trim and types and colors of other fences in the immediate area must accompany the application. Attached pictures of adjacent fences are preferred.
- b. A site plan showing the relationship of the proposed fence and gates to adjacent dwellings and properties.

13.0 FIRE PITS / OUTDOOR KITCHENS

See [GRILLS AND BARBECUES - PERMANENT](#)

14.0 FLAGPOLES

Approval is required for any detached flagpole.

APPLICATION REQUIREMENTS FOR FLAGPOLES

The following must be submitted with the completed application:

- a. A description of the flagpole style, material, color and height including the architectural style and color of the house and trim must accompany the application.
- b. A site plan showing the relationship of the proposed flagpole to adjacent dwellings and properties.

See [LIGHTING](#) if proposed flagpole is planned to be illuminated at night.

15.0 GARAGES

See [ADDITIONS](#), [GARAGE DOORS](#), [STORAGE BUILDINGS](#)

16.0 GARAGE DOORS

Written approval is required only when the garage door of a house is replaced with a different style or to be painted a color different from the existing garage door color. The new paint is considered to be different if either the color or the shade differs from the original. The garage door will be painted one color only, matching the trim color of the home. White, off-white or light colors are strongly preferred and will most readily be approved. Style changes include, but are not limited to: accents, decorative hardware, changes to the design of the panels of the door, the addition or removal of windows, etc. Windows on garage doors are limited to a horizontal orientation on the top panel only.

The style of the houses in Milestone are considered Traditional. The style of garage doors will complement the Traditional style. This means barn style or carriage style garage doors found in more contemporary neighborhoods with Arts & Crafts or Farm House styles will not be permitted. The ornamental hardware typically found on carriage style doors, such as black garage door handles and hardware giving the appearance of strap hinges, will not be permitted.

APPLICATION REQUIREMENTS FOR GARAGE DOOR CHANGES

The following must be submitted with the completed application.

- a. A description of the requested changes, including the color and style changes of the new door, that differs from the original.
- b. Photos of the existing exterior garage door to be changed.
- c. Pictures of the new garage door showing all features of the new door that clearly shows how it differs from the original.

17.0 GARDENS - VEGETABLE

Written approval is required for all vegetable gardens. Plots will be located behind the rear sight line of the house with the exception of houses set on corner lots or on lots at angles; such application will be considered on a case-by-case basis.

- 17.1 Size of plots will be limited to 150 square feet or one-quarter (1/4) of the rear lot measured from the farther protrusion of the house to the rear lot line, whichever is smaller.
- 17.2 Most garden plots will require screening. Temporary wire fencing of welded wire mesh may be used to keep out small animals; total height, including supports, not to exceed 18 inches. Temporary fencing may be installed after April 15th and must be removed annually by October 31st.
- 17.3 Vegetable gardens require extensive care and maintenance. Failure to adequately maintain these plots is a violation of the maintenance provisions of the Protective Covenants. After the first hard frost and the end of the growing season, all dead plants will be removed and the ground put back to the original grade. It is suggested that bare earth be covered with straw mulch or similar cover to prevent soil erosion.
- 17.4 Bulk garden materials may not be placed on streets, sidewalks, rights-of-way or open space.
- 17.5 Rain barrels are permitted in the rear of the home only.

APPLICATION REQUIREMENTS FOR GARDENS - VEGETABLE

The following must be submitted with the completed application.

- a. A plot plan with exact location of the garden in relation to the house and property lines; dimensions of the garden are to be included.
- b. Renewal applications are not required on an annual basis for small garden plots. However, any change in size or location of previously approved garden plots require reapplication.
- c. Approval may be rescinded if in the opinion of the ARC, based upon complaints received or its own knowledge, the applicant has failed to comply with this section.

18.0 GENERATORS

Written approval is required for the installation of any outdoor permanent whole home generator unit except for replacement of existing units of same physical size (dimensionally).

- 18.1 Outdoor permanent whole home generator units must be located in the rear or side of a home and as close to the house as allowed by building codes. Should it be necessary to locate a generator unit on the side of the house, it must be adequately screened from adjacent properties and must match existing screening of HVAC units and/or trash cans, if applicable. When replacing units dimensionally larger than an existing unit, expanded screening is required. Written approval for expanded screening is not required for replacement screening if the style and materials of the new expanded screening remains the same as previously approved screening and is constructed in a superior workmanlike manner.

APPLICATION REQUIREMENTS FOR WHOLE HOME GENERATOR UNITS

The following must be submitted with the completed application:

- a. A site plan showing the proposed location of the unit in relation to the house.
- b. A description and drawing and/or picture of the unit, including dimensions.
- c. A description of screening material.

19.0 GREENHOUSES

A detached greenhouse is considered a structure and requires approval prior to construction.

See [ADDITIONS](#), [STORAGE BUILDINGS](#)

20.0 GRILLS/BARBECUES (PERMANENT), OUTDOOR FIREPLACES, and OUTDOOR KITCHENS

NOTE: Residents are advised to ensure that the location of any grill does not violate the Hanover County Fire Code.

- 20.1 Written approval is required for all permanent grills made of cast iron, aluminum, brick, masonry, or made of other permanent materials or which are incorporated into any permanent structure. Written approval is required for all outdoor kitchens and patios with built-in fire pits.
- 20.2 Grills, outdoor fireplaces, and outdoor kitchens must be located at least 10 feet (10') from any property line.

APPLICATION REQUIREMENTS FOR GRILLS AND BARBECUES

The following must be submitted with the completed application:

- a. A site plan showing the relationship of the proposed grill's location to the dwelling, adjacent dwellings and properties.
- b. A detailed drawing of the grill showing its design, dimensions, and a list of materials to be used in construction shall be submitted with the application.

21.0 GUTTERS and DOWNSPOUTS

Approval for the replacement of gutters and downspouts, provided that the color of the replacement gutters and downspouts are the same as the existing gutters and downspouts is not required. The existing colors match the color of the vinyl siding corner trim color. Any changes to the color of both vinyl siding corner trim and gutters/downspouts must be approved in advance by the ARC. Please recognize this is a very rare occurrence and typically would accompany the replacement of siding on the entire dwelling.

NOTE: In the event a downspout is directed into a rain barrel, Section 17.6 stipulates rain barrels may only be placed on the rear of the home.

22.0 HEATING and AIR CONDITIONING UNITS

Written approval is required for the installation of any outdoor heat-exchange or air conditioning unit except for replacement of existing units of similar capacity.

- 22.1 Outdoor heat-exchange or air conditioning units must be located in the rear or side of a home and as close to the house as allowed by building code. Should it be necessary to locate a unit on the side of the house, it must be adequately screened from adjacent properties. When replacing units larger than the original units expanded screening is required. Written approval for expanded screening is not required for replacement screening if the style and materials of the new

expanded screening remains the same as previously approved screening and is constructed in a superior workmanlike manner.

- 22.2 Written approval is also required for the installation of wall or window-type air conditioners. Non-protruding units that are ducted through the window are preferred and will be considered with the completed architectural change application. Protruding wall and window-type units are prohibited at the front of any house. Protruding units are generally discouraged on the side of a house however homeowners may apply for a waiver as outlined in the next paragraph.
- 22.3 Waivers will be considered on an individual basis for protruding units for the side of a house ONLY. Waiver requests bear the best likelihood of approval in those cases where location renders a wall or window-type air conditioning unit virtually inconspicuous (primarily from the street and/or adjacent lot) or the homeowner has taken exceptional measures to screen the unit from detection.

APPLICATION REQUIREMENTS FOR HEATING & AIR CONDITIONING UNITS

The following must be submitted with the completed application:

- a. A site plan showing the proposed location of the unit in relation to the house.
- b. A description and drawing and/or picture of the unit, including dimensions.
- c. A description of screening material.

23.0 HOLIDAY DECORATIONS

Seasonal holiday and festival decorations and lighting does not require prior approval; however, the placement of conspicuous decorations and lighting will coincide with the relevant season for the holiday. The decorations and lighting will be tasteful and uncluttered, and may not be displayed more than 30 days prior to the related holiday and must be taken down no later than 15 days after the holiday.

For purposes of this section, the term “holiday” includes all holidays recognized by the United States Government and the Commonwealth of Virginia, as well as other traditional and seasonal holidays (e.g., Valentine’s Day, St. Patrick’s Day, Halloween, etc.).

See [DECORATIVE OBJECTS](#) and [LIGHTING](#).

24.0 HOT TUBS, WHIRLPOOLS and SPAS

An application is required for all exterior hot tubs, whirlpools and spas. They will be located to the rear and between side walls of the residence and generally not more than twenty feet (20’) from the rear of the dwelling. All such facilities will be adequately screened from adjacent properties.

- 24.1 Generally, the hot tub, whirlpool or spa will not protrude more than three feet (3) above ground level and will be of material that will blend with surrounding structures. A childproof lid will be installed.
- 24.2 Wastewater and overflow must drain into existing plumbing of the residence. Said overflow and wastewater will not be allowed to be discharged on the ground. Temporary hose gravity drain or hose and submersible pump draining water into the exterior sewer cleanout is an acceptable and approved method for periodic change of the water.

APPLICATION REQUIREMENTS FOR HOT TUBS, WHIRLPOOLS AND SPAS

The following must be submitted with the completed application.

- a. A site plan showing the location of the hot tub, whirlpool or spa and its relationship to existing structures and property lines.
- b. The dimensions, type and color of proposed materials.
- c. Proposed screen and landscaping plan.
- d. Arrangements for disposal of wastewater.

25.0 LANDSCAPING and PLANTINGS

Preservation of natural features, and the feeling of openness, contributes greatly to Milestone's difference from typical developments. Topographic and vegetation characteristics of lots must not be altered by removal, reduction, cutting excavation or any other means without the prior written approval of the ARC.

- 25.1 A master plan for landscaping is recommended even if planting is to be done in stages. It is recommended that plantings be arranged in clusters or groups rather than in straight lines in order to present a natural effect. Care must be taken not to over plant one's lot with random plants and trees. Unnatural materials such as plastic fencing, artificial flowers and painted rock are not allowed. When having mulch or other bulk materials delivered, please have items placed on your own property, not on streets, sidewalks, open space, rights-of-ways, etc.
- 25.2 Approval is required for, but not limited to, the following:

Removal of any live tree whose trunk is over six inches (6") in diameter when measured at a point two feet (2') above the ground. Storm damage trees may be removed or trimmed without prior approval only where they constitute a threat to life or property. No prior approval is required for removal of one dead or diseased tree. If removing more than one dead or diseased tree, prior written approval is required and documentation from a certified arborist is required. The request for approval must include a description of any tree to be removed and an explanation for the removal. If a homeowner removes trees without approval, they may be required to plant new trees to replace the removed trees.

See [TREE REMOVAL](#).

NOTE: Trees removed from the front and side yards must have the stumps removed or ground below grade.

- a. Any plantings used as a hedge or windbreak, or for screening purposes. Hedges will be considered on an individual basis, but are generally discouraged. Hedges between lots in effect function as fencing; see [FENCES](#).
- b. Landscaping which involves a change of grade or slope, or installation of a retaining wall or other structure.
- c. Rock gardens; rocks will be left in their natural color. For exterior ornamentation or decorative objects, see [DECORATIVE OBJECTS](#).

- d. Shrubs or trees which will be over four feet (4') tall at maturity.
- 25.3 Application is not required for the planting of individual shrubs which will be less than four feet (4') tall at maturity, foundation plants, small annual or perennial flower beds and ground covers.
- 25.4 When an application is approved with requirements for landscape screening the following criteria are required:
- a. Plants must be a fast-growing variety such as hemlock or white pine, and of a density to provide immediate impact.
 - b. Material must be two-thirds (2/3) of the height of the object to be screened at the time of installation.
- 25.5 The following trees are not approved for planting due to undesirable growth characteristics.

NOTE: Additional plants and trees may be added to this list from time to time.

- | | | | |
|-----------------|------------------|----------------|----------|
| * Thorny Locust | * Silver Maple | * Box Elder | * Bamboo |
| * Tulip Poplar | * Sycamore Maple | * Black Cherry | |
| * Black Locust | * Osage Orange | * Poplars | |

APPLICATION REQUIREMENTS FOR LANDSCAPING AND PLANTING

The following must be submitted with the completed application.

- a. A description of the type and size of plantings to be planted complete with plan showing the relationship of plantings to the dwelling and adjacent dwellings and properties.
- b. A description of any tree to be removed and an explanation for the removal.
- c. A description of any retaining wall or similar structure complete with materials and construction method.

26.0 LIGHTING

NOTE: The Commonwealth of Virginia law requires locating existing utilities prior to digging for installation of underground wiring or to install light fixtures. Request utility markings on VA811.com or call Virginia 811 (formerly Miss Utility) at 1-(800)-552-7001.

- 26.1 General - The replacement of an existing light fixture, if accomplished with a realistic match to the old fixture, does not require approval from the ARC. When a change in style, size, shape, color or positioning is desired, or if additional light fixtures are to be installed on existing or proposed structures, approval is required.
- 26.2 Applications for exterior additions, such as garages or carports must include details of lighting fixtures proposed, see [ADDITIONS](#).
- 26.3 Fluorescent lighting installed out-of-doors will not be approved. No neon or flashing lights are permitted.

- 26.4 Proposed permanent exterior lighting requires written approval. All exterior lighting will be installed in such a manner that it will not shine on adjacent property, open space or public rights-of way, and will be aesthetically planned for each location. Approval for floodlights and various types of high output lights will be contingent upon impact on neighboring properties and roadways. Light fixtures of this type must be carefully positioned so that they illuminate only a specific area. High output light fixtures may have to be shielded in a manner similar to street light installations to prevent unwanted or excessive intrusion of light from one property to another.
- 26.5 Temporary lighting - Seasonal holiday and festival lighting does not require prior approval; however, the placement of conspicuous decorations and lighting will coincide with the relevant season for the holiday. The decorations and lighting will be tasteful and uncluttered, and may not be displayed more than 30 days prior to the related holiday and must be taken down no later than 15 days after the holiday.

APPLICATION REQUIREMENTS FOR LIGHTING (EXTERIOR)

The following must be submitted with the completed application.

- a. A detailed drawing of exterior light placement on a site plan.
- b. A drawing or picture of fixture to be installed and its location.
- c. A statement defining the impact of proposed lighting on adjacent residences and public and/or common areas.

27.0 MAILBOXES

An application is not required for the installation of a mailbox provided the following provisions are met:

- 27.1 A mailbox support post will be 4"x4" in size. The design of the post will be gothic style and can be wood or vinyl. The post color will be bright white.
- 27.2 A mailbox will be the standard US Postal Service approved mailbox and the mailbox color will be black.
- 27.3 The design of the mailbox and post will include a newspaper box mounted to the underside of the mailbox support and will include the street numbers on both side of the newspaper box. The street number will be in the font style in the picture below.



Below is a link to an example of the numbers found on mailboxes in Milestone:

<https://www.homedepot.com/p/Everbilt-4-in-Nail-On-Black-Aluminum-Number-1-30416/303974689>

28.0 PAINTING and STAINING

Approval is required only when the siding, trim, doors, storm doors, or shutters of a house is to be painted or stained a color different from its existing color. The new paint or stain is considered to be different if either the color or the shade differs from the original, or if paint is changed to stain or vice versa.

28.1 Applications will be considered using the following criteria:

- a. The number of colors used will be limited to one (1) for siding, one (1) for trim, and a compatible accent color for the front door.
- b. Trim color will be compatible with color of siding and selected colors will complement the roof color.
- c. A separate outbuilding, such as storage buildings, sheds, and dog houses, will be repainted at the same time as the house and match the house color exactly.
- d. Colors from the "Williamsburg" Color Collection are required for houses in Milestone.

Please note the Williamsburg Color Collection palette was updated in 2013.

Benjamin Moore Williamsburg Color Collection

<https://www.benjaminmoore.com/en-us/color-overview/find-your-color/color-collections/cw/williamsburg-paint-color-collection>

"The Williamsburg Color Collection features 144 fresh colors, 76 of which are completely new to the Williamsburg color palette (added in 2013). Produced in collaboration with Benjamin Moore, this rich palette captures authentic 18th-and-early-19th century colors that are both sophisticated and timeless. Historic American colors derived from classic America."

APPLICATION REQUIREMENTS FOR PAINTING AND STAINING

The following must be submitted with the completed application.

- a. An actual sample of the paint or stain on wood similar to the dwelling siding (no longer than 8").
- b. A description of the area(s) to be painted or stained, along with separate colors for trim, siding and door.

29.0 PATIOS and WALKWAYS

Approval is required for all proposed patios and walkways and changes to existing patios and walkways. An application will be considered using the following criteria:

- 29.1 All materials will be of a neutral color, such as undyed concrete, exposed aggregate concrete, stone, brick or treated wood. All front walkways will be exposed aggregate concrete.
- 29.2 The design, location and size of patios and walkways will conform to the design and scale of the house and neighboring structures.
- 29.3 Existing grades should be disturbed as little as possible. Terracing to follow existing land contours will be constructed in small increments, and a safety railing installed as necessary.
- 29.4 The location will provide reasonable visual and acoustical privacy for the neighbors. Screening, fencing or planting will be installed to preserve such privacy.

APPLICATION REQUIREMENTS FOR PATIOS AND WALKWAYS

The following must be submitted with the completed application.

- a. A site plan with dimensions showing the proposed walkway or patio in relation to existing dwellings, trees and lot lines.
- b. A description and/or samples of materials to be used.
- c. A description of proposed lawn contour changes, plantings, screening, railings, benches, proposed exterior lighting, etc.

30.0 PLAYHOUSES/FORTS

Approval is required for any detached playhouse or fort.

NOTES: (1) Commonwealth law requires locating existing utilities prior to digging. Request utility markings on VA811.com or call Virginia 811 (formerly Miss Utility) at 1-(800)-552-7001. (2) For building permit information contact Hanover County.

30.1 PLAYHOUSES

- a. Playhouses are small exterior buildings which are constructed and finished to resemble a house (i.e., windows, doors, siding, etc.)
- b. The design will be consistent with the shape, style, and proportion of the dwelling as follows:
 - (i.) Siding, roofing, and trim materials will match the existing house materials as to finish and color.

30.2 PLAY FORT

- a. Play forts are rough finished exterior structures exclusively used by children.

30.3 Play forts are to be constructed of unpainted or naturally stained pressure treated lumber. Designs utilizing other exterior grade materials (i.e., T1-11 siding, plywood, etc.) will be evaluated on a case-by-case basis. Roofing materials (if applicable) may include asphalt shingles, wood shingles, or canopy material designed for exterior use. If asphalt shingles are used the shingles must match the house materials as to finish and color exactly.

See [ROOFING CHANGES](#) or [ROOFING REPLACEMENT](#)

- b. The structure will not be larger than 6' wide x 8' deep x 10' high.
- c. The ARC may require plantings to adequately screen the play fort from the view of common areas, adjacent or affected lots, and any normal public view.
- d. Any changes to existing structures on lot will conform to these standards.
- e. A PLAYFORT IS NOT TO BE USED AS A STORAGE BUILDING
- f. The following conditions will determine the acceptability of new locations:
 - (i.) Play forts will not impair the view, amount of sunlight, or ventilation of the adjacent residences or the public's use or enjoyment of open space.

APPLICATION REQUIREMENTS FOR PLAYHOUSES/FORTS

The following must be submitted with the completed application.

- a. A site plan and architectural drawings.
- b. A site plan must depict relationship of proposed and existing construction to property lines and adjacent dwellings. Size and location of trees in affected areas are also to be included.

- c. Drawings of proposed construction to scale shall include elevation views of each proposed exterior wall, including dimensions and locations of features as doors, windows, roof lines, trim and proposed exterior lighting, including fixture type.
- d. A complete description of materials including manufacturer and type of siding materials, roof materials, trim materials, colors, etc.

31.0 POOLS - PRIVATE

Applications for private pools will be reviewed very strictly in Milestone because there are very few locations where they can be placed without adversely affecting adjacent properties.

NOTE: Hanover County should be contacted regarding application of ordinances, required permits and seasonal pool drainage.

31.1 Approval is required for all permanent in-ground pools. Above-ground pools are NOT allowed.

Approval is not required for portable children's wading pools not more than six feet (6') in diameter and less than twenty-four (24) inches deep which are located in a rear yard. (At the original writing, Hanover County building permit is required for pools deeper than twenty-four inches (24") or having surface area of two hundred fifty (250) square feet or more. Check with the county prior to installation.)

31.2 An application will be considered using the following criteria:

- a. The size of the pool will be based on lot size, and must be of reasonable proportion to the house.
- b. Pools must be located at the rear of the lot and not within 25 feet of a property line.
- c. A four to six foot (4' to 6') solid private fence compatible with the design of the house must enclose the pool and other related pool facilities. The impact of the fence on adjacent properties must be taken into consideration. The applicant will address safety within the pool area as well as the impact of increased noise levels and lighting on adjacent properties.

APPLICATION REQUIREMENTS FOR POOLS - PRIVATE

The following must be submitted with the completed application.

- a. A site plan paralleling that required by Hanover County for building permits showing location and dimensions of the pool, other related equipment, fences, etc., in relation to the applicant's house, property lines and adjacent dwellings and properties.
- b. A detailed drawing of the pool, deck, lighting arrangements, walkways, fence type, proposed grading, landscaping and information concerning the water supply system, drainage and water disposal system.
- c. The application shall include the approval indicated by the signatures of all adjacent property owners indicating they have been informed concerning the applicant's intention to build a pool and that they have reviewed and approved the plans for said pool.

32.0 PORTABLE STORAGE UNITS/CONSTRUCTION DUMPSTERS

Portable storage units (such as containers provided by PODS, Smart Boxes, U-Haul, U-Pack, etc.) used for the temporary storage or relocation of personal property and temporary construction dumpsters will be permitted under the following conditions:

- 32.1 When portable storage units are used, the portable storage units may only be placed in a resident's driveway and are not allowed on sidewalks, open spaces, rights-of-ways, etc. The portable storage unit will be allowed within the community for up to 7 (seven) days.
- 32.2 Please be advised of the size restrictions for portable storage units:
 - a. No portable storage unit shall have dimensions greater than 16 feet in length, 8 feet in width, or 8 ½ feet in height.
 - b. No more than 1 portable storage unit having a storage capacity no greater than 1088 cubic feet shall be permitted.
 - c. Or up to 3 smaller portable storage units shall be permitted, provided that each individual storage unit has a storage capacity no greater than 350 cubic feet.
- 32.3 When construction dumpsters (or trailers intended for the same purpose) are used, the construction dumpsters may only be placed in a resident's driveway and are not allowed not on streets, sidewalks, open spaces, rights-of-ways, etc. The construction dumpster will be allowed within the community for 7 (seven) days.
- 32.4 If the home improvement project will require the construction dumpster to be in a resident's driveway for more than 7 (seven) days, the Homeowner is responsible for providing prior written notice to the Board of Directors via the Community Manager and supplying the beginning and end dates for the use of the construction dumpster. The length of time needed for the portable storage unit and dumpster may be extended through communication via the Community Manager. Additional time may be granted for extenuating circumstances. The Board of Directors reserves the right to grant additional time as determined on a case-by-case basis.
- 32.5 The Homeowner is responsible for the cost and repair of any damage caused by the placement, storage and/or removal of portable storage units or construction dumpsters. The responsibility for the cost and repair includes damage to any common area, common property, and/or homeowner property.

33.0 RECREATIONAL/PLAY EQUIPMENT

Residents are urged to use the Milestone recreational facilities and tot lots.

- 33.1 Written approval is required for recreational equipment which is permanent. Permanent is defined as an item which remains in place for at least one season (e.g., swing set, large sandbox, picnic table, bench, basketball backboard, etc.).
- 33.2 The equipment should be located behind the house as inconspicuously as possible. It will be at least ten feet (10') from the rear and side property lines. Swing sets, sandboxes, and other

equipment will be of a natural wood color, or, if painted, a natural earth tone color such as dark green or brown. Plastic accessories, i.e., toddler swing seats, slides, and chain hand guards, in other colors may be permitted, provided all such play accessories may be adequately screened from neighboring lots and road frontage.

- 33.3 No basketball backboards will be erected in the front of any residence.
- 33.4 Skateboard/Bike ramps are discouraged and in no instance allowed in the front of any residence.

APPLICATION REQUIREMENTS FOR RECREATIONAL/PLAY EQUIPMENT

The following must be submitted with the completed application.

- a. A site plan with dimensions showing the location of the play or recreational equipment relative to the applicant's dwelling, property lines, and adjacent properties and structures.
- b. A picture or sketch of the proposed equipment showing dimensions.
- c. The color and type of materials.

34.0 RESIDING and RESTYLING

- 34.1 The choice of material to be used in residing is left to the discretion of the owner. However, if vinyl siding or trim is desired, the standards regarding Vinyl Siding must be followed, see [VINYL SIDING/TRIM](#). It is the owner's responsibility to ascertain whether this material meets the Hanover County building and fire codes which apply to exterior materials.
- 34.2 When the proposed residing material differs in color or texture from existing siding on the residence, or if it results in a change in architectural style, it will be consistent or compatible with the style and color of siding materials on homes immediately surrounding it. If the residing material is vinyl, it will comply with the [VINYL SIDING/TRIM](#) section.
- 34.3 The style of existing trim work at soffits, corners, eaves, windows, doors, garage doors, and of accent panels, shutters, or other stylistic features will be retained in the residing design. This will be considered an important requirement where these elements contribute to the visual continuity of the neighborhood by evoking similarities in style among nearby houses.
- 34.4 The restyling of doors or garage doors must be approved prior to replacement. Changes to the color of the doors or garage doors must also be approved.
- 34.5 In those cases, in which residents wish to alter the stylistic features of the existing facade - for example, by adding shutters on accent panels - the ARC will render a decision based on the following criteria:
 - a. The appearance of the residence in relation to existing and proposed materials.
 - b. The variety of styles and siding materials of the homes immediately surrounding the residence.
 - c. The overall visibility of the residence from nearby public and private properties.

APPLICATION REQUIREMENTS FOR RESIDING AND RESTYLING

The following must be submitted with the completed application.

- a. A photograph or sketch of the house as it currently appears including the color and texture of existing siding materials; also, a description of the color and siding materials on immediately adjacent houses or structures.
- b. A description of the proposed residing material including its color, texture, and the manner in which it will be applied. Color and texture samples must be submitted with the application. Changes in present trim size and location, and removal or addition of other stylistic features, must be noted, see [PAINTING AND STAINING](#).
- c. A description of proposed treatment of outbuildings, such as a storage building. Residing or repainting of such structures may be required to match that of the house.

35.0 ROOFING CHANGES or ROOFING REPLACEMENT

Approval is required only when the replacement roofing shingles of a house is to be a color different from its existing color. The roofing shingles are considered to be different if either the color or the shade differs from the original. Any other type of roof style or material change will require approval. (e.g., shingle to metal)

- 35.1 The standard roofing materials in Milestone are asphalt shingles in 3-tab or architectural shingle styles.
Approved shingle colors are: Barkwood, Charcoal, Hickory, Mission Brown, Oyster Gray, Pewter Gray, Shakewood, Slate, Weathered Wood, and Williamsburg Slate.
- 35.2 Shingles for roofing on sheds, playhouses, forts, and dog houses must match the house materials as to finish and color, so shingles on these features must also be updated.

See [DOG HOUSES](#), [PLAYHOUSES/FORTS](#), [STORAGE BUILDINGS](#)

36.0 SIGNS

NOTE: Erection and placement of all signs must be in compliance with Hanover County ordinances and regulations.

- 36.1 With the exception of a professional temporary sign not more than three (3) square feet or a sign no larger than ten (10) square feet belonging to a builder or realtor to advertise a lot and residence for sale or rent, no temporary or permanent sign or other advertising device of any nature will be placed upon any property without the written approval of the ARC.
- 36.2 No temporary sign will be larger than three square feet (3 sq ft) nor stand more than three (3) feet above the ground, measured from the top of the sign. Provided however that a wooden yard-arm style signpost which stands higher than 3 feet may be permitted. Realtors will be permitted to use their logos, trademarks and color schemes.
- 36.3 Signs will not be erected on trees, light poles, street signs, traffic signs or official neighborhood identification signs.
- 36.4 No more than one (1) temporary sign may be placed at any lot. One (1) directional sign is permitted on a corner leading to an open house on Saturday and/or Sunday, but must be removed not later Sunday night.

- 36.5 Signs will be neatly lettered, clean, have a professional appearance, and maintained in good condition.
- 36.6 If a sign remains standing in violation of the above regulations, the sign may be removed by the Association without further notice to the installing realtor or owner. The Association will not be responsible for loss to, or damage or replacement of any such signs.

APPLICATION REQUIREMENTS FOR SIGNS

The following must be submitted with the completed application.

- a. A description of the size and color of the proposed sign and the materials to be used for its construction.
- b. A drawing of the sign showing the message and any graphics to be displayed.
- c. A description of where the sign will be located and how long it is to be displayed.

37.0 SOLAR COLLECTORS/SOLAR PANELS

Approval is required for the installation of solar collectors/panels. An application will be considered using the following criteria:

- 37.1 Solar collectors represent a large visual impact on a structure due to their size. Therefore, it is important to properly integrate the collector into the design of the house so as to conceal it. Collectors must be located on the roof facing the backyard with minimum visibility from the front of the home.
- 37.2 Large collectors on a sloping roof must appear to be flush with the roof and not laying on top. Collectors on a flat roof must be set back and concealed with a parapet unless integrated with the roof design of the structure. Smaller collectors may be laid on top of a sloping roof and finished to appear like a skylight.
- 37.3 Collectors must be constructed of glass with wood or metal trim. All trim must be painted to match the background color of the roof or house trim to conceal it. Plexiglass is not acceptable as it sags and yields an unsatisfactory appearance. All piping must be concealed.
- 37.4 Freestanding collectors must be located behind the structure and completely concealed from the roads and adjacent properties or working with another architectural element.

APPLICATION REQUIREMENTS FOR SOLAR COLLECTORS

The following must be submitted with the completed application.

- a. A site photograph or drawing of the house including elevations, showing the location and appearance of the proposed solar collector.
- b. Details which describe the dimensions of, the material used to construct the collector and how the edges of the collector meet the roof.

See Virginia Code § 55.1-1820.1 (Effective October 1, 2021)

38.0 STORAGE BUILDINGS and SHEDS

NOTE: A Hanover County building permit is NOT required for the construction of sheds or storage buildings less than 200 square feet (maximum square footage allowed by the Milestone architectural standards is 120 square feet).

- 38.1 Written approval is required for construction or installation of all storage buildings. Approval is contingent upon a sturdy, permanent structure being built or installed.
- 38.2 Roofing, siding and trim of the storage building will be of the same material as the dwelling.
- 38.3 A storage building will be the same architectural style and have the same color scheme as the residence.
- 38.4 The storage building will be located in the rear of the home and as inconspicuous as possible; consideration will be given to other locations, however, provided that the storage building is well screened by natural coverings.
- 38.5 If the house is restyled, resided, a paint color change is made, or the roof is replaced, the existing storage building will be altered to match the house.
- 38.6 A storage building will not be larger than ten feet by twelve feet (10' X 12').

APPLICATION REQUIREMENTS FOR STORAGE BUILDINGS

The following must be submitted with the completed application.

- a. A site plan (using edited copy of original plat) which shows the relationship of the storage building to the dwelling property lines and adjacent properties and structures.
- b. A picture and/or detailed drawing of the proposed storage building including dimensions.
- c. A description of materials to be used.
- d. The color scheme of the proposed storage building, and house.

39.0 STORM/SCREEN WINDOWS and STORM DOORS

Storm/screen windows and storm doors of straightforward design without decorative embellishments and which are compatible with the style and color of the house do not require prior approval. The storm/screen window or storm door must match the color of the house siding, exterior door, or trim. House trim constitutes two (2) or more of the following, in the same color - gutters and downspouts, shutters, corner molding, wide front door molding.

APPLICATION REQUIREMENTS FOR STORM/SCREEN WINDOWS AND DOORS

The following must be submitted with the completed application.

- a. Applications for storm/screen windows or doors other than those approved above must include descriptions of material, color, style, and any decorative embellishments.

40.0 SWIMMING POOLS - PRIVATE

See [POOLS - PRIVATE](#)

41.0 TREE REMOVAL

Preservation of natural features, and the feeling of openness, contributes greatly to Milestone's difference from typical developments. Topographic and vegetation characteristics of lots must not be altered by removal, reduction, cutting excavation or any other means without the prior written approval of the ARC.

Removal of any live tree whose trunk is over six inches (6") in diameter when measured at a point two feet (2') above the ground. Storm damage trees may be removed or trimmed without prior approval only where they constitute a threat to life or property. No prior approval is required for removal of one dead or diseased tree. If removing more than one dead or diseased tree, prior written approval is required and documentation from a certified arborist is required. The request for approval must include a description of any tree to be removed and an explanation for the removal. If a homeowner removes trees without approval, they may be required to plant new trees to replace the removed trees.

NOTE: Trees removed from the front and side yards must have the stumps removed or ground below grade.

See [LANDSCAPING AND PLANTINGS](#)

42.0 VINYL SIDING/TRIM

The Association may approve the placement or replacement of siding or trim on a dwelling, provided that the replacement materials are vinyl products that meet the Architectural Standards listed below. Any replacement must be approved in advance by the ARC.

- 42.1 The Vinyl siding product must be a minimum 6 1/2" reveal of beaded vinyl board.
- 42.2 Siding and trim materials will be of the same color as that which is being replaced unless approved by the ARC.
- 42.3 Siding and/or trim on the entire dwelling will be replaced.
- 42.4 Any use of vinyl or metal clad trim must be approved by the ARC.

APPLICATION REQUIREMENTS FOR ADDITIONS

The following must be submitted with the completed application.

- a. A complete description of proposed siding and/or trim materials including manufacturer, type and color.
- b. A sample must be submitted with application.

See [PAINTING AND STAINING](#), [RESIDING AND RESTYLING](#).

43.0 WINDOWS/WINDOW REPLACEMENT

The purpose of this guideline is to ensure that windows and window replacement will be in harmony with the applicant's house and surrounding properties. The street side of every home is, visually, more or less public. In addition, many back yards are also visually public when related to open space or roadways. Aesthetic appearance and harmony with surrounding improvements are the most important elements contributing to the **AESTHETIC CONTINUITY** of the neighborhood by evoking similarities in style and character among nearby houses.

An application is not required for the **EXACT** and **IDENTICAL** replacement of windows in all aspects of exterior appearance provided the following provisions are met:

- 43.1 Window frames, trim, muntins and mullions must be white or off-white.
- 43.2 Window frames, trim, and mullions retain same size, style, and configuration (e.g., “6-over-6” denoted 6/6, etc.) in the same window placement on the home.
- 43.3 In the event there is any question whether a window replacement is exact and identical, the burden of proof is on the homeowner. Given the expense of total home window replacement, before and after pictures are strongly recommended. If there is any doubt or concern if a replacement is exact and identical, an architectural change application should be submitted.

An application **IS REQUIRED** for any window replacement or new window installation that does not comply with an exact and identical replacement of the existing windows:

- 43.4 Window frames, trim, muntins and mullions must be white or off-white. Muntins and mullions must be approximately 3/4-inch in width.
- 43.5 Double-hung and single-hung windows will have a grille configuration of 4/4, 6/6 or 9/9 in both upper and lower sashes proportional to the size of the window. (see example below)
- 43.6 Fixed windows must have a grille pattern proportionally complementing the sashed windows grilles, typically in 3x4, 3x5, 3x6, 4x5, 4x6, 5x5, and 5x6 grille-work. (see example below)
- 43.7 Palladian windows and half-round windows above rectangular windows must have appropriate grille-work (see examples below)
- 43.8 Transom windows, full-sidelites and half-sidelites (narrow, vertical windows adjacent to doors) and small accent windows, though grilles are preferred, may or may not have grille-work.
- 43.9 Casement windows on the front or sides of a home are discouraged but **MAY** be approved if the windows retain the grille-work appearance described above.
- 43.10 Single vertical mullion (2/2) windows and windows without grilles (muntins and mullions) are not allowed on the front or sides of any home.
- 43.11 Windows without grilles **MAY** be approved only on the rear of a home on a case-by-case basis.

43.12 Sunrooms on the rear of homes are specifically exempt from the window grille requirements above.

APPLICATION REQUIREMENTS FOR WINDOWS and WINDOW REPLACEMENT

The following must be submitted with the completed application.

- a. A picture of each elevation of the home with windows to be replaced annotated.
- b. Pictures and a complete description of proposed windows and/or trim materials including manufacturer, type, dimensions and grille pattern.

See [RESIDING AND RESTYLING](#).







44.0 WOODPILES

Written approval is not required for the following woodpiles:

Those which are neatly stacked wholly within an enclosed or semi-enclosed area, or immediately adjacent to a permanent wall and are not visible from the street or adjacent properties. (For protection against termites, residents are cautioned against stacking firewood too close to wood-frame dwellings.)

Those contained in a wood bin or ring at the front or rear of the home.

44.1 All other woodpiles require written approval. Stacking of wood on sidewalks, driveways, rights-of-way or in open space is not permitted.

44.2 Tarps may be used to cover woodpiles; however, they must be of a natural earth tone color.

APPLICATION REQUIREMENTS FOR WOODPILES

The following must be submitted with the completed application:

- a. Location, dimensions, and screening details for woodpiles which do not meet the above requirements.

OTHER ARCHITECTURAL STANDARDS

45.0 PROPERTY MAINTENANCE

Property maintenance includes the upkeep of lots, buildings, and other improvements consistent with good property management, proper trash disposal, and animal control.

45.1 Each Property Owner has the following responsibilities:

a. General Property and Lawn Care:

- (i.) Seeding, weeding, watering, and mowing of lawns, including within drainage swales which may technically be within public road rights-of-way.
- (ii.) Pruning and care of all trees and shrubbery.
- (iii.) Snow removal from adjacent sidewalks and paths.
- (iv.) Painting and external care (including power washing) of structures and other improvements.

b. Trash:

- (i.) Trash and other refuse is to be disposed of on a weekly basis and no refuse, trash or bulk materials may be accumulated or stored on any lot.
- (ii.) Trash containers must be stored out of view from the road or screened appropriately with lattice. Any screening modification requires approval of the ARC.

c. Animal Control:

- (i.) From the Milestone Declaration of Protective Covenants Section 9.8 - "Animals: Only common household pet animals shall be permitted within Milestone. All pet animals must be secured by a leash or lead at any time they are permitted outside a residence or other enclosed area upon a Lot for the maintenance and confinement of pet animals which has been approved by the ARC. No livestock, including cattle, horses, sheep, goats, pigs or poultry shall be permitted upon any Lot."
- (ii.) No wild, exotic or "game" type animals will be kept on residential lots. No birds, animals or insects will be kept or maintained on any lots except for domestic purposes (of or relating to a family or household).
- (iii.) Residents are advised that they are subject to Hanover County ordinances regarding among other things licensing, 'leash laws' and clean-up of animal waste material.
- (iv.) All complaints concerning animals must be made to the Hanover County Animal Control Division.

46.0 VEHICLES

- 46.1 Campers; house, horse and utility trailers; recreational vehicles; boats; motorcycles; school buses or commercial vehicles over 6,000 pounds having dual wheels; inoperable vehicles; any vehicles without current registration tags or plates; or any similar items, will not be stored or parked on any lot or common area. These types of vehicles and items can only be parked outside the development.
- 46.2 Major vehicle repairs may not be undertaken except in enclosed garages. Minor emergency repairs such as battery charging or changing, replacing a flat tire, and jump starting are permitted in the open on any lot.
- 46.3 Vehicles may not be parked on the grass of any lot with regularity or overnight.