

THE ARCHITECTURAL REVIEW COMMITTEE AND ITS ROLE IN THE OVERALL MANAGEMENT OF COUNSELOR'S CLOSE

BACKGROUND

People who purchase homes in a Planned Unit Development (PUD) with a community association have by choice agreed to a special style of community living. Decisions regarding such things as modifying a home's exterior or desired changes in landscape affect the entire community, and the regulations of the community regarding common concerns must be reviewed and approved by the elected leadership of the community in order to accommodate community concerns including maintaining architectural integrity and property values.

THE ARCHITECTURAL REVIEW COMMITTEE

Virginia state law requires homeowners associations (HOAs) (of which the Counselor's Close Community Company is one) to establish procedures to maintain architectural standards. CCCC created an Architectural Review Committee (ARC) in 1997 by a resolution of the Board of Directors (BoD) in accordance with Article IX of the By-Laws, consisting of three members of this HOA. The three members are appointed to set terms of two years and not to exceed two consecutive terms. They serve at the pleasure of the BoD who in turn is charged by the Articles of Incorporation with responsibility for the workings of the CCCC, and the maintenance and appearance of the landscaping of the Close, all in compliance with our By-Laws and Covenants, and those of the City of Williamsburg and its own Architectural Review Board, Zoning Ordinances and Codes Compliance rules. The Close ARC considers matters of Close appearance, exterior appearance of individual homes, and landscaping issues, and forwards recommendations to the BoD for final approval. Homeowners must seek and receive approval in advance for projects from the Close's ARC, and possibly the City, before undertaking any changes or improvements. This committee is the initial contact for carrying out architectural review functions mandated in that resolution. Approval by the ARC does not constitute approval for the commencement of work on a project until permitted by the City Planning Department and other required permits are obtained (such as Building Permits, Demolition Permits, etc.).

STATUS OF COUNSELOR'S CLOSE

Counselor's Close is subject to certain City, state and regional regulations in addition to our own By-Laws and Covenants. The City of Williamsburg Ordinance #577 approved and granted permission for the Close to be constructed in accordance with the documentation and annotated site plans originally submitted by Counselor's Close Associates in 1981. At that time, the Close was also subject to the City of Williamsburg's ARB (Architectural Review Board), falling within Architectural Preservation District #1. With regard to landscaping issues, the Close is subject to the

Chesapeake Bay Preservation Act (CPBA), enforced by the City, with all the Close properties (both common and private) lying within either a CBPA "protection area" or CBPA "management area," depending on location. The Close also falls under the City's "green space" standards. The standards set by the Close's ARC must at all times conform to the requirements of the City, state and region.

CLOSE ARC STANDARDS

In order to assist homeowners in planning alterations, repairs or improvements, the ARC has compiled and maintained books of Close standards, and shall be in a position to advise on the application process as requested. These standards shall be available to homeowners for consultation and review, along with City permit information. Other exhibits will also be available such as approvable paint colors, exterior doors, light fixtures, ornaments, optional utilities, shutters, siding and roofing materials.

GENERAL DESIGN CRITERIA

The overall design of Counselor's Close, as approved by the City, is intended to be retained. The City and State have determined that materials, design, surfaces, and relationships of the original concept be maintained as nearly as possible to the original design. Any deviations from the original concept are serious considerations and due concern for the overall aspect of the Close must be taken. Common areas, owned by the Close and not the individual property owners, impact all the owners. The external aspect of each unit also impacts all the other owners.

The guiding principle behind the Design Review Guidelines is to enhance the quality of life for all residents of the Close by preserving the character and desirable aesthetic features of the community. In order to ensure that this character is preserved, it is necessary to protect significant features from change or destruction and to ensure that changes do not detract from the identifiable character of the community. New construction projects and renovation projects should respect the scale, materials, massing and property lines of all buildings and the overall streetscape, and should preserve and enhance the natural features present on the project site and along the street.

ARCHITECTURAL REVIEW

Design review is intended to protect neighborhood buildings from inappropriate renovations, to create an atmosphere for compatible visual unity of the neighborhood, to prevent the intrusion of adverse environmental influences, and to assure that changes will be in keeping with the character of the neighborhood. *Interior design is not subject to design review unless it extends to the exterior of the building (such as skylights).*

REPAIR, MAINTENANCE, ALTERATIONS, REHABILITATION: No building, structure, sign or exterior architectural feature within the Close shall be reconstructed, altered or restored unless reviewed by the Architectural Review Committee and approved by the BoD. *Strictly interior features or alterations are not subject to review.*

Submissions must reach Brooks Real Estate or its designated successor as property manager in sufficient time that issues may be considered at regular public meetings of the BoD.

For the purpose of this guidance, "exterior architectural feature" shall include, but shall not be limited to, walls, fences, and light fixtures and poles. Landscaping requests also must be addressed to and approved by the BoD since nearly all un-built land belongs to the Close.

Restoration should be like-for-like in materials, design and finish work.

COMMON AREAS

Common area plans were established in the founding master plan. Changes to this plan must be reviewed and approved by the ARC and the BoD. Normally, such deviations are to be funded by the individual requesting the changes, whereas normal maintenance will be paid from common funds in accordance with BoD oversight and actions. For example, the white interior fences do not signify property lines. They are an aesthetic decorative element including fences screening mechanical devices, i.e., air conditioners. Property lines generally extend only a short variable distance from house foundations depending on the plat. All the remainder land and structures are common property, with responsibility belonging to the CCCC.

COMMON REQUESTS FROM OWNERS

The most common requests are listed below, with a brief description of acceptable alteration from prior actions:

1. Walls and siding: Brick walls must remain unpainted. Repointing of brick work should be with the original color mortar and bricks. Wood walls are horizontal clapboard beaded siding along the main walls or beaded tongue and groove or flat under the pediment of a porch or a dormer window. Exterior trim needing extensive repair must be replaced like for like, having the same dimensions and design as the original siding. Any changes or exceptions must be pre-approved by the BoD with recommendations by the ARC.
2. Windows needing replacement must match existing wooden material, shape (number, size and arrangement of panes) and aspect (true divided pane muntins of the same thickness). Removable muntin grilles are not approved for use.
3. Entrance doors have 6 raised panels. Replacement doors requiring no modification to the appearance of the door or the entrance may be installed without ARC/BoD approval as long as the door style is identical to the original structure and the color conforms to the guidelines. Replacement doors may be of steel, fiberglass or wood. No previously unenclosed space or porch shall be enclosed as a result.
4. Storm doors should be full-view glazed of painted wood, fiberglass or anodized aluminum powder coated or painted. They should relate to the architectural

character of the entrance. Likewise, screen doors must be devoid of ornamentation and be full-view. Installation should not require the permanent removal of trim other than for the placement of hinges and hardware.

5. Shutters should be as originally furnished or upgraded to wood, and kept painted. Although not originally operable, shutters may be made functional with functional hardware (i.e., shutter dogs and hinges of appropriate design).
6. Awnings: not permitted in the Close.
7. Roofs: of natural wood shingles, not painted or colored.
8. Porches and decks to be built, re-built or altered in addition to ARC approval will require a City building permit and inspections. Open porches must be painted to match the main building. Open decks shall be stained. Owners desiring new structures must submit detailed plans to the ARC for consideration and approval prior to submission to the City. Enclosed porches and decks are not approved.
9. Skylights shall be placed so as not to be visible from the street side.
10. Gutters and downspouts: though not required, will be of anodized aluminum and may be half round or ogee.
11. Exterior paint colors are to be taken from the current Colonial "Williamsburg®" palette of paint colors. Original paint colors may be verified from the approved paint chips held by the ARC. Choice of colors from the approved list must also consider harmonious relationships with neighboring house colors and the general ambience of the development. Siding, trim, shutters and doors should be limited to two colors total, plus white unless approved by the BoD on a case-by-case basis. Homeowners should not rely upon a subjective or computer matching of previously weathered paint. Any change in color scheme must be pre-approved by the BoD.
12. Railings should have top and bottom rails and spindles or balusters that are to be vertical or centered on the top and bottom rails unless the original design incorporated a colonial pattern, which must be duplicated whether in metal or in wood.
13. Detached sheds and accessory buildings: not permitted.
14. Lawn ornaments are not permitted in front yards.
15. Signs for sale or lease must meet the Close's format. The Close has a prescribed format for lawn signs (for sale, for lease). Only signs that meet this format may be placed on Close property.

BUILDING PERMITS

Building permits are required for most construction activity as per the Virginia Uniform Statewide Building Code. Full information is available from the City's Planning Department. It is the homeowner's responsibility to determine if a permit is required and make application. The City maintains a website (www.ci.williamsburg.va.us) which provides a wide variety of informative assistance. The City requires a permit especially in the cases of:

1. repairs or alterations to decks, which also require inspection
2. constructing, enlarging, altering, repairing or demolishing a building
3. plumbing, electrical or mechanical systems

4. maintaining continuing compliance with building regulations under which the homes were built or updated regulations.

Homeowners are not required by the City to obtain building permits for ordinary repairs for the following:

1. Installaton of equipment or wiring operating on less than 50 volts
2. Replacement of mechanical equipment and appliances; replacement of roof coverings, installation or replacement of siding, installation of interior cabinets; floor coverings; painting any portion of walls, etc. in all occupancies; replacement of windows, doors, electrical switches, light fixtures, and ceiling fans.

The above items not requiring building permits may require ARC approval for design considerations if changes are made to external appearances or materials. Caution should be exercised when applying for a "Mechanical Permit" if the work involved requires an exterior alteration or cutting into the exterior of the structure. When this circumstance exists, ARC review must be sought. It is the desire of the ARC and the BOD to maintain a cooperative harmonious relationship in the Close, maintain pride and beauty in the Close, which in the long term will reflect in the overall value of the community.

Private landscaping work, when approved by the BoD may not be independently bundled or combined with jobs contracted at CCCC expense.

Compliance with CCCC, city and state requirements is the obligation of the owner and not the contractor or other hired workers.

MAKING CHANGES TO THE EXTERIOR OF YOUR UNIT

Some Answers to Frequently Asked Questions

BACKGROUND INFORMATION

- Counselor's Close by law has an "Architectural Review Committee" (ARC). All changes to exteriors and landscaping requests **must** be reviewed by this committee, and in some cases, may require a City building permit and inspection for codes compliance. An application for changes, with all amplifying information, must be submitted to the ARC with sufficient time to process, before any changes are made.
- The Close is not in a city-defined/designated Architectural Preservation District. As defined under state law, a planned unit development, it maintains its own standards. These have been designated as similar in many ways to those of Preservation District Zone 1, but subject to the exigencies of maintaining the original concept of the PUD.
- In most cases, the exterior includes attachments to each unit, i.e., decks, stoops, sheds and patios. The exterior **does not** include shrubs, trees and grass outside the parameters of the property's registered plat, which in most cases only extends inches or feet from the building's footings. The registered plat demarcates between owner property and common property.
- The review process is intended and required by law to maintain the quality and beauty of the Close, and to assist homeowners with the maintenance, improvements and changes they wish to make to their properties.

QUESTIONS AND ANSWERS

Q: Do I need ARC approval to re-paint my unit?

A: Not unless a change in colors is requested. Paint color must conform to the approved paint chips held by the ARC, which are from "Williamsburg®" exterior color chips. Homeowners should not rely on subjective or computer matching of existing (weathered) paint.

Q: May I change the exterior color of my unit?

A: Yes. ARC must review changes in light of approved color chips and compatibility with and complementary to adjacent units.

Q: May I install a storm door or combination storm/screen door?

A: Yes, but there are some restrictions and choices. Please contact the ARC.

Q: Is there a standard for shutters, siding, roofing, and gutters?

A: Yes. The Close permits only certain styles and types of materials. Please contact the ARC.

Q: My deck needs work. May I enlarge or change it?

A: Some changes are permissible. The Close has standards for materials, styles, design and stain/paint. The City also has code requirements, and any replacement, alteration, enlargement or change of materials will require a building permit in addition to ARC approval. Please note that the original plans for the Close under City Ordinance #577 prohibits screened-in decks and porches within the Close.

Q: What about replacement doors and windows?

A: Replacement doors and windows must conform to ARC standards: identical replacement (style, composition, approved materials, color) is automatically approved if no trim or moldings need to be permanently removed. New windows may need City Code Department approval in addition.

Q: May I landscape the areas around my unit and install lawn ornaments?

A: Lawn ornaments are not permitted in the front. A comprehensive Master Landscaping Plan (MLP) has been completed for all common areas (those areas laying beyond the homeowner's actual lot lines). The Counselor's Close Community Company is solely responsible for landscaping of common areas, and homeowners should not place private plantings on those areas. The BoD has an established procedure, however, whereby homeowners may apply to install certain elements adjacent to their property that is considered consistent with the MLP subject to favorable consideration by the ARC and at the expense of the homeowner. Otherwise, the BoD may be petitioned by the homeowner, through the property manager at Brooks Real Estate or its successor, to consider changes or needed maintenance or replacements of landscaping.

Q: What procedures do I follow to make changes to my unit?

A: Forms for Close ARC review may be obtained from the Property Manager, the BoD or the ARC. Three copies of the completed forms, along with all amplifying information, design drawings, schedule of materials, etc., are then forwarded to the Property Manager for registration. The application will then be considered by the ARC and their recommendation forwarded to the BoD for approval or non-approval. The decision of the BoD will be transmitted to the Property Manager for delivery to the homeowner. It is up to homeowners to make their own application to the appropriate City department(s) for permits, reviews, and inspections. The City normally requires a copy of the Close's prior ARC/BoD approval to process applications.

Q: There seems to be a lot of unfamiliar information and standards. Where can I review all this information before committing to an exterior change?

A: The Property Manager, ARC members, and the BoD can make available standards for your review and reference.

ORDNANCE NO. 577

**AN ORDINANCE GRANTING FINAL SITE PLAN
AND FINAL PLAN APPROVAL OF SECTION NO. 1
COUNSELORS CLOSE, A PLANNED UNIT DEVELOP-
MENT FOR CERTAIN PROPERTY STANDING IN THE
NAME OF COUNSELORS CLOSE ASSOCIATES LOCATED
IN THE CITY OF WILLIAMSBURG, VIRGINIA**

WHEREAS, application has been made by Counselors Close Associates, a Virginia corporation, for final approval of a certain planned unit development described more fully below; and

WHEREAS, notice of said application has been published as required by Section 15.1-431 of the Code of Virginia, 1950, as amended; and

WHEREAS, upon application the Planning Commission for the City of Williamsburg did on December 10, 1981, by vote approve said planned unit development.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WILLIAMSBURG, PURSUANT TO SECTION 30-55 OF THE CODE OF THE CITY OF WILLIAMSBURG.

- 1. That final approval of that portion of the Planned Unit Development, as set forth on that certain final site plan, dated November 15, 1981, Site Plan Counselors Close Section No. 1 as prepared by Spearman and Associates, 706 Richmond Road, Williamsburg, Virginia, is hereby granted.**
- 2. That certain Planned Unit Development final subdivision plat shown as Lots 21-30 inclusive, on plan dated November 12, 1981, and revised December 8, 1981, and entitled Plat of Subdivision of Counselors Close Section No. 1 as prepared by Spearman and Associates, 706 Richmond Road, Williamsburg, Virginia is hereby approved as a portion of the total documentation of said Planned Unit Development.**

This Ordinance shall be in effect from date of passage.

Adopted December 10, 1981

**Robert C. Walker
Mayor**

**Lois S. Bodie
Clerk of Council**

**COUNSELOR'S CLOSE COMMUNITY COMPANY
CITY OF WILLIAMSBURG, VIRGINIA 23185**

PRIVATE IMPROVEMENT OF COMMON AREAS

consideration for authorization to commence private improvement of common area, I agree to the following:

Authorizations will be applied for and be granted to unit owners only,

Application will be made via the CCCC Architectural Review Committee (ARC)/Board of Directors (BoD) in accordance with the Architectural Review process,

Any proposed improvement will be in conformance with original site plans accepted by City of Williamsburg Ordinance #577 (without variance), the Chesapeake Bay Preservation Act, the CCCC Declarations of Covenants & Restrictions and By-laws, the Resolutions and determinations of the BoD, and the CCCC Master Landscaping Plan,

Improvement of common area will only be granted for an area directly contiguous to the owner's property,

All improvements become the property of CCCC upon completion,

The ARC/BoD will exercise approval of all designs and materials, and will retain oversight of the quality and appearance of such improvement,

This agreement will become an attachment of record to my request for authorization.

In accordance with my approved application by the ARC/BoD, I further agree that:

I will presume no easement upon the common area so improved,

I voluntarily take this action in conformance with the CCCC Master Landscaping Plan, at my own expense, solely to expedite the Plan's initiation upon the subject common area,

I will be responsible for any damage to existing common property structures or public utilities connected with this improvement of common area, and ensure their repair,

I will hold CCCC harmless, and will assume all responsibilities, for any losses or personal injuries connected with this improvement of common area.

Homeowner: _____ Close Address: _____ Date: _____

CCCC Representative: _____ Office: _____ Date: _____

Order: SM3XTHYSY
Address: 628 Counselors Way
Order Date: 03-01-2021
Document not for resale
HomeWiseDocs

**COUNSELOR'S CLOSE COMMUNITY COMPANY
CITY OF WILLIAMSBURG, VIRGINIA 23185**

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CCCC Representative: _____ Office: _____ Date: _____

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HomeWiseDocs

**COUNSELOR'S CLOSE COMMUNITY COMPANY
ARCHITECTURAL REVIEW COMMITTEE
APPLICATION FOR CHANGES OR ADDITIONS
TO A LOT / HOME**

1. **DATE OF REQUEST:** _____
2. **NAME:** _____
3. **ADDRESS:** _____
4. **PHONE:** _____
5. **CHANGE OR ADDITION PLANNED:** _____

6. **KINDS OF MATERIALS TO BE USED:** _____

7. **BUILDING PERMIT NUMBER (if applicable):** _____
8. **COLOR:** *See attached sheet*
9. **DETAILED DRAWING OF CONSTRUCTION SHOWING SHAPE,
SETBACKS, HEIGHT AND LOCATION ON LOT:**

**COUNSELOR'S CLOSE COMMUNITY COMPANY
ARCHITECTURAL REVIEW COMMITTEE
RECOMMENDATION AND APPROVAL FORM**

1. DATE RECEIVED: _____

2. REQUEST MADE BY: _____

3. ADDRESS: _____

4. REQUEST FOR: _____

5. ATTACHMENTS: _____

6. ARC RECOMMENDATION: RECOMMENDED ____ NOT RECOMMENDED ____

7. DATE OF RECOMMENDATION: _____

8. ARC COMMENTS: _____

9. SIGNED FOR THE ARC: _____

10. BoD DETERMINATION: APPROVED ____ NOT APPROVED ____

11. DATE OF DETERMINATION: _____

12. BoD COMMENTS: _____

13. SIGNED FOR THE BoD: _____

Order: SM3XTHYSY

Address: 628 Counselors Way

Order Date: 03-01-2021

Document not for resale

HomeWiseDocs

**COUNSELOR'S CLOSE COMMUNITY COMPANY
ARCHITECTURAL REVIEW COMMITTEE
APPLICATION FOR COLOR CHANGE**

1. **DATE OF REQUEST:** _____

2. **NAME:** _____

3. **ADDRESS:** _____

4. **PHONE:** _____

5. **SPECIFY AREA(S) YOU WISH TO CHANGE COLOR:**

A) Doors _____

B) Shutters _____

C) Siding _____

D) Trim _____

E) Other: _____

6. **PAINT COLORS ARE TO BE SELECTED FROM THE MARTIN-SENOUR™
"WILLIAMSBURG"® EXTERIOR COLOR CHART. ATTACH PAINT CHIP SAMPLES
OF COLORS REQUESTED AND AS NEARLY AS POSSIBLE THE COLORS YOU PLAN
TO RETAIN:**

A. Doors:

B. Shutters:

C. Siding:

D. Trim:

E. Other:

**NOTE: NEITHER THE CITY OF WILLIAMSBURG A.R.B. NOR THE CCCC A.R.C.
REQUIRE THAT A MARTIN-SENOUR™ PRODUCT MUST BE APPLIED. IT IS
PERMISSABLE TO HAVE THE MARTIN-SENOUR™ COLORS COMPUTER-MATCHED
AND MIXED BY ANOTHER SOURCE.**

EXTERIOR COLORS APPROVED FOR USE WITHIN COUNSELOR'S CLOSE

THE EXTERIOR COLORS APPROVED FOR USE WITHIN THE CITY ARCHITECTURAL PRESERVATION DISTRICT, AND BY THE CCCC ARCHITECTURAL REVIEW COMMITTEE ARE THOSE INCLUDED IN THE MARTIN-SENOUR™ "WILLIAMSBURG"® EXTERIOR COLOR CHART. SAMPLES APPEAR ON THE OVERLEAF.

HOMEOWNERS SHOULD VERIFY THEIR COLOR CHOICES DIRECTLY FROM THIS COLOR CHART, AND SHOULD NOT ATTEMPT TO MATCH AN EXISTING COLOR, WHICH MAY BE WEATHERED AND FADED.

NOTE: NEITHER THE CITY OF WILLIAMSBURG A.R.B. NOR THE CCCC A.R.C. REQUIRES THAT A MARTIN-SENOUR™ PRODUCT MUST BE APPLIED. IT IS PERMISSABLE TO HAVE COLORS COMPUTER-MATCHED FROM THE MARTIN-SENOUR™ CHART AND MIXED BY ANOTHER SOURCE.

Close Connections

Some observations from “inside” the Close.

Although one recognizes the inconvenience of having Board meetings at such an odd hour this year, there have been constructive conversations on many topics between the Board and the few members of the Close who have attended. This early meeting time has some backing, however, for what it's worth, by the National Association of Home Owners in which they demonstrated that meetings held before 6 p.m. were somewhat more productive (?).

CONSTRUCTION One significant point is still the slow resolution of the soil erosion on the south perimeter. Although the city has allocated \$100,000 they have not been able to negotiate any contracts. It is our understanding that new bids will be resubmitted but it is doubtful that any work can be done this year.

ROOFING When a census was taken, the replacement of the current roofs was to be cedar shakes. Several houses have been completed today by the same roofing company.

This same company, in appreciation of their work obtained here, reshingled the gazebo at no cost to the Close. They do deserve a word of thanks.

LIGHTING The three areas we felt needed more light in the Close have now been corrected. Two of the lamp posts were salvaged from other areas and these were used at considerable saving. This new lighting was also recommended by the police department when we asked for a survey by them several years ago.

INTERIOR FENCES Painting of the interior fences has been on the discussion table for several years. Each year a budgeted amount is set aside for neces-

sary repair and painting. This is a discouraging cyclic affair and I believe it is time that we address this problem from a different viewpoint. I propose to the Board and the members at large that we consider the following:

1. Replace rotted pickets, posts, and stringers as needed with treated lumber and the use of special paint as recommended by Mickey Simpson.
2. Complete this repair over a two year budget or one year if lucky enough to get reasonable bids.
3. All pickets to be painted the same color--white.
4. Once this is done to the satisfaction of a Board or Close representative--the homeowner will become responsible for its upkeep.
5. This is an equitable arrangement for all. Since several houses have minor fencing, i.e. around heat pumps, thus reducing the homeowner's cost if needed to divide the overall expense with the entire community.
6. If fences needed washing over a period of time some arrangement could be made by the Board for a general fence washing. In this way it is possible the fences, properly repaired and maintained, could last several years and painting may only be needed at the time of one's house painting.
7. After looking into the replacement of fences with plastic it appears that the cost initially could run over \$100,000. We had one bid of \$135,000. This would amount to nearly a \$2,000 assessment for changing to this type of fencing.
8. We need also to clarify the impression that fences stand as a landmark between owner and common property. I have lived here from the building of the first house and can say without reservation there was never a survey team on this property to locate the fences. Ron Curtis put up the fences, like much of the

Close Connections

Some observations from "inside" the Close.

shrubbery, where it was pleasing to him. Some sections of fence that appear redundant or not necessary might well be eliminated. This would further reduce the overall cost to the owners. Fences that border neighbors might well share their upkeep at the appropriate time. If this isn't done, I can see yearly escalations of costs for their maintenance.

GAS LINES When our survey was conducted on potential roof replacement we included a questionnaire on gas line extension to the Close. There were very few replies, possibly due to some misunderstanding as to the costs, etc. Since that survey, a new ownership of the company has taken place and we will make a second attempt to obtain clarification of the possible availability of gas to this area, and the pro's and con's of possible installation. The last word from the gas company does not appear promising considering the needed placement of meters of some houses and the difficulty of running lines in this established development.

BUDGET The budget for the new year was approved by the Board. There is no special assessment for the coming year. In order to meet future expenses, such as the final touches on the damaged fence area, etc., the monthly fee will increase by \$10.00 a month to build up a reserve for these and future problems.

TREES AND SHRUBS Like all developments; as the years go by, the shrubs and trees also age and spread. The Board is planning an overview of proper trimming, thinning, and possibly removing some that are too labor intensive for care.

NEW OWNERS Welcome the newest

owners to Counselors Close--Leslie and Robin Johnson. The Johnsons purchased the Diehl's house and will be part time occupants having a home in Asheville, N.C.

ANNUAL MEETING The annual meeting is planned for Nov. 13. The meeting will be held at the Williamsburg Community Building. Please try to attend.

I am happy to be an owner within this special development over the past 18 years. I feel most comfortable with the atmosphere the Close conveys. New Board members will be elected to office in November to replace those whose terms have expired. Support them in their sometimes thankless job for their accomplishments and long hours.

William J. Perry
Chair, Architecture Review Board

COUNSELOR'S CLOSE
P.O. BOX 3047
WILLIAMSBURG, VA 23185
757-229-1507 (Fax) 220-3815

November 1, 2001

To All Owners of Counselor's Close.

In 2000 the Counselor's Close Board of Directors approved the development of a long term Landscape Plan that would serve as a guide for future maintenance and changes/improvements as they become necessary throughout the community. A contract was given to Gale Roberts for the plan design and we are pleased to have the completed Landscape Plan available for your review at the Annual Meeting on November 13, 2001.

Development of the long term plan was motivated by the Board's recognition of its responsibility for essentially all landscaping within the community as it exists on common property (in most cases, common property begins 2 feet to 4 feet from each home). Past policy has allowed owners to landscape and maintain their surrounding areas as they wished. In many cases, upon the sale of their home, the new owners did not wish to maintain the landscaping and it therefore became the responsibility of the community to do so, at additional expense. Policy now requires that desired landscape changes be approved by the Landscape Liaison and the Board of Directors, and that an agreement be signed which ensures that a new owner of the property will either continue to maintain the changes or bear the expense of conversion to a low maintenance design.

The Community Plan is based upon a landscape design that will keep maintenance and future replacement costs under control. The Plan emphasizes plantings that are native to the region, that are hardy to existing weather conditions including dry periods, that are low maintenance and self-sustaining, and that do not grow to inappropriate sizes. In developing the plan, Ms. Roberts inspected the surrounding landscape of each home and prepared an individual plan, a copy of which is attached for your review. Please bear in mind that this is not a blueprint but a guide to facilitate a consistent and effective landscape plan for the total community as changes become necessary.

It is the hope of the Board that, as the Plan is implemented over the next few years, it will serve to enhance the community by providing a more consistent and cost effective landscape appearance while still allowing individuality for each home. The Plan is consistent with the Virginia Homeowners Association regulations which state that a HOA must act to maintain property values.

Those owners who wish to expedite implementation of the Plan on common areas abutting their home, at their own expense, may do so by contacting the Landscape/Facilities Liaison (currently Dave Fisher) to review the individual plan proposed by Ms. Roberts and to execute the proper Architectural Review Committee submissions.

While each of us has a very personal interest in and concern about the surroundings of our home, we must all keep in mind that all common property, defined as that beyond our individual plats, is ultimately the responsibility of the Counselors Close Company as respects maintenance, public liability, and protection of property values.

We hope you will find the individual and community plans interesting and helpful, and we look forward to seeing you at the Annual Meeting.

THE COUNSELORS CLOSE BOARD OF DIRECTORS

Order: SM3XTHYSY
Address: 628 Counselors Way
Order Date: 03-01-2021
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HomeWiseDocs

COUNSELOR'S CLOSE SPECIFICATION SHEET

**FOR SALE SIGN W/
REALTOR NAME**

18"

1/2" MDO WHITESANDS
BACKGROUND

18"



Available From:
Wright Signs
8008 Hawkins Industrial Park
Toano, VA 23168
(757) 566-8329

**2X4X4' POST
STAINED 713**

CASLON ADBOLD TEXT
FOREST GREEN TEXT AND STRIPES
WHITESANDS BACKGROUND

Order: SM3XTHYS
Address: 628 Counselors Way
Order Date: 06-01-2021
Document not for resale
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