

ADMINISTRATIVE RESOLUTION 2003-1  
ADOPTION OF ARCHITECTURAL REGULATIONS

WHEREAS, the Bylaws and Declaration of Covenants of the Villas of Trentdale III Dale City Phase T-19 Section III Homeowners Association, Inc. (also know as Homeowners Association) and the Virginia Property Owners' Association Act give the Board of Directors the right to "exercise for the Association all powers, duties and authority vested in or delegated to this Association not reserved to the membership by other provisions of these Bylaws, the Articles or Incorporation, or the Declaration", and

WHEREAS, the Board of Directors is charged to "adopt and publish rules and regulations, and to establish penalties for the infraction thereof," and

WHEREAS, it is the intention of the Association to enforce the governing documents, rules and regulations equitably toward all members;

NOW THEREFORE, BE IT RESOLVED THAT

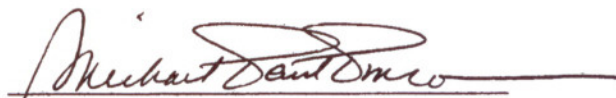
1. The Board of Directors adopt and enforce the attached set of "ARCHITECTURAL REGULATIONS" for the community with an effective date of November 19, 2003.
2. The Architectural Regulations attached replace and supersede all previous Architectural Regulations.
3. The Board of Directors shall inform the owners and residents of the community of said regulations at least twice before commencement of enforcement action.
4. Publish and make available complete copies of said regulations at no cost for each household. Additional copies will be provided for a charge of \$5 each.
5. In the event the Association retains, employs, or engages an attorney to enforce any Covenants, Provisions, Declarations, Rules, Regulations, or guidelines of the Association regarding any such obligation of the lot owner, then in addition to any remedies, available to the Association, the lot owner shall, as part of such and any legal action, or work performed by said attorney, be responsible for attorney fees incurred by the Association. In the event the sole remedy sought by the Association is money, the amount of attorney fees shall be 33 and 1/3% and in no event, less than \$75.00

Book of Minutes dated November 19, 2003

ATTEST:

11-24-2003

Date

  
\_\_\_\_\_  
Resident

  
\_\_\_\_\_  
Secretary

**ARCHITECTURAL CONTROL COMMITTEE**

**VILLAS OF TRENTDALE III HOMEOWNERS ASSOCIATION  
(DALE CITY PHASE T-19, SECTION III HOMEOWNERS ASSOCIATION, INC.)**

**STANDARD OPERATING PROCEDURES**

**INTRODUCTION**

**PURPOSE:** The purpose of these regulations is to provide a consistent, systematic and uniform method of conducting business under the purview of the Architectural Control Committee.

**SCOPE:** These regulations cover the authority, membership, conduct of meetings, architectural standards, duties, responsibilities, and methods of requesting, reviewing and approving individual matters by the Committee. These regulations are not intended nor should they be used to supersede any Covenants, County ordinances or codes, or acceptable construction standards.

**ACTION:** Effective this date the Architectural Control Committee shall conduct their business in accordance with the attached regulations and further shall bring any extraordinary business that comes before them to the Board of Directors.

**APPROVAL:** All exterior changes or modifications must have prior approval of the Association. All requests must be submitted in writing on an "Architectural Modification Request Form".

**AUTHORITY:** These regulations have been approved by the Board of Directors, DALE CITY PHASE T-19, SECTION III HOMEOWNERS ASSOCIATION, INC.

11-24-2003  
Date

  
Architectural Control Chairperson

  
President, Board of Directors

**ARCHITECTURAL CONTROL COMMITTEE  
THE VILLAS OF TRENTDALE III HOMEOWNERS ASSOCIATION**

**ARCHITECTURAL REGULATIONS**

Approved by the Board of Directors of The Villas of Trentdale III Homeowners Association ( Dale City Phase T-19 Section III Homeowners Association, Inc.)

The residents falling within the jurisdiction of The Villa's of Trentdale III Homeowners Association are bound and protected by the Declaration of Covenants, Conditions, and Restrictions applicable to all sections of The Villas of Trentdale III Homeowners Association recorded in the Land Records of Prince William County, Virginia.

The Architectural Control Committee (ACC), composed of selected members of The Villas of Trentdale III community is specifically charged with the responsibility for application of the provisions of certain matters in Article V of the Declaration.

These regulations are not intended to supersede the Declaration, Bylaws or Articles of Incorporation, but to clarify and articulate the rule of the ACC as Representative of the community on interpreting the Covenants, Conditions, and Restrictions (Covenants) of the Association.

These regulations are structured to parallel the Covenants and thus provide for easy reference. Where no comments are presented herein, the ACC deems the Covenants to be self explanatory.

**Membership:** The ACC shall consist of a minimum of three members appointed by the Association's Board of Directors (Board), and shall not exceed 7 members. All ACC members serve at the pleasure of the Board. There shall be an odd number of members serving on the ACC - example - 3, 5, 7. All member of the ACC shall be voting members of the community, residing in the community, and shall be members in good standing. The terms of the member of the ACC appointed by the Board of Directors shall be: example - seven (7) members serving on the committee - three (3) appointed to serve a three (3) year term, two (2) appointed to serve a two (2) year term and Two (2) appointed to serve a one (1) year term. The terms shall insure that the ACC will not loose all members at any given time. After the initial terms are appointed, the terms will be reappointed to serve for a term of three years each.

**Officers:** The ACC shall be headed by a chairperson who shall steer the ACC in the performance of its duties. The Chairperson shall be appointed by the Board and shall serve at the Board's pleasure. The Chairperson shall be the presiding officer of the ACC, and as such shall be vested with no extraordinary authority, but shall assume the responsibility for:

1. Scheduling meetings
2. Preparing and delivering to ACC members an Agenda for regular meetings.
3. Controlling the conduct of meetings, enforcing order, and focusing attention on the matter immediately at hand.
4. Authenticating, by signature where necessary, all actions of the ACC.
5. Acting as spokesperson for the ACC. Neither the Chairperson or any other member of the ACC is authorized to grant ACC approval on their own. All decisions of the ACC must be made by the majority of a quorum present at ACC meetings, which decisions shall be in writing.
6. A standing Vice-Chair person shall be elected by the ACC to serve in the Chairperson's absence whenever necessary.
7. The appointed Chair person shall oversee the subcommittees. The ACC shall be broken down into two (2) subcommittees. The first subcommittee shall be named Landscaping. The second subcommittee shall be named Architectural (structural). Membership shall be evenly distributed between the subcommittees. Example: three (3) members serving on the Landscaping Subcommittee and three (3) members serving on the Architectural Subcommittee.

## MEETINGS

**QUORUM:** A quorum shall consist of a majority of the presently active ACC members. The presently active ACC members shall be all ACC members other than those who have formally requested leave of absence or those who have been removed voluntarily or involuntarily.

**REGULAR MEETINGS:** The ACC shall meet on a regular basis at least once during each calendar month. It shall be necessary to have a quorum present to conduct a regular meeting.

In the event that there is no ACC business to be dealt with, the Chairperson may cancel the regular meeting by so notifying the ACC members. In the event that it is known beforehand that a quorum will not be present, the regular meeting shall be rescheduled for the earliest possible time.

**SPECIAL MEETINGS:** The ACC may meet specially to conduct its business as required by these regulations. A special meeting may be called by any ACC member. It is necessary that a quorum be present at any special meeting, however, in the event that a quorum is unobtainable and there is pressing business to be dealt with that is clearly the ACC's responsibility, a quorum shall not be necessary to conduct a special meeting. This quorum waiver is meant to serve in the best interests of the Association and will not be used as a means to circumvent full ACC action. In the event a special meeting ex quorum is held, the Board shall be notified in writing within five (5) working days. Such notifications shall include the date and time the special meeting was held, the names of the ACC members present and a summary of the business conducted.

## CONDUCTING THE MEETINGS

1. The meeting shall be convened by the Chairperson at the appointed time or as soon thereafter as a quorum is present. The Chairperson may, at his/her discretion, delay the meeting ten (10) minutes to allow for the late arrivals of persons expected to be present. In the event that a quorum is not present within a total of ten (10) minutes after the appointed time, the Chairperson may cancel the meeting. The meeting shall be rescheduled for the earliest possible time. In the event that it is known at the appointed time that a quorum will not be present, a special meeting may be held without the ten (10) minute delay.
2. An Agenda should be prepared for each regular meeting. Suggested format appears on page #5.

## AGENDA

DATE:  
TIME:  
PLACE:

1. Meeting convened.
2. Chairperson responsible for summary of previous meeting.
3. Chairperson's Time: The Chairperson should use this time to briefly comment on the items on the agenda, items noteworthy to the ACC, and report any news from the Board.
4. ACC Member's Time: This open time allows the ACC Member's the same opportunity given to the chairperson.

NOTE: The time allotted to the Chairperson and the ACC members is to be used for brief comments. It is not meant to develop into a full discussion of matters scheduled on the agenda.

5. Homeowners Matters:
  - a. Presentation of actions on new requests.
  - b. Follow-up actions on previously presented matters.
6. Other items for discussion should be separately listed in order of priority. Meetings shall generally be held in closed sessions; however, any homeowner or resident of The Villa's of Trentdale III, Dale City phase T-19, Section Three, Community may request permission to attend a meeting. Permission to attend an ACC meeting may not be denied without just cause. The cause for denial shall be conveyed in writing to the denied resident within ten (10) working days. In addition, one copy of this written communication shall be conveyed to the Board.
7. All formal actions taken by the ACC shall be recorded in the minutes of the meetings. Any significant informal action or discussion should be recorded in the minutes. A copy of the minutes for a Regular or Special meeting shall be conveyed to the Board Secretary in a timely fashion.
8. Formality of The Meetings: The ACC meetings shall be conducted informally until a matter is brought to a formal vote. The Chairperson may participate in any informal discussion.

At such time as the meeting becomes formal, members shall be allowed to speak only when recognized by the Chairperson. The Chairperson shall allow all members a fair opportunity to speak and shall not allow any one member to monopolize the discussion time. The Chairperson shall not participate in formal debate.

## INTRODUCTION OF BUSINESS

1. The ACC shall officially act only by formal vote and in accordance with the procedures established in the Regulations.
2. **Introductions of Business:** The Chairperson or any ACC member may introduce business to the ACC. Generally, ACC business generated by correspondence directed to or received from the homeowners will be introduced by the Chairperson.

The person introducing any matter to the ACC should briefly explain the matter being presented. The matter may, and should be informally discussed to assure that all ACC members are thoroughly familiar with the issues involved.

At such time as the Chairperson believes the matter has been fully discussed, he/she shall call for a motion. If any member believes the call premature, the member may object and the informal discussion will continue. No member shall be allowed more than one objection to the call for a motion by the Chairperson.

When the matter has been fully discussed and there are no objection to the Chairperson's call for a motion, a motion shall be made by an ACC member, not the Chairperson. The motion should be carefully worded to state clearly what is being voted on. Assistance in drafting the motion may be had from other ACC members. All motions must be seconded. Once drafted, the Chairperson shall have the motion read verbatim.

The motion is not formally presented until read by or on behalf of the Chairperson. Until such time, informal modifications are in order. This informal drafting serves to properly frame the issue and save time. Until it has been formally presented, the motion may be withdrawn by the mover, once formally presented in cannot be withdrawn over the objection of any ACC member. Any modification of the motion by the mover entitles the seconder to withdraw his/her second.

## MOTIONS

1. All motions shall be made by ACC member, not the Chairperson. If the Chairperson wishes to present a motion to the ACC, the Chair shall be yielded to another ACC member. The Chair shall not be retaken until the motion has been acted upon to conclusion.
2. **Principal Motion:** This term refers to motions made to bring before the ACC, for its consideration, any particular subject. No principal motion can be made when any other motion is before the ACC. It takes precedence over no other motion and yields to all Privileged, Incidental, and Subsidiary motions.
3. **Privileged, Incidental & Subsidiary Motions:** These guidelines as they relate to rules of order, have been developed in light of Robert's Rules of Order, however, it is not anticipated that the ACC will have need for the motions set forth in Robert's Rules of Order. Nevertheless, the full panoply of motions shall be available to the ACC. The following motions are singled out only to make all aware of their existence and propriety.

a. Motion to Amend: Any motion can be amended and re-amended where necessary. Amendments must be seconded. This motion takes precedence over the questions which it is proposed to amend.

b. Motion to Rescind: Robert's Rules of Order state that any action taken by a body can be rescinded regardless of the time that has elapsed. The ACC shall have this authority, but should be used wisely. It is understood that once an approval is given in writing that approval will not be rescinded.

In an effort to protect the investment of all residents, the ACC must review and respond in writing to all requests for exterior additions or modifications, except those which are permitted or prohibited by the articles of incorporation, covenants, or bylaws prior to the initiation of work on the requested addition or modification. In this way, no one will be subjected to a carelessly designed addition which could adversely affect the intrinsic integrity of the community, the value of homes in the Association or resale of a home. The ACC will concentrate on keeping all requested additions or modifications within the original architectural style established by the builder, including choice of colors. Effects on natural drainage and erosion will be considered where appropriate. All alterations, modifications, or additions must meet pertinent County codes and all permits, variances, etc.. must be secured prior to beginning work. It should be recognized that County officials applying Building Codes are only responsible for ascertaining that all construction is structurally sound.

All approved requests, valid for six (6) months, for exterior additions or modifications to the exterior of any property must be completed within three months of the start date. Additional time to complete an approved project will be considered by the ACC upon receipt of a written request. A charge of \$10.00 per day for unreasonable delays may be imposed by the ACC. All requests for additions or modifications will be submitted in writing to the ACC. The use of a survey plat, sketches, plans or illustrations from magazines or catalogs along with a written explanation of the project is required to obtain ACC approval. In addition, preference of color (paint chip) and pertinent measurements must be included with the request when applicable. Owners or their designated representatives wishing to personally present a request to the ACC are encouraged to do so. A personal presentation does not alleviate the requirement for written application. All requests are considered individually.

### **LOCAL ZONING AND PERMIT APPROVAL**

It is the property owner's responsibility to secure any and all required building permits, structural plan approvals and zoning approvals prior to commencement of any work on any property. The Association's only concern is the aesthetics of the work in general as it relates to the overall community theme.

## ARCHITECTURAL CONTROL COMMITTEE DUTIES

### **The ACC shall:**

Conduct semi-annual surveys for the condition and maintenance of each house and lot in the Community. These surveys will take place in Spring and Fall. A written report of these surveys will be conveyed to the President or Vice-President of the Board. The report shall contain a listing of violations of these regulations, Bylaws, or Covenants. Follow-up surveys and actions shall be taken as directed by the ACC Chairperson, or, the President of the Board. A written report of follow-up surveys on major violations will also be required. The Board will direct the means by which individual violators shall be notified which will include at least the following correspondence:

1. First, a letter of notification to inform and document cases of noncompliance of these Regulations or Covenants. This letter will be sent regular mail.
2. Second, a letter of notification asking for compliance within the time frame established in the Covenants (currently set as 20 days) including statement of their right to appeal the Board's Decision. This letter is also sent regular mail.
3. Third, a certified letter including the appropriate fine for the violation will be charged and summoning the homeowner before the Board of Directors for non-compliance.

Act promptly on any request pending before the ACC. Any and all requests shall be acted upon during the next regular or special meeting. Notification of approval or disapproval shall be conveyed to the applicant within fifteen (15) calendar days after the ACC meeting.

Keep sufficient records to adequately make periodic reports to the Board as may be required by the President of the Board.

Insure that all violations of these regulations, when known, are addressed within thirty (30) calendar days or as arranged by the ACC, and inform the seller, upon receipt of a written request, of any violations pending against the property and demanding compliance before transfer of property.

### **REQUESTS/APPROVALS**

**HOMEOWNER REQUESTS:** Any exterior construction or alterations that are covered by these regulations or other governing documents shall require the homeowner to submit in writing such a request which meets all the requirements of these regulations to the ACC prior to commencement of any work. Address all requests of these regulations to the ACC prior to commencement of any work.

Address all requests to The ACC Chairperson, c/oTurners' HOA Mgt. Co. Post Office Box 411-Lorton, Virginia 22199-0411. Work shall not be commenced until written approval from the ACC or Board of Directors is received. Two copies shall be submitted, one for the ACC's files, and one to be returned to the Homeowner with a statement of approval/disapproval. At such time when alterations are proposed to a property that are not covered herein, the ACC will advise the owner in writing on procedures that must be followed to obtain approval.

**ACC ACTION:** At each regular or special meeting all homeowner's requests shall be reviewed, and unless on-site inspection is required, shall be voted upon by the ACC and a written approval/disapproval notification prepared. The ACC Chairperson shall schedule and coordinate the follow-up inspection and final approval. In cases where on-site inspection is required, the Chairperson shall schedule such inspection with the homeowner. After inspection the ACC shall retire to closed session and note upon the pending request and process it accordingly.

### **ENFORCEMENT**

The ACC shall develop an internal administrative process that will allow for notification, appeals, charges and due process for each member. Complete records of all enforcement activity shall be kept for future reference. Each member shall be treated equally under the process.

After all established procedures, notifications and appeals have been exercised for any enforcement process the Association may levy a charge and enter upon said parcel to repair, maintain, and/or restore the Lot and the exterior of the building(s) and any other improvement erected thereon. The cost of all enforcement actions, to include but not limited to, such exterior maintenance, charges, all of the Association's legal fees, administrative fees, collection fees, and any other related cost shall be added to and become part of the annual assessment to which such Lot is subject.

The Board of Directors or designated committee shall have the right to enforce, by any proceeding at law or in equity, all restrictions, regulations, covenants, reservations, liens, and charges imposed by the provisions of the Article of Incorporation, Bylaws and Declaration of Covenants and Restrictions. Failure by the Association or by any Owner or Declarant to enforce any covenant, regulation or reservation herein contained shall in no event be deemed a waiver of the right to do so thereafter. Any and all complaints must be submitted in writing to the ACC or Board of Directors with a signature in order for action to be taken.

### **CHARGE SCHEDULE FOR VIOLATIONS**

The Association reserves the right to levy charges under the Virginia Property Owner's Association Act, Article 55-513. Effective March 31, 2000 all violations shall have a charge applicable to the infraction as follows:

**CHARGE LEVEL "A" - \$50.00 PER OFFENSE PLUS OR \$10.00 PER DAY FOR A CONTINUING CONDITION**

**CHARGE LEVEL "B" - \$10.00 PER OFFENSE OR \$10.00 PER DAY FOR A CONTINUING CONDITION.**

**CHARGE LEVEL "C" - \$25.00 PER OFFENSE.**

**CHARGE LEVEL "D" - \$10.00 PER OFFENSE.**

**CHARGE LEVEL "E" - ACTUAL COST OF REPAIRS/MAINTENANCE.**

No charge shall be levied against any homeowner until thirty (30) days after said homeowner has received written notification specifying the violation(s) and the corrective action necessary.

The notification of violation shall be delivered to the homeowner in person, or by Registered United States Mail. Second notification of violation is not required. Notification that a charge has been imposed is required. Such notification may be sent by First Class United States Mail and Certified Mail. In addition to all and any remedies available to the Association for any violation of the Association's Declaration, Restrictive Covenants, Architectural Regulations, Parking and Vehicle Regulations, and Common Area Rules or Regulations, now in effect or hereafter adopted, the Association through its Board or Directors or its designated agent or any other agent, appointee, or officer of the Association may issue to the owner(s), tenant(s) or invitee(s) of either owner or tenant; as to any condition of such lot; or as to any use of such lot.

The Notice of Violation shall be mailed to the last known address of the owner and shall set out the nature and date of the alleged violation and a date, time and location that the Board of Directors shall determine if the Association shall find the owner in violation and whether the Board shall authorize a violation charge not to exceed \$50.00 and in addition, if the violation be continuing in nature, whether to authorize a continuing violation charge, not to exceed \$10.00 per day until such violation is corrected. The Notice shall state the owner has the right to be present in person or by agent, with or without counsel to be heard on the issues at hand. The Board of Directors is hereby empowered and may issue and authorize violation charges above described; without notice, suspend the running of any continuing violation charge, without notice, waive any violation charge if in it's discretion it feels the owner is taking adequate steps toward or has corrected the violation.

In the event the Association retains, employs, or engages an attorney to enforce any covenants, provisions, declarations, rules, regulations, or guidelines of the Association regarding any such obligation of the lot owner, then in addition to any remedies, available to the Association, the lot owner shall, as part of such and any legal action, or work performed by said attorney, be responsible for attorney fees incurred by the Association. In the event the sole remedy sought by the Association is money, the amount of attorney's fees shall be 33 and 1/3% and in no event, less than \$75.00.

Any violation charge so authorized and issued shall be deemed an assessment and shall carry with it all rights and remedies due any other assessment of the Association.

The following Regulations specifically address individual areas of concern and provide further restrictions. All exterior modifications must be submitted and written approval granted prior to starting any exterior modification, unless otherwise noted in these Rules and Regulations.

**EXTERIOR PERMANENT STRUCTURES:**

**CHARGE LEVEL "A"**

**1. GENERAL:**

- a. All exterior modifications must be submitted with completed request form, plans, plat, and materials list and approved by the ACC prior to starting the modification. Plans must be drawn on the plat by the owner.
- b. All exterior permanent structures including but not limited to: covered porches, sunrooms, Florida rooms, sheds and bump-outs shall have an asphalt roof to match the existing asphalt shingles on the home.
- c. All additions and exterior structures must maintain the materials used by the builder: vinyl siding - same color and texture, asphalt shingled roofs to match an existing home roof in texture and color, windows must match existing windows - a variance in the size, but the same color, vinyl material and grids.

**FENCE REGULATIONS:**

**CHARGE LEVEL "B"**

**1. GENERAL:**

- a. A homeowner must obtain approval after submission of an architectural request form, plans, plat, and materials list, prior to starting the fence modification. Plans must be drawn on the plat by the owner.
- b. It is the responsibility of the homeowner to ensure that the fence line is within his/her legal property bounds and not crossing onto an easement.
- c. Finished products are subject to final approval by on site inspections by an ACC member.
- c. All wood that comes in contact with the ground will be decay resistant or pressure treated with an EPA approved decay resistant chemical properly applied.
- d. Metal fencing materials, except for hardware and fasteners of any kind are prohibited.
- e. All fence posts shall be 4"x 4" and must be capped with a decorative finial and top rail to prevent water penetration.
- g. Finish shall be stained with a cedar tone stain or sealant to match weak-link color or a clear and colorless sealant. Stain or Sealant shall be applied to the fence every 2-3 years to preserve the wood and enhance its appearance.

**APPROVED COLORS FOR FENCES AND DECKS**

**CHARGE LEVEL "B"**

All weak link fences between homes shall be stained with Cedar Semi Opaque Translucent Stain. Back yard fences and decks shall both be either stained with Cedar Semi Opaque Translucent Stain or sealed with a clear and colorless sealant. Both back yard fences and decks must be the same color.

**FENCE STYLES # 1:**

**CHARGE LEVEL "B"**

**1a. WEAK-LINK 4' FENCE: (EIGHT (8') FOOT SECTIONS)**

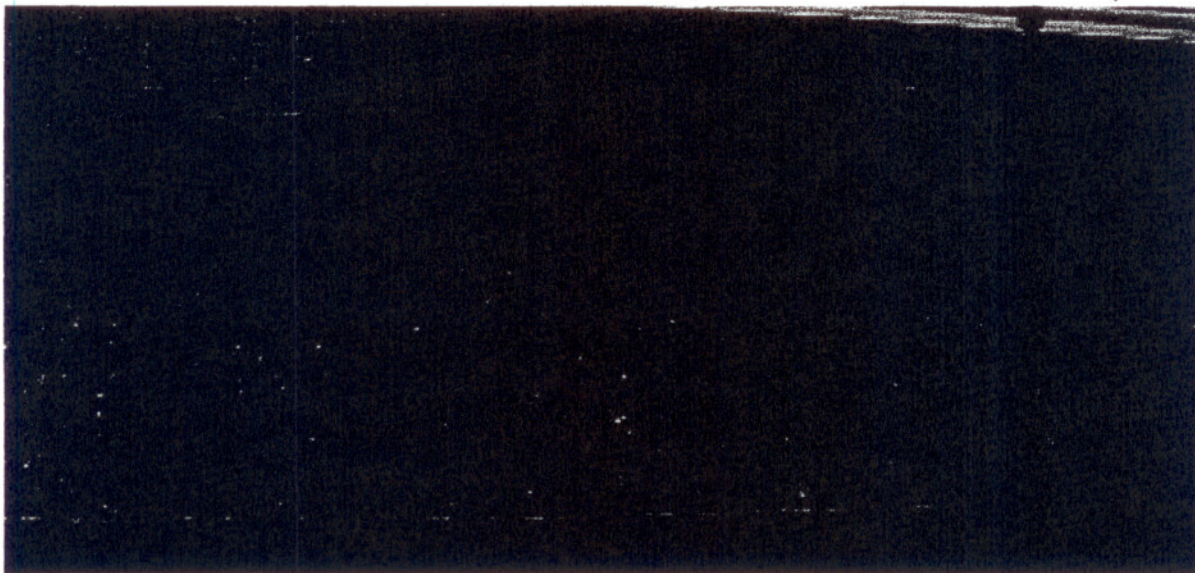
- a. Weak-Link rear fencing must match the original side weak-link fence in style, look and coloration.
- b. The weak-link fence shall be built to forty eight inches (4') in height.
- c. The weak-link fence shall have only a top supporting 2"X 4" rail and a bottom 2"X 4" supporting rail placed on the exterior side of the fence. 2" X 2" (DECK/FENCE) Slats shall be installed to the supporting rail on the interior side of the fence. Fence shall have a cap 1" X 4" by length of fence on the entire fence top. Decorative finials must top the posts.

**1b. WEAK-LINK GATES:**

- a. Gates will conform to the style, look and construction of the weak-link fence. 2" X 2" (DECK/FENCE) Slats shall be installed to the supporting rail on the interior side of the fence.
- b. Fences will have no more than two gates which will swing in the owners direction of choice.
- c. Gates shall be braced on the interior side with top, bottom, and lateral supports and with hinges of sufficient strength for proper support.
- d. All gate hardware will match hardware on weak-link fencing.
- e. The weak-link fence gate shall have only a top supporting 2"X 4" rail and a bottom 2"X 4" supporting rail placed on the exterior side of the fence. Gate shall have a cap 1" X 4" by length of gate on the entire gate top. Decorative finials must top the posts.

**1c. FENCE LOCATION:**

- a. Installation of fences on each side of the home shall be installed a minimum of five (5') back from the original side weak link fence. The side installation of the fence shall be 18 inches back from the property line on both sides. The back rear fence can be installed on the back property line. All fences must have approval prior to installation.



**2a. ALTERNATE BOARD (BOARD ON BOARD) 1" X 4" X 6' FENCE  
(EIGHT (8') FOOT SECTIONS.**

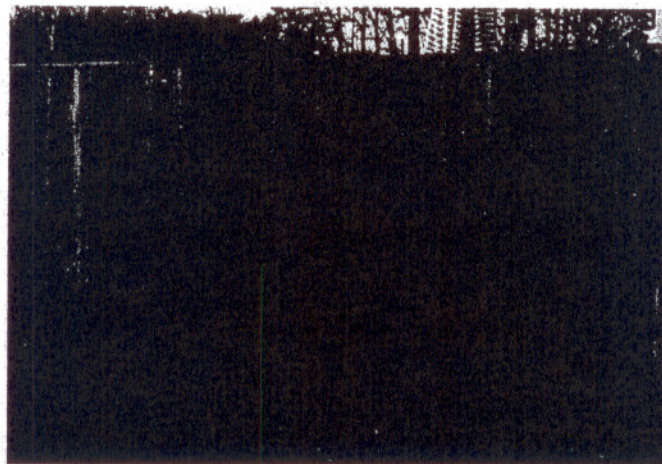
- a. Alternate Board rear fencing must match original side weak-link fence in coloration or fence maybe be sealed with a clear and colorless sealant.
- b. The alternate board fence shall be built to seventy two inches (6') in height.
- c. The alternate board fence shall have only a top supporting 2"X 4" rail, a middle 2"X 4" supporting rail and a bottom 2"X 4" supporting rail placed in between the alternating slats. 1" X 4"X 6' (FENCE) Slats shall be installed to the supporting rail alternating between the interior and exterior sides of the fence. Fence shall have a cap 1" X 4" by length of fence on the entire fence top. All posts shall be capped with a metal post cap.

**2b. ALTERNATE BOARD (BOARD ON BOARD) GATES:**

- a. Gates will conform to the style, look and construction of the alternate board fence. 1" X 4" X 6' (FENCE) Slats shall be installed to the supporting rail alternating between the interior and exterior sides of the fence.
- b. Fences will have no more than two gates which will swing in the owners direction of choice.
- c. Gates shall be braced on the interior side with top, bottom, and lateral supports and with hinges of sufficient strength for proper support.
- d. All gate hardware will match hardware on weak-link fencing.
- e. The alternate board fence gate shall have only a top supporting 2"X 4" rail, middle 2" X 4" supporting rail and a bottom 2"X 4" supporting rail between the alternating boards. Gate shall have a cap 1" X 4" by length of gate on the entire gate top. All posts shall be capped with a metal post cap.

**2c. FENCE LOCATION:**

- b. Installation of fences on each side of the home shall be installed a minimum of five (5') back from the original side weak link fence. The side installation of the fence shall be 18 inches back from the property line on both sides. The back rear fence can be installed on the back property line. All fences must have approval prior to installation.



**3a. ALTERNATE BOARD (BOARD ON BOARD) 1" X 4" X 5' FENCE WITH ONE (1') FOOT OF LATTICE AT THE TOP. ( EIGHT (8') FOOT SECTIONS).**

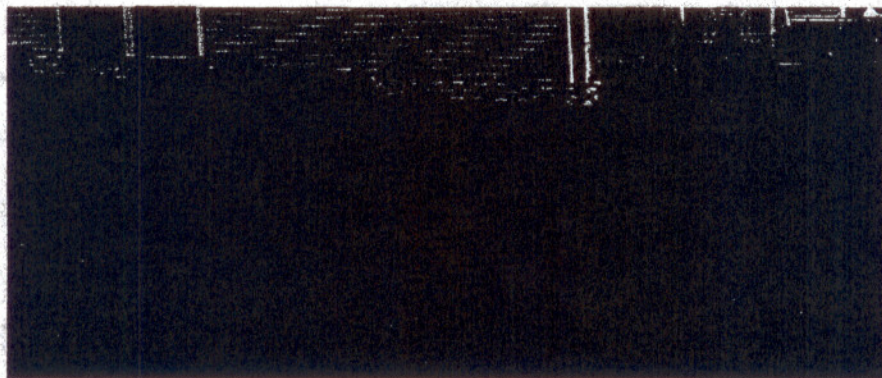
- a. Alternate Board rear fencing must match original side weak-link fence in coloration or fence maybe be sealed with a clear and colorless sealant.
- c. The alternate board fence shall be built to seventy two inches (6') in height this shall include 1" X 4" X 5' fence slats and 1' X 8' framed lattice capping the alternate board fence .
- d. The alternate board fence shall have only a top supporting 2"X 4" rail, a middle 2"X 4" supporting rail and a bottom 2"X 4" supporting rail placed in between the alternating slats. 1" X 4"X 5' (FENCE) Slats shall be installed to the supporting rail alternating between the interior and exterior sides of the fence. One (1') foot by Eight (8') foot framed lattice shall cap the alternate board fence. Fence shall have a cap 1" X 4" by length of fence on the entire fence top. All posts shall be capped with a metal post cap.

**3b. ALTERNATE BOARD (BOARD ON BOARD) GATES:**

- a. Gates will conform to the style, look and construction of the alternate board fence. 1" X 4" X 5' (FENCE) Slats shall be installed to the supporting rail alternating between the interior and exterior sides of the fence. Entire gate will be capped with 1' X gates approved size framed lattice.
- b. Fences will have no more than two gates which will swing in the owners direction of choice.
- c. Gates shall be braced on the interior side with top, bottom, and lateral supports and with hinges of sufficient strength for proper support.
- d. All gate hardware will match hardware on weak-link fencing.
- e. The alternate board fence gate shall have only a top supporting 2"X 4" rail, middle 2" X 4" supporting rail and a bottom 2"X 4" supporting rail between the alternating boards. Gate shall have a cap 1" X 4" by length of gate on the entire gate top. All posts shall be capped with a metal post cap.

**3c. FENCE LOCATION:**

- e. Installation of fences on each side of the home shall be installed a minimum of five (5') back from the original side weak link fence. The side installation of the fence shall be 18 inches back from the property line on both sides. The back rear fence can be installed on the back property line. All fences must have approval prior to installation.



**4a. ALTERNATE BOARD (BOARD ON BOARD) 1" X 6" X 6' FENCE  
(EIGHT (8') FOOT SECTIONS.**

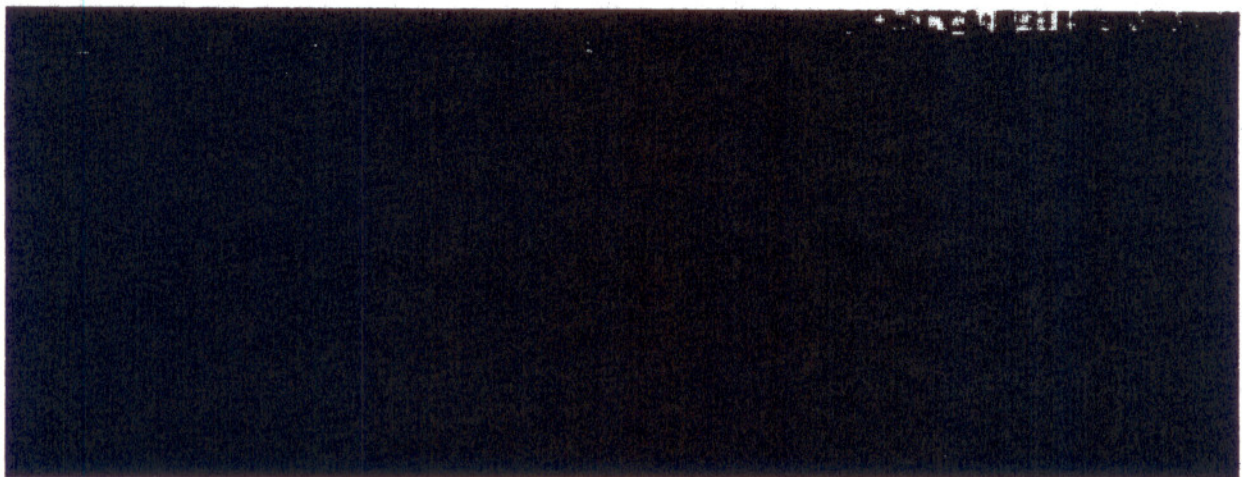
- a. Alternate Board rear fencing must match original side weak-link fence in coloration or fence maybe be sealed with a clear and colorless sealant.
- b. The alternate board fence shall be built to seventy two inches (6') in height.
- c. The alternate board fence shall have only a top supporting 2"X 4" rail, a middle 2"X 4" supporting rail and a bottom 2"X 4" supporting rail placed in between the alternating slats. 1" X 6"X 6' (FENCE) Slats shall be installed to the supporting rail alternating between the interior and exterior sides of the fence. Fence shall have a cap 1" X 4" by length of fence on the entire fence top. All posts shall be capped with a metal post cap.

**4b. ALTERNATE BOARD (BOARD ON BOARD) GATES:**

- a. Gates will conform to the style, look and construction of the alternate board fence. 1" X 6" X 6' (FENCE) Slats shall be installed to the supporting rail alternating between the interior and exterior sides of the fence.
- b. Fences will have no more than two gates which will swing in the owners direction of choice.
- c. Gates shall be braced on the interior side with top, bottom, and lateral supports and with hinges of sufficient strength for proper support.
- d. All gate hardware will match hardware on weak-link fencing.
- e. The alternate board fence gate shall have only a top supporting 2"X 4" rail, middle 2" X 4" supporting rail and a bottom 2"X 4" supporting rail between the alternating boards. Gate shall have a cap 1" X 4" by length of gate on the entire gate top. All posts shall be capped with a metal post cap.

**4c. FENCE LOCATION:**

- f. Installation of fences on each side of the home shall be installed a minimum of five (5') back from the original side weak link fence. The side installation of the fence shall be 18 inches back from the property line on both sides. The back rear fence can be installed on the back property line. All fences must have approval prior to installation.



**FENCE STYLES #5:**

**CHARGE LEVEL "B"**

**5a. ALTERNATE BOARD (BOARD ON BOARD) 1" X 6 X 5' FENCE WITH ONE (1') FOOT OF LATTICE AT THE TOP. ( EIGHT (8') FOOT SECTIONS).**

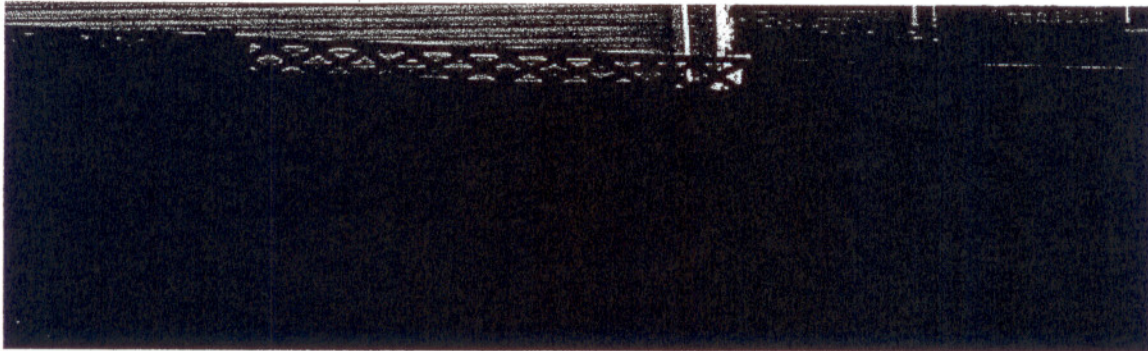
- a. Alternate Board rear fencing must match original side weak-link fence in coloration or fence maybe be sealed with a clear and colorless sealant.
- b. The alternate board fence shall be built to seventy two inches (6') in height this shall include 1" X 6"X 5' fence slats and 1' X 8' framed lattice capping the alternate board fence .
- c. The alternate board fence shall have only a top supporting 2"X 4" rail, a middle 2"X 4" supporting rail and a bottom 2"X 4" supporting rail placed in between the alternating slats. 1" X 6"X 5' (FENCE) Slats shall be installed to the supporting rail alternating between the interior and exterior sides of the fence. One (1') foot by Eight (8') foot framed lattice is cap the alternate board fence. Fence shall have a cap 1" X 4" by length of fence on the entire fence top. All posts shall be capped with a metal post cap.

**5b. ALTERNATE BOARD (BOARD ON BOARD) GATES WITH LATTICE:**

- a. Gates will conform to the style, look and construction of the alternate board fence. 1" X 6" X 5' (FENCE) Slats shall be installed to the supporting rail alternating between the interior and exterior sides of the fence. Entire gate will be capped with one foot (1') X gates approved size framed lattice.
- b. Fences will have no more than two gates which will swing in the owners direction of choice.
- c. Gates shall be braced on the interior side with top, bottom, and lateral supports and with hinges of sufficient strength for proper support.
- d. All gate hardware will match hardware on weak-link fencing.
- e. The alternate board fence gate shall have only a top supporting 2"X 4" rail, middle 2" X 4" supporting rail and a bottom 2"X 4" supporting rail between the alternating boards. Gate shall have a cap 1" X 4" by length of gate on the entire gate top. All posts shall be capped with a metal post cap.

**5c. FENCE LOCATION:**

- a. Installation of fences on each side of the home shall be installed a minimum of five (5') back from the original side weak link fence. The side installation of the fence shall be 18 inches back from the property line on both sides. The back rear fence can be installed on the back property line. All fences must have approval prior to installation.



**PAINT AND STAIN STANDARD:**

**CHARGE LEVEL "B"**

1. Exterior color changes must be submitted for approval.
2. Exterior color changes will be approved only if the proposed color conforms with the character of the community, i.e. colors similar to those used by the builder.
3. Only those areas that are stained may be re-stained. Unpainted or unstained surfaces shall remain unpainted or unstained, i.e. brick, concrete.
4. Original colors for each home need not be submitted for re-approval.
5. All painted areas of any property must be kept painted and in good condition. Faded, pealed or missing paint from any area requiring paint must be properly prepared and repainted.
6. Fence and deck stain or sealant standards are written in a separate section for color standard for fences and decks.

## MISCELLANEOUS REGULATIONS

### **AIR CONDITIONERS:**

### **CHARGE LEVEL "A"**

Window air conditioning units of any type may not be installed in any home. Only central units are allowed.

### **ANTENNAE AND SATELLITE DISHES:**

### **CHARGE LEVEL "A"**

Every effort should be made to install satellite dishes in the least conspicuous location that will allow for an acceptable quality signal on the rear roof of your home or rear yard. TV antennas should also be hidden from view in the rear of your home to the greatest extent possible without impairing reception. All satellite dishes and antennae's must be approved prior to installing them on the exterior rear of your home. No radio antennas shall be visible from the exterior of any lot. Satellite dishes may not exceed 20" in diameter.

### **ATTIC FANS:**

### **CHARGE LEVEL "B"**

Attic fans shall be located to the rear or side of the roof peak and shall not be visible at ground level from the front of the unit. Turbine fans will not be approved. Professional installation of attic fans is strongly encouraged.

### **AWNINGS:**

### **CHARGE LEVEL "B"**

Exterior back deck and yard awnings shall be approved on a case by case basis. Awning colors should conform to the color of the home. Approval must be acquired prior to installation.

### **BASKETBALL POLE, BACKBOARD & GOAL:**

### **CHARGE LEVEL "B"**

Permanent basketball hoops and goals shall be approved to be installed in the rear of homes on a case by case basis. Portable basketball goals shall not be set in the street and must be stored between 8:00 p.m. and 8:00 a.m. on the garage side of the driveway or common area next to the driveway, in front of the weak-link fence. The goals cannot block ingress or egress to the garage or the back yard.

### **CLOTHES LINES:**

### **CHARGE LEVEL "B"**

The ACC will NOT consider requests for the construction of facilities for clothes drying. No permanent or temporary clothesline may be installed.

### **DOG HOUSES:**

### **CHARGE LEVEL**

**"A" (up-kept) "B" (all others)**

Dog houses may be considered even if visible from neighboring property so long as it and the ground around it are kept neat, attractive, clean and unobtrusive, in the back yard and of reasonable size, and if it is approved by the ACC prior to construction. Should complaints arise over an un-kept pet area, the ACC reserves the right to enforce applicable portions of this regulation, or of the governing documents of the Association. Prior to building or purchasing your dog house, you must have written approval. Dog houses that have been approved in the past are as follows: Built dog houses. Top Paw brand vinyl dog houses found at Pets Mart.

**DECKS: (ACC approval prior)**

**CHARGE LEVEL "D"**

All decks require prior approval of the ACC. In addition, the owner shall comply with building ordinances of the County of Prince William, as required. No deck will serve as storage. No decks shall be built in the front of any home. Deck furniture and grills may be kept and stored on decks. If deck furniture and grills are covered, the cover must be an appropriate cover. Material for decks shall consist of:

- a. Pressure treated exterior lumber
- b. Within one foot of home for lower decks or attached to home and contained within the perimeter of the back yard.
- c. Rear side privacy lattice will be decided on a case by case basis.
- d. Side rails must match weak-link fences.
- e. Same stain or sealant requirements apply as with fence regulations and the fence and the deck must be stained or sealed the same.

**EXTERIOR ENERGY SAVING DEVICES:**

**CHARGE LEVEL "B"**

Request for installation of exterior saving devices will be considered on an individual basis. All components must be placed at the rear of the dwelling.

**FIREWOOD STACKS:**

**CHARGE LEVEL "B"**

Firewood shall be neatly stacked as inconspicuously as possible, with individual stacks not to exceed four feet in height. Firewood must be stacked inside the back yard property line and not allowed to lean on fences. To prevent rot, insect and rodent infestation, firewood stacks must be elevated at least 6 inches and not more than 12 inches above the ground. No firewood may be stored on any property without ACC approval.

**FLAGPOLES:**

**CHARGE LEVEL "B"**

Flagpoles must be approved prior to installation and must not exceed 20 feet in height. Height, location and color will be factored into the approval of the flagpole for the size, and qualities of the property. Permanent, free standing flagpoles must be installed and maintained in a vertical position. Temporary flagpole staffs that do not exceed six (6') feet in length and are attached to an incline to the wall or pillar of the dwelling unit do not require approval by the ACC. An application is required only for permanent flagpoles.

**FRONT PORCH SEASONAL FURNITURE:**

**CHARGE LEVEL "B"**

Seasonal furniture must be removed for the winter months. This includes but is not limited to folding chairs, etc. All seasonal furniture must remain in good repair and appearance.

**GARAGES:**

**CHARGE LEVEL "B"**

Garage doors must be able to close completely at all times. No garage door shall remain open on a continuous basis. Garages may not be converted into living or solely storage space and must be used to house vehicle(s).

**GENERAL PROPERTY APPEARANCE:**

**CHARGE LEVEL "B"**

The exterior of all dwellings and yards must be properly maintained in a like new, orderly condition to the satisfaction of the Board of Directors.

**GRILLS:**

**CHARGE LEVEL "B"**

An application is required for permanent grills. Portable grills must be stored in a garage, the back yard or shed. Grills are not allowed to be stored in the front of any unit.

**LANDSCAPING:**

**CHARGE LEVEL "B"**

Minor landscaping work and minor planting in general do not require approval of the ACC, however, major landscaping and plantings (i.e. modifications that would affect land contours or drainage, or planting hedges along property borders) shall require ACC approval. Hedges will not be permitted to grow above the height of 60 inches in the rear yard, 36 inches in the front yard.

Lawn edging to be installed above ground must be constructed of high quality pressure treated lumber, brick or stone. Metal edging of any kind shall not be permitted. Temporary barriers erected for seeding or planting purposes shall not require prior ACC approval, but shall not remain in place for more than one month. Any deviation from this standard requires ACC approval. No plastic, vinyl or metal border fencing unless temporary shall be allowed. This does not include the 2" plastic edging which does not require ACC approval.

**LAWNS:**

**CHARGE LEVEL "D"**

Private front and rear lawns shall be neatly cut at all times, and not exceed six (6) inches in height. Failure to maintain lawns to this standard may result in the Association applying a charge to any respective lot's annual assessment account to cover the cost of having the work done, as allowed by the governing documents and Board resolution.

**LIGHTING (EXTERIOR):**

**CHARGE LEVEL "C"**

All exterior lighting fixtures must be maintained. Exterior dusk to dawn lantern poles must be in working order at all times. Only clear or soft white light bulbs can be installed in lantern poles. Only clear, soft white light bulbs and yellow bug lights shall be allowed in all other exterior lighting. Seasonal lighting shall be classified on its own. Motion Detector lighting and low voltage landscape lighting are allowed with approval. No exterior lighting shall be directed outside the boundaries of any lot except for Association street lamps and individual residential low voltage landscape lighting. Any additional lighting must be approved prior to installation.

**MATERIAL STORAGE:**

**CHARGE LEVEL "C"**

No material or refuse shall be disposed of or stored on any part of the Association's common grounds to include roads and walkways, except that which is incidental to on-going construction projects undertaken by the Association. Only usual and normal material incidental to a residential area may be stored upon private lots within the Association. Decks and backyards will not be used for storage. Sheds shall be used to store non-hazardous storage items, along with garages.

**NUISANCE ACTIVITY:**

**CHARGE LEVEL "C"**

No noxious or offensive activity shall be carried on upon any portion of any residential property or Association property, nor shall anything be done thereon which may be or become a nuisance or annoyance to the neighborhood.

**PATIOS:**

**CHARGE LEVEL "B"**

Construction of patios of any kind shall require approval of the ACC. Construction of patios in front yards is not permitted. Rear patios at walkout level may be decorative brick, concrete slab, or completed in flagstone and shall be built to county code. Any permanent patio structure needs ACC approval prior to construction.

**PETS AND ANIMALS:**

**CHARGE LEVEL "D" (defecation)**

**CHARGE LEVEL "B" (all others)**

No animals, livestock, or poultry of any kind shall be raised, bred, or kept on any lot except that dogs, cats, or other household pets may be kept provided they are not raised, bred or kept for commercial purpose. Charges will be levied against respective lots where the animal resides for allowing any dog to leave a lot that is not leashed and under the control of the person walking the dog or for allowing any pet to defecate on Common Areas without immediately cleaning up any solid waste. Pet owners must remove waste in their yard daily to prevent rodent and insect infestation. Animals must not be allowed to become a nuisance with regards to barking excessively or trespassing on individual properties.

**PORCH POSTS & RAILINGS:**

**CHARGE LEVEL "B"**

Replacement of porch railing with exact material, color and style does not require approval. Vinyl railings in the community are approved on a case by case basis. Vinyl must match exact color of existing railing and posts or must be white and approved prior to installation.

**PROPERTY USE:**

**CHARGE LEVEL "B"**

No portion of the properties shall be used except for residential purpose and for purpose incidental or accessory thereto.

**PRUNING:**

**CHARGE LEVEL "B"**

Trees, shrubs, and hedges, which restrict sight lines for vehicular traffic, shall be cut back or removed. Under no circumstances shall trees or shrubs be allowed to interfere with pedestrian walkways or vehicular traffic. All plants must be kept properly trimmed to enhance the home and community. All specimens must be kept within the property lines of the respective home.

**RECREATION & PLAY EQUIPMENT:**

**CHARGE LEVEL "B"**

Semi-permanent play equipment that either constitutes a structure or is appurtenant to an existing structure requires approval. Examples include sand boxes, playhouses, swing-sets, etc. The following factors will govern approval: color and materials, scale and design, and location. Note: only installation of play equipment in the back yards will be approved.

**SEASONAL LIGHTING:****CHARGE LEVEL "B"**

For holiday and festival lighting and decorations, an application is not required. Holiday lighting and decorations may be installed for a period not to exceed six weeks. After the period of use, all temporary lighting and decorations must be removed.

**SECURITY BARS:****CHARGE LEVEL "B"**

In general, the use of security bars or grates on windows and doors is prohibited.

**SIGNS:****CHARGE LEVEL "D"**

No sign of any kind larger than one foot square shall be displayed to the public view of the lot, except temporary signs not more than three-(3) feet square in area advertising the property for sale or rent. Signs, which do not meet the requirements of this paragraph, shall be removed by the ACC without notice. Realtor's signs must be removed on the day the property is sold or rented.

**SKYLIGHTS:****CHARGE LEVEL "B"**

Skylights shall be approved on an individual basis per specifications.

**SNOW REMOVAL:****CHARGE LEVEL "B"**

All common sidewalks (in front of your home) adjacent to members' property must be cleared and/or sanded within 12 hours to provide safe passage in front of all homes. Residents must not throw snow out into the street for plow pickup, but must place snow on their own lawn. It is requested that residents volunteer to remove snow from walkways not in front of any home, in front and behind mailboxes and around fire hydrants.

**STOOPS, SIDEWALKS AND PORCHES:****CHARGE LEVEL "B"**

All stoops, sidewalks and porches shall maintain the original appearance. Painted or carpet-covered stoops and sidewalks are not permitted. Approval of natural colored tile coverings of stoops and porches will be considered by the ACC. Stoops shall be maintained in good repair.

**STORAGE SHEDS:****CHARGE LEVEL "B"**

In recognition of a homeowner's need to provide additional storage of garden tools and equipment, requests for small storage buildings will be considered. Location, site, style (metal sheds of any type will not be permitted), and color will be considered by the ACC prior to approving the construction of a shed. A solid concrete or pressure treated wood platform floor is required. The shed shall be adequately secured to the floor. Sheds may not exceed 8'x10' or a total of 80 square feet. The height of the shed shall not exceed 7'6" in height at the tallest point. Placement of shed must adhere to county code. All sheds shall be constructed and materials used must match the siding and shingle color of the house.

**STORM DOORS:****CHARGE LEVEL "B"**

Storm doors shall not be installed without prior written ACC approval. All storm doors shall be full view. Approved colors are white, cream or the color of your shutters/door.

**TRASH CONTAINERS/RECYCLING BINS:**

**CHARGE LEVEL "D"**

Trash containers and/or recycling bins are required to be stored in the backyard within an enclosure constructed to backyard fence standards, or stored in the garage and must be neat and clean. Trashcans stored on the side of the house must be set behind the weak link fence on the garage side of the home. Should complaints arise over such an area, the ACC will request relocation of the containers/bins, or cleaning up of the areas, as appropriate. Trash containers and/or recycling bins may not be set out for collection prior to 6:00 PM the evening before collection day. Empty trash containers/recycling bins must be returned to their proper storage location as soon as possible the same day trash/recycling is picked up, and no later than 8:00 PM. Large items scheduled for bulk pickup may not be placed out any earlier than 6:00 PM the evening prior to pickup day. At no time shall any container be left out for an extended period while on vacation, etc.

**WEAK-LINK ORIGINAL FENCES:**

**CHARGE LEVEL "B"**

Both connecting property owners shall properly maintain the original side weak-link fences. Weak-link fences shall not be removed.

**YARD STORAGE:**

**CHARGE LEVEL "B"**

The yard (front, side or back) shall not be used for storage. Only a grill and appropriate lawn furniture will be allowed to be stored in the back yard or on the back deck. All other items must be stored in approved sheds, garages or in the home.