

WOODLAKE COMMUNITY ASSOCIATION

COMMUNITY SIGNAGE POLICIES

The following policies regarding signage have been adopted by the Woodlake Community Association Board of Directors and are applicable to all properties in Woodlake.

1. One standard realtor's "For Sale" sign may be placed in the front yard only of residential lots. Signs may not be placed in the back or side yard with the exception of houses immediately adjacent to a bike trail, where one additional sign may be placed on the bike trail side of the lot, on private property. "For Sale" signs must be mounted on a wooden or metal standard placed in the ground, not nailed to a tree. No signage may be placed in windows or doors.
2. Riders on realtor's signs must be limited to the agent's name, phone number and asking price.
3. Directional and open house signs may be placed at the entrance to the neighborhood in which the property is for sale on Saturdays and Sundays only. No signage is permitted at the entrance to Woodlake or elsewhere on the main parkways at any time.
4. No signs may be attached to traffic signage or other permanent signs at any time.
5. "For Rent" signs are not permitted, except as may be included on a standard realtor's sign (not riders) stating "For sale or rent" or "For sale or lease". Property owners wishing to rent their property themselves must obtain a "For Lease By Owner" sign from the Woodlake Community Association.
6. Home improvement signs (for home additions, landscaping, painting, etc.) may be placed in the front yard only, during construction/installation. Signs may not be placed in the back or side yard with the exception of houses immediately adjacent to a bike trail, where one additional sign may be placed on the bike trail side of the lot, on private property. The sign must be removed when the project is complete.
7. Property owners who wish to sell their property themselves must obtain a "For Sale By Owner" sign from the Woodlake Community Association.
8. Personal event signs (yard sale, new baby, special birthday, etc.) may be placed in the homeowner's front yard and/or at the entrance to the neighborhood on the day of the event only. Yard sale signs and lost pet signs are available at the WCA.
9. "No Solicitation" signs are available at the WCA office. One standard sign may be placed below the doorbell or in the side light window next to the front door.
10. At the time of a local, state, or national election, one political sign not exceeding 16 square feet in size may be placed on a property's owners front yard only, for a period not longer than 30 days prior to day of the election. Signs may not be placed in the back or side yard with the exception of houses immediately adjacent to a bike trail, where one additional sign may be placed on the bike trail side of the lot, on private property.
11. Builder's signs must be removed from the front yard when the home becomes occupied.

12. Special event signs (road race, community tour, etc.) must be approved in advance by the Community Association
13. Commercial signage must be approved by the Architectural Review Board.
14. Any other signage not covered by these policies must be approved by the Community Association Board of Directors.
15. Whenever there shall have been placed or constructed on any Property in Woodlake any sign which is in violation of the Association's governing documents, rules and regulations, these policies, the Virginia Property Owners' Association Act ("Act") or Virginia Law, the Association or its agents, employees or representatives shall, in its discretion, have the right to enter immediately upon such Property where such violation exists and remove the same at the expense of the Property Owner.

First offense: If a sign is placed on WCA property, it will be removed immediately and a written warning delivered to the owner of the sign either via mail or by hand. When a sign in violation is seen by a representative of the Association on private property, the Association shall deliver, via first-class, regular mail or via hand-delivery a written warning to the Owner of the Property granting 5-7 days for removal of the sign. If the sign is not removed within that timeframe, the Association shall remove the sign and deliver notice to the owner that the sign was removed and the Property Owner may pick up the sign at the WCA office. In any event, signs removed from any Property that are not claimed or picked up within 45 days shall be disposed of in the discretion of the Association.

Second offense: If a second violation occurs on the same Property, the Association will remove the sign, and the Owner of the Property from which the sign was removed shall be subject to a \$25 violation charge. Prior to the Association levying such a violation charge, the Owner will be duly notified of the second offense by regular mail and certified mail, return receipt requested, and granted the opportunity to appear before the Board of Directors for a violation hearing, in accordance with the Association's Violation Complaint and Due Process procedures and with Section 55-513(B) of the Virginia Property Owners' Association Act ("Act"). Said sign shall be held until the hearing has occurred. If the Association finds the Owner in violation and levies the \$25 violation charge, the sign will be held by the Association and returned to the Owner only when the violation charge is paid in full. In the event the violation charge is not paid in full within 45 days of the violation hearing, the Association shall have authority, in its discretion, to dispose of the sign.

Third and further offenses: For third offenses and for each of any additional offenses occurring on the same Property, the Association will remove the sign, and the Owner of the Property from which the sign was removed shall be subject to a \$50 violation charge. Prior to the Association levying such violation charge, the Owner will be duly notified of the third, or subsequent, offense by regular mail and certified mail, return receipt requested, and granted the opportunity to appear before the Board of Directors for a violation hearing, in accordance with the Association Complaint and Due Process procedures and with Section 55-513(B) of the Virginia Property Owners' Association Act ("Act"). Said sign shall be held until the hearing has occurred. If the Association finds the Owner in violation and levies the \$50 violation charge, the sign will be held by the Association and returned to the Owner only when the violation charge is paid in full. In the event the violation charge is not paid in full within 45 days of the violation hearing, the Association shall have authority, in its discretion, to dispose of the sign.

Second, third and any additional offenses shall be deemed as such whether or not the sign used is the same exact sign as used previously.

Any provision or actions taken by the Association hereunder will neither act as a waiver nor prevent the Association from exercising any other enforcement rights authorized in these provisions, the Association's governing documents, the Act and Virginia law.

Failure by the Association to enforce these policies against a Property or Property Owner shall not act as a waiver or otherwise prevent the Association from enforcing these policies in the future.

Amended March 2015