

RAVENNA
Homeowners Association
Architectural Standards Committee
(HOA-ASC)

Ravenna HOA Architectural Standards

February 24, 2025

To: Ravenna Community Homeowners Association Members
From: Ravenna Community Association Architectural Standards Committee
Date: February 24, 2024
Ref: Declaration of Covenants

Article VI of the Declaration of Covenants, Conditions and Restrictions (Declaration) for the Ravenna Community governs Land Use Classifications, Permitted Uses and Restrictions for the Community. "It establishes the composition and authority of the Architectural Standards Committee (ASC) and outlines the procedures for obtaining approval for landscaping or structural improvements to your property. Additionally, pursuant to Article IV, Section 4.03, it grants the ASC broad authority to establish rules, approved by the Ravenna HOA Board of Directors, governing the use and maintenance of Association Property." The purpose of this Memorandum is to set forth standards that will make the approval process as efficient as possible. The underlined sections note verbiage from the Declaration.

Meetings: The ASC generally meets once a month, one hour prior to each regularly scheduled Board Meeting. Please note that holidays may affect meeting dates. The ASC may also meet on other days and at such as required to fulfill its duties.

Turn-Around Time: Applications received a minimum of seven (7) days prior to a regularly scheduled Board Meeting will be voted upon at the ASC Meeting held immediately prior to the Board Meeting. Letters spelling out the action of the ASC are prepared and mailed usually by the end of the week following the meeting. Pursuant to the Declaration, the ASC may, (i) approve the application, with or without conditions; (ii) approve a portion of the application and disapprove other portions; or (iii) disapprove the application.

The Application Process: An application may be obtained at the current Ravenna HOA Management Company website, or by emailing the Ravenna HOA Manager (email located in Appendix A).

The following items are required for each application:

(1) A completed application, (2) A copy of the owner(s)' **plat or physical survey showing the placement of the improvement on the owner(s)' property**, (3) A photograph or drawing of the proposed improvement, and (4) Construction plans if applicable. The ASC may also require the submission of such additional information as may be reasonably necessary to consider any application.

Additionally, if you are submitting a plan for a new deck, screened in porch, a sunroom, or trash can screen, please submit a complete set of drawings for the requested structure along with a specific listing of the materials to be used in the construction. The construction of these additions is subject to the restrictions listed below for each type of structure.

The signatures of your neighbors are required only to inform them that you plan to accomplish improvements on your property. If a neighbor has a strong objection to any improvement, they must respond in writing to the ASC providing a complete rationale for their objection.

To prevent any misunderstanding, incomplete applications will be returned to the homeowner for completion prior to consideration by the ASC.

Any plans, specifications and requests for approval submitted **after** commencement of construction shall include a check in the amount of \$100.00 made payable to Ravenna Homeowner Association.

These are some of the items that DO REQUIRE APPROVAL by the ASC:

- Any Above Surface Utilities
- Awnings
- Decks, Fences, Permanent Screening Areas
- Driveways, Sidewalks, Courtyards
- Exterior Modification of Home, Room Additions/Story Addition

- Flag poles
- Foundations
- Hurricane Shutters
- Major Landscape Modifications
- Swimming Pools and Hot Tubs
- Sheds, Garages, Pergolas, Gazebos, Outbuildings of any kind
- Sunroom Addition
- Solar Conductors

Certain improvements to your property have been pre-approved or conditionally approved for your convenience and require no application. Note: Pre-approval or conditional approval by the ASC does not alleviate the need for any approvals or permits by the City of Chesapeake, if required.

These are some of the items that are PRE-APPROVED or conditionally approved by the ASC:

- Professionally installed French and All Other Drains
- Invisible Fencing
- Landscape planting
- Satellite Dish
- Patio Furnishings
- Permanent Emergency Generators
- Storm Doors
- Wells and Irrigation Systems
- Gutters

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A. RAVENNA ARCHITECTURAL STANDARDS AND PROCEDURES

1. COMPOSITION OF THE ARCHITECTURAL COMMITTEE

a) Structure.

The Architectural Standards Committee (ASC) consists of three (3) regular and two (2) alternate members. A member is not required to be an Architect or to meet any other particular qualifications; however, an ASC member must be in good standing and current on all homeowners dues paid to Ravenna Homeowner's Association, Inc.

b) Appointment and Removal.

The Architectural Standards Committee members are appointed and removed by the Board of Directors identifying each new member appointed to or removed from the committee. The term of appointment is for a period of three (3) years and until the appointment of a successor. Any new member appointed to replace a member will serve that member's unexpired term.

c) Duties.

The duties of the Architectural Standards Committee are to consider and act upon applications for alterations submitted to it, to adopt Architectural Standards Committee Rules and to perform other duties imposed upon it by Ravenna Homeowner's Association, Inc. restrictions.

d) Record Keeping.

The Architectural Standards Committee shall meet as needed to perform its duties. The vote or written consent of any three (3) regular members shall constitute an act of the committee. 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 Association members.

e) References.

For additional information about the Architectural Standards Committee, refer to Ravenna Homeowners Association, Inc. Declaration of Covenants, Conditions and Restrictions dated October 18, 2004, as amended from time to time.

2. APPLYING FOR APPROVAL OF EXTERIOR ALTERATIONS

- a) The Homeowner obtains an application from Appendix A or the current management company or download a form from the Ravenna community website at the following web address: <https://ravennahoa.com/documents>
- b) The Homeowner returns the completed application and supporting documentation to the ASC and the Ravenna HOA Manager (both emails are located on the form).

- c) If received a minimum of seven (7) days prior to the next regularly scheduled Board Meeting, the application will be ruled upon at the ASC meeting, held one hour prior to the Board Meeting.
- d) All applications will be returned to the Ravenna HOA Manager for retention in the Ravenna HOA files. The Homeowner will receive notification of approval or disapproval of his/her application from the Ravenna HOA Manager.

3. WHAT MAKES AN APPLICATION COMPLETE?

- a) An application is complete when it provides the Architectural Standards Committee with the following as applicable:
- b) Description of Alteration: Required for all applications, can be a detailed or simple statement depending on the complexity of the alteration and number of supporting documents.
- c) Copy of Physical Survey or Drawing: Required for all applications proposing the addition of new structures, relocating structures or making landscaping changes. This will allow the Architectural Standards Committee to see how the proposal will affect neighboring property.
- d) Description of Materials: Include pamphlets, pictures, brochures, samples, etc., and as much information as possible. This will allow the Architectural Standards Committee to maintain harmony within the area.
- e) Contractor's Proposal: This item is not required, however it would provide the Architectural Standards Committee with the maximum amount of information.
- f) This list is not all inclusive but shows some of the documents that the Architectural Standards Committee may require to support the applications.

4. WHAT TO DO IF APPLICATION IS NOT APPROVED

- a) If an application is disapproved, the homeowner has the right to appeal the decision to the Board of Directors. The homeowner should contact the Association Manager for the procedures to file an appeal.
- b) Before filing the appeal, however, the homeowner should first consider why the application was disapproved. If the homeowner is willing to accept changes recommended by the Architectural Standards Committee (if they are made), the homeowner can submit an amended application using the previously submitted application as a supporting document and indicating the changes that will be made to make the application acceptable.

5. HOW CLOSELY MUST I ADHERE TO THE STANDARDS IN THIS DOCUMENT?

- a) The Declaration of Restrictive Covenants gives the Architectural Standards Committee the authority to set rules and procedures for architectural control, and

the power to interpret and enforce the standards of the Declarations. The standards presented here have been written by the Architectural Standards Committee as a part of their responsibility.

- b) It is the expectation that each homeowner will follow the declaration standards in order to maintain the integrity and prestige of our neighborhood.

6. WHAT IF I DON'T WAIT FOR APPROVAL?

- a) If you start alterations without first obtaining written approval of your plans, you do so at your own risk. If you fail to submit an application, or if your application is turned down or modified, you may face the cost to bring your project/modification into compliance, plus the cost of litigation.
- b) Any plans, specifications and requests for approval submitted after commencement of construction shall include a check in the amount of \$100.00 made payable to Ravenna Homeowners Association.
- c) These circumstances may also arise if your property has been altered without approval before you purchased it.
- d) Any violation of the declaration or standards will be noted in a compliance letter and could impact the sale or your home.

7. WHAT IS THE PROCESS FOR THE DECLARATION ENFORCEMENT?

- a) Every homeowner has the responsibility to report violations to the Architectural Standards Committee or the Association Manager. When complaints are brought to the attention of the Architectural Standards Committee and the Association Manager, they are kept confidential and are reviewed as promptly as possible.
- b) If a homeowner is found to be a violation, the property owner is sent a formal letter and asked to correct the problem, either by removal or by repair. Most problems are corrected at this stage, however, if uncorrected, fines may be assessed leading to liens, levies or litigation against your property.

ARTICLE VI

B. LAND USE CLASSIFICATIONS PERMITTED USES AND RESTRICTIONS

1. SECTION 6.01. LAND USE CLASSIFICATIONS.

As each Tract or portion thereof within RAVENNA is developed and annexed, the use classifications, restrictions, easements, rights-of-way, and other matters including new or different uses and restrictions thereof including an number of sub-classifications thereof for any special uses, shall be fixed by the Declarant in any Tract Declaration which may be recorded for that Tract, subject to the approval of F.H.A. and V.A. In exercising such authority as granted herein, Declarant shall not impose any new land use classifications or new restrictions which are not generally in consonance with existing uses and restrictions applicable to RAVENNA. When Property is annexed to RAVENNA the use classifications thereof shall be established by the Tract Declaration covering said Property. No restrictive covenants set forth herein nor any other provisions shall in any way apply to land of the Declarant not described herein nor annexed by following the procedures set forth herein.

Single Family Residential Use, Subdivision of Lots Prohibited. All property in this classification shall be used improved and devoted exclusively to Single Family Residential Use. No building shall be erected, altered, placed or permitted to remain on any lot other than the one (1) detached single-family dwelling of at least 2,400 square feet of heated living space for a one-story and at least 2,600 square feet of heated living space for a two-story not to exceed two and one-half stories in height and a private garage for not less than two (2) nor more than three (3) cars. However, it shall not be considered a violation of this restriction if a builder or developer maintains sample houses, warehouses, sale and administrative office on any of the Properties covered by these restrictions so long as such builder or developer has Properties for sale or is servicing Properties under warranties within the boundaries of the tract known as "RAVENNA." No gainful occupation, professional, trade or other non-residential use shall be conducted on any such Property. Nothing herein shall be deemed to prevent the leasing of all such Property to a single family from time to time by the Owner thereof subject to all of the provisions of the Amended Declaration.

No Lot in this subdivision shall be subdivided so as to make more than one (1) building lot out of same. Nothing herein contained shall prevent the re-subdivision of all or portions of all or portions of lands shown on said plat into lots approximately the same or greater area.

No dwelling shall thereafter be placed moved altered or constructed on any Lot to face in a direction different from that in which the dwelling constructed by the original builder faces.

2. **Set-Back Requirements.** All structures shall be located according to the City of Chesapeake's lot "zoning set back" restrictions and open space area requirements.
3. **Declarant Empowered to Make Determinations.** The Declarant, its agents, successors and assigns are empowered to make determinations and judgments concerning aesthetics, styles, color schemes, material types design features, quality, standards, and other purely subjective decisions in order to guarantee harmony, consistency, and the continued high quality of the subdivision. The Declarant its successors and assigns, shall have the non-exclusive right but not the obligation, to enforce these Restrictions, and shall have no liability for any failure to enforce these Restrictions.
4. **Additions to Covenants and Restrictions.** All Lots-shall-be-subject-to-any additional covenants and restrictions as promulgated by the Declarant or the mandatory homeowner's association having jurisdiction within RAVENNA.

C. LANDSCAPING AND GROUND MAINTENANCE

1. PRE-APPROVED OR CONDITIONALLY APPROVED ITEMS

a) FRENCH AND ALL OTHER DRAINS

French drains installed by a licensed contractor will not require an application, although a building permit may be required. All other drain installations need approval from the ASC.

b) WELLS AND IRRIGATION SYSTEMS

Wells and irrigation systems installed by a licensed contractor and/or professional well or irrigation company will not require an application. All permits required by the City of Chesapeake shall be strictly adhered to and are the responsibility of the owner. Owners awarded a variance for an installation to be placed within the City's easement shall accept full responsibility for any replacement or repairs resulting from any future activities deemed necessary by the City. After the system is installed and operating, systems shall not infringe upon neighboring property or dwelling.

NOTE: *A self-installed well and/or irrigation system will require prior approval by the ASC.*

c) TREES

No approval necessary for removal of a tree, however, there should be at least the same number of trees/shrubs on the property as approved with site plan upon building home.

d) LANDSCAPING

Replacement of shrubs, bulbs, annuals and perennials is allowed. Edging for lawn, walkways, patios, or flowerbeds may be made of vinyl, metal, stone or brick materials, provided they are done to be aesthetically coordinated to the home and neighborhood. Decorative rocks may be placed in flowerbeds using white ornamental stone or river/lava rock.

No plantings are allowed within the swatch of grass between the sidewalk and the street Right of Way without prior approval of the ASC.

All shrubbery vegetation and plant material on the front of each dwelling shall consist of a minimum as allowed by the Veterans Administration home specifications. All front yards and/or side yards facing a street shall be sodded by the builder and not planted by seed. All homes constructed on corner lots shall have sod placed to the back edge of the home.

The ASC reserves the right to request that homeowners trim the height of shrubbery around their property to conform to neighborhood standards.

e) PLANTER BOXES, POTS

Planter boxes or pots for flowers or shrubs may be placed on the porch, steps or patio areas at the front dwelling. Homeowners are urged to keep the number of planters to a reasonable amount. More than a total of 10 planters, or pots in front of home/dwelling are considered excessive and unacceptable.

f) YARD REFUSE DISPOSAL

Residue from lawn mowing or trimming of shrubbery or trees must be placed in clear plastic bags and placed on the curbing adjacent to your trash cans no earlier than the day prior to the scheduled collection day (i.e., Tuesday pickup can go out to the curb on Monday afternoon).

g) EASEMENT OF USAGE

You may use the various easements on your property only after contacting the appropriate entity and obtaining their approval to do so. (See Art. IV, Sect. 4.02) City easements are controlled by the Inspections and Permits Department of the City.

2. ITEMS REQUIRING APPROVAL

a) GARBAGE AND REFUSE DISPOSAL

Except for building materials during the course of construction or repair of an approved building improvements, no lumber, metals, bulk materials, rubbish, refuse, garbage, trash or other waste materials (all of which are hereinafter referred to as "Trash" shall be kept stored or allowed to accumulate outdoors on any portion of the Property except in sanitary containers and screened from adjacent and surrounding Property . Such containers may be placed in the open within 24 hours of a scheduled pick-up, at such place on the Lot or other portion of the Property designated by the ASC so as to provide access to persons making such pick-up. In no event shall containers be maintained in the front or side yard of any Lot so as to be visible from Neighboring Property except to make the same available for collection and then only the shortest time reasonably necessary to effect such collection.

Trashcans shall not be stored at the front of the dwelling and must be Appropriately Screened beyond concrete driveways and/or garage doors. Screening material may be brick, vinyl or plant material. Brick must match the dwelling, and vinyl must match the trim or brick. Plant material of appropriate height may also be used as screening. EVERY SCREENING PLAN REQUIRES ASC APPROVAL.

b) SWIMMING POOLS (IN GROUND)

Above ground pools are strictly prohibited. Any swimming pool must be constructed below the grade of the existing yard and be considered "in-ground" within the industry. Submit complete plans with the application prior to construction which also show location and layout of pool mechanicals. Homeowners are responsible for obtaining and being in compliance with City of Chesapeake permits regarding swimming pools. All pools must be appropriately fenced, in accordance with the City's requirements.

Prior to approval an onsite inspection by an (ASC) representative may be required. All mechanical equipment, i.e. pump and filter systems must be placed adjacent to the house, if possible, at the back of the house. Plant material, or Appropriate Screening material that is conducive to the style of the home should be used to conceal the mechanicals as much as possible.

c) HOT TUBS

All hot tub installations require ASC approval. The proposed hot tub must have a minimal visual effect on the immediate neighborhood. Hot tubs should not be readily visible from the street.

d) DRIVEWAYS AND COURTYARDS

Any modification to driveway installed by builder requires ASC approval. Painting and stamping of driveways or sidewalks is prohibited in front of the dwelling. Any extension or replacement of existing driveways must be of the same grade and style concrete as originally used by the builder, or pea gravel aggregate.

3. PROHIBITED ITEMS

a) SWIMMING POOLS (ABOVE GROUND)

Above ground pools are strictly prohibited. Any swimming pool must be constructed below the grade of the existing yard and be considered "in-ground" within the industry.

b) WEATHER VANES

Weather Vanes on houses, garages and outbuildings are strictly prohibited.

c) INTERFERENCE WITH DRAINAGE OF SLOPE/BERM AREAS

Within any slope/bermed area shown on any recorded map, plat, or approved subdivision plans no improvements, planting, or other materials shall be placed or permitted to remain, nor shall any activity be undertaken, which may damage or interfere with established slope ratios, create erosion or sliding problems or change the direction of flow of drainage channels. The slope control areas of any Lot or other portion of the Property and all improvements thereon shall be maintained continuously by the Owner of said Lot or other portion of the Property, except in those cases where Ravenna HOA or a governmental agency or other public entity or utility company is responsible for such maintenance.

Declarant forbids blocking of natural drainage or created drainage areas within the subdivision of RAVENNA.

d) LAKE USE

o permanent or temporary dock or structure shall be placed in an area adjacent to or overhang in any lake or retention pond without prior written approval of the Declarant or its authorized agent. No motorized vehicles, boats, jet skis, or other type motor craft fueled by petroleum products are permitted within the lakes or on the lake banks. Additionally, boats, rafts, or other floating devices shall not be docked or left unattended at the waterfront portion of any Lot for a period in excess of three 3 hours. It is the intention of this restriction to maintain an unobstructed and uncluttered waterfront view of all lakes and retention ponds.

D. DECORATIONS, SIGNS, FLAGS, HOLIDAY DÉCOR, ETC

1. PRE-APPROVED OR CONDITIONALLY APPROVED ITEMS

a) HOLIDAY DECORATIONS

Holiday decorations are generally allowed. Residencies shall use the following schedule as a guide: decorations may be put up no sooner than 30 days in advance of a holiday but shall be taken down no later than 10 days after such holiday.

2. ITEMS REQUIRING APPROVAL

a) FLAG POLES

Personal flag poles may be authorized on a case-by-case basis. Flag Poles shall be no higher than 20', made of anodized aluminum and be white or polished in finish and anchored in such a manner to withstand rough weather with winds of Hurricane force. Submit a photograph or brochure of the flagpole with your application and show its location on your plat survey, including any decorative or flag lighting.

b) SIGNS/SIGNAGE

Real estate or sale by owner signs are acceptable but may only be displayed on property that is for sale. No sign of any type may be placed or displayed in common areas that are association property without prior express written consent of the Board of Directors.

School recognition signs for a period of thirty (30) days at a time are acceptable when placed in a flower bed.

3. PROHIBITED ITEMS

a) ORNAMENTAL ITEMS

No statues monuments bric-a-brac fountains ornaments banners or symbols including but not limited to weather vanes bird baths and window boxes other than house numbers and the residents' names, shall be displayed from the front to any dwelling. Only United States flags, Commonwealth of Virginia flags of an appropriate size (no larger than four by eight feet), Military, or Sports team flags may be displayed. The flag must be displayed in accordance with generally accepted rules for the display of the flag.

b) ARTIFICIAL FLOWERS AND PLANTS

Artificial flowers/plants of any material are not permitted within the Ravenna Subdivision except for seasonal decorations. See timeframes specified under Pre-Approved or Conditionally Approved Items, Holiday Decorations.

c) SIGNS/SIGNAGE

Except for signs erected by or with the permission of the Declarant in connection with the initial development lease or sale or Lots or homes no additional signs or

other advertising device of an nature shall be placed for display to the public view on any Lot or other portion of the Property.

Advertising a product or service is prohibited in the subdivision. "Little League", "Cheering class" and the like announcements are not allowed to be displayed anywhere in the subdivision. Vendors and/or contractors performing work such as landscaping, pool installation, painting and well/irrigation installations are not allowed to place their commercial signs on your property. Homeowners may not post such signs as "no trespassing", "keep off the grass", or "curb your pet" and/or similar type signs.

E. OUTDOOR EQUIPMENT, SATELLITES, SOLAR CONDUCTORS

1. PRE-APPROVED OR CONDITIONALLY APPROVED ITEMS

a) SATELLITE TELEVISION DISH ANTENNAS

Installation of satellite dishes on the front of any dwelling is strictly prohibited. Installation on the side of the dwelling, whether attached to the home or pole mounted shall be located immediately adjacent to the house, to the rear-most corner of the home or positioned with other existing mechanical equipment (i.e.: HVAC units, well pumps, etc.).

b) INVISIBLE FENCING

Below ground invisible fencing for pet control is allowed.

c) CLOTHESLINES

Outdoor clotheslines and/or other facilities for the drying or airing of any clothing or bedding shall not be erected in front of the rear foundation line on any Property within the Development unless they are concealed from common observation and shall not be visible from Neighboring Property.

2. ITEMS REQUIRING APPROVAL

a) PERMANENT EMERGENCY GENERATORS

Professionally installed emergency generators must meet all requirements imposed by the City of Chesapeake before being installed. A copy of the official notice and/or permit and final inspection must be sent to the chair of the ASC or Association Manager.

b) SOLAR CONDUCTORS

Due to the large visual impact solar panels can have on a community, solar collectors generally are discouraged. The proposed panels should have a minimal visual effect on the immediate neighborhood. They should not be readily visible from the street. They must lie flat on the roof of the home and similar to roof color.

c) FENCES

In order to retain the aesthetic qualities of the neighborhood, the following restrictions relating to screen planting and fencing shall be enforced. All fences shall be approved by the Declarant or its designated agent prior to construction. A site plan shall be submitted to Declarant with a scale drawing indicating fence location.

All fences shall be made of black wrought iron or a substitute metal with similar appearance. All other fence types and colors are prohibited.

Fences may not begin at the front of any home. The front of the home is defined as that portion of the home structure that is closest to the public street. The back of the home is that portion of the home structure that is closest to the rear lot line. However, fences may commence at a point that is the middle point between the front and the rear of each home.

Fences must be set back a minimum of four (4) feet from any sidewalk in the neighborhood. The homeowner application must include manufacturer specifications for the requested fencing along with a plat survey showing where the fence is to be installed. High grade or construction grade **black** fabric is authorized on the fence adjacent to neighbors to enable privacy or prevent dogs from barking. Fabric shall not exceed the height of the fence.

No fence, wall or screen planting shall be maintained so as to obstruct sight lines for vehicular traffic. For City of Chesapeake codes for obtaining permits, visit their website at: <https://www.cityofchesapeake.net/>

d) HURRICANE SHUTTERS

Professionally installed hurricane shutters are allowed; however, the application must include such specifications as their design, materials, and the like and be consistent with the exterior of the house.

e) BASKETBALL GOALS

Only ONE basketball goal is allowed per residence whether it is portable or permanent.

For the permanent goal, or set-in concrete basketball pole, the homeowner must have ASC approval prior to work being performed. A drawing should be detailed to show location of pole in regard to driveway, sidewalk and structure.

Absolutely no goal shall be mounted to the front, sides or back of the home.

For the home with a side-load garage, the portable or permanent goal should be set at the fence line or back side of driveway which effectively minimizes visibility from the street and neighboring properties.

For the front-load garage home, the portable or permanent goal should be placed so it does not become a nuisance to neighboring properties. Permanent goals should be placed as close to the residence as possible and will require your neighbors' signatures so they will be aware of positioning and your intent.

For the home on a corner lot, the goal should be placed on the side of the driveway that is directly adjacent to the back of the residence.

Basketball goals must be maintained and in good repair.

If the goal becomes unnecessary, please store it or remove it from the property.

No goals shall be allowed in the street or common areas.

f) MAILBOXES

All mailboxes shall be of a consistent design and quality after approval by Declarant and/or its agent. The cost of same shall be borne by the homeowner.

New and replacement mailboxes must have ASC approval before installation. Mailboxes are the responsibility of the homeowners and they must be maintained in good repair at all times.

g) NO ABOVE SURFACE UTILITIES WITHOUT APPROVAL

No facilities, including without limitation, poles and wires for the transmission of electricity or telephone messages, and water, gas, sanitary and storm sewer drainage pipes and conduits shall be laced or maintained above the surface of the ground on an portion of the Property without the prior written approval of the Declarant and/or its successors or assigns.

3. PROHIBITED ITEMS

a) RADIO ANTENNAS, TOWERS, ELECTROMAGNETIC DEVICES

No antennae or other device for the transmission or reception of television or radio signals including but not limited to amateur radio towers and satellite dish, or any other form of electromagnetic radiation may be erected, used, or maintained outdoors on the Property whether attached to a building or structure or otherwise.

b) VINYL MAILBOXES

Free-standing vinyl mailbox replacements are not allowed.

c) WINDOW / WALL / THROUGH-WALL AIR CONDITIONING UNITS

Air conditioning units that protrude from the face of any wall or through a window are strictly prohibited. Only central air conditioning, from a pad-mounted air conditioning delivered via duct-work is permitted.

F. OUTDOOR FURNITURE, CHILDREN'S PLAY EQUIPMENT

1. PRE-APPROVED OR CONDITIONALLY APPROVED ITEMS

a) PATIO FURNISHINGS

Standard patio furnishings (i.e. table, chairs, benches and all other seating, bar and stools, hammock, rockers, etc.) are allowed on deck, patio or porch only. Patio grills, outdoor fireplaces and planters are allowed at the back of dwelling.

Patio areas are not intended for storage use (i.e., bicycles, lawn mowers, wheelbarrows, bags of mulch, golf carts, etc.)

b) CHILDREN'S WOODEN SWINGSETS, PLAY YARDS, SKATE RAMPS

Children's swing sets, monkey bars and play yards shall be constructed with the majority of the structure made of pressure-treated wood or composite material. Natural wood must be coated with a weatherproofing sealant or painted and must be kept in good condition with regular maintenance.

Skateboard ramps should be temporary in nature, stored at night inside and for use in your driveway only.

c) TRAMPOLINES

Trampolines may be used in the back of the house only. Regular maintenance must be performed on the trampoline to ensure it is kept in good condition. Any repairs or replacement of springs, material or netting must be made as soon as possible.

2. ITEMS REQUIRING APPROVAL

a) CHILDREN'S PLAYHOUSES AND TREEHOUSES

All plans and specifications for children's playhouses, treehouses, etc. requires Declarant's (ASC) and/or its successors' and assigns' written approval. Written plans and specifications, made to scale and accompanied by a survey of the Lot, shall be submitted to Declarant ASC prior to construction. Any plans and specifications and requests for approval submitted after commencement of construction shall include an additional check in the amount of \$100.00 made payable to Ravenna Homeowner Association. If permitted, the outbuilding or other structure must, at a minimum, be constructed with the same exact material as the primary dwelling and have an exterior that is made of the identical material and color as the primary dwelling; i.e. if the primary dwelling is all brick the outbuildings shall also be all brick. All outbuildings must have a brick front and shall comply with City codes as to lot lines. Prefabricated structures are prohibited. All outbuildings must be physically constructed on the HOA Site.

3. PROHIBITED ITEMS

a) CHILDREN'S ALUMINUM SWINGSETS, PLAY YARDS, PERMANENT SKATE RAMPS

Children's swing sets, monkey bars or play yards with a majority composition of metal or aluminum are prohibited. Professionally installed, quality metal equipment will be reviewed on a case-by-case basis. No oversized permanent skateboard ramps are allowed anywhere on the homeowners property. Ramps shall be temporary and stored inside when not in use.

G. BUILDINGS, ADDITIONS, STRUCTURE CHANGES

1. PRE-APPROVED OR CONDITIONALLY APPROVED ITEMS

a) STORM DOORS

Doors shall be "Full View". Glass on the "Full-View" doors may be etched around the edges.

b) PROPERLY ANCHORED FABRIC CABANAS, GAZEBOS AND TENTS

Properly anchored fabric cabanas, fabric gazebos and tents that are seasonal/collapsible are allowed.

c) GUTTERS

The material color shall match the trim/siding of the dwelling.

2. ITEMS REQUIRING APPROVAL

a) PERMITTED BUILDING MATERIAL FOR DWELLINGS EXTERIORS, WINDOWS AND ROOFING

All residential dwellings constructed on the Lots shall have a front exterior surface of brick or stone with the exception of residential dwellings constructed on those Lots designated and numbered as: Lots 2, 3, 72, 73, 74, 75, 76, 77, 78, and 79, which residential dwellings shall have a full brick or stone exterior. Any vinyl siding must have a quality factor of "double 5", beaded, cove, or dutch lap panel types; natural wood siding is prohibited. All windows shall be paint-grade wood, vinyl or vinyl clad. Metal windows are prohibited. The front steps of every home shall be constructed of brick or stone. No outside stairway shall be permitted to the second floor. Where design allows, all plumbing stacks, roof vents, or other roof intrusions shall be located in the rear of each dwelling. Any vents laced on the front of the dwelling shall be painted black. Any other lot, not referenced above, but is adjacent to (runs parallel to) Mt. Pleasant Road, as well as those lots located at the corner of Ravenna Course and Vespasian Circle or at the corner of Vespasian Circle and

Cicero Court, must have a full brick or stone exterior. All roofs shall have a minimum 7:12 pitch.

All homes constructed side by side must have a different exterior elevation and appearance. Earth tones are the referred exterior colors. Painting or coating of brick exterior is strictly prohibited.

b) FOUNDATIONS

Homes shall be constructed on a crawl space and shall be entirely covered with a brick or stone finish skirt. Brick and stone finish shall be placed around the exterior foundation perimeter, including porches.

c) OUTBUILDINGS AND OTHER STRUCTURES

Every freestanding shed, pool house, storage building, workshop, exercise building, recreation building, art studio, craft room, equipment building, pump house, tool shed, detached garage, playhouse, tree house, and any other structure constructed upon a slab and/or covered by a permanent roofing structure are hereby, collectively and individually, defined as an "Outbuilding". All plans and specifications for Outbuildings require the prior written approval of the Declarant and/or its successors and/or assigns. Not more than one Outbuilding shall be allowed on any lot within Ravenna, nor shall any such Outbuilding be more than one-story in height or be constructed upon a crawl foundation. In no event shall the Outbuilding be used, temporarily or permanently, as a place for dwelling or sleeping, at any time, or for any length of time.

Only written applications accompanied by actual construction drawing, plans and specifications, made to scale and a survey of the lot showing the actual location, received by the Declarant (ASC) prior to construction, shall be considered for approval. Any request for approval submitted after commencement of construction shall also include an additional check in the amount of \$100.00 made payable to the Ravenna Homeowners Association, however, Declarant (ASC) retains the absolute right to reject any proposed Outbuilding for subjective or aesthetic reasons.

If permitted the Outbuilding must at a minimum be constructed with the same exact construction materials and methods as the primary dwelling and have an exterior that is made of the identical material and color as the primary dwelling (i.e., if the primary dwelling is all brick, the permanent detached outbuilding shall also be all brick). Roofing materials for ever Outbuilding shall be of the exact type and architectural quality as the existing home.

All Outbuildings shall comply with City Codes as to zoning and building codes, lot lines and setback requirements, including the Municode with regard to the limits

on the total percentage of permanent building structures allowed on any lot Prefabricated structures are prohibited and ever Outbuilding must be physically constructed on site. No Outbuilding shall have an overall foundation footprint including the surface below the roof overhang in excess of 16' X 21'. Requests for reasonable alternative square and rectangle dimensions may be submitted for approval, but in no case will approval be granted for any structure with an overall foundation footprint greater than 336 square feet inclusive of the surface below the roof overhang. The overall height on any Outbuilding shall be restricted to the dimension determined by using an 8:12 pitch with a plate height not to exceed 9'6", but in no event shall the height exceed 18' in height, and any roof overhang, whether the primary roof or an attached overhang, awning or covering of any type, shall not extend beyond any foundation, patio or porch or other flooring material by more than 24" on any side. Garages shall have no more than one single car Garage door but may have adequate entry doors and windows to provide access, natural light and ventilation. Outbuildings may have one pad mounted Cooling and Heating Unit installed at grade level.

d) **RETRACTABLE AWNINGS**

Awnings must be retractable and the application materials must include a color photograph and/or a sample of the material. Awnings shall only be used at the back of the dwelling and not in view from the front of the home. When not in use for extended periods of time, it is advised that awning should be retracted for safety reasons and kept in good repair. Awnings should be compatible with the homes architectural character, i.e., color, style, materials and preferably cloth. The design should be straight forward without decorative fringes or ornaments. The awning should be consistent with the visual scale of the home to which the device is attached. Awnings shall not have an effect on views, sunlight or natural ventilation of neighboring properties. Window awnings are strictly prohibited.

e) **DECKS**

Decks may be constructed of natural salt treated or composite materials colored to complement your residence. Submit complete plans for the deck including dimensions, materials, style of railings and whether or not flower planters or seating built-ins are a part of the deck with your application. Railings on decks will be limited to maintenance free black aluminum, composite materials or natural wood and wooden materials must be maintained with a stain or sealant. Decks must meet City of Chesapeake codes, with railings no more than the maximum height of 42" allowed on decks. Any new deck must match the original dimensions, materials, and design.

f) **GAZEBOS**

There are two types of gazebos: (1) Freestanding, or ground-level gazebos, which are considered an Outbuilding and must meet all of the requirements of an

Outbuilding except as specifically permitted in this subsection, and (2) Deck mounted gazebos which are installed on a deck that is attached to or abutted to the primary dwelling and are substantially at the same level as the floor plate of the main dwelling, is not considered an Outbuilding, however, is restricted to 100 square feet overall.

Since Gazebo design consists of an open wall structure with a roof and railing, which may or may not be enclosed by screen material, the ASC will review applications on a case-by-case basis to consider a Homeowner's request for alternative building materials for the framework (walls) of Gazebos. Only open walled or screened Gazebos will be considered for special construction material exceptions.

FREESTANDING GAZEBOS:

All plans and specifications for Outbuildings require the prior written approval of the Declarant and/or its successors and/or assigns. Not more than one Outbuilding shall be allowed on a lot within Ravenna, nor shall any such Outbuilding be more than one-story in height or be constructed upon a crawl foundation. In no event shall the Outbuilding be used, temporarily or permanently, as a place for dwelling or sleeping, at any time, or for any length of time.

Only written applications accompanied by actual construction drawing plans and specifications, made to scale and a survey of the lot showing the actual location, received by the Declarant (ASC) prior to construction, shall be considered for approval. Any request for approval submitted after commencement of construction shall also include an additional check in the amount of \$100.00 made payable to the Ravenna Homeowners Association, however, Declarant (ASC) retains the absolute right to reject any proposed Outbuilding for subjective or aesthetic reasons.

If permitted, the Gazebo Outbuilding Roofing materials shall be of the exact type and architectural quality as the existing home. No alternative roofing materials will be permitted (for example, tile, cedar or shake material will not be approved). All other building proposed building materials must be submitted and clearly described for ASC review and possible approval.

All Outbuildings shall comply with City Codes as to zoning and building codes, lot lines and setback requirements, including the Municode with regard to the limits on the total percentage of permanent building structures allowed on any lot (see <http://www.municode.com/resources/gateway.asp?pid=10529&sid=46> for full details). Prefabricated structures are prohibited, and every Outbuilding must be physically constructed on site. No Outbuilding shall have an overall foundation footprint including the surface below the roof overhang in excess of 16' X 21'. Requests for reasonable alternative square and rectangle dimensions may be

submitted for approval, but in no case will approval be granted for any structure with an overall foundation footprint greater than 336 square feet inclusive of the surface below the roof overhang. The overall height on any Outbuilding shall be restricted to the dimension determined by using an 8: 12 pitch with a plate height not to exceed 9'6", but in no event shall the height exceed 18' in height, and any roof overhang, whether the primary roof or an attached overhang, awning or covering of any type, shall not extend beyond any foundation, patio or porch or other flooring material by more than 24" on any side.

DECK MOUNTED GAZEBOS:

A deck-mounted gazebo constructed upon a deck that is attached to the primary dwelling and at the same height as the dwelling floor plate, may be submitted for approval provided it is no larger than 100 square feet, and otherwise meets all other material specifications of a freestanding Gazebo.

3. PROHIBITED ITEMS

- a) **NON-RETRACTABLE WINDOW AWNINGS**
Non-retractable Window awnings are strictly prohibited.
- b) **PAINTING OF EXTERIOR BRICK OR SIDING**
Painting or vinyl spray coating of exterior brick or vinyl siding on any residence is strictly prohibited.
- c) **CORRUGATED ROOFING MATERIAL**
Corrugated roofing material is strictly prohibited.

H. STORAGE CONTAINERS, ADDITIONAL DWELLINGS, COMMERCIAL VEHICLES

1. PRE-APPROVED OR CONDITIONALLY APPROVED ITEMS

- a) **PODS OR OTHER STORAGE CONTAINERS**
The use of storage containers is allowed; however, before they are placed on your property, you must seek approval and obtain an official permit from the City of Chesapeake.

Pods and containers are allowed during construction, reconstruction, alteration, or renovation of a principal structure, 24 hours before and after of such activity, containers will be allowed for a period not to exceed 30 days.

2. ITEMS REQUIRING APPROVAL

N/A

3. PROHIBITED ITEMS

a) MODULAR AND MOBILE HOMES

No modular or mobile home, the definition of which shall be determined solely by Declarant, shall be erected on any Lot.

b) DWELLING IN OTHER THAN RESIDENTIAL HOMES

No temporary building, trailer, tent, shack, barn, outbuilding, shed, garage, or building in the course of construction or other temporary structure shall be used, temporarily or permanently, as a dwelling on any Lot or other portion of the Property.

c) OUTSIDE STORAGE, RECREATIONAL VEHICLES

No commercial or recreational vehicles including but not limited to school buses, boats, campers, or trailers, shall be parked or stored in front of the front house line, upon the public streets in front of the home, or anywhere upon the Lot in RAVENNA. No repair of any vehicles or equipment shall take place upon the premises.

d) OVERSIZED, COMMERCIAL AND UNLICENSED VEHICLES

Unless used in connection with the construction or sale of Lots by the Declarant, or maintenance of the Property the following shall not be permitted to remain overnight on the Property:

- (1) any vehicle which cannot fit into a garage of the size constructed by the developer with the units'
- (2) commercial vehicles of a weight of two 2 tons or more unless garaged; and
- (3) unlicensed vehicles of any type, unless garaged.

I. GENERAL INFORMATION

1. ANIMALS

No animals, birds, fowl, poultry, reptiles, or livestock other than a reasonable number of generally recognized house or yard pets, shall be maintained on the Property and then only if they are kept or raised thereon solely as domestic pets and not for any commercial purposes. No animal shall be allowed to make an unreasonable amount of noise nor to become a nuisance. No structure for the care, housing, or confinement of any animal shall be maintained to be visible from Neighboring Property. Upon written request of any Owner, the Board which is hereinafter defined, shall conclusively determine, in its sole and absolute discretion, whether, for the purposes of this paragraph, a particular animal is a generally recognized house or yard pet, or a nuisance, or whether the number of animals on any such Property is unreasonable. Any decision rendered by the Board shall be enforceable as other restrictions contained herein.

2. NOXIOUS OR OFFENSIVE ACTIVITIES

No noxious or offensive activity shall be carried out upon any portion of the Property nor shall anything be done thereon that may be or become a nuisance or annoyance in the area to the residents or Owners thereof. The emission of smoke, soot, fly ash, dust, fumes, herbicides, insecticides, and other types of air pollution or radioactive emissions or electromagnetic radiation disturbances, shall be controlled so as not to (i) be detrimental to or endanger the public health, safety, comfort, or welfare; (ii) be injurious to property vegetation or animals; (iii) adversely affect property values or otherwise produce a public nuisance or hazard: or (iv) violate any applicable zoning regulation or other governmental law, ordinance, or code.

3. COMMERCIAL AND PROFESSIONAL ACTIVITY ON PROPERTY

No wholesale or retail business including any salon, studio, laboratory, home industry or medical or dental office, shall be conducted in or on any Lot or other portion of the Property, except (j) by the Declarant in conjunction with the initial construction, development, lease and sale of Lots: and (ii) the conducting of business by telephone. This restriction is not intended to preclude the operation of an in-home office for purposes other than those set forth above.

J. COMMUNITY STANDARDS

1. EXPECTATION

Our community has a certain expectation for the maintenance of our individual properties. This is true of the City of Chesapeake as well as the Ravenna Community Association. Since we are an Association, and live in an open community, we have an obligation to protect our neighbors as well as ourselves.

2. MAINTENANCE

Each homeowner is responsible for maintaining the following standards. It is not the intent of the Committee to be lawn police, however, it has an obligation to protect the integrity of our community and in doing so, protect the financial investment each of us has in the community. To ignore violations is neither fair nor right.

3. LAWNS

All homeowners have a responsibility to maintain their entire yard, front, back and sides, neatly trimmed and evenly cut such that it has a sod like appearance. Sidewalks, curbs and driveways should be edged properly. Trees and beds should be mulched. Thin lawn and dead spots should be re-seeded as required and weed infested lawn should be remedied as soon as possible.

Homeowners should maintain their entire lawn for weed control which includes the front, back and sides of residence. Be kind to your neighbors and use fertilizer as well

as a weed preventative to control infestation for your yard. Grass should be mowed at least once a week during the normal growing season and should never be allowed to reach a height of more than eight (8) inches. Keeping your lawn watered on a regular basis will help to control weeds. Call your local garden center for tips and advice on how to promote a healthy lawn. **If the Architectural Standards Committee or managing agent determines that it is necessary to trim, cut or prune any tree, hedge, shrub or perform lawn maintenance (cut, trim and edge) because its location or the height to which or the manner in which it has been permitted to grow is unsightly, detrimental or obscures the view of street traffic or otherwise in violation of the guidelines the Association, shall notify the owner of the lot who shall be obliged to remedy the violation. If the owner fails to remedy the violation within thirty (30) days after such notice is given, then the Association may perform required maintenance at the expense of the owner.**

Flower beds and landscaping will be maintained in a manner promoting the healthy growth of the plants and be free of weeds. Dead or dying plants will be removed or replaced immediately.

Shrubbery on your property must be maintained and trimmed as needed.

Trees on your property will be properly maintained and trimmed as needed.

Homes: The exterior of our homes shall be kept in good repair and condition. This could be something as fundamental as replacing a piece of siding that has blown off. Homeowners should wash the siding of their houses to remove mildew, mold or moss (vinegar with water works well).

Common Areas: These areas are expected to be maintained neatly and in good repair. The Board of Directors will hold our landscaping contractors responsible for their appearance.

When discrepancies are brought to the attention of the ASC, a letter will be sent to the homeowner citing the discrepancy. This begins the notification process as per the enforcement of rules regulations.

4. OWNER MAINTENANCE OF COMMON AREAS

Besides your lawn, as a service to the neighborhood, you are responsible for the upkeep and maintenance of the property from the curb of your property to halfway into the road. This includes, keeping sidewalks, curbing edged and/or free of vegetation and picking up trash and glass from sidewalks, curbing, and the roadway.

Retention & detention ponds help storm water management in a subdivision. The plat of the subdivision filed on the County Deed Records by the Developer indicate what

areas of the pond are owned by the adjoining lots. The lot owners whose lots include ownership of all or part of the retention pond are responsible for maintaining the retention pond unless otherwise specified by the Declaration of Covenants. Key retention maintenance tasks include but are not limited to:

- Erosion Control: Stabilizing pond banks to prevent erosion and sediment buildup
- Sediment Removal: Dredging or excavating excess sediment buildup to maintain pond capacity.
- Outlet/inlet Inspection: Clearing debris from pipes, grates, and spillways to prevent blockages.
- Dam or Levee Integrity: Inspecting embankments for cracks, leaks, or signs of failure
- Algae & Weed Control: Applying environmentally safe herbicides or aerating the water to prevent excessive growth.
- Mosquito Control: Introducing fish species or using larvicides to reduce mosquito breeding
- Water Testing: Monitoring for pollutants, bacteria, and nutrient imbalances.
- Posting safety signs and installing fencing if required by local ordinances.
- Stormwater Permit Compliance: Ensuring the pond meets environmental and stormwater management regulations.
- Drainage Management: Preventing overflow into neighboring properties or roadways.
- Avoid Dumping: Preventing yard waste, pet waste, fertilizers, and chemicals from entering the pond.
- Reporting Issues: Notifying the HOA of blockages, erosion, or excessive algae growth.
- Following Landscaping Restrictions: Avoiding removal of natural buffers or planting unauthorized vegetation near the pond.
- Funding Retention Pond Maintenance:
 - The lot owners whose lots include ownership of all or part of the retention pond are responsible for maintaining the retention pond unless otherwise specified by the Declaration of Covenants.
 - The Board of Directors can choose to fund retention pond maintenance via
 - HOA Dues: Regular assessments fund routine maintenance
 - Special Assessments: Major dredging or repairs are needed
 - Reserve Funds: Long-term pond maintenance and infrastructure repairs

K. RULES AND/OR REGULATIONS

Finally, we incurred a legal obligation to abide by the Declaration of Restrictive Covenants of Ravenna when we purchased our property in this community. These documents are the

genesis for our Community Standards. Every homeowner is urged to read the documents and be familiar with their contents. They answer many questions and are intended to make our experience and our environment here at Ravenna a more enjoyable place in which to live.

Appendix A
Ravenna Architectural Modification Request Form

Homeowners may submit applications by sending them to the Ravenna ASC and CPVA Manager at the following email addresses: dcarterathome@hotmail.com and atowe@cpvamanagement.com

Please Note: Exterior alterations commenced without prior written approval of the Ravenna HOA Board of Directors via the ASC, are in violation of the covenants and are at the applicant’s risk.

Applicant Name: _____ E-mail: _____
Address: _____ Phone: _____

Application for: (check applicable areas below)

- 1) New Construction _____; Repair _____; Alteration _____; Landscaping _____
- 2) Relocate Existing: Structure _____; Building _____; Fence/Wall _____
- 3) Shed _____; Deck _____; Porch _____; Porch Rails _____; Guttering _____; Excavation _____
Grading _____; Yard Ornaments _____; Exterior Finish _____; Exterior Color Scheme Change _____

Other: _____

Description of Alteration: Attach supplemental sheets, sketches, plot plans and architectural drawings, as needed, to explain the purpose and details of proposed alteration. Include colors, materials, dimensions, location, photos, etc. **Failure to provide adequate information will result in denial of application.**

Note: Approval by the Board of Directors via the ASC does not relieve the applicant of the responsibility for obtaining **Building and Zoning permits**, as required.

Acknowledgment: Obtain signatures of adjacent and/or visually affected neighbors. Acknowledgement indicates only awareness of the applicant’s intent to make a home modification.

Name: _____ Name: _____

Address: _____ Address: _____

Name: _____ Name: _____

Address: _____ Address: _____

Owner's Signature: _____ Date: _____

Date Received: _____ ASC/Board Signature: _____

Application Approved: Yes or No [*Circle One*]

Application Approved with the following stipulation(s): _____
