



## Welcome to Birkdale

Dear New Resident of Birkdale:

On behalf of the Board of Directors and all of Birkdale's residents, I want to welcome you to our community. We are glad you chose Birkdale and trust you will enjoy your new home and our Birkdale community.

Birkdale, established in 1988, is a planned community. It is managed by you and your neighbors through the Birkdale Community Association and your Board of Directors. We use ACS WEST to provide professional assistance with some administrative, accounting, billing and management services.

In order to facilitate your understanding of Birkdale, this letter contains a summary of information that will help you get started in enjoying your new home and community. We hope it provides quick answers to some of the questions you may have and will be a resource for you to keep handy. I encourage you to go to our website at [www.birkdaleonline.com](http://www.birkdaleonline.com). Our website provides extensive information on Birkdale, from the Covenants by which it is managed to the various committees in which you might want to participate. You should be able to find answers to many of your questions on the website. On the website, you will find a place to sign up for the Birkdale Bulletin (our newsletter). Once you have subscribed, you will begin receiving monthly, electronic copies of the Bulletin. These contain timely updates on activities and issues that affect our community. Subscribing will also ensure you receive special emails that are sent out by the Board when there is critical information that needs to be shared.

I, and the rest of the Board, look forward to meeting you and hope you will attend our meetings and participate in the committees that help maintain Birkdale's appearance and value.

Again, welcome to our neighborhood.

Sincerely yours,

President,  
Birkdale Board of Directors



## Welcome to Birkdale

Congratulations on your move to Birkdale! We are pleased to welcome you to the neighborhood and hope that you enjoy your new home and the Birkdale community as much as we do. We not only want to take the time to welcome you, but also to provide you with a brief summary of key information on the community and its management.



We encourage you to take a moment to become familiar with the content of our website ([www.birkdaleonline.com](http://www.birkdaleonline.com)) and to subscribe for the newsletter. These are the primary Birkdale communications vehicles.

### How can I find information on Birkdale and get an answer to my questions?

Birkdale maintains two official sources of information: the community website ([www.birkdaleonline.com](http://www.birkdaleonline.com)) and the newsletter, the "Birkdale Bulletin." BirkdaleOnline is the place to go for detailed information on almost everything to do with Birkdale and any questions on rules and regulations. It has all the Governing Documents such as the Master Protections, Single-family Protections, Articles of Incorporation, Bylaws, Architectural Standards and Guidelines and Architectural Review Committee (ARC) applications, and Assessments Collection Policy. It also provides archived copies of Board Meeting meetings and monthly newsletters.

Your realtor or financial institution was made aware of these documents prior to your closing. If you did not receive a copy at closing or were not notified how you could obtain a copy, please go to [www.birkdaleonline.com](http://www.birkdaleonline.com) where you can view these documents.

The Bulletin is published monthly and distributed electronically. You can sign up to receive the Bulletin by going to the homepage of [www.birkdaleonline.com](http://www.birkdaleonline.com). Search through the website to find the link to a subscription form. The Bulletin provides monthly summaries on budgets and expenditures, standing committee activities, upcoming meetings, and special topics of interest.

[NextDoor.com](http://www.NextDoor.com) is a private social network developed nationwide for neighborhoods. Although not an official site used by the Birkdale Community Association, the network provides a forum for things such as locating lost pets and exchanging recommendations. The Birkdale neighborhood address is <http://birkdale.nextdoor.com>.



## How is Birkdale managed?

The Birkdale Community Association is a homeowners' association wherein all homeowners are members with voting rights. The association is managed by the five elected members of the Board of Directors. The Board has complete responsibility and authority to conduct the business of the association as defined in the governing documents. The Board has the power to hire qualified agents to manage its business and to delegate various responsibilities to committees. These groups are defined below and contact information for them is provided in the "Quick Reference Numbers".

- **Board of Directors and Officers**– The board is comprised of five members who are elected for two-year terms. All homeowners in good standing are eligible to run for Board positions. There are no specific qualifications. Officers are elected by the Board. The primary duty of the Board is to maintain the common areas and enforce rules necessary to maintain the overall quality of the community.
- **Managing Agent** – The Board has contracted with ACS West for the administrative functions. Their responsibilities include billing and collections, accounting, contract administration with vendors, interaction with realtors and attorneys during sales, maintain software used by the association, facilitating communications within the association, and providing expert advice to the Board. To contact the Managing Agent phone 804-282-7451

To ensure that ACS West has your correct information, please fill out the Birkdale Homeowner Information form provided in the attachments and return it to them at the address shown or fax to 804-282-9590.

- **Landscaping and Grounds Committee** – The Board created the Landscaping and Grounds Committee to carry out its primary function. The committee has oversight of contracted services for the 55 acres of common area as well as maintenance of common facilities such as fences, stone walls, gazebos, signs, posts, and lighting (both solar and electric). The age of the landscaping throughout the community has made removal, replacement or refurbishment a significant task for this committee.
- **Architectural Review Committee** – This is the only committee which is specifically mentioned in the governing documents. ARC's duties originally addressed new construction as the community was growing, but the purpose has now evolved to enforcing the Architectural Standards and Guidelines for changes proposed to existing properties. These standards are summarized in the tables included herein. Prior to a homeowner undertaking changes to their property, the change(s) must be approved by



the ARC to ensure compliance. A form for requesting this is also included in this package and is also available on line.

- **Covenants Committee** – The Covenants Committee has the duty to monitor the overall environment of the community to ensure properties are maintained in accordance with ARC Standards and that other rules of the association are followed. The committee accomplishes this (1) by investigating complaints which may be submitted by telephone, email, or using a form included in this package, which is also available online, and (2) by conducting annual inspections of the neighborhood. Email the form to the Covenants committee. Violations, if not remedied, may result in fines or additional assessments to the homeowner. A few houses in the Birkdale community are rented. When a house is rented, the owner remains responsible for ensuring compliance with all Birkdale governing documents and should provide these guidelines to the tenants.

#### **What are Birkdale’s dues and how do I pay them?**

Currently Birkdale dues are \$101 per quarter. They are collected by ACS West using coupon booklets that are sent directly to you each year. There are several methods of payment available including mailing a check each quarter or annually or electronic means. If you need assistance, ACS West team will be glad to help. They can be reached at 804-282-7451. Please be aware that late payment fees may apply.

#### **What do my dues pay for?**

Each year, the Board establishes budgets for operating and capital expenses. Throughout the year, the Board reviews these expenses and looks for ways to control and/or reduce costs. The Birkdale Bulletin provides budget summaries each month and articles on activities to effectively manage all costs.

Operating expenses include such items as administrative expenses and utilities. By far, the dominant operating expense is maintaining and rehabilitating the 55 acres of common grounds. Landscaping, tree removal, and mulching continue year round under close supervision by community volunteers.

On the capital front, every five years the Board contracts for a “Reserve” study. This study updates and identifies potential major short and long term projects such as replacing our fences, resurfacing walking paths, and updating signage and lighting. Each year the Board sets aside part of your dues to fund the remediation of these items as each approaches the end of its useful life.



### What is not part of the Birkdale Community Association?

- **Roads:** All Roads in Birkdale are public and are owned by the Commonwealth of Virginia (VDOT). The BCA is not responsible for snow removal or the maintenance of any roadways.
- **On-street Parking:** Birkdale strongly discourages on-street parking and believes it detracts from the neighborhood appearance and can create safety hazards if emergency vehicles or school buses are impeded. Chesterfield County ordinances and Virginia Code, however, do not generally restrict this.
- **Golf Club:** The Birkdale Golf Club is privately owned and is completely independent of the BCA. The Club does offer a variety of membership levels to Birkdale residents as well as to nonresidents. For information on golf memberships, contact the Club at 804-739-8800 or email to [sales@birkdalegolf.com](mailto:sales@birkdalegolf.com).
- **Swimming Pool:** The swimming pool is owned by the Birkdale Golf Club and is independent of the BCA. The Club does offer social memberships that allow residents as well as nonresidents to use the pool and other club facilities. For information on these memberships, contact the Club at 804-739-8800 or email at [sales@birkdalegolf.com](mailto:sales@birkdalegolf.com).
- **Lakes:** All lakes and ponds in Birkdale are owned by the Birkdale Golf Club. No fishing or boating is permitted. Because of the common interest in the appearance of the lake, Birkdale homeowners have, in the past, helped fund projects to support the health of the lake. These activities cannot be financially supported by the BCA as our governing documents allow Birkdale funds to be spent only in support of Birkdale-owned entities or activities exclusively in support of all residents.
- **Trash collection:** Each resident is responsible for contracting for trash removal. You must contract with a company that provides back/side door service. No curbside trash collection is permitted.
- **Recycling:** Curbside pickup of recycling materials is provided by Chesterfield County. Your recycling bill is paid with your property taxes. This is the only permitted curbside pickup permitted. Recycling bins may be put out the evening before the day of collection but are not to remain in the front of the home past 7 pm the day of collection.
- **Yard Waste:** No yard waste or dumping of any kind is permitted in any Birkdale common area.



## QUICK REFERENCE NUMBERS

### Emergency Numbers

Fire .....	911
Police .....	911
Poison Control.....	800-222-1222

### Birkdale Board of Directors

President, Karen Moyers.....	484-366-8083
Vice President, Linda Van Eckoute.....	804-986-0798
Secretary/Treasurer, Susan Lipp .....	513-978-4708
Member-at-large, Ron Buchanan.....	804-740-4212
Member-at-large, Tony Russo .....	804-357-8145

### Birkdale Committees

Architectural Review, Lee Kemmet.....	Use website
Covenants, Chair, Earl Bishop .....	Use website
Landscaping and Grounds, Wayne Bass.....	Use website
Birkdale Bulletin (Newsletter), Christopher Brooks.....	Use website

### ACS West

Birkdale Manager, Lee Ann King.....	804282-7451 or LeeAnn@acswest.org
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### Utilities

Columbia Gas of Virginia .....	800-543-8911
Columbia Gas Emergency Repairs.....	800-544-5606 or 911
Dominion Virginia Power (electric) .....	888-667-3000
Chesterfield County Dept. of Utilities (water & sewer) .....	804-748-1271

### Chesterfield County

Animal Control & Dog Licenses .....	804-748-1683
Extension Service .....	804-751-4401
Police – non-emergency.....	804-748-1251
Voter Registration .....	804-748-1471

### Library

Clover Hill (nearest).....	804-748-8966
Central.....	804-748-1774

### Other

U.S. Post Office-Chester (Main Chesterfield Branch).....	804-706-9281
U.S. Post Office-Hull St near Genito Road.....	804-639-3475
Birkdale Golf Course.....	804-739-8800
Richmond Times Dispatch.....	804-649-6000



**Birkdale Covenants: Architectural Standards and Guidelines**

(Consult full documentation at [www.birkdaleonline.com](http://www.birkdaleonline.com))

Category	Restrictions (key below)	ARC Review Required	Comments
Home additions	●	Yes	Multiple restrictions on design and materials; must match home
Antennas >1Media	●	N/A	Satellite dishes >1 meter in diameter are prohibited
Antennas <1Media	●	Yes	Small satellite dishes in rear of house; preferred not street visible
Attic Ventilators	○	No	In minimally visible location; <12" protrusion above roof
Awnings	●	Yes	Color and scale compatible with home
Chimneys and flues	●	Yes	Multiple criteria must be met. See ARC guidelines
Clothes lines	●	N/A	No outside clothes lines or drying apparatus
Decks	●	Yes	Color, location, size and structural requirements must be met
Fences-Allowed	●	Yes	Type, height, and location requirements must be met
Fences-Not Allowed	●	N/A	Chain link, barbed wire, post and wire, stockade fence
Driveways	○	No	Replacement with no changes in location, size, or materials
Driveways	●	Yes	If changes to location, size, shape and/or materials
Dog houses	●	Yes	Must be same siding and roofing materials as the residence
Flagpole-free standing	●	Yes	<15 ft. high; rear yard behind house; >15 ft. from any property line
Flag - decorative	○	No	Decorative flag (<6') on house, mailbox flags
Gardens -vegetable	○	No	One per home; less than 150 sq. ft.
Greenhouse	●	Yes	Multiple restrictions on design and materials; must match home
Grills - Permanent	●	Yes	Behind rear sight line of house; at least 10' from any property line
HVAC-Permanent	●	Yes	Located in rear or side yard and screened from adjacent properties
Window air conditioner	●	N/A	Wall and Window air conditioners are not permitted
Hot tubs and spas	●	Yes	Behind the rear sight line of the house and screened

● **Not Allowed**

● **Restrictions Apply**

○ **No restrictions**

Note: Failure to maintain mailboxes and adherence to mailbox restrictions are the vast majority of all Birkdale covenants violations.





## Birkdale Covenants: Architectural Standards and Guidelines (Con't)

(Consult full documentation at [www.birkdaleonline.com](http://www.birkdaleonline.com))

Category	Restrictions (key below)	ARC Review Required	Comments
Small plantings	○	No	Adding shrubs, grass, ground cover, and pruning
Add trees & shrubs	○	No	If at maturity, the drip line does not encroach on adjacent property
Tree removal <10" diam	○	No	<10" at 2 ft high, dead tree regardless of size, pruning of damage
Trees on common prop.	●	N/A	No trees on common property may be removed
Hedges, and walls	●	Yes	Considered on an individual basis
Change of topography	●	Yes	Changes in topography, drainage, ponds, water features
Lighting	●	Yes	Limited to home entrances, garage doors, landscape and drive
Mailboxes <sup>(1)</sup>	●	Yes	See detailed ARC drawings: box, post, color, numbers, and logo.
Siding	●	Yes	Specific criteria and product specification requirements
Patios and walkways	●	Yes	Requirements exist for new and/or changes to existing
Playhouses	●	Yes	<50 sq. ft. and <= 7 ft. high and behind line of sight of house
Pools-in ground	●	Yes	Written approval is required for all permanent pools
Pools-above ground	●	N/A	Above ground pools are not permitted
Recreation equipment	●	Yes	Any play equipment that will be in place for at least one season
Residing and restyling	●	Yes	Compatible with the style and trim of the home
Reroofing—no changes	○	No	Approval is not required for reroofing same color and style shingles
Reroofing- changes	●	Yes	Must be >= 20 year and compatible in color and style with home
Service yard	●	Yes	Visibility and screening requirements
Signs-realtor and politic	○	N/A	Small realtor and political signs, one per yard
Solar collectors	●	Yes	Material and design requirements
Steps and porches	●	Yes	Material, visibility and structural requirements
Storage buildings	●	Yes	Same color, siding and shingles as home, <= 8 x10 ft.;<= 8 ft. high
Storm and screens	○	N/A	If compatible with style/color of home. Different colors need ARC

● Not Allowed

● Restrictions Apply

○ No restrictions





# Birkdale Homeowners Association

## Request for Architectural Approval (ARC)

When completed, please mail, fax or email application to ACS West, 1904 Byrd Ave, Suite 100, Richmond, VA 23230. Fax number is (804-282-9590).  
Email: [leeann@acswest.org](mailto:leeann@acswest.org)

Property Owner's Name \_\_\_\_\_

Property Address \_\_\_\_\_

Telephone numbers (Home) \_\_\_\_\_

(Cell) \_\_\_\_\_

(Work) \_\_\_\_\_

Email Address \_\_\_\_\_

Submittal Date \_\_\_/\_\_\_/\_\_\_

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Complete the following if work is to be done by third party:

Business Name \_\_\_\_\_

Business Contact \_\_\_\_\_

Business Phone (Office)\_\_\_\_\_ (Cell)\_\_\_\_\_

Business Email \_\_\_\_\_

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I. **DESCRIPTION OF ALTERATION**

- a. Describe in detail on the lines provided below, the changes you propose in accordance with the Birkdale Architectural Standards and the Declaration. Use additional pages if necessary and illustrate on a copy of your plat map the location of your improvement, if applicable. NOTE: CERTAIN TYPES OF ALTERATIONS REQUIRE A COUNTY BUILDING PERMIT. THE ASSOCIATION TAKES NO RESPONSIBILITY FOR OBTAINING THAT PERMIT. Call the Chesterfield County Building Inspector if you have questions.

ARC Form, Revised May, 2015 – This form replaces all previous documents.



b. Description of Project

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**II. ACKNOWLEDGEMENT OF ADJACENT OWNERS IMPACTED BY PROPOSED ALTERATIONS**

a. Your signature below shows you are aware of this application. It does not mean you approve the project. If you wish to discuss this proposal, contact the Architectural Review Committee or Community Group.

Name	Name
Address	Address
Phone	Phone
Signature	Signature
Date	Date

**Adjacent Owner Comments:**

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ARC Form, Revised May, 2015 – This form replaces all previous documents.



**III. OWNER’S UNDERSTANDING AND AGREEMENT:**

I have completed this application in good faith and it accurately represents the alteration I propose to make. **I UNDERSTAND THIS APPLICATION FOR ANY EXTERIOR CHANGES TO MY PROPERTY CANNOT VIOLATE ANY PROVISIONS OF THE ARCHITECTURAL STANDARDS, MASTER DECLARATIONS OR OF CHESTERFIELD COUNTY BUILDING AND ZONING CODES.**

I agree any construction or alteration undertaken prior to receipt of the Architectural Review Committee’s approval is at my own risk. Should work proceed without ARC approval and found to be in non-compliance with the Architectural Standards, I may be required to in part or wholly return the property to its former condition at my own expense. I also understand non-compliance may also result in fines levied by the Association.

I permit representatives of the Architectural Review Committee to enter my property at any reasonable time for the purpose of evaluating the area for the proposed project, to inspect the work in progress, or the completed project and that such entry does not constitute trespass. The ARC will attempt to provide advance notice before any inspection of my project.

I understand work must be completed within **120 days** after the ARC’s initial approval. I also understand the changes I have described in my application are the basis for ARC review and preliminary approval. Final ARC approval is contingent upon inspection of the completed project consistent with the description I provided in my application. **I understand I am required to notify the ARC after the project is completed for final inspection and approval.**

\_\_\_\_\_

Owner

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date

**IV. ARCHITECTURAL REVIEW COMMITTEE (ARC) REVIEW**

The ARC will process this application without undue delay, although they have up to 30 days for review. The procurement of additional required information may extend the processing time and in no way may be construed to be a waiver of authority by the ARC. The architectural review process is described in the governing documents and the rules. If you wish to discuss this application with the ARC, contact the ARC Chair. If you disagree with the decision of the ARC, a written appeal to the Covenants Committee may be made within 10 days of receipt of the ARC decision.

ARC Form, Revised May, 2015 – This form replaces all previous documents.



**V. ARCHITECTURAL REVIEW COMMITTEE (ARC) APPLICATION REVIEW:**

**ACTION:** Approved[\_\_\_]Approved with Provisions[\_\_\_]Denied[\_\_\_]

**Comments** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR ARC USE ONLY:** Routing: 1. Association Site File, 2. Copy of completed application with ARC determination to owner.

**Date of receipt:** \_\_\_/\_\_\_/\_\_\_ **ARC Determination Date:** \_\_\_/\_\_\_/\_\_\_

[  ] Approved [  ] Approved with conditions [  ] Denied (See comments above)

**ARC Representative** \_\_\_\_\_

**Sent to Community Group on:** \_\_\_/\_\_\_/\_\_\_ **Applicant notified on** \_\_\_/\_\_\_/\_\_\_

**Applicant appeal Date** \_\_\_/\_\_\_/\_\_\_

**Action Taken:** \_\_\_\_\_ [Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Text Box Tools tab to change the formatting of the pull quote text box.]

\_\_\_\_\_

**Improvement Installed-Date:** \_\_\_/\_\_\_/\_\_\_

\_\_\_ **As submitted** \_\_\_ **Not as submitted.** Improvement is in violation as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Committee Rep** \_\_\_\_\_ **Inspection Date** \_\_\_/\_\_\_/\_\_\_

ARC Form, Revised May, 2015 – This form replaces all previous documents.



**BIRKDALE COMMUNITY ASSOCIATION, INC.**

**Rules Violation Complaint**

Address of alleged violation: \_\_\_\_\_

Describe in detail the alleged violation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When did the violation occur?    \_\_/\_\_/\_\_

Is violation on-going?    Yes    No

Person making complaint (Optional):

Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Attach photos if appropriate

**FOR ASSOCIATION USE ONLY**

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Owner Name: \_\_\_\_\_

Owner Street Address \_\_\_\_\_

Owner City, State, Zip: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date first letter sent:    \_\_/\_\_/\_\_

Request for hearing by Owner:    Yes    No

Hearing date set for:    \_\_/\_\_/\_\_

Date second letter sent:    \_\_/\_\_/\_\_

Date request received:    \_\_/\_\_/\_\_

Date hearing letter sent:    \_\_/\_\_/\_\_



## BIRKDALE HOMEOWNER CONTACT INFORMATION

*Purpose: To verify ones records and be able to reach you in case of an emergency. Kindly complete this Homeowner Information Form and return it to ACS West, 1904 Byrd Ave., Suite 100, Richmond VA 23230*

### PLEASE PRINT

Property Address \_\_\_\_\_

Owner Name \_\_\_\_\_ Email Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Additional Owner Name \_\_\_\_\_ Email Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

### **EMERGENCY CONTACT**

*Important: Please provide us with emergency contact information –the name and phone number of a person who may have a key to your home or who may know how to contact you in the event of a fire, frozen pipes, broken water heater, etc.*

Name/Relationship \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

## **NON-RESIDENT OWNER INFORMATION**

**If you do not live in the community, please complete this section.**

*Important: Please provide us with emergency contact information –the name and phone number of a person who may have a key to your home or who may know how to contact you in the event of a fire, frozen pipes, broken water heater, etc.*

Mailing Address \_\_\_\_\_

Tenant(s) Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

***Please attach a copy of the tenant's lease. Please be sure your tenant has received a copy of the Association's documents to include, if applicable, the Rules and Regulations.***

Real Estate Management Company, if applicable

Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_