

Huntington Forest Homeowners Association

Architectural Guidelines and Procedures

The Huntington Forest Homeowners Association (HFHOA) Architectural Review Committee (ARC) and the Huntington Forest Homeowners Association Board of Directors have prepared this document in order to:

- a. To increase homeowners' awareness and understanding of and compliance with *Article VII — Restrictive Covenants* in the Huntington Forest *Declaration of Covenants, Conditions and Restrictions*.
- b. To establish and preserve a harmonious design for the community and to protect the value of property within the community.
- c. To assist homeowners in preparing requests for changes to homes and hardscapes.

HFHOA's Restrictive Covenants have three basic provisions regarding architectural standards for our neighborhood:

- a. There is to be an Architectural Review Committee for the purpose of maintaining the attractive character and value of the Huntington Forest neighborhood.
- b. Any modification to the appearance to homes and hardscapes that is visible and impacts neighbors requires prior approval by the Architectural Review Committee.
- c. All homes and yards are to be maintained in a neat and attractive manner so as not to detract from the appearance of the Huntington Forest neighborhood.

The four sections of this document are:

- Section I — Guidelines for Matters Requiring Prior ARC Approval— Page 2
- Section II — Guidelines for Matters Not Requiring ARC Approval— Page 9
- Section III — Procedure for Requesting ARC Approvals — Page 12
The form for requesting ARC approvals of proposed projects is in the appendix.
- Section IV — The ARC Review and Appeal Process — Page 13

Section I — Guidelines for Matters Requiring Prior ARC Approval

Additions or modifications addressed in Guidelines 1 - 22 require prior approval by the ARC. Note that ARC approval does NOT indicate compliance with any applicable building codes, laws and ordinances. It is the homeowner's responsibility to obtain any necessary work permits.

To assist homeowners in designing their projects, the ARC has prepared a matrix of materials that are pre-approved for various improvements/features. A Request Application needs to be submitted to the ARC as provided for in these guidelines even when using pre-approved materials. Other materials may be considered by the ARC on a case-by-case basis.

Please consult with the ARC for any condition or material that is not included within these Guidelines.

Pre-approved Materials for Various Improvements/Features *Materials should be appropriate for the specific structure.*

	Fence	Deck	Porch	Patio	Railing	Garage	Driveway	Siding	Walkway	Retaining Walls	Mailbox	Play Equipment	Doghouse	Trash Receptacle Screens
Pressure-Treated Wood	X	X			X			X	X		X	X	X	X
Decay-Resistant Wood	X	X			X			X	X		X	X	X	X
Synthetically Simulated Wood	X	X	X	X	X			X	X		X	X	X	X
Wood-Plastic Composite (e.g. Trex)	X	X	X	X	X			X			X	X	X	X
Solid Wood	X	X			X	X		X	X		X	X	X	X
Fiber Cement Siding								X						
Brick			X	X					X	X				
Stone			X	X					X	X				
Concrete			X	X			X		X	X				
Vinyl								X			X			X
Slate			X	X					X					
Tile			X	X					X					
Fiberglass								X						
Coated Steel						X					X			

GUIDELINE 1 – ANTENNAS

- 1.1 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 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.
- 1.2 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.
- 1.3 All other types of antennas (Citizen Band, amateur radio service, etc.) shall be considered on a case–by–case basis by the ARC. The homeowner bears all responsibilities in conforming to government regulations regarding structure requirements and usage.
- 1.4 Installation of antennas in common areas is prohibited.

GUIDELINE 2 – AWNINGS shall be compatible with the style and color of the house.

GUIDELINE 3 – CHIMNEY AND METAL FLUES, if they are to be newly installed or there is a change to the original location, material or height.

GUIDELINE 4 – DECKS, PORCHES, PATIOS

- 4.1 The definition and installation of a deck shall be consistent with that of the codes of County of Fairfax, Virginia. A deck shall also include any associated stairs.
 - 4.1a Decks are primarily to be located in the rear yard, excluding original developer construction, and are a projection from an outer wall of a house.
 - 4.1b Modifications to existing decks shall be compatible with the existing deck.
 - 4.1c Elevated decks must be architecturally compatible with the size, location, and color of the house.

- 4.2 Concrete front porches and steps may be covered with the materials indicated in the matrix on page 2.
- 4.3 Patios may be covered with the indicated materials in the above matrix.
- 4.4 Decks, porches, patios, etc., shall not be used for storage of other than normal outdoor furniture and barbecue equipment. Freezers, refrigerators, or other such large items are prohibited.

GUIDELINE 5 – DOG HOUSES AND RUNS must be located in the rear yard and shall be compatible with the applicant's house in color or natural (unfinished) wood.

GUIDELINE 6 – DRIVEWAYS

- 6.1 Driveways may be replaced with approved materials. (See matrix on page 2.) Blacktop or pavers may not be used. Repairs shall be made with a clear concrete sealer.
- 6.2 Widening of Driveway:
 - 6.2a Widening of the driveway beyond the apron shall be considered on a case-by-case basis.
 - 6.2b Added width of a driveway to accommodate a second car shall not exceed the minimum clearance necessary to allow vehicle access to the garage while another vehicle is parked on the widened driveway.
 - 6.2c Widening of driveways shall be between the side of the existing driveway and the closest property line and shall not extend in depth past the front of the garage. No driveway or turn around loop shall be constructed in front of a house.
 - 6.2d Minor widening along the neck (narrowing) section of driveways to improve entering and exiting may be considered for all homes and to the extent permitted by Fairfax County Code.
 - 6.2e Modification of sidewalks or curb cuts is not permitted without prior approval of the Virginia Department of Transportation.

GUIDELINE 7 – EXTERIOR ALTERATIONS

- 7.1 Exterior building alterations are generally considered to be those that alter the existing structure by subtraction and/or addition. These alterations include, but are not limited to, construction of or alteration to additional

rooms, driveways, garages, decks and porches, and screening for trash receptacles.

- 7.2 Any proposed alteration must be compatible in scale, materials, and color with the applicant's existing house, be in keeping with the existing lot size and not exceed a dwelling height of 2 1/2 stories.
- 7.3 The location of a proposed alteration shall not impair the views, or amount of sunlight and natural ventilation on adjacent properties.
- 7.4 Windows and doors in any new construction shall match the applicant's existing house and shall be located in a manner that shall be compatible with the location of existing exterior openings in the house.
- 7.5 Changes in grade or other conditions that could affect drainage must be indicated in the proposal.
- 7.6 Roof configuration and ridgelines of any alterations shall be compatible to those of the applicant's existing house.
- 7.7 Construction materials shall be stored so that safety problems are minimized. Excess material and debris shall be immediately removed after the completion of construction.

GUIDELINE 8 – EXTERIOR PAINTING

- 8.1 Changes to exterior (siding, trim, shutters, front door, and garage door) paint colors require prior approval.
- 8.2. No prior approval is required when repainting with current paint colors of the house.

GUIDELINE 9 – FENCES

- 9.1 Fencing shall be compatible with fences of adjacent houses.
- 9.2 Fences shall be restricted to rear and side yards. A fence shall not extend beyond the front building line of your house or the front of your adjacent neighbor's house, whichever is set back the furthest from the street.
- 9.3 Fences shall be constructed of approved materials and shall not exceed 6 feet in height. Chain link fences are not permitted. All styles of wood fences are generally acceptable, except the stockade style.

- 9.4 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.
- 9.5 The surface of all fences shall be maintained in their natural (unfinished) state, stained in earth tones or painted white.

GUIDELINE 10 – FLAGPOLES

- 10.1 A permanent flagpole shall be a single pole installed in a vertical position.
- 10.2 There shall be no horizontal cross bars or yardarms.
- 10.3 There shall only be one flag flown in a horizontal position.
- 10.4 The flagpole shall be of a height, color and location that is compatible with the house appropriate for the size of the property and house.
- 10.5 Flagpoles that are affixed to the front of the house or porch by a bracket are not considered permanent installations and require no prior approval.

GUIDELINE 11 – GARAGES

- 11.1 Additions or improvements shall not be made to any garage that would defeat the purpose for which it was intended.
- 11.2 Garage doors shall be constructed of approved materials. (See the matrix on page 2). The door color is to match either the approved existing color of the house or trim of the house.
- 11.3 Garage door style shall be compatible with the style of the house. Homeowners are encouraged to review the garage door style guide on the HFHOA website when making a selection. Externally visible garage door hardware shall match the style of the house and existing door hardware found on the front exterior door.
- 11.4 Windowed garage doors shall have only clear glass. Curtains or window coverings are not permitted.

GUIDELINE 12 – GREENHOUSES

- 12.1 Greenhouses shall maintain a continuity of building lines, materials, etc., with the existing house.
- 12.2 Greenhouse bay windows shall only be approved for use on the side and rear of the house.

GUIDELINE 13 – HOME SOLAR ENERGY SYSTEM: Solar energy systems, collectors, devices or panels shall be considered on a case-by-case basis.

GUIDELINE 14 – RECREATION AND PLAY EQUIPMENT

- 14.1 Play equipment is defined as equipment designed for recreation and play, such as seesaw, swings, slides, sandbox, swing set, etc. Such equipment should generally be located only in rear yards, but side yards may be considered. Equipment less than six (6) feet high does not require approval.
- 14.2 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 and must be secured to the ground or in some manner stable in order to prevent tipping or falling. For reasons of safety, it must be installed, maintained, secured, used and stored in accordance with manufacturers guidelines.
- 14.3 Temporary wading pools having a depth not more than twenty-four (24) inches do not require prior approval by the ARC. **NOTE:** Swimming pools deeper than twenty-four (24) inches are discussed under *Guideline 20 – Swimming Pools, Hot Tubs and Spas.*

GUIDELINE 15 – RETAINING WALLS

- 15.1. Exposed cinderblocks are not permitted. Retaining walls less than two (2) feet in height do not require approval; higher ones do.
- 15.2 Walls shall be designed to avoid adversely affecting drainage patterns on the applicant's and neighboring properties.

GUIDELINE 16 – ROOF replacement requires prior approval. Roof repair does not.

GUIDELINE 17 – SIDING

- 17.1 Re-siding of a home must be of appropriate materials and colors. (See the matrix on page 2.)
- 17.2 Brick or stone trim on the exterior house may be considered.

GUIDELINE 18 – STORAGE SHEDS

- 18.1 Sheds – The definition of a shed is a simple roofed structure used as a storage space. Sheds must be of a size that is appropriate for the size of the property and be architecturally compatible with the applicant's house and adjacent houses. *The guidelines in this section do not pertain to movable storage units such as ®PODS. See Guideline 34.2.*
- 18.2 Sheds should generally be located in rear yards. Side yard locations may be considered.
- 18.3 Sheds should generally abut or be attached to the house. Other locations shall be considered on a case-by-case basis.
- 18.4 Sheds that abut or are attached to the house shall be constructed of the same materials and be of the same color as the house.
- 18.5 Metal prefabricated storage sheds are prohibited.

GUIDELINE 19 – WINDOWS AND DOORS

- 19.1 Doors and windows must be compatible with the general architectural design and colors of the house and the community.
- 19.2 Window muntins (commonly called grids) are desired, but not required in the front and side windows of the home.
- 19.3 Insulating sheets may be used on windows and/or sliding glass doors. No reflective materials may be used to create a mirror effect. The plastic must be put on the inside of the windows and/or doors.
- 19.4 Prior approval to replace doors or windows is not necessary provided the replacement windows or doors are of like size and configuration.

GUIDELINE 20 – SWIMMING POOLS, HOT TUBS AND SPAS

- 20.1 All in-ground and above-ground swimming pools, hot tubs and spas must be located in rear yards and not visible from the street in front of the house.
- 20.2 Careful consideration shall be given to the potential effect on neighboring property. All in-ground swimming pools and any mechanical equipment must be protected by a lockable safety fence of at least four (4) feet in height that complies with Guideline 9 – Fences.

GUIDELINE 21 – VENTILATOR FANS – Relocation or installation of a new fan requires prior approval if it is in a location other than the rear of the house below the ridge line.

GUIDELINE 22 – WALKWAYS – Asphalt surfaces shall not be approved for walkways. Additionally, a re-designation of shape and/or position of walkways may be approved.

Section II — Guidelines for Matters Not Requiring ARC Approval

While the items cited in Guidelines 23–37 do not require ARC approval, they are subject to the specified terms and conditions. Any variance from these terms and conditions does require approval.

GUIDELINE 23 – AIR CONDITIONERS: Temporary supplemental window air conditioning units are permitted in the side and rear windows.

GUIDELINE 24 – 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.

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." It is further against the law to allow animals to trespass on or damage another person's property or to continually make loud and objectionable noises. Pet waste shall be collected by the owner and disposed of appropriately.

GUIDELINE 25 – ATTIC VENTILATOR FANS that are to be installed on the rear roof and below the roof ridgeline do not require prior approval. They are not to be visible from the street in front of the house.

GUIDELINE 26– CLOTHESLINES

26.1 Only collapsible and removable clotheslines are permitted.

26.2 Clotheslines must be in the rear yard and not visible from the street in front of the house.

26.3 Clotheslines must be removed after each use.

GUIDELINE 27 – EXTERIOR LIGHTING

27.1 No exterior lighting shall be directed outside the homeowner's property.

27.2 Lighting fixtures must be compatible in style and scale with the applicant's house.

GUIDELINE 28 – FIREWOOD shall be stored in neatly stacked piles and shall not be unsightly from the street or adjacent properties and kept off the ground to prevent rodent and insect infestation.

GUIDELINE 29 – HOUSE NUMBERS shall be legible and be of a size and style that is appropriate for the applicant's house.

GUIDELINE 30– LANDSCAPING AND VEGETABLE GARDENS

30.1 Vegetable gardens shall be located in the rear or side yards.

30.2 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 trees, hedges or shrubs shall be removed promptly.

30.3 Installation and/or maintenance of running bamboo within 10 feet of an adjoining property is a nuisance to the Huntington Forest neighborhood, and so is not permitted.

GUIDELINE 31– MAILBOXES shall be compatible with the style of the house. Please refer to USPS guidelines, www.usps.com/manage/mailboxes.htm.

GUIDELINE 32– SHUTTERS shall be compatible with the style and exterior color of the house.

GUIDELINE 33 – SIGN(S) — As defined in Virginia law, sign means any outdoor sign, display, device, figure, painting, drawing, message, placard, poster, billboard, or other thing that is designed, intended, or used to advertise or inform, any part of the advertising or informative contents of which is visible from any public street. Signs may only be displayed on any property subject to the following terms and conditions:

33.1 No more than two (2) signs of not more than four (4) square feet each may be displayed on any property at any given time.

- 33.2 No more than one (1) window sticker not larger than one (1) square foot may be displayed on any property at any given time.
- 33.3 Sign may only be displayed in compliance with all applicable federal, state and local laws, regulations and ordinances.
- 33.4 Political campaign signs may be displayed no earlier than sixty (60) days before an election/primary date and must be removed no later than seven (7) days after the election/primary date.

GUIDELINE 34 – TEMPORARY STRUCTURES

- 34.1 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.
- 34.2 Storage Units and Dumpsters – Movable storage units (such as ®PODS) and dumpsters shall be on a homeowner’s site for no more than 60 days. The movable storage should be placed on the homeowner’s driveway. However, if placed 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.

GUIDELINE 35 – TRASH AND GARBAGE

- 35.1 Fairfax County "Refuse Collection Rules and Regulations" hold each homeowner responsible for the proper condition of refuse until the time of collection.
- 35.2 Trash, garbage and other waste receptacles shall not be visible from the front of a house except on days of collection. Trash, garbage or other waste shall normally be placed at the curb no earlier than the evening before a collection day.
- 35.3 Trash, garbage, other waste and recyclables shall, to the extent practicable, be placed in containers provided by Fairfax County.
- 35.4 No property shall be used or maintained as a dumping ground for trash, garbage or other kinds of rubbish or waste.

GUIDELINE 36 – VEHICLES

- 36.1 In accordance with Fairfax County Code parking vehicles that exceed size and weight limits (noted below) in residential districts, including this community, are prohibited.

- More than 21 feet long, more than 8 feet high including appurtenances, width of 102 or more inches, or gross vehicle weight of 12,000 or more pounds.
- Any vehicle licensed as a common or contract carrier or limousine
- Vehicles carrying commercial freight in plain view
- Trailer or semitrailer except camper, boat or single axle utility
- Any vehicle with 3 or more axles.

36.2 No vehicles shall be parked on sidewalks or on the homeowner's yards other than the driveway.

GUIDELINE 37 – YARDS

37.1 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.

37.2 Storage of boats, boating equipment, travel trailers, or recreational vehicles is not permitted in yards.

37.3 Drying of any wet clothes or airing of any garment or bedding shall be permitted only within the rear yard.

Section III — Procedure for Requesting ARC Approvals

Each application for exterior change or improvement is reviewed on an individual basis. Changes or improvements must be completed as approved; any significant deviation will be considered a violation. The ARC will consider only written requests as hereinafter outlined. Oral requests will not be considered. A "Request Application" form can be found in the Appendix.

In filling out the application, please include with the application form any or all of the following, as applicable to the application:

- 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, and appropriate description of the change or improvement.

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 comment or objection by a neighbor to the proposed changes or improvements shall be reported directly to the ARC within one (1) week after signing the application. Any objections will be considered during the review process. The ARC, however, must make its decisions based on the standards set forth in the Restrictive Covenants and these Architectural Guidelines. An application not bearing the neighbors' signatures may delay the approval process.

Projects that remain uncompleted for long periods of time may be visually objectionable and can be a 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 ARC may not approve the application.

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 ARC approval and vice versa.

The homeowner should submit a written application to the chair of the ARC. This may be done electronically to HFHOArc@gmail.com, or a hard copy may be sent by mail to Huntington Forest Homeowners Association, P.O. Box 10099, Alexandria, VA 22310.

The ARC will answer a request in writing as promptly as possible. If the ARC fails to reply to the applicant within sixty (60) days after receiving the application, the request is considered to have been approved.

If a proposal is rejected, the homeowner has the following options:

- a) The applicant may submit in writing new or additional information to the ARC which might clarify the request and/or demonstrate its acceptability. The homeowner will be notified of a decision by the ARC in writing within seven (7) days of receiving the new or additional information.
- b) The applicant may appeal the ARC decision to the HFHOA 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 thirty (30) days of receiving the written submittal or oral presentation.

Section IV — ENFORCEMENT OF COVENANTS AND ARC GUIDELINES

A potential violation may be identified by the ARC, 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 shall be reported to the Association either in writing, by telephone or in person to any ARC or Board member.

1. Procedures for handling a reported violation

- a. When an ARC Design Review is Required:* These procedures apply to three major categories of cases:
- Request application approved by ARC, but not executed in accordance with the approved application.
 - Exterior change made by the homeowner after disapproval by the ARC.
 - No request application made to the ARC for exterior alteration, addition or improvement.

The ARC shall check to see if it is a violation and determine whether an application for changes to the property in question has been made. If an approved application is on file, the ARC 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.

If the change or improvement does not conform with the approved application, the resident will be notified in writing by the ARC to correct the deficiency or submit an amended application. The amended application shall be processed by the ARC under normal procedures as described above in *Section III — Procedure for Requesting ARC Approvals*. If the amended application is approved, the case is closed.

If the application is rejected, the homeowner is notified in writing to correct the violation or meet with the ARC to determine what modifications should be made to receive ARC approval. The ARC will make every effort to work with the homeowner to reach a reasonable solution.

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

- b. When an ARC Design Review is Not Required:* The ARC shall check to see if it is a violation and determine the appropriate corrective action. The ARC will make every effort to work with the homeowner to work out a reasonable solution.

c. Appeals

All actions of the ARC may be appealed to the Board of Directors as described above in *Section III — Procedure for Requesting ARC Approvals*.

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 ARC and legal counsel.

2. Periodic Inspections by ARC

Periodically, members of the ARC will conduct an architectural review walk-around of the community from the sidewalk within the property lines of the home in order to check for compliance with the Restrictive Covenants and these Architectural Guidelines.

After completion of the walk-around process, any homeowners with potential issues of noncompliance will be notified in writing by the ARC.

The potential noncompliance issues will be handled in accordance with the procedures set out in 1. above.

3. Variances

The ARC may authorize variances from compliance with any of these Architectural Guidelines, including restrictions upon height, size, placement of structures or similar restrictions when circumstances such as topography, natural obstructions, hardship, or aesthetic or environmental consideration may require it.

Requests for variances must be justified in writing as part of the application.

If such variances are granted, no violation of the Restrictive Covenants or these Architectural Guidelines shall be deemed to have occurred with respect to the matter for which the variance was granted. The granting of such a variance shall not operate to waive any of the terms and provisions of the Restrictive Covenants or these Architectural Guidelines 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.