

Huntington Forest Architectural Control Guidelines and Procedures

Key to reading text:

- Current guidelines are in black text
- Proposed additions are in red text
- Proposed deletions are in ~~striketrough~~
- Format, grammar changes and updates are in green text

I. Introduction

The guidelines and procedures contained in this document were developed to reflect the requirements of the Restrictive Covenants of the Huntington Forest Homeowners Association in regard to exterior alterations, additions and improvements to ~~and~~ the proper maintenance of common areas and homeowner lots. The following definitions should be useful to homeowners in understanding the need ~~for~~ ~~to~~ for these guidelines and procedures.

- Planned Unit Development

Huntington Forest is what is known as a planned unit development (PUD). Within a PUD there are individually owned lots and homeowners association owned common areas. Both types of property are bound together by a declaration of covenants, conditions and restrictions.

- Homeowners Association

The Huntington Forest Homeowners Association was created by the Declaration and is governed by it and the Articles of Incorporation and the By-Laws. The Association is a mandatory membership organization that each homeowner belongs to as a condition of ownership.

- Restrictive Covenants

The Restrictive Covenants, which are contained in the Declaration, are basically a contractual agreement to take or refrain from taking certain actions within the community. The Restrictive Covenants "run with the land" and are passed on to an individual homeowner by the deed.

- Guidelines and Procedures

While the Restrictive Covenants tend to be broad, general statements, the Guidelines and Procedures serve to clarify the vagueness and indefiniteness of the Restrictive Covenants. They address specific problems and are the basis for design review, within the community.

- Design Review

The purpose of design review is to establish and preserve a harmonious design in the New England Colonial architecture style for the community and to protect the value of property within the community. An essential element of successful design review is the recognition by all members of the community that it is a benefit and not a burden.

- Legal Basis of Design Review

The legal basis of design review in Huntington Forest is found in the following legal documents of the Huntington Forest Homeowner Association, ~~the~~:

Articles of Incorporation

By-Laws

Declaration of Covenants, Conditions and Restrictions

Article IX of the By-Laws, for instance, mandates the Homeowners Association authority to appoint an Architectural ~~Control~~ **Review Committee (ACC) (ARC)**. Article VII of the Declaration of Covenants, Conditions and Restrictions provides that "no structure or addition to be a structure shall be erected, placed, altered or externally improved on any lot until the plan and specification, including elevation, material, color and texture and a site plan showing location of the improvement with grading modifications shall be filed with and approved in writing by the Architectural ~~Control~~ **Review Committee.**" A structure is defined to include "any building or portion thereof, fence, pavement, driveway or appurtenances to any of the aforementioned."

For your convenience, excerpts from these documents pertaining to design review and the authority of the Association and the Board of directors to endorse architectural control of homeowner lots and common areas are contained in Appendix C of this document. [\[Verify Appendix\]](#)

II. Objectives of Guidelines and Procedures

The guidelines are established for the ~~ACC~~ **ARC** and the Board to use in completing the design review process. The guidelines are not intended to be all inclusive.

Specific procedures are established to facilitate design review and approval of exterior alterations, additions and improvements for which homeowners most commonly submit request applications to the ~~ACC~~ **ARC** and to enforce the guidelines and other provisions of the By-Laws and Restrictive Covenants.

The specific objectives of this document are:

1. To provide uniform ~~guidelines and procedures~~ **criteria** to be used by the ~~ACC~~ **ARC** in reviewing applications **for exterior modifications** in light of the standards set forth in the By-Laws and the Declaration of Covenants, Conditions and Restrictions of the ~~Huntington Forest Homeowners Association, Inc.~~
2. To assist ~~homeowners~~ **Owners/Residents** ~~Owners~~ in preparing **complete** an acceptable request applications to the ~~ACC~~ **ARC**.
3. To increase ~~homeowners~~ **Owners/Residents** awareness and understanding of the ~~Restrictive Covenants~~ **Architectural Control Guidelines and Procedures supporting the Declaration of Covenants, Conditions and Restrictions for Huntington Forest.**
4. To ~~maintain and improve the quality of the living environment in Huntington Forest~~ **describe the organization and procedures involved in the process of review, approval and appeal of applications for exterior modifications.**
5. To illustrate basic design principles which will aid ~~homeowners~~ **Owners** in planning exterior alterations, additions and improvements that are in harmony with the immediate neighborhood and the community as a whole.

III. ~~Request~~ **Modification** Application Procedure

Each application for exterior change or improvement is reviewed on an individual basis. There are ~~no~~ "automatic" approvals **some modifications that may be made without an application.** ~~To conform to the rules, each proposal must be specifically approved by the ACC even though the improvement conforms to these guidelines and procedures unless specifically exempted in the guidelines.~~ **These guidelines will**

state those expectations explicitly. If the guidelines are silent on a particular exterior modification and application for ARC approval is required. ~~Changes or improvements~~ All modifications must be completed as approved; any significant deviation will be considered a violation. The ACC ARC will consider only written requests as hereinafter outlined and shall provide written decisions. Oral requests will not be considered and no member of the Board or ARC has the authority to provide an oral approval or denial of an application. A sample "Request Application for Modification" form can be found in Appendix A [Verify Appendix]. The application form may be obtained from any member of the ACC ARC or any member of the Huntington Forest Homeowners Association Board of Directors.

~~In filling out the application, be certain to include, in addition to the application form, the following:~~
The application must be filled out completely and the following information must also be provided:

- A site plan showing the location of the change or improvement in relation to the location of your house and property lines. Include dimensions of new structures and set back distances from house and property lines (a copy of your property plot that you should have received at settlement is a good basis for your site plan).
- Drawings or sketches showing top, side and frontal views of structures, including all basic dimensions.
- Manufacturer's literature or photographs, when available, and appropriate description of the change or improvement, including the materials proposed, the color, and all relevant dimensions.
- The ARC reserves the right to request additional information as necessary to assist the ARC in considering the application.

The section of the application requesting the signature, date of signing and address of neighbors on adjoining lots and where appropriate, across the street, is only an acknowledgement that the proposed changes or improvements were reviewed. ~~Any objection by a~~ A neighbor may formally object to the proposed changes or improvements and shall be reported report them directly to the ACC ARC within one (1) week after signing the application. Any objections will be considered during the review process. The ACC ARC, however, must make its decisions based on the standards set forth in the Restrictive Covenants and further described in this document. An application not bearing the neighbors' signatures ~~may delay the approval process.~~ shall not be considered by the ARC until those signatures are obtained. THE 60-DAY PERIOD FOR APPROVAL AS SET FORTH IN ARTICLE VII, SECTION 15 OF THE DECLARATION SHALL NOT START TO RUN UNTIL THE ARC RECEIVES ALL INFORMATION REQUESTED FROM THE APPLICANT.

Projects which remain uncompleted for long periods of time are visually objectionable and can be a nuisance and safety hazard for neighbors and the community. All applications must include a proposed maximum time period from start to completion of the proposed work. If the proposed time period is considered unreasonable, the ACC ARC may not approve the application or may approve it conditioned upon the work being completed within a specific timeframe.

NOTE: It is the homeowner's responsibility to obtain any State or county permits when required. ~~No proof of a permit need be submitted with an application, but permit approval does not preclude the need for ACC approval and vice versa.~~ If a locality grants a permit, that does not mean the ARC shall approve the proposed modification and approval by the ARC does not relieve the applicant from obtaining any necessary permits.

IV. The ACC ARC Review and Appeal Process

[Reverted to Arabic numerals.]

1. ~~The homeowner submits a written application to a member of the ACC.~~ Applicants are to mail, email, or hand deliver to a member of the ARC. Owners have the obligation to follow up with the ARC to confirm receipt of the application.
2. The ACC ARC will answer a request in writing as promptly as possible ~~(usually within 2 weeks of receiving the application)~~; but has the right to take up to 60 days. Accordingly, applicants may not schedule contractors to start work until the application is approved. If the ACC ARC fails to reply to the applicant within 60 days after receiving the ~~a~~ an application, the request is considered to have been approved.
3. If a proposal is ~~rejected~~ denied, the homeowner has the following courses of action at his or her disposal:
 - a. The applicant may submit in writing new or additional information to the ACC ARC which might clarify the request and/or demonstrate its acceptability. The homeowner will be notified of a decision by the ACC ARC in writing within 7 days of receiving the new or additional information.
and/or
 - b. The applicant may appeal the ACC ARC decision to the Board of Directors. The appeal can be written or oral. A simple majority vote of the board shall decide any appeal. The homeowner will be notified of a decision by the Board in writing within 30 days of receiving the written submittal or oral presentation.

V. Enforcement of Covenants and ACC ARC Guidelines

1. Procedures for Violations

- ~~a. Violation Reported (Where ACC Design Review is Required) The enforcement procedures that are outlined below apply to three major categories:~~
- ~~o Request application approved by ACC, but not executed in accordance with the approved application~~
 - ~~o Exterior change made by the homeowner after disapproval by the ACC.~~
 - ~~o No request application made to the ACC for exterior alteration, addition, or improvement.~~

A potential violation ~~may~~ may be identified by the ACC ARC, the Board of Directors, or any homeowner ~~owner or resident~~ of Huntington Forest. If a homeowner ~~an owner or resident~~ wishes to report a potential violation, he or she may do so with complete anonymity. Violations ~~shall~~ may be reported to the Association either in writing, by telephone or in person to any ACC ARC or Board member.

After a potential violation is reported, the ACC ARC shall ~~check to see if it is a violation and inspect the property to~~ determine whether an application for changes to the property in question has been made (See Figure 1 ~~not available in .pdf downloaded version~~ for a hard copy that includes this figure, please contact the Chair of the ACC). ~~if there is a violation.~~

(1) Application Approved

If an approved application is on file, ~~the ACC shall visit the property and determine whether it has been executed in accordance with the approved application. If the change or improvement has been properly executed, the case is closed.~~ **and the ARC confirms that the modification was done in accordance with the application, no additional action shall be taken.**

If the ~~change or improvement~~ **modification** does not conform with ~~the an~~ approved application, the ~~resident~~ **owner** will be notified in writing by the ~~ACC~~ **ARC** to correct the ~~deficiency or submit an amended application~~ **modification so that it conforms with the approved application.** ~~The amended application~~ **If a new application is submitted, it shall be processed by the ACC ARC under normal procedures. (See “The ACC Review and Appeal Process”). If the amended application is approved, the case is closed.**

~~(2) Application Disapproved~~

If the ~~application is disapproved, the homeowner~~ **ARC determines that the modification was made without the prior approval of the ARC (i.e. an application was denied or no application was submitted), the owner will be** notified in writing to ~~correct the violation or meet with the ACC to determine what modifications must be made to receive ACC approval. The ACC will make every effort to work with the homeowner to reach a reasonable solution.~~ **remove the modification. The letter may also authorize the owner to submit an application for the modification as constructed. The letter shall give the owner a due date to remove the modification and/or submit an application. If an application is received, it shall be processed under normal procedures. If no application is received and the modification remains on the property, the ARC shall report the violation to the Board who shall review the matter for further action to compel the owner to comply.**

~~(3) No Application~~

~~When a change or improvement is made without submitting an application, the ACC shall notify the homeowner in writing of the violation and request that an application be submitted. After notification, the same process as noted above shall be followed.~~

~~b. Violation Reported (Where ACC Design Review is Not Required)~~

~~These procedures apply to those provisions in the By-Laws and Restrictive Covenants, as further defined in the guidelines, where design review and prior approval by the ACC are not required.~~

~~A potential violation may be identified by the ACC, the Board of Directors or any homeowner of Huntington Forest. If a homeowner wishes to report a potential violation, he or she may do so with complete anonymity. Violations should be reported to the Association either in writing, by telephone or in person to any ACC or Board member.~~

~~After a potential violation is reported, the ACC shall check to see if it is a violation and determine the appropriate corrective action. The ACC will make every effort to work with the homeowner to work out a reasonable solution.~~

~~C. Appeals~~

~~All actions of the ACC may be Appealed to the Board of Directors as described in Section IV (The ACC Review and Appeal Process).~~

~~d. Legal Action~~

~~If the homeowner continues to refuse to cooperate, the Association may initiate legal action by the authority of the Board of Directors, based on the advice of the ACC and legal counsel.~~

2. Periodic Annual Inspection by ACC ARC

- a. ~~Periodically~~ **Annually**, members of the ACC ARC or Board shall conduct an ~~architectural control walk through~~ **inspection** of the community from the sidewalk to check for compliance with the ~~Restrictive Covenants and the~~ **Association's Governing Documents, including these Architectural Control Guidelines and Procedures.**
- b. ~~After completion of the walk through process, any homeowners with potential Owners shall~~ **receive written notice of violations will be notified in writing by the ACC on their properties.**
- c. ~~The potential violations will be handled in accordance with item 1 (Procedures) of this section.~~

3. Variances

~~The ACC ARC may authorize variances from compliance with any of the architectural control these Guidelines as the ARC members deem appropriate by a vote of 75% of the members of the ARC. The ARC shall consider, including restrictions upon height, size placement of structures or similar restrictions when circumstances such as topography, natural obstructions, hardship, or aesthetic or environmental considerations may require it in reviewing requests for variances. Requests for variances must be justified in writing as part of the requested with an application. If such variances are granted, no violation of the Restrictive Covenants or the Architectural Control Guidelines shall be deemed to have occurred with respect to the matter for which the variance was granted. If the ARC grants a variance, the ARC shall document the factors that support granting of the variance, which shall be kept together with the approved application in the Associations' files.~~

~~In addition, if the ARC grants The granting of such a variance, that shall not operate to waive any of the terms and provisions of the Restrictive Covenants or Architectural Control Guidelines-Governing Documents, for any purpose except as to the particular property and particular provision hereof covered by the variance, nor shall it affect in any way the homeowner's obligation to comply with all government laws and regulations affecting the homeowner's use of the property, including permits for the modification. Granting of a variance for one applicant does not guarantee that the variance shall be granted for other applicants.~~

VI. Guidelines

NOTE: Some of the guidelines do not require design review and prior approval by the ACC ARC and are so identified in the guidelines. All other guidelines **REQUIRE** design review and written approval by the ACC ARC **PRIOR** to commencing work.

1 Guideline 1 – FENCES

- 1.1 Fencing ~~shall~~ **must** be compatible with fences of adjacent houses.
- 1.2 Fences shall be restricted to rear and side yards. A fence shall not extend beyond the front building line of ~~your~~ **the** house or the front of ~~your~~ **the** adjacent neighbor's house, whichever is set back the furthest from the street.
- 1.3 Fences shall be constructed of approved materials and shall not exceed ~~6~~ **seven (7)** feet in height. See Sec. 10.23 for description of approved materials. Chain link fences are not permitted. All styles of wood fences are generally acceptable, except the stockade style. Stockade will only be considered for property bordering on another subdivision or when it is not conspicuous from other Huntington Forest properties **or the roads within Huntington Forest.**
- 1.4 The unfinished side of a fence that is only finished on one side shall not be exposed to any street, sidewalk, common area or neighboring lot. The unfinished side shall be considered to be the side that has exposed structural members such as in a picket fence where the vertical slats are only attached to one side of the structural members.
- 1.5 The surface of all fences shall be maintained in their natural (unfinished) state, stained in earth tones or painted white. **The application must include the color of the stain as applicable.**

2 Guideline 2 – ANTENNAS [replaced with guidance approved by Board March 9, 2017]

- ~~2.1 — Traditional T-shaped television and radio antennas are not permitted on the exterior of a dwelling.~~
- ~~2.2 — Circular dish antennas 24 inches in diameter or smaller will generally be permitted, and, to the extent possible, should be placed in an inconspicuous location.~~
- ~~2.3 — All other types of antennas (C.B., HAM radio, etc.) will be considered on a case-by-case basis by the ACC ARC.~~
- ~~2.4 — Freestanding elevated antenna structures (towers, poles, trees, etc.) and elevated antenna wire detached from the house are not permitted.~~

2 Guideline 2 - ANTENNAS – Over the Air Reception Devices

- 2.1 In accordance with the Federal Communications Commission's ruling on Over the Air Reception Devices (OTARD 47 C.F.R. Section 1.4000) the following guidelines exist concerning antennas. Customer-end antennas (including circular dishes) designed to receive video programming or transmit/receive fixed wireless signals are:
 - a. permitted if they measure one meter (39.37 inches) or less. To the greatest extent possible, permitted antennas must be installed in a location shielded from view when standing on the street provided this placement does not unreasonably increase expense to the homeowner or result in unacceptable signal strength.
 - b. prohibited if measuring more than one meter (39.37 inches) diagonally or in diameter.
- 2.2 Freestanding elevated antenna structures (towers, poles, trees, etc.) and elevated antenna wire detached from the house may be permitted only if acceptable signal strength is unattainable by means of an inconspicuously house-mounted antenna.

2.3 All other types of antennas (Citizen Band, amateur radio service, etc.) will be considered on a case-by-case basis by the ARC. The homeowner bears all responsibilities in conforming to government regulation regarding structure requirements and usage.

2.4 Installation of antennas in common areas is prohibited.

3 Guideline 3 – DECKS

The definition of a deck shall be consistent with that of the County of Fairfax, Virginia, and shall include any patio, balcony, terrace, gallery, veranda, piazza, porch, portico or similar projection from an outer wall of a house. A deck shall also include any associated stairs.

3.1 Decks are an extension of the house and thus have significant impact on its appearance. Decks may also affect the privacy of adjacent properties. These two factors are weighed heavily in the review of an application.

3.2 Decks are primarily to be located in the rear yard, excluding original developer construction.

3.3 Modifications to existing decks shall provide compatibility in detailing such as materials, color, and the design of railings and trim. **All of this information must be submitted with the application.**

3.4 Elevated decks shall be constructed of pressure treated, decay-resistant wood, or synthetic simulated wood and must be architecturally compatible with the size, location, and color of the house.

3.5 Ground level decks shall be constructed of pressure treated wood, synthetic simulated wood, brick, stone, and/or concrete.

3.6 No deck shall be used for storage of other than normal outdoor furniture and barbecue equipment. ~~Freezers, refrigerators, or other such large, unsightly items~~ **All other items** are prohibited.

3.7 County permits must be obtained for construction of decks and additions. **The permit does not need to be submitted with the original application.**

4 Guideline 4 – STORAGE SHEDS

4.1 While sheds must provide sufficient volume for their intended use, they must be of a size which is appropriate for the size of the property and be architecturally compatible with the applicant's house and adjacent houses. These factors are weighed heavily in the review of an application. The guidelines in this section do not pertain to movable storage units such as PODS® **which are addressed in** ~~See~~ Section 10.17b.

4.2 Sheds should generally be located in rear yards. Side yard locations will be considered, but front yard locations are prohibited. **A plat should be included with the application showing the location of the shed and the distance between it and all structures already on the lot and the lot lines.**

4.3 Sheds should generally abut or be attached to the house. Other locations will be considered on a case-by-case basis.

4.4 Sheds that abut or are attached to the house ~~shall~~ **should** be constructed of the same materials and color as the house. **These materials and colors must be reflected on the application.**

4.5 Metal pre-fabricated storage sheds are prohibited.

4.6 County permits may need to be obtained to place a shed on your property. The permit does not need to be submitted with the original application.

5 Guideline 5 – STORM AND SCREEN WINDOWS AND DOORS

5.1 Rising energy costs have encouraged ~~homeowners~~ **Owners** to take measures to conserve energy through installation of storm and screen windows and doors. While these measures are generally

acceptable, the doors and windows must be compatible with the general architectural design and colors of the house and the community.

5.2 If insulating sheets are to be used on windows and/or sliding glass doors, they must be clear or tinted plastic materials. No reflective materials shall be used to create a mirror effect. The plastic must be put on the inside of the windows and/or doors.

5.3 ~~No prior approval is necessary provided the replacement windows or doors are of like size and configuration. If replacement windows or doors are different in size, color, style, or location, approval must be obtained.~~ **Prior approval is required for ALL window replacements. All replacement windows must have muntins/mullions/grids. Owners must also obtain approval for the addition of storm and screen doors.**

6 Guideline 6 – SOLAR COLLECTORS

6.1 Solar collectors will be considered on a case-by-case basis by the ~~ACC~~ **ARC**, provided they are attached below the roof ridgeline of the house and are not conspicuous from the street in front of the house.

6.2 Piping, wiring and control devices must be concealed or designed in an unobtrusive manner.

6.3 Certain solar collector installations may produce objectionable reflective glare toward neighboring houses. This potential will be an important consideration in reviewing an application **and information regarding the direction of that glare and possible impact on adjoining neighbors must be provided. If there is a neighbor that may be impacted by the glare, that neighbor is required to sign the application, regardless of the location of the affected neighbor's lot. The ARC would prefer that this information be provided by the contractor anticipated to be used by the applicant to install the solar collectors.**

7 Guideline 7 – RECREATION AND PLAY EQUIPMENT

7.1 Children's **temporary** play equipment, ~~such as including~~ sandboxes, temporary wading pools having a depth less than 24 inches, and tents **less than six (6) feet tall** shall not require prior approval of the ~~ACC~~ **ARC** provided such equipment ~~is not more than 6 feet high and is in good repair (including painting) and is stored or covered when not in use.~~ **Equipment higher than six (6) feet shall require prior approval, even if the equipment is temporary.** **NOTE:** Swimming pools deeper than 24 inches are discussed under Guideline 8 --- Swimming Pools, Hot Tubs and Spas.

7.2 All swing sets and playhouses ~~shall require approval as to location, material and size must be approved by the ARC. The application should include a plat showing the proposed location and proximity to other structures/lot lines. The dimensions, material, and color of the equipment must also be included in the application.~~

7.3 Children's play equipment shall generally be located only in rear yards, but side yards will be considered on a case-by case basis.

7.4 Equipment constructed of wood shall be pressure treated or decay-resistant. **The wood shall be stained or painted to match the fence, if any, on the lot.**

7.5 A basketball backboard may be located in the front of the house. If it is attached to the house or garage, the support structure for the backboard shall be painted to blend with the surface of the house. Freestanding backboard structures shall not be located more than one half the distance from the house to the street. Portable backboards should be stored when not in use.

8 Guideline 8 – SWIMMING POOLS, HOT TUBS AND SPAS

8.1 No above ground swimming pools (permanent or portable) are permitted except for children's **temporary** wading pools **no taller than 24 inches.** (see Guideline 7 --Recreation and Play Equipment)

- 8.2 Only permanently installed in-ground swimming pools will be considered for approval. Careful consideration will be given to the potential effect on neighboring property.
- 8.3 Hot tubs and spas will be considered for approval, if they are 9 feet or less in diameter and have a lockable cover or lockable safety fence of at least 4 feet in height around it and any mechanical equipment ~~and in accordance with county code~~. The fence must comply with Guideline 1 --- Fences.
- 8.4 All in-ground swimming pools and any mechanical equipment must be protected by a lockable safety fence of at least 4 feet in height that complies with ~~and in accordance with county codes~~. The proposed fence must be submitted with the pool application and should include the items listed in Guideline 1--Fences.
- 8.5 All in-ground swimming pools, hot tubs, and spas must be located in rear yards and may not be visible ~~from~~ from the street in front of the house. If the lot is situated in a manner that the back yard is visible from a street, the application must include proposed screening to reduce the view of the pool, hot tub, or spa from that street.
- 8.6 The aesthetic value of any hot tub, spa or swimming pool structure will also be taken into consideration in the review process. The footprint of the pool, materials, colors, and location of all ladders or access points must be reflected on the application.

9 Guideline 9 – MAJOR EXTERIOR ALTERATIONS

- 9.1 Major exterior building alterations are generally considered to be those which substantially alter the existing structure by subtraction and/or addition. These major alterations include, but are not limited to, construction of or alteration to driveways, garages, additional rooms, and greenhouses.
- 9.2 Any proposed major alteration must be compatible in scale, materials, and color with the applicant's existing house, be in keeping with the existing lot size and may not exceed a dwelling height of 2 1/2 stories.
- 9.3 The location of a proposed alteration shall not impair the views, or amount of sunlight and natural ventilation on adjacent properties.
- 9.4 Windows and doors in any new construction shall match the type in the applicant's existing house and shall be located in a manner which will relate well with the location of existing exterior openings in the house.
- 9.5 If changes in grade or other conditions which will affect drainage are anticipated, they must be indicated in the ~~proposal~~ application.
- 9.6 Construction materials shall be stored so that safety problems are minimized. Excess material and debris shall be immediately removed after the completion of construction.
- 9.7 Roof configuration and ridgelines of any alterations shall relate to those of the applicant's existing house. [The following statement was added to 9.7 to preserve numbering throughout.] The ARC may request that the applicant meet with the ARC to review the application to ensure that the ARC has all the information needed to consider the application. Failure of an applicant to meet with the ARC upon request may result in the denial of the application.
- 9.8 Garages [Includes approved guideline from 2013]
- All garages must be attached to the house and not be designed for more than two (2) cars.
 - Garage doors can be constructed of either solid wood or coated steel and provided that matches ~~provided that matches~~ must match the originally installed style of door (a plain four-over-four panel door with raised dividers between panels and without any glass or visible hinges). The Garage door color is to be white or match either the approved existing trim color of the house or the new approved trim color of an approved new color scheme for the house.
 - Replacement or installation of a garage door that does not match the plain four-over-four panel door with raised dividers between the panels and without any glass or visible hinges style that

was originally installed on the house is prohibited absent prior consent of the ACC ARC.

- d. The ACC [ARC] may approve the installation of garage doors that differ from the plain four over four panel door with raised dividers between the panels and without any glass or visible hinges style that was originally installed on the house only in the following three situations:
- 1) Installation of a door previously authorized by the Board of Directors for consideration by the ARC for approval on any home (see Appendix D). [Verify Appendix]
 - 2) In conjunction with a complete structural renovation of the exterior of the house (as opposed to residing).
 - 3) Following a property having previously undergone a complete structural renovation of the exterior of the house (as opposed to residing).

Situations (2) and (3) above require the homeowner to obtain architectural drawings, county permits, and all other ACC [ARC] approvals consistent with sections 9.2 and 9.9 and any applicable unanimous approval requirements of Appendix A. [Verify Appendix]

- e. Externally visible garage hardware shall match the color of the garage door and shall be limited to:
- 1) One handle of maximum dimensions: 7" major, 5" minor, 2" depth
 - 2) One latch of maximum dimensions: 5" major, 3" minor, 2" depth
 - 3) Corrosion-resistant fasteners of flush-headed design without protrusion above the door's surface
- f. Windowed garage doors approved for installation by the ACC [ARC] shall be bound by the following additional requirements:
- 1) Glass shall be entirely clear (no tinting, frosting, etching, reflecting, grilling, etc.)
 - 2) No curtains or window coverings are permitted
 - 3) Any broken, cracked or chipped glass must be replaced within 15 days.

9.9 Additional Rooms/Exterior Additions

Advanced Prior approval is required for all major exterior additions (such as additional rooms, decks, and porches) that require whether or not building permits are required as per Fairfax County regulations and/or ordinances.

9.10 Driveways

- a. Driveways may be replaced only with constructed of concrete or concrete with aggregate rock. Brick borders are permissible. Blacktop or pavers may not be used are prohibited. Prior approval must be obtained for the replacement, widening, or installation of a driveway.
- b. Repairs shall must be made with a concrete sealer.
- c. Widening of driveways to accommodate a second parked vehicle shall only be considered only for homes with single vehicle garages.
- d. The added width of a driveway shall not exceed the minimum clearance necessary to allow vehicle access to the garage while another vehicle is parked on the widened driveway. In addition, the applicant must confirm that the driveway complies with setback requirements, if any, under Fairfax County ordinances.
- e. In no case shall the The width of the access apron at the curb shall not be increased.
- f. Widening of driveways shall be between the side of the existing driveway and the adjacent property line and shall not extend in length beyond the front of the garage. No driveway or turn around loop shall be constructed is permitted in front of a house.
- g. Minor widening along the neck (narrowing) section of driveways to improve entering and exiting

will be considered on a case-by-case basis for all homes.

9.11 Greenhouses

- a. Greenhouses ~~shall~~ **must** be located in the rear yard of the lot and **should** either abut or be attached to the house.
- b. Greenhouses shall maintain a continuity of building lines, materials, etc., with the existing house. **All of these details, including the dimensions, color, and material must be included with the application.**
- c. Greenhouse windows shall only be approved for use on the side and rear of the **greenhouse** [**revert to "house" (because it refers to greenhouse-type projection windows)**]. **The location of the windows should be clearly identified on the application.**

10 Guideline 10 – MISCELLANEOUS ITEMS

10.1 Air Conditioners

Window air conditioning units are permitted in side and rear windows **between April 1 and October 31**. No prior approval is necessary **if these conditions are met**.

10.2 Attic Ventilator Fans

Attic ventilator fans shall only be installed on the rear roof and shall be below the roof ridgeline. They are not to be visible from the street in front of the house. No prior approval is necessary **if these conditions are met**.

10.3 Chimneys and Metal Flues

- a. **Owners must obtain prior approval for construction of chimneys**. Only masonry and wood frame enclosed chimneys may be installed. No new construction of exposed metal flues are permitted.
- b. The chimney must be compatible in design, location, material and color with the existing house. **All of this information must be provided in the application.**

10.4 Clotheslines

- a. Collapsible and removable clotheslines are permitted. Permanent clotheslines ~~will not be approved~~ **are prohibited**.
- b. Clotheslines must be in the rear yard and not visible from the street in front of the house.
- c. Clotheslines must be removed after each use.
- d. No prior approval is ~~necessary~~ **required, provided all of the above conditions are met**.

10.5 Dog Houses and Runs

- a. Dog houses and runs ~~should~~ **must** be located in the rear yard. ~~They and they~~ should be ~~situated~~ **located** so as not to be an inconvenience or nuisance to neighbors. **The application must include a plat showing the specific location of the dog house or run and the distance to the adjoining neighbor's lot lines.**
- b. Dog houses shall be compatible with the applicant's house **or fence** in color or natural (unfinished) wood.
- c. It is recommended that the fencing material for a dog run be pressure treated or decay-resistant wood, but other materials will be considered, if it is not visible from any location outside of the property.
- d. Approval will be contingent upon the ~~homeowner's~~ commitment to keep the doghouse and/or run area clean and well maintained.

10.6 Exterior Lighting

- a. No exterior lighting shall be directed outside the ~~homeowner's~~ property.
- b. ~~Proposed lighting~~ **Lighting** fixtures must be compatible in style and scale with the applicant's house **and must be** ~~must be~~ **compatible with the general architectural design, style, scale and colors of the house and the community.**
- c. **All lighting must comply with county codes**

d. No prior approval is necessary

10.7 Exterior Painting

a. Exterior paint colors shall be coordinated and compatible with other houses in the neighborhood.

b. ~~No prior approval is necessary when repainting with original paint colors of the house.~~
Prior approval is required for all exterior paint jobs.

10.8 Flagpoles

Prior approval is required for flagpoles. ~~A permanent flagpole~~ **Flagpoles** shall be of a height, color and location which is appropriate for the size of the property and must be installed and maintained in a vertical position.

10.9 House Numbers

a. House numbers shall be legible, but should be of a size that is appropriate for the applicant's house and a style that is appropriate for the community.

b. No prior approval is necessary.

10.10 Mailboxes

a. Mailboxes shall be straightforward in design, appropriate to the community and mounted on a post of approved material (see Sec. 10.23).

b. ~~No prior approval is necessary.~~ **Prior approval is required.**

10.11 Retaining Walls

a. ~~Retaining~~ **All retaining** walls over 2 feet in height ~~shall require approval and shall~~ **must be** approved. **All retaining walls must** be constructed of pressure treated or decay resistant wood, stone or brick. Cinderblocks are ~~not permitted~~ **prohibited**.

b. Walls must be designed to avoid adversely affecting drainage patterns on the applicant's and neighboring properties.

c. **Retaining walls must be in accordance with county code.**

10.12 Shutters

Shutters shall be compatible with the style of the house and the color shall be compatible with the other exterior colors of the house. ~~No prior approval is necessary.~~ **Prior approval is required for all changes to shutters.**

10.13 Awnings

Awnings require prior approval. Awnings ~~shall~~ **must** be compatible with the style of the house and the color shall be compatible with the other exterior colors of the house. **The application must include the material, dimensions, location and whether the awnings are retractable or permanently "open".**

10.14 Signs

~~No sign of any kind shall be displayed to the public view on any property except.~~ **The following signs may be displayed on a lot without requiring prior approval if the sign meets the following requirements:**

a. One professional sign of not more than 1 square foot.

b. One for sale or rent sign of not more than 5 square feet. **The sign must be removed within five (5) days of the property being rented or after settlement, if sold.**

c. One garage or yard sale sign of not more than 5 square feet. **The sign may be placed in the yard no more than 48 hours in advance of the sale and it must be removed at the conclusion of the sale.**

d. Window stickers not larger than ~~one pane of glass~~ **8 inches by 8 inches.**

- e. ~~No prior approval is necessary~~ other signs are permitted.

10.15 Landscaping and Vegetable Gardens

- a. Landscaping work and planting vegetable gardens ~~in general~~ do not require prior approval.
- b. Trees, hedges and shrubs shall not restrict sight lines for vehicular traffic and, in general, shall be appropriately trimmed and shall not encroach on or over sidewalks. Dead, or substantially dead, trees, hedges or shrubs shall be removed promptly.
- c. Vegetable gardens shall **must** be located in rear or side yards and **must be** properly maintained during and after the growing season.

10.16 Trash and Garbage

- a. Trash, garbage and other waste receptacles shall not be visible from the front of a house except on days of collection. No trash, garbage or other waste shall ~~normally~~ be placed at the curb prior to **6:00 pm** the evening before a collection day **and must be returned to the storage location by 8:00 pm on the day of collection.**
- b. Trash, garbage, other waste and recyclables shall, to the extent practicable, be placed in containers provided by Fairfax County.
- c. No property shall be used or maintained as a dumping ground for trash, garbage or other kinds of rubbish or waste.

NOTE: Fairfax County "Refuse Collection Rules and Regulations" hold each homeowner responsible for the proper condition of refuse until the time of collection.

10.17 Temporary Structures

- a. No structure of a temporary character, trailer, tent, shack, garage, barn or other outbuilding shall be used on any lot at any time as a residence either temporarily or permanently.
- b. Storage Units and Dumpsters --- Movable storage units (such as PODS®) and dumpsters may be on ~~a homeowner's site~~ **an owner's lot for no more than 60 days up to 30 days without prior approval. Owners must obtain approval if the unit will be on the property longer than 30 days.** The movable storage unit **or dumpster** must be **sited placed** on the homeowner's driveway. ~~The dumpster is preferred to be placed on the driveway; however, if sited on the public street, it must not obstruct mailboxes, driveways or vehicle traffic. Dumpsters may not be on the street for more than 60 days.~~
- c. **Statues and Figurines – Statues and figurines must be less than three feet tall. The ARC will consider the type and placement of the statue or figurine. Prior approval is required.**

10.18 Animals

No animals, livestock or poultry of any kind shall be raised, bred or kept on any lot, except that two dogs, two cats or other household pets may be kept provided they are not kept, bred or maintained for commercial purposes. No prior approval is necessary.

NOTE: ~~The Fairfax County Code requires that "dogs must be restrained by a dependable leash and controlled by a responsible person when off the property of the owner."~~ **owner/resident must comply with all requirements of the Virginia Code and Fairfax County Code regarding household pets, including the "leash law" and the requirement to pick up feces.**

10.19 Yards

All yards and lots in general shall be maintained in a neat and attractive manner so as not to detract from the appearance of the community. **There shall be no bare spots or areas.**

10.20 Vehicles [Verify consistency with current county code.]

- a. No junk vehicles, recreational vehicles, house trailers, or commercial, or industrial vehicles such as, but not limited to, moving vans, trucks, tractors, trailers, vans, wreckers, **satellite**

vehicles, hearses, or buses shall be regularly or habitually parked within the boundaries of the subdivision.

- b. No storage of boats, boating equipment, travel trailers, camping equipment or recreational vehicles shall be visible from the street.
- c. No vehicles shall be parked on sidewalks, grass areas of the community, or on the homeowner's lawn.

10.21 Firewood

- a. Firewood shall be stored in neatly stacked piles that are kept off the ground to prevent rodent and insect infestation.
- b. The firewood piles shall not be unsightly when, ~~[delete extra comma]~~ viewed from the street or adjacent properties.
- c. No prior approval is necessary **provided the above requirements are met.**

10.22 Walkways

Construction of a walkway on a lot requires prior approval. Walkways may not be constructed of asphalt. No asphalt surfaces shall be approved for walkways. Other surfaces materials such as concrete, slate, wood, and stone must be approved will be considered on a case-by-case basis. Modification of an existing walkway in any way (i.e. shape or materials) also requires prior approval. Additionally, a re-designation of shape and/or position of walkways must also be approved on a case-by-case basis.

10.23 Approved Materials for Fences, Porches, Railings, Patios, Decks, and Mailbox Posts

The **only materials that will be approved materials** for constructing fences, porches, railings, decks, and mailbox posts include:

- a. Pressure/preservative-treated wood.
- b. Naturally decay-resistant wood (such as cedar or redwood)
- c. White or wood-colored vinyl (excludes fences)
- d. Wood-plastic composite (such as Trex®.)
- e. Fiberglass

In addition, white or wood colored vinyl may be used for porches, railings, decks, and mailbox posts. Any changes to existing color or modifications must be submitted for approval. The ARC may require that wood or wood composite replacement porch railings must be painted within reasonable timeframe a certain period of time after being installed. Prior approval must be obtained before work begins.

10.24 Porches

Prior approval must be obtained before paving Paving the concrete front porch or stairs with slate, brick, tile, or stone ~~must be approved.~~

10.25 Siding

Re-siding of a home must utilize appropriate materials and colors. **Prior approval must be obtained before replacing or modifying siding. Types of materials that will be approved** ~~Approved materials~~ include wood, **aluminum**, vinyl, and Hardiplank® or similar material. **Other materials will also be considered.** Changes to siding material must be consistent with the style of the neighborhood and must be approved. Brick or stone trim ~~of~~ **on** the front on the house **may be permitted, but** must ~~also~~ be submitted for approval. Changes to the color of the siding must be approved.

10.26 Conditions Not Included

Any exterior modification not listed here must be submitted for approval by the ARC. If an

owner/resident is unsure if approval is required, an application should be submitted. Any condition or material not included within these guidelines shall ~~become a matter of judgment on the part of the ACC and the Board of Directors~~ reviewed by the ARC on a case-by-case basis.

NOTE: Some of the guidelines do not require design review and prior approval by the ACC ARC and are so identified in the guidelines. All other guidelines require design review and written approval by the ACC ARC prior to commencing work.