

EAST STRATFORD

C & D Homeowner's Association

Leesburg, Virginia



A Design Standards Handbook for the East Stratford C&D Homeowner's Association

December 2022

Stratford Community Homepage: www.eaststratfordhoa.com

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Administrative Resolution 22--01

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- ADDRESS NUMBERS:
- AIR CONDITIONER (HVAC) UNITS
- ANTENNAS AND SATELLITE DISHES
- ARBOR
- ATTIC VENTILATORS (INCLUDING TURBINES AND METAL FLUES)
- AUDIO/VISUAL SYSTEMS
- AWNINGS (RETRACTABLE)
- BARBECUE GRILLS (INCL. ALL COOKING AND SMOKING APPLIANCES) AND / OR OUTDOOR KITCHENS
- BASKETBALL GOALS - PERMANENT OR PORTABLE
- BIRD BATHS / FOUNTAINS
- BIRD HOUSES / FEEDERS
- CARPETING
- CHIMNEYS
- CLOTHES LINES
- COMPOST BINS
- DECKS AND ASSOCIATED FEATURES
- DOG HOUSES / PET STRUCTURES AND DOG RUNS
- DOORS
- DRIVEWAYS/PARKING PADS
- ELECTRONIC INSECT TRAPS (NOT PERMANENT)
- EXTERIOR DECORATIVE OBJECTS
- EXTERIOR PAINTING
- EXTERIOR SURFACES
- FENCES
- FIRE PITS
- FIREPLACES (OUTDOOR)
- FIREWOOD
- FLAGPOLES
- FURNITURE (OUTDOOR)
- GARAGES
- GAZEBOS, TENTS, CABANAS, PAVILIONS, PERGOLAS & OTHER STRUCTURES THAT ARE REFABRICATED

- GAZEBOS, CABANAS, PAVILIONS, PERGOLAS AND OTHER SIMILAR STRUCTURES (PERMANENT)
- GENERATORS (OUTDOOR)
- GREENHOUSES AND GREENHOUSE WINDOWS
- GUTTERS AND DOWNSPOUTS
- HEATING DEVICES (OUTDOOR)
- HOT TUBS AND SPAS (OUTDOOR)
- LANDSCAPING (INCLUDING ANY ACTIVITY WHICH AFFECTS DRAINAGE)
- LANDSCAPE SCREENING / SOFTENING
- LIGHTING (EXTERIOR)
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- PONDS (SMALL DECORATIVE GARDEN PONDS)
- PORCHES
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- RECREATION AND PLAY EQUIPMENT
- RETAINING WALLS
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- SCREENED PORCHES
- SECURITY DEVICES
- SHEDS (STORAGE)
- SHUTTERS
- SIDEWALKS/WALKWAYS/RAMPS / STEPPING-STONES
- SIGNS (REAL ESTATE SALES / RENT AND MISCELLANEOUS)
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- SOLAR PANELS
- SPRINKLER/IRRIGATION SYSTEMS
- STONE GROUND COVER
- SWIMMING POOLS
- TRASH/RECYCLING CONTAINERS
- TRASH / RECYCLING CONTAINER ENCLOSURES
- TREE REMOVAL
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Note: Within this document the Declaration for East Stratford Phase C&D (“Declaration”) and the Bylaws for East Stratford Phase C&D Homeowners Association (“Bylaws”) may also be collectively referred to as the Governing Documents (“Governing Documents”). The Governing Documents are binding on all homeowner’s and may be amended from time to time. All Owners should read these Governing Documents and endeavor to fully understand them.

RESOLUTION: Design Standards Handbook for the East Stratford C&D HOA – December 2022

Whereas, Article 4, Section 4.1 of the Bylaws grants the Board of Directors (“Board”) all the powers and duties necessary for the administration of the affairs of East Stratford Phase C&D Homeowners Association (“Association”); and

Whereas, Article 4, Section 4.1(1) of the Bylaws directs the Board to provide goods and services in accordance with the Association Documents; and

Whereas, Article 9, Section 9.1(a) of the Declaration, and Article 7, Section 7.1(a) of the Bylaws states the Board shall establish a Covenants Committee; and

Whereas the Board established a Covenants Committee whose powers include proposing Design Guidelines for approval by the Board; and

Whereas, Article 9, Section 9.1(b)(5) provides that the Covenants Committee may proposed Design Guidelines for approval by the Board, which, if approved, and as amended from time to time by the Board, would become incorporated by reference into the Declaration, and enforceable as if set forth therein;

Now therefore, be it resolved that the Board intends the following Design Standards to constitute the “Design Guidelines” as referenced above and shall be established, adopted, and implemented herewith:

ARTICLE I – Purpose

The Board of Directors shall establish a Covenants Committee, consisting of at least three persons appointed by the Board, each to serve a term of from one to three years as may be determined by the Board of Directors. The purpose of the Covenants Committee is to assure that the Property shall always be maintained in a manner: (i) providing for visual harmony and soundness of repair; (ii) avoiding activities deleterious to the aesthetic or property values of the Property; and (iii) promoting the general welfare and safety of the Owners, such Owners’ tenants and such Owners’ (or tenants’), household members, guests, employees, agents and invitees. If the Board of Directors fails to appoint a Covenants Committee, then the Board of Directors shall perform the duties of the Covenants Committee.

ARTICLE II - Powers

- (1) *The Covenants Committee shall regulate the external design, signage, appearance, use and Upkeep of the Property - Declaration, Article 9, Section 9.1, Subsection 9.1(b)(1).*
- (2) *The Covenants Committee may from time to time establish requirements regarding the form and content of plans and specifications to be submitted for approval. The Covenants Committee shall have the power to impose reasonable application fees as well as the costs of reports, analyses or consultations required in connection with improvements or changes proposed by an Owner. Such fees shall be assessed against the Lot owned by the Owner making application; provided, however, that the Committee (or Architectural Review Board) shall inform the applicant Owner of the potential fees before incurring or assessing such fees and the Owner shall have the option to withdraw such Owner's Application - Declaration, Article 9, Section 9.1, Subsection 9.1(b)(2).*
- (3) *The Covenants Committee shall, upon the petition of any Owner or upon its own motion, have the power pursuant to the Declaration, Article 12, Section 12.1 (h) to impose reasonable charges upon, and issue a cease and desist request to, an Owner, such Owner's tenant and such Owner's (or tenant's) household members, guests, employees, agents or invitees whose actions are inconsistent with the provisions of the Association Documents or the Rules and Regulations - Declaration, Article 9, Section 9.1, Subsection 9.1(b)(3).*
- (4) *Subject to the review of the Board of Directors, the Covenants Committee shall from time to time provide interpretations of the Association Documents pursuant to the intents, provisions and qualifications thereof when requested to do so by an Owner or the Board of Directors. The Committee may publish and record such interpretations in order to establish precedents for application of the Association Documents or the Design Guidelines or other matters relative to architectural control and protection of the aesthetic or property values of the Property - Declaration, Article 9, Section 9.1, Subsection 9.1(b)(4).*
- (5) *A Majority Vote of the Covenants Committee (or Architectural Review Board) shall be required to take any action. The Covenants Committee (or Architectural Review Board) shall keep written records of its actions. Any action, ruling or decision of the Covenants Committee (or Architectural Review Board) may be appealed to the Board of Directors by any party who appeared at a hearing with respect to such action, ruling or decision or who submitted a written protest prior to the action, decision or ruling or any other Person as determined appropriate by the Board. The Board may modify or reverse any such action, decision, or ruling - Declaration, Article 9, Section 9.1, Subsection 9.1(b)(6).*

ARTICLE III - Authority

The Covenants Committee shall have such additional duties, powers and authority as the Board of Directors may from time to time provide by resolution. The Board of Directors may relieve the Committee of any of its duties, powers, and authority either generally or on a case-by-case basis. The Covenants Committee shall carry out its duties and exercise its powers and authority in accordance with Declaration, Article 12, Section 12.1 (h) and (i) and in the manner provided for in the Rules and Regulations adopted by the Board of Directors or by resolution of the Board of Directors - Declaration, Article 9, Section 9.1, Subsection 9.1(c).

The authority for maintaining the quality of design in the community is found in the Declaration for East Stratford Phase C&D and Bylaws for East Stratford Phase C&D Homeowners Association (collectively the "Governing Documents"). The covenants and provisions in these Governing Documents establish the authority for the Board of Directors' and the Covenants Committee's actions – Bylaws, Article 7, Section 7.1 (1).

DESIGN STANDARDS

SECTION I – Introduction

All residents benefit from the planning and design that have been an important part of the development of our community. The purpose of Design Standards is to assure residents that the standards of design quality will be maintained. This, in turn, protects property values and enhances the community's overall environment.

The Design Standards set forth in this document have been established for the purpose of informing all owners within the Association of the applicable regulations for exterior alterations (see SECTION III) to properties within the Community and to help guide owners in preparing their applications for approval of exterior alterations.

NOTES:

1) The **Covenants Committee** and the **Board** shall be collectively referred to herein as the **“Association”**. Therefore, it shall be understood that **“approval of the Association”** shall mean to include the approval of the **Covenants Committee** or the **Board**. Under most circumstances review is conducted by the **Architectural Covenants Committee**.

2) All of the Homes, Common Spaces, Infrastructure and Residents with the boundaries of the East Stratford C&D Homeowners Association shall be collectively referred to as the **“Community”**

SECTION II – Objectives

The objectives of the Design Standards include the following:

- To assist homeowners in preparing an acceptable application to the Association.
- To increase homeowner's awareness and understanding of the Governing Documents.
- To describe the organization and procedures involved with the Design Standards as established in accordance with the Governing Documents.
- To illustrate basic design principles that will aid homeowners in developing exterior improvements that are in harmony with the immediate surroundings as well as the entire Community.
- To provide uniform Design Standards to be used by the Association in reviewing applications considering the goals set forth in the Governing Documents and the actions of the Board.

SECTION III – Architectural Modifications Requiring Association Approval

All exterior alterations require the approval of the Association. This includes improvements, alterations, repairs, change of paint colors, excavations, changes in grade or any other work which in any way alters the exterior of any lot, permanently or temporarily, or the exterior appearance of a property – they must be approved by the Association.

Any Applicant that obtains the relevant approval for his/her proposed alteration shall not deviate materially from the plan and specifications approved without prior written approval of the Association. Approval of any particular plans and specifications or design does not waive the right of the Association to disapprove such plans and specifications, or any elements or feature thereof, if such plans and specifications are subsequently submitted for use in any other instance or by any other Applicant – Declaration, Article 9, Section 9.4 (b)(2). IE: The approval of one Application does not set precedent such that the approval of another like or similar application is guaranteed. Each application is reviewed on its individual merits. There are no “automatic” approvals, unless specifically provided for in these Design Standards For example, a homeowner who wishes to construct a deck or fence identical to one already approved by the Association is still required to apply.

The failure to enforce any provision of this document shall in no event be deemed a waiver of the right to enforce it later.

Also, invalidation of any one of the provisions of this document by judgment or court order shall in no way affect any of the other provisions, which shall remain in full force and effect.

SECTION IV – Architectural Submissions Format

Generally, the following items should be a part of every application.

Application Form

A sample of the form, which must be used in applying for approvals, is shown in Appendix A. The most current official form is available on the East Stratford website (www.eaststratfordhoa.com) for your convenience.

Neighbor Acknowledgements

Signatures of acknowledgement need to be obtained from the neighbors directly affected by your project. For example, a fence application must have acknowledgement from all neighbors whose property lines adjoin the applicants back property lines.

The signature (acknowledgement) does not indicate approval or disapproval of the proposed improvement - it merely indicates awareness of the application. The affected neighbors are

encouraged to bring any concerns about, or objection to, the proposed alteration to the attention of the Applicant and the Architectural Review Board (or Covenants Committee) (via Community Manager) immediately.

Note: It is solely the Applicant's responsibility to obtain all required neighbor's acknowledgements. By signing the Application, the Applicant is also confirming that all acknowledgements have been obtained. Failure to gain acknowledgements will be cause for an Application to be disapproved.

House Location Survey (Plat)

At the time of settlement, all homeowners should have received a House Location Survey from their settlement agent. This is a simple survey showing the final location (as it was built) of the home, driveway, walks and other existing features such as a deck or patio. It also shows the size of the lot, setback distances from the home to adjacent property lines and other information.

Every Applicant must submit a copy of the plat.

You (the Applicant) must accurately draw / sketch the perimeter outline of the location of the improvement (deck, patio, landscaping, etc....) and all associated features (seating walls, retaining walls, fire pits, etc....) on the survey plat and label each item. Make sure the improvements are in accordance with the requirements of the Design Standards. Note: You may show some or all of the associated features on the same survey plat or a separate survey plat for clarity (For example when a patio is located under a deck, two plats may be needed).

The setback distances (from the closest portion of each feature to the adjacent lot lines) must be drawn on the plat. See the appropriate Design Standard for the setback requirements for the improvement you are proposing.

Note: For clarity, you may choose to enlarge the area of the plat where the improvement is proposed. If so, please submit a complete copy of the plat separately for additional reference. (IE: Partial / enlarged survey plats are acceptable to benefit clarity, but a complete copy of the survey plat must also be submitted.)

What is a setback? A setback is the distance between an improvement (deck, patio, etc...) and an adjacent lot line. For example, if a Deck requires a "setback" of 10 feet, then the deck must be located (or set back) a minimum of 10 feet to any property line. In the example below, a deck has been sketched in red pen on the House Location Survey and the distances from the deck to the adjacent lot lines have been shown in red. Therefore, in this example, the deck is setback 15.5 feet from the side lot line and 33 feet from the rear property line. It therefore exceeds the 10 feet minimum setback.



Note: A full copy of the plat is required. This example, shows an enlargement of the deck area for demonstration only.

Site, Layout, Landscape and / or Construction Plan (Site Plan)

A site plan is required as part of most Applications. A site plan is a scaled drawing of your lot, or applicable portion of your lot, which shows exact dimensions of the property, adjacent properties if applicable, and all improvements including those covered by the Application. A Grading Plan with contour lines and/or spot elevations is required where drainage is a consideration and / or where earth elevations are being adjusted by more than 6” inches. Applications that are more complex may also require approval by County or other reviewing authorities (outside agencies). Where submission to the County or other reviewing agencies is required, it is recommended that the Application to the Association be filed prior to the outside agency submission. The reason to submit to the Association first is so that any comments by the Association may be incorporated into any outside agency submission.

Grading Plan

A grading plan with contour lines and/or spot elevations is required where drainage is a consideration and / or where earth elevations are being adjusted by more than 6” inches. Provide information regarding the proposed earthwork / grading* required to construct an improvement (such as a patio, pool, retaining wall, etc...) and address storm water drainage. This information should include a grading plan**, “spot-shot” elevations, contours, swale direction arrows, etc. as required to demonstrate that the pool is properly graded.

This information should address these conditions at the edges of a patio or pool decking:

- Show where the patio or decking surface is flush / even with the existing grade elevation.
- Show where the patio or decking surface is flush / even with the proposed grade elevation. (Demonstrate that the backfill slope is less than 15%).
- Show where the patio or decking surface is being retained. If retained, please indicate the height of the retained portion and what material is being used for the exposed vertical face.

**Earthwork / Grading: Is the movement of the existing soil to create level areas, slopes, drainage swales or other proposed features of the design.*

***Grading Plan: Is a plan to show the final earthwork elevations, tree saves and location of the proposed improvement to ensure the improvement is properly located and has sufficient drainage.*

Photographs

To assist in the review of an Application, color photographs (clear, bright, and appropriately sized) of the area where the improvement is proposed are required. Be sure to provide the home or other features in the background to give context for a Reviewer who may not be as familiar with your yard as you are.

Construction Documents

As applicable, provide all details, sketches, cross-sections and / or elevations as necessary to depict the improvement. Documents should reference sizes, standards, dimensions, materials, and colors. (Examples include, but are not limited to an elevation drawing for a deck, a cross-section of a retaining wall / seating wall combination, an elevation of a pergola or pavilion, etc.)

Materials

Submit material samples, representational color photographs and / or brochures.

Colors

Submit representational color photographs, color chips and / or brochures.

Landscape Plan

Submit a landscape plan showing the location of any proposed landscaping including a list of the plant types, quantity, and sizes (nursery stock size proposed at the time of planting). The minimum setback distance from the trunk to the nearest property line(s) must be shown or noted. The trees must be setback an adequate distance to allow for a reasonable amount of room for growth and maintenance on the Applicant's property.

Contractor Estimate

Where applicable, the Applicant may include a copy of the construction estimate showing information and specifications about the improvement. Fees or prices may be deleted, marked-out or hidden for your privacy if desired.

Lighting

As may be applicable, submit brochures, cut-sheets, pictures, electrical data (watts, lumens, and kelvin values) and locations.

Labeling - be sure to labeling all drawings and pictures to identify the purpose or intent of the submitted drawing or picture.

Completeness

Incomplete applications will be disapproved. Applications should be neat and clear and as easy to understand as possible. A separate application should be submitted for each type of project. For example, a patio and a fence require separate applications, even if the work is being done at the same time.

TIPS:

Approval by the County does not guarantee approval by the Association and vice-versa.)

Photographs of plats, drawings, plans, etc... will typically NOT be accepted. Photographs tend to be distorted and not entirely legible. While a photograph can be an immediate / quick solution for a submission, it typically extends review time and may lead to a delay in the approval process.

A first version copy of plans should be submitted at full scale as well as a reduced copy at 8.5" x 11" via hardcopy or PDF. Copies larger than 8.5" x 11" must be submitted as a hardcopy by the Applicant. If your Contractor has created an electronic drawing, then your Contractor likely has the ability to provide a first version copy of the drawing in PDF. A significant amount of time can be saved if legible drawing are included with the original submission.

Many copying centers and office supply stores can provide copying services to assist in your preparation of a complete Application.

SECTION V – Review Procedures

All Applications should be submitted to the Association as instructed on the Application Form (see Appendix A). The Application will be reviewed for completeness. If the application is complete, the review process may begin. If not, the Application will be returned to the Homeowner for additional information. The Covenants Committee has forty-five (45) days from the date of its receipt of the complete application to review it. A letter to the Applicant's mailing address by the Management Company will indicate the decision of the Covenants Committee. Failure of the Covenants Committee to act upon any request submitted to it within forty-five (45) days from date received by the Management Company shall constitute an automatic referral to the Board - Declaration, Article 9, Section 9.1 (d). It is strongly recommended that if an applicant does not receive a response from the Covenants Committee within forty five (45) days of the receipt of a complete application, that the Applicant submits a copy of the relevant application

to the Board for review. The Covenants Committee will meet as necessary to review Applications within the forty-five-day period.

The Covenants Committee meets monthly. Please contact the Community Manager for the current meeting schedule. Submissions to the Management Company must be received seven (7) calendar days in advance of the scheduled meeting.

The format of the meeting is as follows:

- Call to order
- Verification of Quorum
- Applications for owners present at the meeting will be reviewed first
 - Application will be reviewed for completeness and substance
 - Questions and input
- Applications from owners not present will then be reviewed
 - Application will be reviewed for completeness and substance
 - Questions and input
- Close of open meeting
- Discussion of application and decisions for action
- Close of meeting

Appeal of a Covenants Committee Decision

An appeal procedure exists if a homeowner disagrees with the Covenants Committee's decision. To initiate the appeals procedure, the Applicants or other affected residents must submit a written request for an appeal within twenty (20) days of the applicant receiving the Architectural Review Board (or Covenants Committee) decision. The appeal will be referred to the Board of Directors for review.

Variances

Neither the Board of Directors nor Covenants Committee has the right or power, either by action or failure to act, to waive enforcement or grant variances or exceptions from written Design Standards without a specific finding stating the variance or exception in a written instrument which shall be part of the records of the Association, Upon such written approval of any specific variance or exception from the requirements of the Design Standards, all development conforming to such variance or exception shall be deemed to comply - Declaration, Article 9, Section 9.1 (d). Note: a variance granted for one property shall not create a precedent for another.

Timing

Timing of Construction. Any Person obtaining approval of the Association shall substantially complete any construction or alteration within twelve months after the date of approval, or within such other period as specified in the approval. Notwithstanding the foregoing, the approval may provide for a different period during which to commence or complete construction. If any such Person does not complete the work within twelve months after the approval, or such other time period determined by the Association, the approval shall lapse – Declaration, Article 9, Section 9.4 (b)(1).

Time of Response from Committee. The Covenants Committee shall act on all matters properly before it within forty-five days after its receipt of a complete application in the form prescribed by the Association. Failure to do so within the stipulated time shall constitute an automatic referral to the Board of Directors. It is strongly recommended that if an applicant does not receive a response from the Covenants Committee within forty five (45) days of the Committee’s receipt of a complete application, that the applicant submits a copy of the relevant application to the Board for review.

Time of Response for Board of Directors. Except when a request is being handled by the Covenants Committee (or Architectural Review Board), the Board of Directors shall be obligated to respond to any properly submitted written application for approval of a proposed structural addition, alteration or improvement within fifteen (15) days after the first Board of Directors meeting held following such submission to the Board. Failure by the Board to respond within the stipulated time shall constitute an approval by the Board of Directors of the proposed structure, addition, alteration or improvement; provided, however, that neither the Board of Directors nor Covenants Committee (or Architectural Review Board) has the right or power, either by action or failure to act, to waive enforcement or grant variances or exceptions from written Design Standards (see Variances above) - Declaration, Article 9, Section 9.1 (d).

SECTION VI – Review Criteria

The Association evaluates all submissions in the context of these Design Standards.

These Design Standards cannot envision every type of improvement for which an Application may be submitted and, as such there must be latitude to review Applications based on certain general criteria. Judgments of acceptable design (based upon the opinion of the Association) are generally based on the criteria listed below which, depending on the Application, may not be all inclusive or applicable. The latitude to evaluate Applications based on appropriate design criteria should not result in the imposition of personal taste by the Association. However, it does mean that the Association can evaluate each Application based on its individual merits and specific circumstances, such as characteristics of the architecture, the individual site and relationship to environmental features. As such, what may constitute an acceptable design and approvable Application in one case, may not in another.

The following represent the general criteria that will be used in reviewing and evaluating all Applications.

Validity of Concept

The basic idea must be sound and appropriate to its surroundings.

Design Compatibility

The proposed improvement must be reasonably compatible with the architectural characteristics of the Applicant's home, adjoining homes (when applicable), and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color and construction details.

Relation to Environmental Conditions and Community Open Space

Harmony of a design with its surrounding natural environment is an important factor. Factors, such as the removal of trees, disruption of the natural topography, vegetation and changes in rate or direction of storm water run-off, may also adversely affect the environment in terms of aesthetics or functionality.

Location and Impact on Neighbors

The proposed alteration should relate favorably to the landscape, the existing structure, and the neighborhood.

Scale

The size (in three dimensions) of the proposed alteration should relate well to adjacent structures and its surroundings. For example, a large addition to a small house may be inappropriate.

Color

Color may be used to soften or intensify visual impact. Parts of an addition that are similar in design to an existing house, such as roofs and trim, should reasonably match in color and composition. A sample of exterior materials, finishes, and colors may be required as the sole discretion of the Association.

Materials

Continuity is established by use of the same or compatible materials as were used in the original house. The options may be limited somewhat by the design and materials of the original house.

Workmanship

Workmanship standards apply to all exterior alterations. The quality of workmanship should be equal to or better than that of the Community. Poor practices, besides causing the owner problems, can be visually objectionable to others. Poor workmanship can also create safety hazards.

Consistency

Projects should be reasonably consistent in quality and appearance with other homes and structures in the neighborhood.

SECTION VII – Enforcement Procedures

The procedures outlined in the Due Process Resolution will be taken by the Covenants Committee to enforce the rules and regulations as set forth in these guidelines.

All owners and residents of East Stratford shall comply with all the provisions of the Articles of Incorporation, Declaration, Bylaws and all Rules and Regulations. Failure to comply with the aforementioned documents shall be grounds for an action to recover damages or for injunctive relief, for suspension of voting rights, for foreclosure of liens or any other legal or equitable relief deemed appropriate.

In any instance where the violation presents a health or safety hazard, the Community Manager (or Agent) may take immediate action, at the owner's expense, to correct the violation. Notification to the owner of the action taken and the costs incurred will be made by certified mail, return receipt requested.

Please note that failure of the Architectural Review Board or Covenants Committee to enforce any provision, covenant, restriction, or rule and regulation shall in no event be deemed a waiver of the right to do so thereafter.

SECTION VIII – Design Standards

General Notes:

The Design Standards that follow address a broad range of exterior alterations for which homeowners frequently submit Applications to the Covenants Committee. It would be impossible to address each specific design condition. As a result, these Design Standards present the principle factors that should be considered when developing a design. More specifically, these Design Standards define the limits to location, size, materials, color, and other criteria based on the intended use and relationship to adjoining properties rather than focusing on a particular construction detail or a specific design alternative.

The Covenants Committee will consider the merits of each application. The use of these Design Standards should assist the Applicant in obtaining approval. The Applicant who follows the Design Standards described herein should expect approval or rationale as to why the Application was not approved.

Additionally, these Design Standards cannot envision every type of improvement for which an Application may be submitted. Therefore, Applications will be reviewed based upon the criteria defined in [Section VI](#) when a specific Design Standard is not found herein.

Governmental Approvals:

It is the homeowner's responsibility to secure proper building permits and to ensure that plans conform to Town of Leesburg and County of Loudoun guidelines, rules, regulations, and/or ordinances. In addition to compliance with the rules and regulations of the Association. Homeowners and Residents are required to comply with all International, Federal, State and Local laws, statutes, rules, regulations, and ordinances. Any acknowledgment or approval by the Association of an Application is not intended to indicate that the applicant has complied with all International, Federal, State and Local laws, statutes, rules, regulations, and ordinances.

Approval by the Association shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the item being reviewed, nor shall such approval be substituted in lieu of applicable governmental approvals.

In the case of any actual or perceived inconsistency, these Design Standards are subordinate to the Governing Documents and applicable rules and regulations set forth by International, Federal, State and Local governing agencies including but not limited to Loudoun County and the Town of Leesburg. Accordingly, the rules and regulations of said governing agencies shall not be violated. However, if the Design Standards are stricter, than the Design Standards also shall not be violated. Examples: If a setback in the Design Standards is 8 feet and the County requirement is 5 feet, then the setback shall be 8 feet. If a setback in the Design Standards is 5 feet and the County requirement is 8 feet, then the setback shall be 8 feet.

Drainage:

No improvement or modification will be approved where it is obvious and anticipated that it may adversely affect drainage on the Owner's property or on adjacent property. It is solely the responsibility of the Owner to provide a remedy for any expected or unforeseen adverse effect on drainage on the Owner's property or on adjoining lots caused or exacerbated by construction of a proposed modification. Erosion and sediment controls must strictly adhere to governing requirements.

Easements:

No structure, planting or other material shall be placed or permitted to remain upon any Lot which may damage or interfere with any easement for the installation or maintenance of utilities, or which may unreasonably change, obstruct or retard the direction or flow of any drainage channels.

While each home may be located on an individual fee simple parcel of land, it is possible that the land may be encumbered by an easement. Typically, easements are for storm drainage, sanitary or water lines, gas mains and / or service utilities such as electric, cable, phone, etc. Please note that it is the Applicant's responsibility to determine what easements are located on the Application Property and to determine if it is permissible to work next to or within an easement. The Association assumes no liability for work done in or near an easement located on or off Applicants property.

Homeowners and Residents should be aware that the presence of easements may limit the ability to implement improvements such as landscaping, fences, patios, and decks and / or may require special permissions as part of the permitting process. For additional information on how an easement might impact a proposed improvement, homeowners should contact the Applicable Governmental Entity, the appropriate Utility Company and / or the appropriate easement holder(s).

Landscape Screening / Softening:

The Covenants Committee at its discretion may require landscaping or architectural screening to soften the impact of any proposed use as a condition of approval. Note: For clarification, when landscaping is specified to soften a proposed structure, the landscaping is not specifically required to be a full screen, but rather it is intended to soften visual impacts.

Unit Types:

- **Townhomes** – Attached housing with the garage located on and accessed from the front of the residence.
- **Single Family Detached Homes** - Detached housing with the garage located on and accessed from the front of the residence.

ADDITIONS / EXTERIOR HOME EXPANSIONS:

All Additions / Exterior Home Expansions shall not be installed until the Homeowner / Applicant has received approval of the Association. They are not permitted for Townhomes.

The following standards shall apply:

General: Additions / Exterior Alterations are generally considered to be those that alter the existing structure by either subtraction or addition. Alterations include, but are not limited to, room additions, bump-outs, sunrooms, garages, home extensions, etc. They

should be the same or compatible in design with the existing home. Roof pitches must match or be compatible with the roof slope on the existing home. All eaves and rake-boards shall be the same color. Windows, window trim, door trim, and doors shall match the detailing of the existing home. If changes in grade or other conditions, which will affect drainage, are anticipated, they must be indicated. Generally, approval will be denied if adjoining properties are adversely affected by changes in drainage. Drainage in swales or sheet flow shall not be restricted and / or blocked.

Location: The improvement must meet applicable governmental setback requirements and may not be constructed across Building Restriction Lines (BRL). Additional setback requirements may be stated for those improvements that may be individually or specifically referenced in these standards in the following pages.

Size: The improvement must be in scale with the existing home.

Material: Roofing materials must match that of the existing home; siding and trim must match the existing home in material, size, and style. Windows and doors must match (or be compatible with) those used in the existing home and should be positioned in a manner which relates well to the location of existing windows and doors on the home.

Color: The colors must match or complement the colors on the existing home. The proposed materials should be the same or compatible in color with the materials on the existing home.

ADDRESS NUMBERS:

Address numbers do not require Association approval provided they meet the following guidelines:

With exception of numbers located on mailboxes, replacement address numbers shall be black (or match the color of the original address numbers) and of a proportionate size relative to the entrance. If a plaque is used, the plaque must be painted to match or blend in with the surrounding trim. Address numbers should be located next to the front door entrance and either on the surrounding door trim or on a plaque next to the front door. Address numbers cannot be painted on the curb.

Alternative locations for address numbers, such as above the garage door, will be considered on a case-by-case basis and shall not be installed until the Homeowner / Applicant has received approval of the Association.

AIR CONDITIONER (HVAC) UNITS:

Air conditioner units ("units") do not require approval of the Association if they are installed in the same exact location of the existing base pad or mounting bracket. If additional units are proposed or if the type of pad or mounting is revised, relocated or if additional units are

considered, then they shall not be installed until the Homeowner / Applicant has received approval of the Association.

Units extending from windows or protruding from the existing structure such as thru-wall installations are prohibited.

The following standards shall apply:

- Additional units, which are typically installed on a level pad on the ground, should (see *exceptions* below) be installed next to the existing unit(s).
- Exception: Exterior units associated with additions may be located away from the primary unit(s) provided it does not have adverse audible or visual impact on adjoining homes and properties including open spaces.
- Exception: The relocation of existing units may be considered so long as they are placed together and do not have adverse audible or visual impact on adjoining lots or open spaces.
- Evergreen landscaping (at a height of at least 75% of the unit height) may be required, as determined by the Association, to soften the visual impact of any new or relocated unit.
- Units shall not be located in front yards or spaced more than three (3) feet off the face of the home unless required by code.

ANTENNAS AND SATELLITE DISHES:

Antennas and satellite dishes shall not be installed until the Homeowner / Applicant has received approval of the Association.

All antennas for receiving television broadcast-signals, video programming via multipoint, multichannel distribution service, and those satellite dish antennae designed to receive direct broadcast satellite signals which measure one meter (39 inches) or less in diameter are permitted subject to certain restrictions.

Amateur radio equipment will generally not be allowed.

The application should contain the following information:

- a. size of antenna or dish.
- b. a plan or drawing showing the proposed location and directional orientation of the antenna or dish on the house or on the grounds of the Applicant.
- c. the color and description of the method of installation of the antenna or dish.

Any satellite dish antenna shall be located upon a lot so that it is not visible from the street which is in front of the house. An exception may be granted pursuant to the FCC regulations. To receive approval for alternative locations, the Applicant must-provide a written statement certifying that to have adequate reception, installation of the dish or antenna requires an exception these

standards. Homeowners shall make every effort to choose an alternate location which is as unobtrusive as possible.

All wiring will be installed in compliance with prevailing code, and tightly secured to the home in areas where it runs along the exterior of the home. Efforts should be made to run wiring along trim or under the siding to minimize the visual impact.

ARBOR:

Arbors shall not be installed until the Homeowner / Applicant has received approval of the Association.

Note: For the purpose of these standards, an Arbor is defined as a walk-thru garden structure typically made of wood, metal or PVC which serves as a framework to support climbing shrubs or vines. See example picture below:



The following standards shall apply:

General: No more than one Arbor may be approved per lot.

Location: The location shall be restricted to rear yards and setback a minimum of three (3) feet from any property line.

Size: The Arbor shall not exceed nine (9) feet in height as measured from its base to the highest part of the structure. The width shall not exceed five (5) feet and the depth shall not exceed three (3) feet. Width and depth shall be measured from the outermost part of the structure.

Material: Acceptable materials are wood, wood composite, white vinyl, aluminum or wrought iron.

Color: The color should match or be compatible with the color of the home and may include, but shall not be limited to black, grey tones, white, natural wood tones and colors which match the homes siding and / or trim.

ATTIC VENTILATORS (INCLUDING TURBINES AND METAL FLUES):

Attic ventilators (including turbines and metal flues) shall not be installed until the Homeowner / Applicant has received approval of the Association.

The following standards shall apply:

Location: Attic ventilators should be mounted on the least visible side of the roof peak (typically the backside) to minimize their visibility from public areas and adjoining lots.

Color: Attic ventilators should be painted to black when located on the roof or the color of the house siding or trim – depending on where it is located.

AUDIO/VISUAL SYSTEMS:

Audio/visual systems on the exterior of the home do not require approval from the Association.

The following standards shall apply:

General:

- Sound levels are subject to local noise ordinances.
- The quantity of outdoor audio / visual systems shall be limited to the extent possible.
- No more than one outdoor television or one outdoor theatre screen shall be permitted.

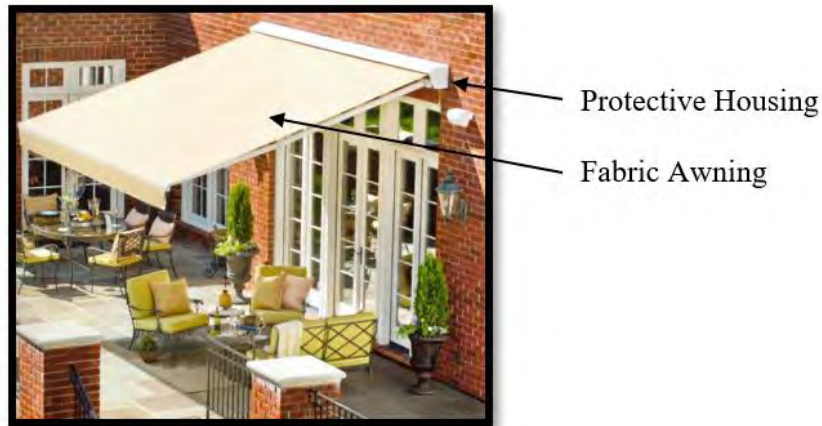
Location:

- Outdoor audio/visual systems including stereo sound systems, televisions, video monitors and gaming systems must be located such that they are not intrusive to residents, adjacent homes, roadways, and common spaces.
- Outdoor audio/visual systems shall be restricted to the rear yard and shall not extend beyond the side plane of the home.
- Outdoor audio / visual systems must be screened from the view of adjacent units.

AWNINGS (RETRACTABLE):

All awnings (retractable only) shall not be installed until the Homeowner / Applicant has received approval of the Association.

Note: A retractable awning is an awning typically made of a fabric sunshade material which can be rolled up (either manually or electronically) into a protective housing which is attached to the home. All awnings shall be retracted when not in use. See example picture below:



The following standards shall apply:

General: Fixed awnings, which remain open and cannot be retracted, are not permitted. Awnings on individual windows are not permitted. Awnings may only be used for the purpose of extending over and providing shade to a patio, balcony or deck. If awnings are removed for winter storage, the frames should be secured or removed to the extent possible. No more than one Awning may be approved per lot.

Location: The location shall be restricted to the rear yard and must be incorporated with a deck, balcony or patio as stated above. On Townhomes, they must setback a minimum of two (2) feet from the side property line(s).

Size: On Townhomes, they are restricted to a maximum depth of 10 feet (but shall not extend past the end of the patio, balcony or deck) and a maximum width of 16 feet. On Single Family Detached Homes, they are restricted to a maximum width of 18 feet and a maximum depth of 12 feet (but shall not extend past the end of the patio, balcony or deck).

Material: Cloth / Fabric only (not including the housing and framework).

Color: Fabrics must be either a solid color or stripes (two in total, one of which must be white, off-white, light tan, light grey, or light cream), which are compatible with the color scheme of the house. The color scheme of the home must be provided with the Application, including photographs of the proposed location of the awning. Pipe

frames and mechanical devices for awnings should be painted (or pre-colored) to match trim of the home or white.

BARBECUE GRILLS (INCLUDING ALL COOKING AND SMOKING APPLIANCES) AND / OR OUTDOOR KITCHENS:

All permanent (fixed in place and non-mobile) barbecue grills (including all cooking and smoking appliances) and / or outdoor kitchens shall not be installed until the Homeowner / Applicant has received approval of the Association.

Note: Any device which provides heat, fire, flames, smoke and / or other potentially dangerous emissions should be operated in accordance with any and all applicable governmental rules, governing regulations and manufacturer instructions. Care should also be taken to make sure smoke or other emissions do not create an annoyance or nuisance to neighbors.

The Applicant assumes all responsibility for the safe operation and maintenance of all barbecue grills (including all cooking and smoking appliances) and / or outdoor kitchens.

The following standards shall apply to all permanent (fixed in place and non-mobile) barbecue grills (including all cooking and smoking appliances) and / or outdoor kitchens:

General: The design should be compatible and complement the existing features of the home. They will be considered only if they are integrated into an existing or simultaneously planned patio or deck. All equipment (grill, doors, etc.) shall face internally to the extent possible (not externally in the direct view of adjacent lots and land). No more than one grill and one outdoor kitchen may be approved per lot.

Location: They are restricted to rear yards. Setbacks must follow all governmental regulations. At a minimum, they must be setback at least two (2) feet from any property line for Townhomes and five (5) feet from any property line for Single Family Detached Homes. Setbacks must follow all governmental regulations for adequate setbacks from a home, property line or other objects.

Size: They shall not exceed six (6) feet in peak height, 12 feet in length and four (4) feet in depth.

Materials: Natural Stone and landscape grade concrete products as well as metal / steel.

Color: The color scheme should be compatible with the home.

Note: Small (less than 66" W x 60" H x 30" D) temporary (mobile, and non-permanent) barbeque grills (including all cooking and smoking appliances) are permitted and shall be covered with a black vinyl cover when not in use. Temporary / non-permanent barbeque grills do not require approval of the Association. However, they must be used in accordance with any and all applicable governing rules and regulations. They may be stored on approved patios or decks , but

not on driveways, front yards, etc. and shall adhere to the location and setback requirements noted above for permanent devices.

BASKETBALL GOALS - PERMANENT OR PORTABLE:

All permanent basketball goals / backboards shall not be installed until the Homeowner / Applicant has received approval of the Association. They are not permitted for Townhomes due to space limitations.

All Basketball Goals / Backboards (permanent or portable) shall meet the following guidelines:

- There may be only one goal (1) per lot, and they may be affixed to permanent or semi-permanent, free standing poles or a portable base. They may not be attached to the home or garage.
- Poles shall be painted or pre-colored black, grey or gun metal gray.
- Backboards must be acrylic or clear in color with limited graphics.
- No court markings are painted, drawn or otherwise affixed to the playing surface.
- Poles must be located at least five (5) feet from a side lot line and at least ten (10) feet from the front lot line in a front yard next to the driveway.
- Basketball Backboards are not to be located in close proximity to an adjacent street or sidewalk such that players will interfere with pedestrian or vehicular traffic or otherwise create an unsafe environment for the players, pedestrians and drivers alike.
- Portable basketball setups do not require approval and should be removed and stored in the garage when not in active use OR they must be approved if to be kept in a permanent location.
- Basketball Backboards of any type shall not be located on common areas, sidewalks or on streets.

BIRD BATHS / FOUNTAINS:

Bird Baths / Fountains do not require approval of the Association.

The following standards shall apply:

Location: One (1) Bird Bath / Fountain may be placed in the front yard or side yard if integrated into a landscape bed. Up to two (2) Bird Baths / Fountains may be placed in the rear yard and may be located within a landscaped planting bed or

integrated (placed upon) with a patio or deck.

Size: The peak height may not exceed three (3) feet. The diameter or width / length may not exceed 30 inches.

Material: The materials may include, but are not limited to concrete, stone or poly-resin / fiberglass. Other materials will be considered if they are compatible with the design features of the home.

Color: The color scheme should be compatible with the home. Colors may include, brown, black, tan, beige, grey or white.

BIRD HOUSES / FEEDERS:

Bird Houses / Feeders do not require approval of the Association.

The following standards shall apply:

Location: One (1) Bird House / Feeder may be placed in the front yard or side yard if integrated into a landscape bed. Up to three (3) Bird Houses / Feeders may be placed in the rear yard and may be freestanding in the lawn, located within a landscaped planting bed or integrated (placed upon) with a patio or deck. They may not be located on a fence.

Size: Pole mounted Bird House / Feeders may not exceed eight (8) feet in peak height. The peak height of a Bird House may not exceed two (2) feet. The diameter or width / length may not exceed 18 inches.

Material: The materials may include, but are not wood, composite or poly-resin / fiberglass. Other materials will be considered if they are compatible with the design features of the home.

Color: The color scheme should be compatible with the home. Colors may include wood tones, white or a color which matches the color scheme of the home.

CARPETING AND RUGS (OUTDOORS):

Outdoor carpeting (including synthetic grass) covering any exterior surfaces (for example front stoops, porches, decks, patios and, etc. is not permitted.

Outdoor rugs do not require approval of the Association if they meet the following guidelines:

- They are only permitted on front porches, decks and / or patios.
- The size must not exceed 9' x 12'.
- They must always be maintained in good condition.
- The colors must be compatible with the home and surrounding features.

CHIMNEYS:

Chimneys shall not be installed until the Homeowner / Applicant has received approval of the Association. They are not permitted on lots with Townhomes.

For purpose of these standards a Chimney shall be considered a structure which is attached to a Home or Covered Porch addition.

The following standards shall apply:

- General: Chimney additions should be planned and designed with the same care as initial construction and should be visibly integrated with the architecture of the home. The design must be compatible with the home in style and scale.
- Location: They may be considered for the sides or rear, but not the front of the home. When applicable, metal flues shall be selected, located, and installed in a manner to minimize their appearance on the house and visibility from neighboring properties and the street.
- Size: The chimney and / or metal flue shall be no higher than the minimum required by the County building code
- Material: A masonry chimney should be constructed to match stone, brick and/or other masonry materials used elsewhere on the home. Wooden enclosures of flues shall be constructed of the same materials as the home siding and trim.
- Color: The color scheme should be compatible with the home. Siding and trim materials must match the colors on the home. Roof mounted metal flues shall be painted black.

CLOTHES LINES:

Temporary clothes lines do not require approval by the Association. Permanent clothes lines or similar apparatus for the exterior drying of clothes will not be permitted.

The following standards shall apply:

- General: Use time is restricted to the reasonable amount of time to dry clothes. Ideally, clothes lines should not be used when the weather is not conducive to drying of clothes.
- Location: Temporary clothes lines that shall be removed after each use may be permitted in the rear yard of a home.

COMPOST BINS AND BARRELS:

Compost bins and barrels shall not be installed until the Homeowner / Applicant has received approval of the Association. Compost Piles are not permitted.

Examples:



Compost Bin



Compost Barrels

The following standards shall apply:

General: All active compost must be treated at all times to prevent odors from escaping. Failure to maintain a satisfactory compost bin and/or the point at which the compost becomes a public nuisance shall indicate an abandonment of the compost pile and violation of these standards. No more than one Bin may be approved per lot. In ground composting is not permitted – only bins are permitted.

Location: Bins must be located to the rear of the property and must be fully screened (softened) from the street, open space and adjoining and affected neighbors. They must be setback a minimum of five (5) feet to any lot line.

Size: Small (less than 48 inches in any dimension) compost bins and barrels will be considered on a case-by-case basis and located in a manner which minimizes any impact on adjacent homeowners or property.

Material: Plastic or wood (see example pictures above).

Color: Brown, Dark Green or Black.

DECKS AND ASSOCIATED FEATURES:

All decks (including balconies, stairs & landings) and associated features shall not be installed until the Homeowner / Applicant has received approval of the Association.

The following standards shall apply:

- General: Decks and associated features should be an integral part of the design of the house and should limit the appearance of a separate or add-on element. They shall be attached to the home and shall not be freestanding or attached only via an elevated walkway. Decks shall be complimentary to the home's design. There shall be only one deck per home.
- Location: All decks shall be in a rear yard and shall not extend forward of the rear plane of the home and they shall not break the side plane of the home by more than 5 feet. The exception is for Townhomes where decks may not break the side plane. The side plane is defined as the side wall without consideration for protrusions to the side wall (i.e., bay windows, HVAC units). The rear plane is defined as the rear-wall without consideration for any protrusions to the rear-wall (i.e., room extensions, bay windows, HVAC units) and shall be further defined as the rear-wall closest to the front plane. Setbacks shall be in accordance with all County minimum regulations. However, no portion of the deck including the rail shall be closer than six (6") inches to the side property line or adjacent home (whichever is closest) on either side of a Townhome. Decks are not permitted on the upper floor of a home.
- Size: The scale of all decks shall be compatible with the scale of the house as sited on the lot. Decks, particularly elevated decks, should be of a scale and style which are compatible with the home to which attached, adjacent homes and the environmental surroundings. Decks must be constructed with a straight picket railing style.
- Materials: Pressure treated wood, cedar, composite, PVC and vinyl shall be permitted in most cases. Round tubular metal balusters / pickets (plain, with no decorative element), non-decorative metal railing sections and cable railing systems placed in between metal, vinyl or wood posts will be considered on a case by case basis. Glass panel systems are not permitted.
- Color: All exposed and visible deck components including posts, fascia, and beams must be pre-colored, treated with a clear preservative, painted and / or stained. Natural wood products may be stained with a clear preservative, stained, or painted white or off-white to match the existing trim of the home or stained with a natural wood tone colors which has been approved by the Association. Traditional redwood and bright orange tones are not permitted. Non-natural colored deck components will be considered on a case by case basis. All colors must complement the existing home. Colors samples including the manufacturer and color name must be submitted.

Railing Detailing:

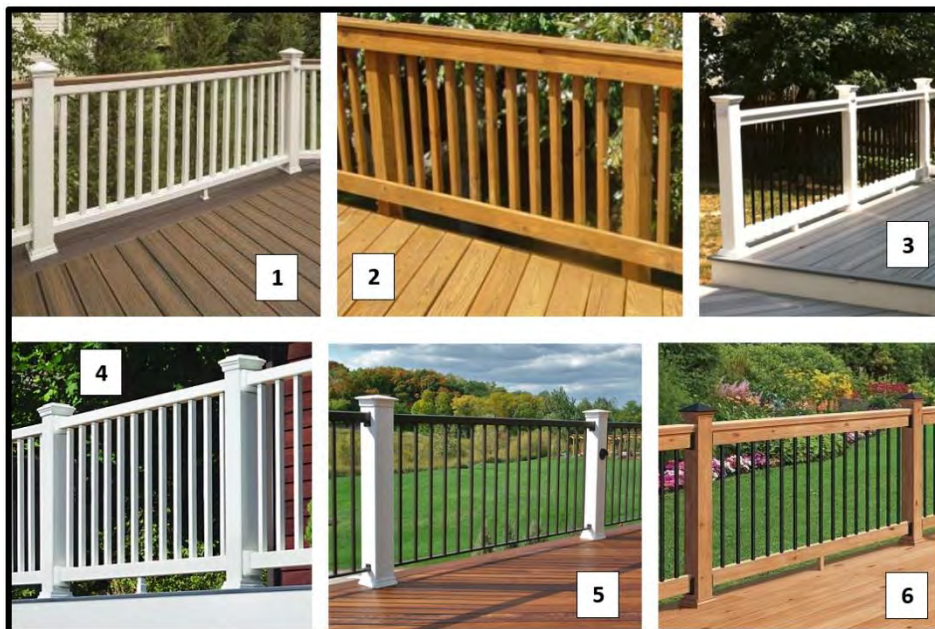
- All Railing systems should have a minimum of 3" x 3" and a maximum of 8" x 8" size posts. Metal posts are discouraged but may be considered on a case by case basis if they meet the size requirements noted above.
- Posts are permitted to extend above the top rail to accommodate post caps. The posts should have architectural grade caps (a "New England" style cap for example). However, plain or basic diamond caps are permitted. As an alternative, the posts may be positioned below a composite and / or 2" x 6" pressure treated railing cap.



New England Style Cap

- All railings must have vertical balusters / pickets.
- Square balusters / pickets should be a min. of 3/4" x 3/4" and a max. of 2" x 2" in size.
- Round tubular metal balusters / pickets or metal balusters / pickets as part of a railing section may be provided. They should measure approximately 3/4" min. and 1" max.
- Picket railing systems must run in between the posts.
- All railings shall have one horizontal top and one horizontal bottom cross rail to which the balusters / pickets are attached. Balusters / pickets may not be attached directly to the deck fascia.

The following are examples of approved railing styles:



Deck and Stair Detailing:

- All stairs must have closed risers. Riser boards must be provided.
- All unfinished ends of flooring boards and / or stair treads must be covered / enclosed (with decorative trim, a fascia board or a stair “skirt”). The unfinished cut-ends of flooring boards and / or stair treads must not be exposed.
- All submissions must include labeling of all materials, sizes and colors.
- **An elevation drawing showing the height of the deck and detailing (materials, colors and sizes) for the fascia, main beam, supports posts and other features must be submitted.** The Application will be considered incomplete without this information.
- The treatment of the ground surface below the deck must be indicated. Will the grass remain, will the ground be covered with mulch and / or decorative stone and / or will the underside of the deck be enclosed with box-framed (aka picture framed) lattice? The selected material, the method of edging and location must be indicated on the deck application.

Under Deck Screening*:

Under Deck Screening is only permitted with Single Family Detached Homes.

* Screening being defined as placement of lattice or other material to hide the view underneath the deck.

Elevated decks which have an under-deck area can have a negative visual impact on adjoining neighbors, particularly when used as an informal storage space. In this case, the use of decorative screening or landscaping to minimize adverse visual impacts is required. Any deck that does not have under deck screening is expected to be kept in a neat and orderly condition.

NOTE: The Association may require installation of screening materials in instances where under the deck areas are being used for storage of material and/or equipment after approval. (Single Family Detached Homes only). For Townhomes, this type of storage is not permitted.

The installation of lattice to screen the deck underside is permitted for elevated decks and shall be reviewed on a case-by-case basis. Lattice should have a minimum opening of one inch wide, have a diagonal or other complementary pattern, and must be box-framed (aka “picture framed”) with trim boards (1” x 3” or 1” x 4” is typically used). The storage of any items below a deck is prohibited unless screening standards listed above are implemented.

In addition to lattice, decorative screening, up to six (6) feet in height may consist of stone, brick, bead-board panels, or horizontal siding (Note: For the purpose of this rule, height is from the ground surface of the tallest support post to the surface of the flooring). Evergreen landscaping may be used for screening the underside of low decks where two (2) feet or less is open to view. Only lattice is permitted for screening higher than six (6) feet. Plain PVC panels are not permitted.

Examples of under deck screening:





Privacy Screens (lattice only):

Privacy Screens will be permitted on decks - if consistent with the size of the deck and home. Solid panel screening is not permitted. Privacy screens shall not extend more than four (4) feet above the top of the railing or seven (7) feet in total height from the flooring and may not extend more than 10 feet from the face of the home for Single Family Detached Homes and Townhomes. To clarify, lattice may not be installed in place of the railing, but rather up to four (4) feet above the rail (see example picture below). IE: Privacy Screens shall not be freestanding but shall be installed as part of the railing.

As shown in the example below, each panel of lattice shall be located in between each post and shall be framed with trim such that there is a finished look on both sides. Each post shall extend past the top of the lattice and a “New England” or similar style cap will be provided. Example:



Enclosures on or under Decks (Single Family Detached Homes only):

Enclosures (for example a Covered Porch, Screened Porch or Gazebo) shall be designed to be architecturally compatible with the existing home in style, materials and color. The gutters / downspouts and shingles shall match that of the home. The lower railing shall be same as that for the deck, or it may have a solid 'knee-wall' that is consistent with the enclosure and matches (or has the same appearance) as the home siding in material and color. The color requirements are the same as for decks. Any elevated enclosure on a deck such as a screened in porch or gazebo should be setback from property lines in accordance with governmental requirements. Where the deck and structure are highly visible to streets or neighbors, the Association may ask for an additional setback beyond 10 feet. All main posts (above and below the decking) shall have a minimum finished dimension of 6"x 6" approximately. The posts may be built up and wrapped to achieve the final 6"x 6" dimension or may be covered by a post sleeve to be considered on a case by case basis. Ornamentation and trim work on the posts and structure are required to be consistent with the existing home. It is important to note that these structures shall be integral and built with the deck or, if built after, shall have the appearance of having been built at the same time.

Accessories (Single Family Detached Homes only):

Accessory structures such as corner pergolas, plant hangers or similar are discouraged. They shall not exceed 16 feet in total length or nine (9) feet in peak height. The colors must be compatible with other colors of the deck. Accurate elevation drawings with all detailing clarified (beam, rafter and lattice styling) must be provided. Each accessory will be reviewed on a case by case basis.

Deck Pergolas (Single Family Detached Homes only):

Pergolas located on top of decks shall not exceed the width of the deck or 12 feet in depth (outermost edge) or nine (9) feet in peak height. The colors must be compatible with other colors of the deck. Accurate elevation drawings with all detailing clarified (beam, rafter and lattice / Batten styling) must be provided. All deck pergolas will be reviewed on a case by case basis.



DOG HOUSES / PET STRUCTURES and DOG RUNS:

Dog Runs (including dog stakes) are not permitted. Note: A dog run is hereby defined as an enclosed portion of the yard created for the purpose of allowing a dog to run freely. This does not include normal boundary fencing which may be permitted.

Doghouses (including any external dog shelters) / Pet Structures shall not be installed until the Homeowner / Applicant has received approval of the Association.

The following standards shall apply:

Doghouses / Pet Structures are only allowed for lots that already have a fence and it must closely match the home in terms of colors and materials. Dog houses may not exceed nine (9) square feet of floor space and may not exceed five (5) feet in height at the highest point. They should be located only in the rear yard where least visually obtrusive to adjoining lots and setback at a minimum of two (2) feet to a property line – except that there shall only be a six (6) inch setback when a Townhome Privacy Fence is adjacent.

Pet Responsibilities:

No domestic livestock or wild animal shall be kept or maintained on any lot; however, any common household pet may be kept or maintained provided that they are not kept, bred, or maintained for commercial purposes and do not create a nuisance or annoyance to surrounding lots or the neighborhood and are subject to State and County ordinances and regulations.

It is the responsibility of the pet owner or custodian to clean up any waste deposited by their pets on private or common area property. Failure to do so may be in violation of the local ordinances. Pets over a certain age must be licensed, tagged (to the collar) and /or vaccinated in accordance with governing regulations.

DOORS:

Unless noted otherwise, Doors shall not be installed until the Homeowner / Applicant has received approval of the Association except that any replacement and / or repair with the same style, location and color does not require approval.

The following guidelines shall apply for all door modifications:

Front doors:

Replacement front doors shall be the same or substantially similar with the door provided with original construction by the home builder. New hardware should be substantially similar and compatible to that installed by the original builder. Color changes are highly discouraged – especially for Townhomes where the entire block of homes must be considered. For Townhomes, it is preferred that the color not be changed and shall remain

the same color as originally provided with the construction of the home so that the entire block remains color coordinated. See also – [EXTERIOR PAINTING](#).

Storm Doors:

Only full view storm doors, defined as doors where the glass covers at least 80 percent of the door surface, are permitted. Doors with other decorative treatment, such as grills are not permitted. As shown below, one inconspicuous crossbar may be permitted. Doors must be white or painted the same color as the door or trim. Installation of pre-approved doors which conform to the door styles shown below (and color requirement) do not require approval.

Approved door styles are pictured below:



Garage Doors:

Garage doors must remain substantially similar and consistent with the style and color installed by the builder. Decorative hinges or straps are not permitted. For Townhomes, the color shall not be changed and shall remain the same color as originally provided with the construction of the home so that the entire block remains color coordinated. Windows are not permitted in garage doors.

Other doors:

New or Replacement doors shall be the same or substantially similar with the doors and trim detailing provided with original construction by the home builder. New hardware should be substantially similar and compatible to the style installed by the original builder. Color changes are highly discouraged – especially for Townhomes where the entire block of homes must be considered. It is preferred that the color

not be changed and shall remain the same color as originally provided with the construction of the home.

Pet access doors are only permitted on a rear elevation of Single Family Detached Homes and Front Load Garage Townhomes if they are 18" H x 15" W or less in size. Their trim must match the color of the door. Approval of the ARB is not required if these guidelines are met.

Maintenance:

Broken doors must be repaired or replaced within thirty (30) days.

DRIVEWAYS/PARKING PADS:

Approval is not required for the replacement of an existing, approved driveway / parking pad of the same size, material, color, and location.

Existing driveways must be maintained in good repair. The Association may require correction of concrete that has multiple cracks, chipping, broken pieces, large oil stains, etc. Repair or replace section of concrete with matching concrete.

The Applicant must receive all governmental approvals prior to construction.

For Townhomes - Driveways / Parking Pads must remain as originally designed and constructed. Therefore, extensions, modifications, material changes or additions to driveways are not permitted.

Extensions, modifications, material changes or additions to driveways / parking pads for Single Family Detached Homes shall not be installed until the Homeowner / Applicant has received approval of the Association.

Extensions, modifications, or additions to driveways will be considered only if there is no adverse aesthetic or drainage impact on adjoining lots. The widening, extension or addition of driveways, turnarounds and parking pads must be consistent with the overall image and character of the Community. They should be located and designed to minimize their visual and acoustical impact on neighboring properties. It should be constructed on natural grade using the same material, color and detailing as the original driveway/parking pad. Extended driveways may not be used for parking inoperable, commercial, recreational, or unused vehicles.

Specific Design Standards:

- Design and location should minimize the removal of trees and other vegetation.
- Changes in grade or drainage pattern must not adversely affect adjoining properties. If an adjacent property is adversely affected, the Applicant is responsible for correction.

- No more than one driveway will not be approved on any one property.
- Driveway access from the street should be easy and direct. Maximum grade should relate to the length of the driveway and generally should not exceed 12% or that of the existing driveway. Overall size shall be minimized of any extension / widening should not exceed 100 square feet.
- Driveways shall only connect to the street where the existing apron and curb cuts have been provided. No modification to the apron shall be permitted.
- A driveway or parking area in the rear yard or extending into the front plane of the home is not permitted.
- Driveways and parking pads must be constructed of the same material as the original driveway. Loose gravel and unpaved driveways and/or parking pads are prohibited.
- Landscaping shall be provided to soften any driveway enlargement.
- A 24" wide or less strip of pavers or stamped concrete may be added to one or both sides of the driveway to provide expanded room for entering / exiting vehicles parked in the driveway. The pavers should be flush with the driveway and the edge where the driveway meets the pavers should be straight and neat. This may require cutting a neat straight line along the edge of the driveway (as shown below). The color and pattern must be compatible with the home and surroundings. An example of an acceptable design is shown below:



ELECTRONIC INSECT TRAPS (NOT PERMANENT):

Permanent Electronic insect traps are not permitted.

Temporary Electronic insect traps do not require approval. However, no device shall be installed or maintained in such a way as to cause discomfort or a nuisance to adjacent owners from noise or light and may only be operated during those times when the immediate area protected by the trap is occupied by the owner or guests.

EXTERIOR DECORATIVE OBJECTS:

Exterior decorative objects shall not be installed until the Homeowner / Applicant has received approval of the Association except as may be noted below.

Approval will be required for all exterior decorative objects, whether natural or man-made, which were not part of the original construction design, either as a standard or optional feature. Examples include but are not limited to wagon wheels, weathervanes, garden sculptures, fountains, stumps, driftwood, free standing poles of all types, and any decorative items attached to approved structures. These will be evaluated in terms of their general appropriateness, size, location, compatibility with architectural and environmental design qualities and visual impact on neighborhoods and the surrounding area.

The exception to the approval rule is that each home may have up to three exterior decorative objects in the front / side yard and up to five exterior decorative objects in the rear yard (within the boundaries of the lot) and without the requirement of approval of the Association subject to the following standards:

- Each object shall be less than 18" high and eight (8") in width and depth.
- Each object shall be generally appropriate for the location.
- Each object shall be compatible with architectural & environmental qualities of the lot.
- Each object shall have no negative visual impact on the surrounding area.
- Each object must not contain colors or color combinations considered excessively bright, garish, jarring, overly reflective or luminescent.
- Each object must not substantially intrude by sight, sound or smell upon adjoining homes or the neighborhood setting.

In the event these standards come into question, then the final determination will be made by the Association.

Exterior decorative objects above the size guidelines or are in excess of the quantities referenced above are generally to be located in rear yards and require approval of the Association.

See also **POTTED PLANTS**.

EXTERIOR PAINTING:

Any exterior painting which includes a color change shall not commence until the Homeowner / Applicant has received approval of the Association.

An Application is not required to re-paint or re-stain an object to match the original color.

Exterior colors must remain in accordance with the color palette (color scheme) used by the original home builder (see Appendix Three). This requirement includes, but is not limited to siding, trim, all doors, shutters, lamp posts, roofing, and other appurtenant structures.

Color changes for doors and shutters are highly discouraged – especially for Townhomes where the entire block of homes must be considered. It is preferred that the color not be changed and shall remain the same color as originally provided with the construction of the home.

If an Application to change a color is submitted, a color rendering / graphic representation of the home or homes (in the case of a block of Townhomes) must be submitted and shall accurately depict the proposed color change. A color sample with the name of the color and manufacturer must also be provided.

The following additional standards shall apply:

- Only the materials existing on the dwelling or compatible with the architectural design and character of the Community will be approved.
- Exterior color changes will be approved only if the proposed color is in harmony with the other existing dwellings in the community and if the color matches colors originally employed in the Community. Colors selected must be harmonious with each other and with other finishes such as masonry and roof colors.
- No two adjacent dwellings may have painted areas with the same shutter colors, nor may more than two dwellings in a connected row have painted areas of the same colors (color scheme).
- Only those areas that are painted may be repainted. Unpainted areas and unstained areas such as brick and fencing (public exposure) shall remain unpainted and unstained.
- All eaves and rake-boards shall be the same color.
- Windows, window trim, door trim, and doors shall match the eaves and rake-board trim.
- Shutters, or stucco, should be a different color or shade of color from the trim color.

EXTERIOR SURFACES:

Any exterior surface alteration shall not be conducted until the Homeowner / Applicant has received approval of the Association.

Exterior materials and colors were originally selected by the builder to present a uniform architectural theme for the community. Any partial replacement roofing, siding, trim, etc., must match the existing. In the event a material or color is not available or if there is a problem with any material, the Association may approve a substantially similar alternate material.

Generally, painted surfaces may only be painted; stained surfaces may only be stained; and unstained surfaces (brick, siding, etc.) may only be replaced with like material and may only be left unpainted or unstained.

Exterior colors must remain in accordance with the color palette (color scheme) used by the original home builder (See Appendix Three). This requirement includes, but is not limited to siding, trim, all doors, shutters, lamp posts, roofing, and other appurtenant structures.

FENCES:

Fences shall not be installed until the Homeowner / Applicant has received approval of the Association.

Repair or replacement of an already approved fence with a fence of the same style, material and color does not require approval.

GENERAL:

1) Fencing can be used to separate property, provide security, visual privacy, or to architecturally define space. In achieving any one of these goals, a barrier is created which has both a visual and a physical impact on the boundaries of common land and properties of adjacent homeowners.

2) No front yard fences will be allowed.

3) Fencing should be compatible with the Applicant's home, but it should also be appropriate for its intended purpose.

4) Chain link fencing or wire fencing of any kind is not allowed. No split rail fence is allowed. Only fencing described as being permitted for each house type shall be allowed. Pressure treated wood, cedar, composite, PVC and vinyl shall be permitted in most cases.

5) The upkeep of any fence, or other barrier or improvement shall be the responsibility of the owner installing such fence, barrier, or improvement unless different arrangements are agreed to by the adjoining Owners – Declaration, Article 16, Section 16.6. For Townhomes, each owner shall maintain the fence to the left as facing the home.

6) Fences shall be built on the applicant's own property and shall in no case be approved to cross over property lines.

7) Fences must follow the line of the property.

8) The finished side of all fencing must face externally.

9) For all fencing – there may be location restrictions based upon the location of any existing retaining wall, utilities, trees or other existing features or obstacles. If a lot has any of these features, please contact the Association for specific fence location requirements and assistance.

10) Fences shall be kept in good maintenance and repair in accordance with SECTION IX – General Maintenance Guidelines.

TOWNHOME FENCING:

Fences shall not be installed until the Homeowner / Applicant has received approval of the Association.

Repair or replacement of an already approved fence with a fence of the same style, material and color does not require approval.

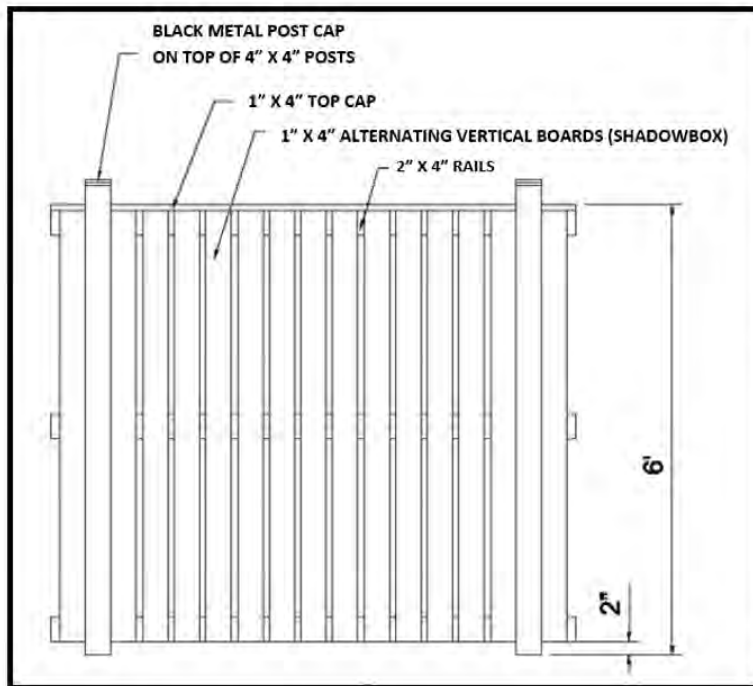
Fences to enclose rear yards are permitted with the following guidelines:

- The fences must be located along the property line. IE: Boundary Fencing.
- Fences must not be allowed to come any closer to the front corner of any Townhome, or neighboring Townhome than halfway (midway between rear corner and front corner of the home). In the case that a bay window is located at the midpoint, the fence must terminate prior to the window (rear yard side of window).
- Fences for all end unit Townhomes that share a property line with another end unit Townhome will not be allowed to construct a fence closer to that shared property line than five (5) feet, thus maintaining an unobstructed throughway for emergency and utility access. All Townhomes that share a rear property line with another Townhome will not be allowed to construct a fence closer to that shared property line than five (5) feet, thus maintaining an unobstructed throughway for emergency and utility access.
- Pressure treated wood, cedar, composite, PVC and vinyl shall be permitted in most cases.
- The Applicant shall ensure that the fence does not block or restrict drainage.
- Back to back fencing is not permitted.
- If the proposed location is within or adjacent to any existing easement, then the Applicant shall be responsible to ensure that the fence may in fact be located within or adjacent to the easement. The Applicant shall also ensure that the fence installation meets all governmental, easement holder and/or utility company requirements. If applicable, any relocation required by the easement owner or beneficiary will be the responsibility of the Applicant.
- All Townhome fences must be six (6) feet in height measured from the ground to the uppermost rail and no shorter or taller than six (6) feet.
- All fences, and fence posts shall be plumbed during and remain plumb (not leaning in any direction) after fence construction.
- No gate leaves larger than 5' will be allowed, and no gates containing more than two (2)

leaves will be allowed. Double swing gates (two (2) leaved gates) will be allowed in the rear fence line. Double swing gates installed inside fence lines will only be allowed in the case that one leaf is constructed as a hidden leaf (from the exterior it does not appear as a gate). Only posts which support the gates may be 6" x 6".

- The color must be in accordance with the guidelines referenced below.

The style and size must be in accordance with the Privacy Fence detail shown below:



Fence Color: Fence materials/components must be pre-colored, treated with a clear preservative, painted and / or stained. Natural wood products may be stained with a clear preservative or stained with a natural wood tone colors which has been approved by the Association. Traditional redwood and bright orange tones are not permitted. Non-natural colored materials/components will be considered on a case by case basis. All colors must complement the existing home. A color chip or brochure must be submitted with the color name and manufacturer. Note: "Cedar Natural Tone" may have an orange/red tint when used on pine and is not acceptable.



The following are several pre-approved selections:

- Behr 300 Natural Clear Waterproofing Behr 400 Natural Wood Finish
- Behr 401 Cedar Wood Finish
- Behr 500 Natural Weatherproofing and Finish Sealer
- Behr 501 Natural Cedar Weatherproofing and Finish Sealer
- Behr WP-546 Golden Honey Weatherproofing and Finish Sealer
- Flood Clear Wood Finish for Exterior Wood
- Flood CWF-UV Exterior Clear Wood Finish Olympic Clear Wood Protector
- Olympic Maximum Clear Waterproofing Sealant
- Olympic Maximum Semi-Transparent Stain
- Olympic Maximum Clear Waterproofing Sealant
- Olympic Maximum Semi-Transparent Stain
- Olympic WaterGuard Wood Sealant Clear
- Olympic WaterGuard Waterproofing Clear Sealant
- Olympic WaterGuard Wood Sealant
- Olympic Wood Protector Clear Waterproofing Sealant
- Olympic Wood Protector Waterproofing Sealant
- Olympic Wood Protector Waterproofing Wood Sealant
- Thompson's Exterior Water Seal Plus Clear Wood Protector
- Thompson's Wood Protector Clear Preservative

SINGLE FAMILY DETACHED FENCING:

Fences shall not be installed until the Homeowner / Applicant has received approval of the Association.

Repair or replacement of an already approved fence with a fence of the same style, material and color does not require approval.

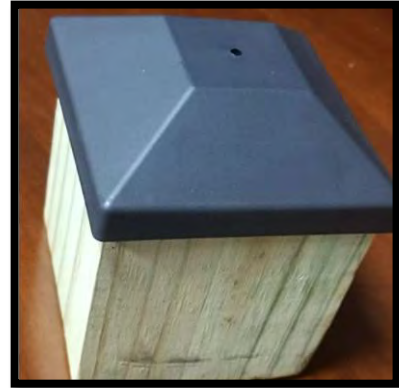
Boundary Fences to enclose rear yards are permitted with the following standards:

- The fences must be located along the property line.
- Fences must not be allowed to extend beyond the front corner of the home.
- Front yard fencing is not permitted.
- Any precise fence placement exceptions due to, for example, easements and / or trees, will be considered on a case-by-case basis.
- If the proposed location is within or adjacent to any existing easement, then the Applicant shall be responsible to ensure that the fence may in fact be located within or adjacent to the easement. The Applicant shall also ensure that the fence installation meets all County, easement owner and/or utility company requirements. If applicable, any relocation required by the easement owner or beneficiary will be the responsibility of the Applicant.
- Owners wishing to install a fence are required to coordinate with all adjacent owners who share a lot line. Back to back fencing is not permitted. If an adjacent property owner already constructed a fence on a shared lot line (or portion of the lot line) or has approval for a fence on a shared lot line (or portion of the lot line), then that fence style in that location shall take precedence. You must coordinate with all adjacent lot owners because any prior fence approval takes precedence and removal of your fence will be your responsibility if a conflict or back to back condition occurs based upon a prior approval.
- The Applicant shall ensure that the fence does not block or restrict drainage.
- All fences, and fence posts shall be plumbed during and remain plumb (not leaning in any direction) after fence construction.
- The gate style shall match or shall be compatible to the rest of the fence. The gate style must be submitted with the Application.
- Pressure treated wood, cedar, composite, PVC and vinyl shall be permitted in most cases.
- The color must be in accordance with the guidelines referenced below.

The style and size must be in accordance with the Fence Detailing described below:

- Fences must be no taller than four (4) feet in height as measured from the ground surface, however the posts may extend up to 54" in peak height.
- The style must be an open picket with 1" x 4" size pickets supported by one top and one bottom 2" x 4" cross rail. Alternating / shadow box styles are not permitted.
- Picket Spacing shall be between 1.75" minimum and 3" maximum.
- Posts shall be 4" x 4" except that posts which support a gate may be 6" x 6".

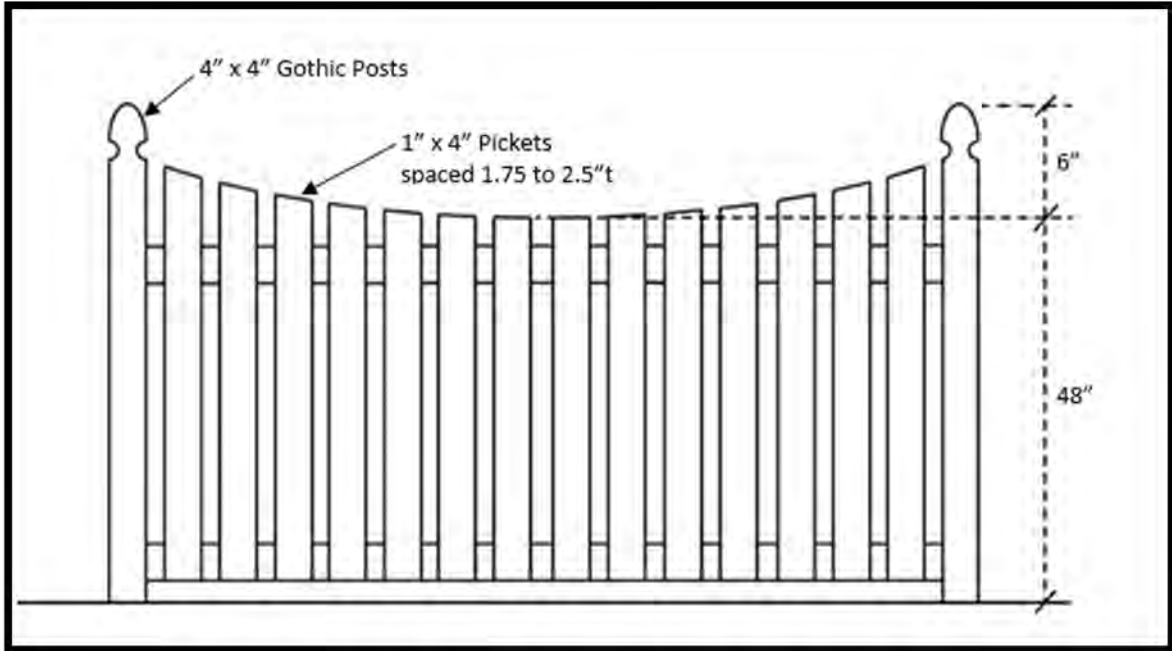
- Every fence panel must be located between each fence post (not behind) and each post will be located approximately every eight (8) feet where possible.
- Post Caps or posts may be French Gothic Posts, Plain Caps or New England Style Caps:



- The top of the fence may be straight, arched, or scalloped.



Example Detail:



- The finished side of all fencing shall be facing externally to the lot.
- All gates must match the fence style that they accompany or submit an alternative gate detail for consideration.
- Gates may be single (up to five (5) feet wide) or double (up to 10 feet wide) configuration and must be of the same material and same height as the fence, unless otherwise authorized in writing by the Association.
- Only single gates may open to common areas to discourage and prevent unauthorized vehicular access across the common area.
- Gates may not open to adjacent private property without the express written consent of the adjacent private property Owner.

Fence Color: Fence materials/components must be pre-colored, treated with a clear preservative, painted and / or stained. Natural wood products may be stained with a clear preservative or stained with a natural wood tone colors which has been approved by the Association. Traditional redwood and bright orange tones are not permitted. Non-natural colored materials/components will be considered on a case by case basis. All colors must complement the existing home. A color chip or brochure must be submitted with the color name and manufacturer. Note: "Cedar Natural Tone" may have an orange/red tint when used on pine and is not acceptable.



The following are several pre-approved selections:

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- Olympic Wood Protector Waterproofing Sealant
- Olympic Wood Protector Waterproofing Wood Sealant
- Thompson's Exterior Water Seal Plus Clear Wood Protector
- Thompson's Wood Protector Clear Preservative

FIRE PITS:

Note: Any device which provides heat, fire, flames, smoke and / or other potentially dangerous emissions should be operated in accordance with all applicable governing rules, governing regulations and manufacturer instructions. Care should also be taken to make sure smoke or other emissions do not create an annoyance or nuisance to neighbors.

Permanent (fixed in place, not mobile and permanently located) Fire Pits shall not be installed until the Homeowner / Applicant has received approval of the Association.

The following standards shall apply:

General: Fire pits must be fully contained or enclosed by a non - combustible hardscape element such as metal or stone to prevent accidental spread of fire. All fires must be put out when not in use; fires may not be left unattended. Applicant assumes all responsibility for the proper use, safety and maintenance of the Fire Pit.

Location: Fire pits are permitted in rear yard locations only and shall be part of a patio design – not freestanding. Setbacks must follow all governmental regulations. At a minimum, they must be setback at least eight (8) feet from any property line. Setbacks must follow all governmental regulations for adequate setbacks from a home, property line or other objects.

Size: They shall not exceed two (2) feet in height or six (6) feet in diameter or length.

Materials: Acceptable materials include brick, natural stone and high-quality concrete products specifically made for Fire Pit applications.

Color: Must be compatible with the colors of the home and adjacent features.

FIREPLACES (OUTDOOR):

Note: Any device which provides heat, fire, flames, smoke and / or other potentially dangerous emissions should be operated in accordance with any and all applicable governing rules, governing regulations and manufacturer instructions. Care should also be taken to make sure smoke or other emissions do not create an annoyance or nuisance to neighbors.

Permanent (fixed in place, not mobile and permanently located) Outdoor Fireplaces (including fire bowls and / or Chimeneas) shall not be installed until the Homeowner / Applicant has received approval of the Association.

The following standards shall apply:

General: Fireplaces must be fully contained by a non-combustible hardscape element such as metal or stone to prevent accidental spread of fire. All fires must be put out when not in use, fires may not be left unattended. Applicant assumes all responsibility for the proper use, safety and maintenance of the Outdoor Fireplace.

Location: Fireplaces are permitted in rear yard locations only. Setbacks must follow all governmental regulations. At a minimum, they must be setback at least eight (8) feet from any property line. Setbacks must follow all governmental regulations for adequate setbacks from a home, property line or other objects.

Size: They shall not exceed 12 feet in height or as may be required by building code or other governmental regulation. The maximum width (not including a potential adjacent sitting wall) shall not exceed 10 feet (including wood boxes) and the depth shall not exceed five (5) feet (not including a grade level hearth).

Materials: Acceptable materials include brick, natural stone and high-quality concrete products specifically made for outdoor fireplace applications.

Color: Must be compatible with the colors of the home and adjacent features.

FIREWOOD:

Firewood is not allowed to be stored exterior to the home. If firewood is to be stored, it should be stored inside the Garage.

FLAGPOLES:

Homeowners wishing temporary flagpole staffs that do not exceed six feet (6') in length and are attached at an incline to the front wall or pillar of the house or dwelling unit need not have an application. Permanent flagpoles erected for any purpose are not allowed.

FURNITURE (OUTDOOR):

Portable outdoor furniture may be used in the front of a home on a temporary basis only. Portable outdoor furniture may not be stored on porches, front stoops, entryways, or in front yards. Portable outdoor furniture must be designed and intended for outdoor use; and must be stored out of view when not occupied. Portable outdoor furniture is defined as chairs or benches made of plastic or aluminum, any type of folding chairs, stadium type chairs, or other forms of outdoor seating of any kind that can be moved with little or no effort. No application is required when these requirements are met.

Permanent outdoor furniture does not require approval if associated with a covered front porch in the front yard OR a deck or patio in the rear of the home. Furniture left outdoors shall be maintained in a neat and attractive manner and must be of a scale, color and style which does not detract from the appearance of the area. Storage of furniture must be hidden from view.

Permanent outdoor furniture NOT associated with a deck or patio shall not be installed until the Homeowner / Applicant has received approval of the Association.

Permanent outdoor furniture (not associated with a deck or patio) must be arranged in an orderly fashion, located within a landscaped bed or covered front porch and must be in keeping with the style of home in which you live. In addition, the furniture must be designed and intended

for outdoor use and must be safely and appropriately installed. Permanent outdoor furniture (not associated with a deck or patio) will be limited to a maximum of two chairs, one small table (18" or less in diameter or width) and one bench per lot. The chairs may be constructed of wrought iron or wood (including polywood) and must be colored (black, white, grey, brown, tan or dark green). Benches (including a bench swing) shall be of the same colors, but the material may also include concrete.



GARAGES:

Garage additions shall not be installed until the Homeowner / Applicant has received approval of the Association. See [ADDITIONS / EXTERIOR HOME EXPANSIONS](#).

Except when being used for entrance or exit, garage doors shall be closed. No garage shall be converted to living space or altered or used for purposes that would prevent the use of the garage for the parking of the intended number of vehicles for which it was constructed.

TEMPORARY GAZEBOS, TENTS, CABANAS, PAVILIONS, PERGOLAS AND OTHER SIMILAR STRUCTURES THAT ARE PREFABRICATED:

Temporary prefabricated* Gazebos, Tents, Cabanas, Pergolas, Pavilions and similar fabric or aluminum and frame structures may be used in yards on a temporary basis without approval of

the Association with the condition that any such structure must be removed within seven (7) calendar days of installation, otherwise it is considered permanent.

**For the purpose of these guidelines, “Temporary” prefabricated Gazebos, Tents, Cabanas, Pavilions and similar structures are typically mass-produced, packaged in a box and sold at retail establishments such a Home Improvement Centers, Sporting Goods Stores and Retailers and are not intended for permanent use. Examples are shown below:*



PERMANENT GAZEBOS, CABANAS, PAVILIONS, PERGOLAS AND OTHER SIMILAR STRUCTURES:

Permanent Gazebos, Cabanas, Pavilions, Pergolas, and other similar Structures shall not be installed until the Homeowner / Applicant has received approval of the Association.

Permanent Gazebos, Cabanas, Pavilions, Pergolas, and other similar Structures are NOT allowed in lots with Townhomes.

The following standards shall apply:

General: They should be located on a patio or a deck. A free-standing structure (such as a Gazebo with its own floor) may be considered on a case by case when found to be compatible and harmonious with the lot and surroundings. Custom “kits” or “prefabricated” structures may be considered on a case-by-case basis if found to be compatible in material and quality as the home, lot, and surroundings. Only one of these structures shall be permitted per lot. See examples, next page:



Location: They are restricted to the rear yard and shall not break the side plane of the home on corner lots on the side adjacent to a street. They must be setback at least five (5) feet from any adjacent lot line.

Size: They shall not exceed a size of 14 ft in length, 14 ft in width and 13 ft in height.

Materials: Natural wood, metal, vinyl, PVC and composite materials are acceptable. Natural Stone, Brick or Landscape Quality Concrete Block products may be used for masonry applications.

Railing must meet the same standards as for decks.

Roof material shall be the same as that of the existing home or standing seam metal will be considered on a case-by-case basis.

Screen material must be a dark nylon or aluminum.

Fabric shade or screen panels may be considered on a case-by-case basis, shall be a solid color and shall be compatible or matching the colors of the home. Bright colors are discouraged.

Screen panels must be tied to posts (closed / not showing) when not in use.

NOTE: For structures with a fabric top, the top must be removed and stored during the months of November through February. The fabric be maintained in good condition with no mold, excessive fading, or tears in the fabric.

Color: They must be pre-colored, painted or stained white, off-white or to match the trim of the home. Other colors that complement and are compatible with the colors of the existing home will be considered on a case-by-case basis. Shade canopies and awnings specifically designed for pergolas may be incorporated into the roof of pergolas; however, they shall be a solid light or neutral color or a color that matches the color of the house or trim or siding as much as possible.

GENERATORS (OUTDOOR):

Permanent generators shall not be installed until the Homeowner / Applicant has received approval of the Association.

The following standards shall apply:

Location: They are restricted to the side and rear yards. If located in a side yard, they must be setback five feet from the front corner of the home. They must also be setback a minimum of two (2) feet from any adjacent lot line.

Size: The size must be in scale with the home and adjacent properties.

Materials: For highly visible locations, a wood or vinyl enclosure should be provided to screen / soften the view of the generator. Alternatively, evergreen landscape screening may be provided if the plants are specified to be taller than the equipment and spaced at least three 36 inches on center.

Color: The color of the enclosure must match the color of the siding or trim of the home.

GREEN SHEDS:

A Green Shed shall not be installed until the Homeowner / Applicant has received approval of the Association.

A Green Shed may be permitted as long as it meets the strict requirements of a shed (see SHEDS) and does not exceed the dimensions of eight (8) feet by six (6) feet and eight (8) feet in height

for the town homes. Applications from owners of single-family homes will be reviewed on a case-by-case basis using similar guidelines.

GUTTERS AND DOWNSPOUTS:

No application is required for the replacement of existing approved gutters and downspouts of a similar size, color and appearance in the currently approved location.

No application is required for a green or brown downspout extension, less than six (6) feet long if the redirected water does not detrimentally impact any adjacent property OR any extension greater than six (6) feet which must be buried and remain within the boundaries of the lot.

Gutter systems which include flush mount caps (including hoods & rain guards) and are finished in the same colors as the gutters and downspouts do not require approval by the Association.

The following standards shall apply:

- Gutters and downspouts shall be pre-colored to match existing gutters and downspouts.
- Downspouts must be brought to grade and splash blocks or ground spreaders must be provided.
- Downspout extensions, including underground drainpipe, must not detrimentally impact any adjacent property.
- Missing, hanging, broken, or otherwise unsightly gutters and downspouts must be repaired or replaced as promptly as possible.

HEATING DEVICES (OUTDOOR):



Outdoor heating devices do not require approval of the Association.

The design, scale and materials must be compatible with the existing house and lot. Devices must be kept in a rear yard location on a deck or patio. They shall be removed and stored during the offseason.

HOLIDAY DECORATIONS:

Holiday decorations (including decorative flags, banners, and lights) do not require approval, but are permitted only forty-five (45) days prior to and after the commemorated holiday.

HOT TUBS AND SPAS (OUTDOOR):

Outdoor hot tubs and spas shall not be installed until the Homeowner / Applicant has received approval of the Association. Swim Spas are not permitted due to their size limitations.

The following standards shall apply:

General: The application must include the manufacturer's specifications including size, dimensions, color, etc. Information provided by the manufacturer's website or brochure is preferred. All hot tubs and spas shall be softened from public view, including adjacent neighbors and street frontage. This can be accomplished via landscape screening and/or construction of privacy screening to match deck or patio. For Townhomes, a privacy fence shall be required. All chemicals and maintenance equipment for spas and hot tubs shall be hidden from view and properly stored in accordance with manufacturer specifications.

Location: They must be located in the rear yard and shall not break the side plane of the home. They should be integrated into a deck or a patio – except that Hot tubs and Spas shall not be permitted on elevated Townhome Decks.

Size: They must be in scale with the home, the lot and adjacent properties, but shall not exceed 8 feet in any dimension (or 64 square feet) and three (3) feet in height.

Materials: They must be compatible with the materials of the home and surrounding features.

Color: They must be compatible with the colors of the home and surrounding features.

LANDSCAPING (INCLUDING ANY ACTIVITY WHICH AFFECTS DRAINAGE):

Submission requirements are defined below.

GENERAL NOTES:

- Landscape designs shall be designed to be consistent with the existing design features of the home (including the yard), adjacent homes and the overall Community. The landscape design should be thoughtful, organized, symmetrical when appropriate, cohesive and logical. Professional assistance is not required, but highly encouraged for those who are not experienced or knowledgeable regarding landscape design.

- All landscaping requires a scaled layout plan. Labeling “dots” or “Asterisks” on a house Location Survey will not be sufficient as the only design document. The layout plan should include the location, name, quantity and size (nursery stock size at the time of planting) for all landscaping.
- No planting or other material shall be placed or permitted to remain upon any lot which may damage or interfere with any easement for the installation or maintenance of utilities, or which may unreasonably change, obstruct or retard the direction or flow of any drainage channels.
- There shall be no adverse drainage impact to adjacent neighbors and/or common area.
- All proposed landscaping beds must address the proposed flow of drainage.
- Plantings should also not impact ingress and egress to any driveway and/or entrance.
- No tree, hedge, or shrub shall be maintained in such a manner as to obstruct sight lines for vehicular traffic or to create a "fence line."
- It is recommended that you visit <https://www.dcr.virginia.gov/natural-heritage/invspdflist> prior to any landscaping projects to avoid the use of any invasive species.

All landscaping requires approval of the Association except as noted below:

An Application is not required for the following modifications:

1. Planting of annuals or small perennials in existing beds.
2. Replacement or dead or dying plant material with the same or substantially similar plants. Substantially similar is defined as a plant having the same color, size, shape, texture and growth habit as the plant being replaced.
3. Foundation landscaping (within four feet of the edge of the home, existing patio or existing deck which meets all of the design standards stated herein).

All other landscaping modifications require approval by the Association.

The following standards shall apply:

- Landscape designs, including decorative objects, must maintain 80% of yard in grass and live ground cover. Examples of unacceptable landscape designs include the substantial or total removal of turf and replacement with another material, such as mulch or gravel. A limited area of grass removal and replacement with mulch or landscape ground cover will be only considered for small areas in front yards and in low visibility locations such as the rear yards of homes. For Townhomes, landscaping of the front yards shall generally be limited to the same area provided with landscaping installed as part of the original construction. See also **STONE GROUND COVER**.
- Trees and shrubs shall be spaced so they will not unsafely or unreasonably overhang property lines, sidewalks, and common property in the foreseeable future. The Applicant must indicate

the setback distance for all trees within ten (10) feet of a property line. The spacing shall provide a distance which allows the tree to grow reasonably or be maintained within the Applicant's property. Only small category trees shall be permitted in the rear yards of Townhomes.

- Hedges and shrubs used in landscaping must be trimmed to a maximum height of five (5) feet and maintained in an orderly fashion. Hedges and shrubs used as property dividers must be trimmed to a maximum height of three (3) feet and maintained in an orderly fashion.
- Stone, rock groupings, tree trunks (wood or stone), gravel and pebbles are prohibited along property lines.
- Low stone or masonry garden walls intended as a garden feature should not exceed 18 inches in height. The use of natural stone is preferred. However, brick or cultured stone may be approved if consistent with design characteristics and colors of the home and adjoining properties. All non-natural masonry materials must be decorative and submitted for case-by-case approval. Garden walls shall be setback at least two (2) feet to any lot line. Walls may not be used as boundary walls in lieu of the permitted boundary fencing. See also [RETAINING WALLS](#).
- Installation of edging material around existing or approved beds or driveways, provided that it is installed flush or within four (4) inches of ground level will be considered on a case-by-case basis. Plastic or any roll type edging is not permitted. Steel edging must be flush with the existing grade. NOTE: Driveways may not be edged with anything greater than four (4) inches in height. Edging / Garden fencing is not permitted.
- Hanging / trailing vines and other such plants shall be limited in their use. Acceptable locations include on and over deck railings and in pots. They must be maintained in a healthy and attractive manner.
- Lot line screening may not consist of long "soldier rows" of screening trees. The type and position of landscaping must be varied to provide interest and aesthetics. Species shall be diversified to provide variety and avoid monocultures.

LANDSCAPE SCREENING / SOFTENING:

The Association at its discretion may require landscaping or architectural screening to soften the impact of any proposed use as a condition of approval. Note: For clarification, when landscaping is specified to soften a proposed structure, the landscaping is not specifically required to be a full screen, but rather it is intended to soften visual impacts.

LIGHTING (EXTERIOR):

Replacement of existing outdoor lighting fixtures with the same lighting fixture, the same intensity and in the same location does not require approval of the Association.

Replacement of existing outdoor lighting fixtures with a differently styled fixture, increasing the intensity of existing lighting or revising a fixture location shall not be installed until the Homeowner / Applicant has received approval of the Association.

New or additional outdoor lighting fixtures shall not be installed until the Homeowner / Applicant has received approval of the Association.

In general, outdoor lighting shall be kept to a minimum. The intent is to produce a low level of light that creates a warm ambiance and provides for safety while maintaining view of the night sky and stars. Lighting which directly illuminates or spills onto common areas or other adjacent property is prohibited.

GENERAL RULES FOR ALL LIGHTING:

- The Kelvin temperature of all lighting shall not exceed 3000K which is warm white.
- The wattage of all lighting shall not exceed the approximate equivalent of a 60-watt incandescent bulb. The common equivalent is 12 watts maximum for LED.
- The light source shall be shielded from view to the greatest extent possible.
- Lighting which directly illuminates and spills onto common areas or other adjacent property is prohibited.
- There shall be no exposed wiring.

SPECIFIC RULES FOR EACH STYLE OF OUTDOOR LIGHTING:

- Deck Railing Post Bullet or Accent lighting - The quantity shall not exceed one per post.
- Solar or Electric Deck Railing Post Cap lighting (downward directed) - The quantity of such deck post cap lighting should be minimized to prominent deck corners and posts along stairways. In evaluating deck post lighting, the Association shall consider the height of the deck and visibility from adjacent neighboring or high visibility locations. The opening (shielding) of the light source and intensity of the lighting must also be considered. Per the example below, less intense lighting with narrow (7/16" or less) openings is desired. Wider openings and / or a bright intensity is not permitted.



- Solar or Electric Fence Post Cap lighting - The quantity shall be minimized and only may be located on the two posts encompassing a gate.
- Solar powered outdoor lights - may be implemented provided the solar panels are inconspicuously designed as part of the fixture when possible. If the solar panels are separate, they must be inconspicuously mounted and hidden from view or softened with landscaping.
- Security lights including bright spotlights, floodlights and wall-lights are discouraged due to their glare and intensity. To be considered, they must meet the following requirements:
 - The light shall be pointed downward and not directed toward neighboring properties.
 - That all general rules for lighting referenced above are met.
 - That a maximum of two double security lights are proposed in the rear yard and one double security light in a side yard. They are not permitted in front yards.
- Walkway / Path lights – shall meet all general rules for lighting and shall be spaced a minimum of 6 feet apart. They shall not be used to illuminate community paths and walkways. Quantity should be limited and shall not be excessive. They shall only be used at the edges of paths, sidewalks, walkways and patios.
- Driveway / Path lights - shall meet all general rules for lighting and shall be spaced a minimum of 8 feet apart. The overall quantity should be limited to avoid an “airport runway” appearance – especially on longer driveways.
- Landscape up-lighting – shall be restricted a maximum quantity of 18 up-lights which includes up to three (3) in a front or side yard and up to nine (9) in the rear yard. For the purpose of this guideline, this includes tree and shrub lighting, boulder lighting and other such landscape accent up-lighting as determined by the Association.

- House accent up-lighting (outdoor home lighting) – A maximum of 7 up-lights may be positioned along the front façade of the home depending on the size of the home. Side yard and rear yard house up-lighting is not permitted. Townhome accent up-lighting is not permitted.
- Outdoor Recessed fixtures shall be closed with a lens or other appropriate diffuser or recessed at least two (2) inches and shall meet all general rules for lighting.
- Globes shall be uniformly opaque (e.g. frosted, acid etched, etc.) or otherwise treated to sufficiently obscure the lamp and shall meet all general rules for lighting.
- Any fixture with an exposed bulb may use half-mirrored lamps with a blacked-out bottom or other deflecting/ diffusing lamp types and techniques to shield the source of the light and shall meet all general rules for lighting. If the bulb is not shielded, the Applicant must demonstrate that the light will not directly illuminate into adjacent lots.
- Light fixtures on piers shall meet all general rules for lighting. In the side or rear yards, the bulb should be recessed and shielded or proposed landscaping shall be positioned to diffuse / soften light travel to adjacent homes.
- Café String Lighting – Café String lights (this guideline is not intended to apply to Holiday Lighting) may be located across a rear yard patio, deck or beneath a pergola or pavilion type structure, but not be located in the front yard of the house. Lights must not be strung parallel to the house eave or along a wall to resemble holiday lighting (see [HOLIDAY DECORATIONS](#)), wrapped around a post or above areas maintained by the Association. Lights must not be attached to fences or trees. Light bulbs must be clear or frosted and no larger than 4-inches. Electrical wiring must be black, brown or green only and concealed to the extent possible. Any other colors or styles may be temporarily hung for a 72-hour period. String lights improperly hung or in disrepair shall be removed. The quantity should be limited to the extent possible, but not exceed 96 bulbs. Excessive crossing and overlapping shall not be permitted. The mounting poles must be approved and compatible with the home’s architecture.
- Patio accessory lighting, such as floor lighting (such as “HYVE”), seating wall accent lights etc. shall be limited in quantity to the extent possible, shall be reviewed on a case-by-case basis, and shall be required to meet the general rules for all lighting as referenced above.
- Any other type of lighting not specifically referenced herein is discouraged, should be limited in use, shall be required to meet the general rules for all lighting as referenced above and shall be reviewed on a case by case basis by the Association.

MAILBOXES:

Townhomes shall utilize the existing mailbox kiosks.

Mailboxes for single family homes shall be in accordance with the picture shown below which is consistent with mailboxes throughout the Community. Any replacement of mailboxes and / or mailbox numbers must be made with the exact same products. All design, materials, sizes and colors shall remain the same. The posts shall be stained light natural as shown. House numbers shall be black on a white background and approximately two (2) inches tall.



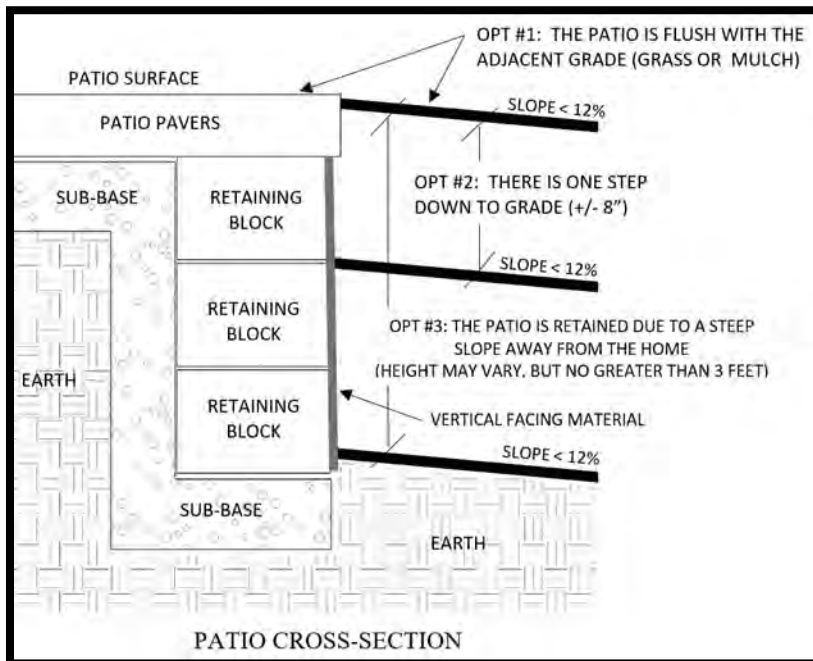
PATIOS:

Patios shall not be installed until the Homeowner / Applicant has received approval of the Association.

The following standards shall apply:

General: Any adverse drainage impacts, which might result from the construction of a patio should be considered and a proposed remedy indicated on the plans. When a patio is retained or there is a step down to grade, the vertical facing material must

complement the overall patio design. The height of the exposed vertical face may not exceed three (3) feet and must be noted on the layout plan and / or it should be noted when the patio is flush with the existing or proposed grade. Backfill against a patio should not exceed an 8:1 slope (12%). See Patio cross-section below:



Location: Patios must be located within rear yards and shall not extend forward of the rear plane of the home. Patios shall be setback a minimum of five (5) feet from the nearest property line on Single Family Detached Homes. For Townhome lots, the patio or must be setback a minimum of six (6) inches from the adjacent lot to allow for maintenance of the privacy fencing. On a corner lot single family detached home, the patio may not extend more than five (5) feet past the side plane of the home closest to the adjacent roadway.

Size: Must be in scale with the home, the subject property, and adjacent properties.

Materials: Patios shall be constructed with quality materials including concrete, concrete pavers, brick pavers, stone pavers, stamped or exposed aggregate concrete. Other materials will be considered on a case-by-case basis and approved where the Covenants Committee finds that said material is of a high quality and will match the architecture of the home.

Color: Natural Stone and manufactured paver colors are preferred.

Walls: Seating and or Decorative Walls shall maintain same setbacks as the patio and be constructed with high quality materials including concrete masonry units, brick or stone. Where applicable, a matching or compatible top cap shall be provided. Other materials will be considered on a case by case basis and approved where the Association finds that said materials are of a high quality and will match the architecture of the home. Seating or Decorative walls should generally not exceed two (2) feet in height from the surface of the patio and three (3) feet from the proposed grade on the backside of the wall.

PONDS (SMALL DECORATIVE GARDEN PONDS):

Small decorative garden ponds shall not be installed until the Homeowner / Applicant has received approval of the Association.

Note: Ponds should not create an adverse noise nuisance to adjacent properties.

The following standards shall apply:

General: The water in the pond shall be maintained and kept clean. Failure to keep the water clean shall be considered a violation of the terms of approval and removal of the pond may be requested. Due to the creative nature of pond design, review will be on a case-by-case basis.

All ponds must meet governing regulations for free standing bodies of water, and homeowner assumes all liability of water's potential of becoming an attractive nuisance.

Location: All garden ponds shall be setback a minimum of five (5) feet from adjacent property on Single Family Detached Home applications and three (3) feet for Townhomes.

Size: The height of any waterfall shall not exceed two (2) feet and the size of the pond shall not exceed six (6) feet long by four (4) feet wide.

Material: Plastic, concrete or rubber for basins and natural stone above ground.

Color: Pond basins must be black or grey and decorated with natural stones.

PORCHES:

Screened Porches are not permitted except those associated with a deck – see [DECKS](#).

POTTED PLANTS:

Potted plants do not require approval of the Association if the following conditions are met:

- Plant pots in the front yard less than 30" high and 30" in diameter or width with healthy maintained plantings do not require approval of the ARB provided they are generally located to the left and / or right of a front door or Garage Door and do not exceed six (6) pots in total.

- If in the rear yard, plant pots less than 42” high and 42” in diameter with healthy maintained plantings do not require approval of the ARB provided they do not exceed eight (8) pots in total.

All pots are subject to the following standards:

- Each pot shall be generally appropriate for the location.
- Each pot shall be compatible with architectural and environmental qualities of the lot.
- Each pot shall have no negative visual impact on the surrounding area.
- Pots shall be stored when not in use and when healthy/growing plants are not maintained.

In the event these standards come into question, then the final determination will be made by the Association.

RADON REMEDIATION SYSTEMS:

Radon Remediation systems do not require approval by the Association if the following standards are met:

- Exterior fan assembly and associated hardware should adjoin existing gutters and downspouts when possible.
- To minimize the aesthetic impact of the fan assembly, use available covers or add landscaped plants around fan assembly.
- Color of fan assembly, vertical PVC exhaust piping or substituted aluminum downspout exhaust piping shall match existing home trim color where possible.
- Weatherproof/critter cap screening may be added to all exhaust piping ends.

Any variations require approval by the Association.

RAIN BARRELS:

Rain Barrels shall not be installed until the Homeowner / Applicant has received approval of the Association.

The following standards shall apply:

General: Rain Barrels must be screened from street view with evergreen plant material equal in height or taller than the barrel. If the barrel cannot be seen from the adjacent street then it doesn't need to be screened. Only two (2) barrels are permitted on lots with Single Family Detached Homes and only one (1) barrel is permitted on lots with Townhomes.

Location: They must be located where downspouts are existing, but only at the rear of the home. The length of the gutter pipe diverter must be minimized to the extent possible.

Size: The capacity may not exceed 55 gallons. The height shall not exceed 40 inches and the width may not exceed 30 inches.

Material: Wood, Plastic, Poly-resin / Fiberglass and Terra Cotta are permitted.

Color: The color of the barrel and diverter should blend in to match the adjacent color of the home or must be complimentary and compatible with the home as determined by the Association. Acceptable colors include terra-cotta, brown, beige, grey, black or white depending upon the color scheme of the home. Industrial / bright colors including, but not limited to, blue, red and yellow will not be permitted.

RECREATION AND PLAY EQUIPMENT:

Permanent Recreational and Play Equipment shall not be installed until the Homeowner / Applicant has received approval of the Association.

Trampolines are prohibited according to an Administrative Resolution adopted in August 2006. Sports Courts are also not permitted due to space limitations.

General: Fencing is required to screen the equipment from the view of neighboring property owners. This policy may be waived by the Association for homes that have no adjoining property owners to the rear of their lot.

Failure to keep Recreational and Play Equipment maintained shall be considered a violation of the terms of approval and removal may be requested.

Playhouses must be of a natural wood color or match the color scheme of the house. Playhouses must not exceed twenty-five (25) square feet and not more than six (6) feet in height. Only single door openings are permitted, and opening must not exceed twenty (20) inches in width and forty-eight (48) inches in height. Playhouses must not be used as or converted into storage sheds.

Location: Equipment must be in the rear yard and may not extend forward of the rear plane of the home.

Size: The scale and design must be compatible with the lot size and home. The Application should propose landscape softening when the proposal might create an adverse visual impact on other lots or the common area. See also

LANDSCAPE SCREENING / SOFTENING.

Color / Materials: Natural wood left in a natural color to weather is encouraged, however the wood may also be stained with a semi-transparent or solid stain in a natural wood color (oak, chestnut, maple, etc.). For plastic and vinyl components of swing-sets (such as a slide, swing, or canopy / tarp), Hunter Green is the preferred color. When a canopy / tarp is only offered in stripes, then the permitted colors are red, yellow and blue.

All other materials (such as composites) shall be in a natural wood color (oak, chestnut, maple, etc.) or shall match the color scheme of the home when appropriate.

"Neons" and any other very bright colors are prohibited.

No metal play equipment will be allowed under any circumstance.

RETAINING WALLS:

See landscaping for standards regarding low garden walls

Retaining Walls shall not be installed until the Homeowner / Applicant has received approval of the Association.

The following standards shall apply:

Location: They may be located in any yard within the lot. However, all retaining walls shall be setback a minimum of five (5) feet to any adjacent lot line.

Size: Heights above 2' are not permitted.

Material: They shall be constructed with high quality materials including brick, natural stone or landscaping quality concrete products. Other materials will be considered on a case by case basis and approved where the ARB finds that said materials is of a high quality and will match the architecture of the home.

Color: Natural Stone and manufactured retaining wall component colors are preferred.

ROOFING:

No Application is required for the repair or replacement of existing roofing with materials, substantially identical in construction, shingle type, texture and color as the material utilized in the original construction of the dwelling.

SCREENED PORCHES:

Screened Porches are not permitted except those associated with a deck – see [DECKS](#).

SECURITY DEVICES:

Security Devices shall not be installed until the Homeowner / Applicant has received approval of the Association. However, up to two small security cameras may be permitted on each side of the

home (front, back, left and / or right) without approval if the standards below are followed. Additionally, Doorbell Cameras do not require approval if placed at the mid-point of the door frame on the door-knob side.

Any security equipment including cameras, fixtures and conduits shall be designed, located and installed so as to be an integral part of the architecture of the building and not detract from its design and appearance. Security Cameras should be attractively mounted to the house and the color should blend in. The quantities should be limited to the extent possible.

Barred or ornate metal security doors, windows or grilles are prohibited.

Two security signs are permitted, one in the front yard and one in the rear yard.

All devices shall be used in accordance with all governing regulations and the view of the camera shall be directed to only view the lot on which the camera is located.

SHEDS (STORAGE):

Sheds shall not be installed until the Homeowner / Applicant has received approval of the Association.

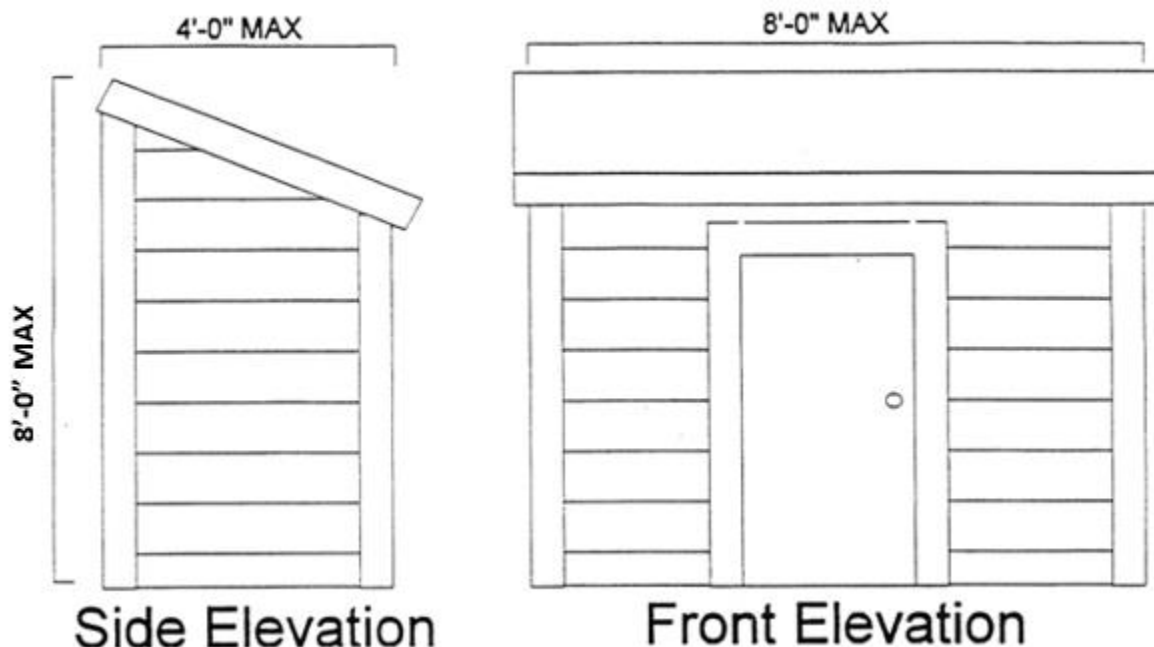
The following standards shall apply to lots with Single Family Detached Homes:

- There shall be no more than one shed per lot and the shed shall be free-standing.
- The location is restricted to the rear yards or side yard when placed against the home and located no further than ½ the distance as measured from the front to rear corner. A shed shall not break the side plane adjacent to a roadway on a corner lot due to its high visibility.
- Setbacks shall meet all governmental regulations including but not limited to the Town of Leesburg and Loudoun County.
- The shed shall not exceed 80 square feet in size with the longest dimension being 10 feet.
- The Peak height shall not exceed 10 feet.
- The design of the shed shall be compatible with the design of the house.
- For a wood built shed, the color scheme shall substantially match the existing home. Therefore, the Shingles shall substantially match the shingles on the existing home. The siding, shutters and trim colors shall also match. The entrance door shall match the trim color or color of the home's front door.
- Resin / plastic sheds shall be beige or light grey to most closely be compatible with the colors of the existing home. Dark green or brown will be considered on a case by case basis for smaller and less visibly located sheds.
- No metal sheds will be permitted.

The following standards shall apply to lots with Townhomes:

- There shall be no more than one shed per lot and the shed shall be free-standing.
- The location is restricted to the rear yards which are completely fenced and may not be erected forward of the rear plane of the home.
- Setbacks shall meet all governmental regulations including but not limited to the Town of Leesburg and Loudoun County.
- The shed shall not exceed 32 square feet in size with the longest dimension being 8 feet.
- The Peak height shall not exceed 8 feet.
- The design of the shed shall be compatible with the design of the Townhome.
- The color scheme shall substantially match the existing townhome.

The following is an Illustrative Example:



SHUTTERS:

A homeowner may replace shutters with a like design and color without approval by the Association. New or relocated shutters and shutter color changes shall not be installed or painted until the Homeowner / Applicant has received approval of the Association.

The addition or relocation of shutters to a home will be considered and will be evaluated in terms of general appropriateness, size, location and compatibility with architectural and aesthetic design qualities. The color of shutters added to the home must match the color of the existing shutters on the home - if applicable.

A color change for shutters is highly discouraged – especially for Townhomes where the entire block of homes must be considered. It is preferred that the color not be changed and shall remain the same color as originally provided with the construction of the home.

SIDEWALKS/WALKWAYS/RAMPS / STEPPING-STONES:

Walkways including stepping-stone shall not be installed until the Homeowner / Applicant has received approval of the Association.

The following standards shall apply:

ADA walkway: All walkways will be permitted as required to enable access in accordance with the Americans with Disabilities Act (ADA) and any other governing regulations. To the extent reasonable, said access should be designed to be compatible with the architecture of the homes and these standards.

The following standards shall apply:

General: Walkways must be flush to the ground except when elevation changes are involved. For stepping-stones, each step must be counter-sunk into the grass and installed in a professional manner. The design should be simple and attractive. Walkway applications must address grading to demonstrate that drainage is not restricted or blocked. The submission must include a picture or brochure of the exact type of step or material to be provided.

Location: For stepping-stones, the submission must include the exact number of steps to be provided, the spacing between each step, a plan view drawing showing the location and setback from the side property line. They may be located within any yard but must be setback a minimum of 12 inches from any adjacent lot lines. They must not extend and connect directly to any street except if from / to the front door.

Walkways from the front yard to the rear yard for the purpose of providing access to a separate “suite” or “room” are highly discouraged. Should this be proposed, then every effort and landscape and disguise the walkway shall be required. The walkway shall include upgraded materials (not plain concrete) and shall be designed to appear more as a garden path or walkway.

Size: For stepping-stones, they should be limited in size any may not exceed 24” in diameter round or 24” x 24” square. Other walkways may be up to five (5) wide, however, wider sections due to design or use may be considered.

Material: Approved materials include, but are not limited to, brick, concrete pavers, slate, flagstone, stone (gravel, pebbles or crushed stone), or concrete which can be stained, stamped, or plain. If using stone or colored concrete, the color must be compatible with the home and surroundings.

Color: Permitted colors may include the color of natural stones or shall be limited to tones of brown, tan and grey for non-natural stone products.

SIGNS (REAL ESTATE SALES / RENT AND MISCELLANEOUS):

Signs which meet the following standards do not require prior approval of the Association:

- Only the type of signs referenced below are permitted.
- No sign shall be attached to structures, fences, traffic signposts, community signposts, lamp posts, trees, or Townhouse mailboxes.
- Except for those signs related to real estate sales and construction, no sign, advertisement, or message other than for identification purposes shall be displayed which offers or implies commercial or professional services (Declaration - Article 8, Section 8.2 H).
- Real estate signs must meet governing regulations (including the Town of Leesburg and Loudoun County) with respect to size and content. Signs may only be placed in the front yard of the property advertised. Homeowners will be limited to one sign per property. All signs must be removed within 72 hours of contract acceptance. Open house signs will be permitted on common property only between Saturday 9:00 AM and Sunday 5:00 PM. Any sign standing beyond approved hours will be removed.
- All miscellaneous signs, including but not limited to yard sales, etc. must be put up no sooner than forty-eight (48) hours prior to and taken down no later than twenty-four (24) hours after the event being advertised.
- Security Signs: Two security signs, each not exceeding a total of one (1) square foot, may be posted on the property. Only one such sign may be posted forward of the front plane of the home. The approved location shall be at the front door. A second sign may be posted in the rear yard.
- Common Area Signs: Signs may not be posted on the Association's common area.
- Political Signs: Signs must meet the following criteria:
 - No more than two (2) signs per property.
 - No balloons or other accessories shall be attached to signs.
 - Material for the sign must be self-supporting and no greater than 18 x 24".
 - Signs may be displayed thirty (30) days prior to election day.
 - Signs must be removed the day after the election.

SKYLIGHTS:

Skylights shall not be installed until the Homeowner / Applicant has received approval of the Association.

The following standards shall apply:

General: Skylights shall have a low profile and lie flat on the roof. Skylights shall be installed parallel or perpendicular with the roof ridge and edges.

- Location: Skylights should be located on the rear roofline of the dwelling.
- Size: Skylights should be visually integrated with the architecture of the home regarding style and size.
- Material: Glass or clear acrylic.
- Color: The frame color shall match or be compatible with the roof color.

SOLAR PANELS:

Solar energy collection devices

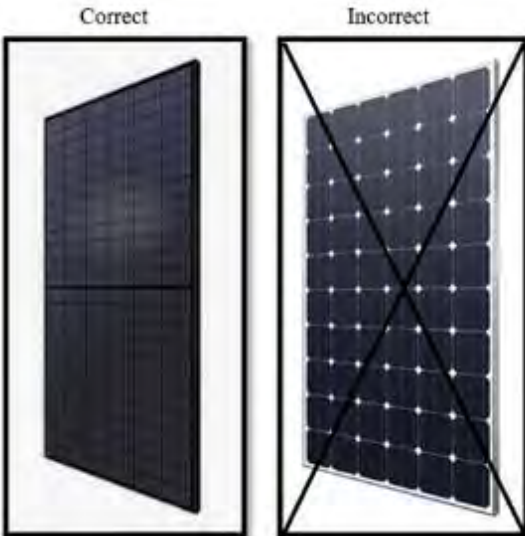
Solar Energy Collection Devices, including but not limited to solar panels, require approval by the CC.

The following Standards shall apply:

- Only roof-mounted solar energy collection devices will be approved.
- The HOA is permitted to establish reasonable restrictions concerning the size, place, and manner of placement of such solar energy collection devices on property designated and intended for individual ownership and use.
- Solar energy collection devices may only be installed on the plane of a roof facing the back or back side of a home, except as otherwise permissible by state or local legislation. This Standard shall be deemed not to be reasonable if application of this Standard (i) increases the cost of installation of the solar energy collection device by five percent over the projected cost of the initially proposed installation or (ii) reduces the energy production by the solar energy collection device by 10 percent below the projected energy production of the initially proposed installation. If this is the case, documentation should be provided that is satisfactory to the CC to demonstrate that the Standard is not reasonable according to conditions i or ii established in this subsection.
- If solar energy collection devices must be on a front or a high visibility side facing roof, then extra attention to the configuration must be provided to ensure that the arrangement of the solar energy collection devices are visually compatible with the existing roof design. The size of the Solar Panel system shall be in scale with the roof of the home to the extent possible.
- Solar energy collection devices shall be installed parallel or perpendicular to the plane of the roof and must not break the roof ridge line. A full size and legible layout drawing is required. The drawing must indicate what side is the “front” of the home.
- Solar energy collection devices must be set back at least 6 (six) inches from the perimeter edges of the roof.
- Solar energy collection devices must be flush mounted so that the total height from the are roof to the top of the solar panels and brackets shall not exceed 6 (six) inches.
- The supportive structure, fixtures, conduits, plumbing, and electrical lines shall be concealed in the attic of the home wherever possible. If in any case the attic is not a possible location for

such structures, they shall be concealed by other means. Any exposed fixtures, conduits, plumbing, or wiring organizers must match the color of the surface to which it is attached.

- Solar energy collections devices shall be all black in color. Solar Panels shall be black (monocrystalline) with black grids and black frames.



- Devices that are part of the installation, such as inverters, must be placed inside the home whenever possible.
- The Contractor must carefully determine in advance where the conduit will be run from the electric meter, up the side of the home and into the attic. Any exposed conduit or other materials installed on the side of the home must be concealed in a conduit cover or wiring organizer (2" diameter maximum) that blends in with the surface to which it is attached. Therefore, confirmation that the conduit will be colored to match the surface to which it is attached shall be provided. All conduit mounted on the sides of the home shall be discreetly tucked under roof overhangs and / or run along trim or adjacent to existing downspouts. The proposed location must be as unobtrusive as possible.
- A photograph of the side elevation of the home must graphically define the path of the conduit using a thin line to represent the proposed alignment and color of the conduit. This must be included with the Application submission.
- Failure to install the conduit as approved may result in disapproval of the installation and a revision to the conduit location may be required.
- Solar energy collection devices must not produce an amount of reflective heat or glare that would cause harm or annoyance to adjacent homes.
- No solar energy collection device for individual homeowner use may encroach on the common areas of the Association.

- All solar energy collection device installations must be performed by licensed solar energy collection contractors and must comply with all applicable laws including net metering limitations.

SPRINKLER/IRRIGATION SYSTEMS:

Permanent underground sprinkler / irrigation systems do not require approval if the following statement is signed and submitted to the Association:

To: East Stratford C&D Homeowner's Association	
I plan to install an underground sprinkler / irrigation system in my yard located at the following address: _____	
<ul style="list-style-type: none"> • I shall be responsible to remedy and/or repair any adverse drainage conditions onsite or on offsite properties caused by the Sprinkler / Irrigation System. • I shall maintain the Sprinkler / Irrigation System so that it shall not spray water on offsite property. • I shall promptly remove at my own cost any part of the Sprinkler / Irrigation System found to be installed in any easements, offsite property, right-of-way or other encumbrances which have been determined to prohibit said Sprinkler / Irrigation System. • I shall follow any guidelines established by Prince William County or other applicable authorities regarding the operation of Sprinkler / Irrigation Systems. 	
_____	_____
Signed	Date

STONE GROUND COVER:

Stone Ground Cover requires approval of the Association prior to installation.

Removal of grass and replacement with stone ground cover will be only considered for limited areas in front yards and in low visibility locations such as the side and rear yards of homes. In all cases, the area of coverage should be complimentary and in scale with the size of the lot as determined by the Covenants Committee.

River Jack Stones or other natural appearing stones* will be reviewed on a case by case basis and is limited to small accent areas. White Limestone or White Granite Stone is not allowed.

**Note: All stones used for landscaping shall be a high-quality landscape grade. Construction grade materials, such as transportation grade rip rap (pictured below) are highly discouraged unless hidden from view.*



Stone groundcover shall not be installed until the Homeowner / Applicant has received approval of the Association.

Removal of grass and replacement with stone ground cover will be only considered for limited areas in front yards and in low visibility locations such as the side and rear yards of Townhomes and Single Family Detached Homes.

STORAGE SHEDS:

See SHEDS.

SWIMMING POOLS:

Permanent Swimming Pools are not permitted.

Small wading pools (aka Kiddie Pools) which are used temporarily (for a period not to exceed 72 hours) do not require approval and are permitted during the months of May to the end of September. They must be removed from view when not in use.

TRASH/RECYCLING CONTAINERS:

Trash containers shall always be stored out of view. Public view shall be defined as being visible from the street, sidewalk, or other area of public access, by an adult of average height (approximately six (6) feet tall) standing in the front of the residence. Storing trash containers in the front of a dwelling or garage is prohibited - See Declaration Article 8, Section 8.2 (I). All refuse containers shall be prohibited upon any lot, unless obscured from view of adjoining lots and streets by an appropriate enclosure – see [TRASH / RECYCLING CONTAINER ENCLOSURES](#).

Covered trash / recycling containers should be placed on the curb no earlier than 5:00 pm the night before the day of a scheduled pick-up and retrieved / stored promptly on the same day after pick-up. The Community experiences high winds so you must secure all items.

Trash, recycling, or litter in public view, except for curbside at the appropriate time, is subject to a fine from the Stratford C&D Homeowners Association according to the Due Process Resolution.

No trash, garbage or other waste material or refuse shall be placed or stored on any lot except in covered trash containers placed on the rear of the lot or garage, at least five (5) feet from any lot line. Trash containers may not be stored on Association property. Trash containers may not be stored in front or side of the house. All containers shall be kept in a clean and sanitary condition and emptied regularly.

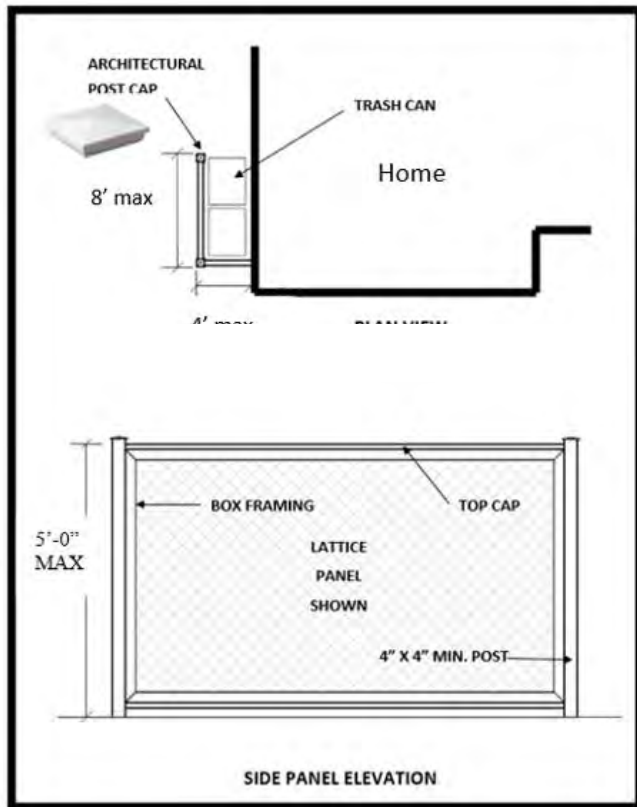
Owners/residents are responsible for picking up litter on their property and debris on common ground that originated from their property. Plastic trash bags containing food and related refuse must be placed in a covered trash containers.

Burning of trash or refuse is not permitted. Dumping on common ground is not permitted.

TRASH / RECYCLING CONTAINER ENCLOSURES:

Outdoor enclosures for Trash / Recycling Containers shall not be installed until the Homeowner / Applicant has received approval of the Association. The following standards shall apply:

- The preferred style shall consist of 4" x 4" min. corner posts with architectural post caps ("New England Style") and shall include framed lattice (maximum 1" opening) or board on board panels. Materials are limited to vinyl or pressure treated wood (see examples below).
- The size shall be limited to a maximum size of 8 feet in length, 4 feet from the home in width and 5 feet in height. A plan view (on the plat) and elevation drawing is required or exact picture representation is required.
- The enclosure shall be located in the side or rear yard along the edge of the home. However, alternate locations will be considered for locations that are not visible. They must be setback a minimum of 2 feet from any property line.
- The enclosure must be located adjacent to the home – not freestanding in the yard.
- The color shall be white, a light trim color of the home or colored to match the homes siding.
- A prefabricated structure may be considered on a case-by-case basis and must be compatible with the home and surroundings.
- Only one (1) enclosure is permitted per lot.



PICTURE EXAMPLE

Tree Removal

No live medium or large trees with a diameter in excess of four inches, measured twelve inches above ground, nor flowering trees in excess of two inches in diameter, similarly measured, which are generally known as flowering trees (such as dogwood or redbud) or as broad leaf evergreens (such as holly, laurel, or rhododendron), no live vegetation on slopes of greater than twenty percent gradient or marked "no cut" areas on approved site plans may be cut, including trees located in any "Tree Save Area" designated on the Development Plan, if any, without the prior written approval of the Association.

Further, no live trees planted by the Declarant or a Builder to comply with County or Town Ordinances or the Proffers shall be cut without the prior written approval of the Association.

Removal of dead trees, trees in danger of falling and trees destroying driveways or sidewalks must also be approved prior to removal. Upon removal, the relevant homeowner/resident must remove or grind any visible stump left by the tree. In some instances, the relevant homeowner/resident will be required to replace the removed tree.

In cases of dead trees and trees in danger of falling posing a risk to life or limb do not need an approval before removal. However, notification of the removal should be sent to the

Management Company and the Board of Directors immediately. An after the fact Application will be required so be sure to take pictures of the tree and document its condition.

No trees, shrubs, or other vegetation on common areas are to be cut, pruned, or removed by homeowners / residents.

Homeowners / residents are advised to consult with Loudoun County and Town of Leesburg for compliance with the County Ordinances regarding any proposed tree cutting, pruning or removal.

TRELLISES:

Trellises shall not be installed until the Homeowner / Applicant has received approval of the Association.

A Trellis should not be confused with a Pergola or Arbor. A Trellis is an architectural structure consisting of an open framework or lattice to support and display climbing plants. Only one (1) Trellis is permitted per lot. See example picture below:



The following standards shall apply:

Location: The preferred location is integrated with a patio landscape in the rear yard. They should be located in a rear yard and setback a minimum of five (5) feet to the nearest property line. However, a side yard location may be considered when the side yard is large enough to accommodate the five (5) feet setback.

Size: The Height shall not exceed eight (8) feet and the width shall not exceed five (5) feet.

Material: Acceptable materials are wood, wood composite, white vinyl, aluminum or wrought iron.

Color: The color should match or be compatible with the color of the home and may include, but shall not be limited to black, white, natural wood tones and colors which match the homes siding and / or trim.

VEGETABLE GARDENS:

Vegetable gardens do not require approval of the Association.

The following standards shall apply:

General: They shall be neatly maintained throughout the growing season - including removal of all unused stakes, trellises, weeds and dead growth. They shall always be maintained in a neat and attractive manner.

They cannot include separate landscape walls or boundary fences. However, they may be enclosed with a border not to exceed 18" in height.

Location: They shall be located in a rear yard, setback a minimum of two (2) feet from any property line and may not be installed on common area land. Side yard locations will be considered on a case-by-case basis and must not be highly visible to adjacent roadways.

Size: The size shall be appropriate to the lot and surroundings, but in no case shall exceed 50% of the rear yard area.

Material: They shall be constructed with high quality materials including wood, brick, natural stone or landscaping quality concrete products. Other materials will be considered on a case-by-case basis and approved where the Association finds that said materials are of a high quality and will match the architecture of the home.

Color: Natural Stone, natural wood tones and manufactured landscape wall component colors are preferred.

WIND TURBINES, WIND-MILLS AND OTHER GREEN TECHNOLOGIES:

Wind Turbines, Wind-Mills and Other Green Technologies shall not be installed until the Homeowner / Applicant has received approval of the Association.

Green Technology Products should be inconspicuous from the street, public areas, neighboring properties and generally located in rear yards or roofs when possible. They should be well integrated into the architecture and landscaping. The scale must be small and residential in nature.

When mounted to a home, they should be compatible in color and located as flush as possible (low profile) on the rear or least visible roofline – hidden from adjacent view to the extent possible. No equipment shall be placed within 18 inches of the edge of a roof.

Any exposed, vertical conduit, wires or other materials installed vertically on the home must be concealed in a conduit cover or wiring organizer that matches (in color) the surfaces such materials will be affixed to and must be neatly run and installed. All conduit & control devices mounted on the sides of the house must be discreetly tucked under roof overhangs and/or run along vertical brick or trim edges, gutter downspouts, and must be camouflaged (same color) as the surface, siding or molding onto which it is mounted.

Control equipment should be mounted in the least visible manner / location.

Applications should include pictures of the home and supporting information to show exactly what is to be installed and where. See [Solar Panels](#).

WINDOWS:

An application is not required for the replacement of any existing window that meets the guidelines listed below.

New windows shall not be installed until the Homeowner / Applicant has received approval of the Association.

The following standards shall apply:

General:

1. All windows (new or replacement) must be harmonious with the architecture of the home and compatible with the style of other windows in the neighborhood.
2. The color of all window frames and trim must match the home's existing windows.
3. All trim detailing must be duplicated.
4. Windows (glass) which are frosted, colored or of glass blocks is discouraged, but may be considered on a case-by-case basis.
5. When only replacing one individual window or replacing just a few, the replacement window(s) must be match and be compatible in appearance (dimensions, configuration, frame color and profile) with the other existing windows on the home.
6. For additions or new window locations, all windows must be compatible in appearance (dimensions, configuration, frame color and profile) with the existing windows on the home and the proposed location must be architecturally appropriate for the window.
7. The size of the window trim and frame must match that of the other windows as closely as possible.

- If the frames are not in good condition, then full replacement windows will be required. These include the frame, sill, jambs, and the nailing flange, which attaches the window to the outside wall around the opening.
 - If the existing frames and sills are still in good condition, then it may be possible to purchase replacement windows (“pocket replacements”) that fit into existing frames. In the case of pocket replacements, the Association will require the frame width to match as closely as possible and will generally accept a difference of 1" or less. The Applicant must provide this measurement in the Application.
8. Storm windows are not permitted.
 9. Window Dividers Window dividers (also called grids or muntins) installed in original windows must be retained and replaced with a comparable divider if damaged or missing.

WIRES AND CABLES (EXPOSED):

Exposed wires and cables shall require approval when the associated item they serve is required to have approval.

Any exposed wiring installed on the home must be concealed in a conduit cover or wiring organizer that matches (in color) the surfaces such materials will be affixed to and must be neatly run and installed. All conduit / wiring mounted on the sides of the house must be discreetly tucked under roof overhangs and/or run along vertical brick or trim edges, gutter downspouts, and must be camouflaged (same color) as the surface, siding or molding onto which it is mounted.

SECTION IX – General Maintenance Standards

Property ownership includes the responsibility for maintenance of all structures and grounds, which are a part of the property. This includes but is not limited to items such as mowing grass, removal of trash, and structural maintenance. Maintenance affects the visual character and economic values of the property and neighborhood, and in some cases, safety.

Exterior Appearance

The exterior of all structures, including walls, doors, window, fences, decks, patios, and roofs, shall be kept in good maintenance and repair.

Any of the following will be considered a violation of the Covenants:

1. Peeling, excessive fading or chalking exterior trim paint.
2. Excessive dents in the siding, mailboxes, or sheds that cause an unsightly appearance.
3. Broken items or items with missing parts.

4. Deteriorated materials including walkways and driveways.
5. Evidence of dumping inorganic debris (trash or discarded items) on common areas.
6. Fences that are visually out of plumb.

In the event of fire, windstorms or other events which cause damage the exterior of a structure shall not be permitted to remain in a damaged condition for longer than three (3) months unless approval is granted by the Association to extend the time permitted.

The upkeep of any fence, or other barrier or improvement shall be the responsibility of the owner installing such fence, barrier, or improvement unless different arrangements are agreed to by the adjoining Owners (Declaration, Article 16, Section 16.6).

Lot Maintenance

Each Owner shall keep such Owner's Lot and all improvements located on the Lot in good order, condition, and repair and in a clean sanitary condition, including without limitation, all necessary grounds maintenance and snow removal (Declaration, Article 7, Section 7.2 (a)).

Turf areas need to be mowed at regular intervals, maintaining a maximum height of six (6) inches and a minimum height of two (2) inches. If it is not mowed, the Association may enforce action according to the Policies and Procedures Regarding Lot Maintenance Resolution adopted September 15, 2006.

Any of the following items shall be considered a violation of the Covenants:

1. Planting beds which are not kept in a neat and orderly manner.
2. Planting areas containing weeds or dead plants.
3. Indiscriminate use of pesticides, fertilizers, or herbicides that could harm plant and animal life.
4. Accumulated trash or debris.
5. Conditions that cause erosion, poor drainage or flooding.
6. Dumping of organic debris (leaves, grass clippings, branches) on any Common Area.
7. Dead trees and shrubbery.

Lawn and Garden Fertilization

All soil should be tested before fertilizer is added especially in areas where drainage will flow into ponds. All fertilizers should be safely applied with special attention to all governing rules and regulations as well as manufacturer instructions.

Erosion Control and Drainage

Each resident shall ensure that his/her Lot is protected from erosion and that storm drain structures are not blocked which may cause erosion and drainage issues.

Pesticides and Herbicides

Avoid the use of pesticides and herbicides, if at all possible, but when necessary, pesticides and herbicides shall be applied according to manufacturer instructions and all governing rules and regulations. Emphasis should be placed on safe, organic, and biodegradable products to ensure the least harm to the natural environment and community residents and guests. Care and safety with every application is extremely important.

SECTION X – Reconstruction and Repair

If a building or other major improvement located upon a Lot is damaged or destroyed, the Owner thereof shall restore the site either: (i) by repairing or reconstructing such building or other major improvement; or (ii) by clearing away the debris and restoring the site to an acceptable condition compatible with the remainder of the property (Declaration, Article 11, Section 11.1 (b)).

Unless the Association permits a longer time period, such work must be commenced within six months after the casualty and substantially completed within twelve months after the casualty.

Reconstruction should match the original as close as practical; any deviations need to be approved by the Association. Construction materials must be stored so that the impact on neighboring properties is minimized. Excess material should be immediately removed after completion of construction.

1. Only the materials that existed on the dwelling or compatible with the architectural design and character of the community will be approved.
2. Exterior color changes will be approved only if the proposed color is in harmony with the other existing dwellings in the community and if the color matches colors originally employed in the community. Colors selected must be harmonious with each other and with other finishes such as masonry and roof colors.
3. Only those areas that were painted may be repainted. Unpainted areas and unstained areas such as brick and fencing (public exposure) shall remain unpainted and unstained.
4. All eaves and rakeboards shall be the same color.
5. Windows, window trim, door trim, and doors shall match the eaves and rakeboard trim.
6. Shutters, or stucco, should be a different color or shade of color from the trim color.

SECTION XI – Estoppels Certificate

An Estoppels Certificate is required by the Association and Virginia law to be completed and issued to your settlement attorney before the closing of the sale of your home. This certificate

provides information on the status of assessment payments and on the existence of any architectural violations. The Estoppels Certificate helps to protect the future buyer against unknown problems with past owners' architectural changes or past-due assessments. If everything is in order, it also protects the seller from potential lawsuits involving violations of the Covenants by subsequent owners.

SECTION XII – Driveway Parking Rules and Regulations

Parking Rules and Regulations for the Common Areas (Parking Spaces) are defined in the Administrative Resolution for Parking Rules and Regulations. This section is limited to the homeowner's assigned lot (driveway and/or garage) only.

DEFINITIONS

Resident(s):

Any person(s) living within the confines of the Association.

Visitor(s):

Any person(s) not living within the confines of the Association who is visiting or has business with a resident.

Parking Space(s):

Any common area designated for parking. These spaces are property of the Association.

Driveway Space(s):

Any open-air private lot area designated for parking. These spaces are property of the Homeowner.

Garage Space(s):

Any covered private lot area designated for parking. These spaces are property of the Homeowner.

Abandoned Vehicle:

Any vehicle that has been left unattended for a period of thirty (30) consecutive days. The vehicle may be either in an operative or inoperative condition.

Unlicensed Vehicle:

Any vehicle not properly licensed with the Division of Motor Vehicles in the Commonwealth of Virginia or any other state; a vehicle without a current Town or County sticker or valid State inspection sticker is also considered unlicensed.

Commercial Equipment Vehicle:

Any equipment, including vehicles used for commercial purposes. Commercial vehicles may be indicated by any one of the following:

- *"Commercial Use" and "For Hire" license plates.*
- *Obvious commercial advertising pertaining to business information (i.e. telephone numbers, business name, and location), including, but not limited to, box trucks, vehicles with ladder racks, etc.*
- *Open display of equipment used in trade or business.*

"Commercial vehicle" shall be further defined as a vehicle of any type which exceeds 18½ feet in length and/or 2½ tons (5000 pounds) empty weight or bears any commercial advertising signs, writing or initials; or any vehicle used, or obviously intended for use as a work vehicle, as evidenced by the visible display of pipes, lumber, ladders, ladder rack, tools or other equipment or material.

The term "commercial vehicle" shall not include public service government vehicles, such as law enforcement or fire safety vehicles that are intended to be "at the ready" for public service, etc.

Recreational Vehicle:

Any vehicle used for recreational purposes, to include but not limited to, trailers, campers, motor homes, boats, etc.

Violator:

Any resident(s) and/or guest(s) found to be in violation of this policy.

Vehicle:

Any two, three, or four-wheeled vehicle with a motor, including, but not limited to, automobiles, trucks, motorcycles, etc.

GENERAL PARKING POLICY

Section "C" - Townhouses

Each lot is assigned a minimum of three (3) parking spaces for the parking of vehicles owned by the resident of the lot. These lots are assigned as (1) garage, (1) driveway, and (1) street (East Stratford C&D Homeowners Association Common Property).

Section "C&D" - Townhouses and Single Family

No commercial vehicles may be parked in resident's driveway space. This prohibition includes any vehicles used for commercial purposes. (I.E.: Panel trucks, vans or any vehicles with lettering, vehicles with equipment mounted on the exterior, taxi cabs, and other similar vehicles which are used for commercial purposes, etc.) Exceptions are as follows:

There shall be an exception to this rule for commercial vehicles belonging to a business actively doing service or repairs to a resident's home or property, which vehicles may be parked in a resident's driveway space from the hours of 7:00 a.m. and 7:00 p.m. or in the event of an emergency, outside of these hours. In no event will a commercial vehicle be permitted to park in said driveway space overnight.

Vehicles

No unlicensed vehicles, including, but not limited to, motorized bicycles, motorcycles, mini-bikes, go-karts, etc., shall be operated on or parked upon any driveway in the East Stratford C&D Homeowners Association.

Vehicles parked on any driveway in the East Stratford C&D Homeowners Association property must display current license plates, inspection stickers, and current registration stickers. Violation of this rule shall result in the posting of a notice on the vehicle for the correction of the violation within five (5) business days and may be subject to the Due Process Resolution. The Association may coordinate its actions with the Town of Leesburg Police Department in accordance with the applicable requirements of the Code of Virginia as amended.

All vehicles parked on a homeowner's driveway space must be maintained in an acceptable state of repair. Powered vehicles must be maintained in an operating condition.

Minor repairs begun on vehicles by an owner or their assigned agent while on any driveway space must be completed within 24 hours from the starting date of the repair. Major repairs, including but not limited to, engine repairs, transmission work, rear end overhaul, and similar repairs are prohibited in driveway spaces, but may be performed in garage spaces. No vehicles may be left unattended on jacks, ramps, or other devices at any time in a driveway space. No driveway or garage spaces are to be used for commercial repair or business.

The terms "motor vehicle repair or maintenance" as set forth in the restrictive covenant shall be deemed not to include washing one's vehicle or checking fluid levels. Such activity is permissible. That notwithstanding, changing / draining any vehicle fluids, performing any type of mechanical repair, or performing any type of activity which involves parts or having a vehicle on a jack or blocks are considered to be activities appropriately described as "motor vehicle repair or maintenance" and thus are prohibited, except when performed in the garage and out of public view.

All motor vehicles (including licensed motorcycles) shall be parked in the paved driveway or garage only. Parking on the grass or where access to other Common Areas is impeded is prohibited.

The dumping of motor oil, antifreeze and other petroleum products into the storm sewers is a direct violation of the State Water Control Law and may lead to civil penalties and cleanup costs for the responsible person(s).

Each townhouse (Section "C") has a minimum three (3) assigned parking spaces. Additional vehicles may not be parked on the Association common areas and should be parked on the State roads or other locations outside the Association property.

Parking of recreational vehicles, campers, trailers, boats, etc., is prohibited within East Stratford Association and are not allowed to be parked anywhere within the community, within public view or behind any home or town home. All such vehicles must be parked inside your garage or stored off site. You may call the Management Company for a 48-hour pass for loading or cleaning your trailer.

Owners of vehicles that are parked on a private lot or in a driveway and are not in compliance with the Association's stated vehicle policy are subject to being assessed a charge. This charge may be up to \$50.00 for a non-reoccurring violation or up to \$10.00 per day to a maximum of ninety (90) days for any violation that is of a continuing nature, as stated in the Code of Virginia Property Owners Act, Section, 55-513.

Towing

Any vehicle illegally parked in a resident's driveway or blocking the driveway, street, or other means of ingress or egress by motor vehicle may be immediately towed at the vehicle owner's risk and expense by the resident.

Residents may have vehicles removed from their driveways.

For this section, **Resident** is defined as the owner of the lot or a tenant under a valid lease of the lot to which the parking space is assigned and is the individual who is authorized to call the towing company.

For this section, **Violator** is defined as the owner and/or operator of the vehicle who is parked in a driveway space to which he/she has no rightful claim.

Residents must initiate the towing process and will be required to sign the towing authorization form provided by the tow truck driver. Towing and storage fees are the responsibility of the owner/operator of the vehicle in violation (the Violator).

Misuse of towing privileges could result in the possible loss of the towing company's assistance.

The Resident calling the towing company must be present when the towing vehicle arrives. The resident must have proper identification, proving that he / she is the resident of the unit.

Proper identification is defined as a valid driver's license, current identification card, or any mail with the unit address and name of any homeowner or resident with the unit address shown. **IF THE ABOVE FORMS OF IDENTIFICATION ARE NOT PRESENT WHEN THE TOWING COMPANY ARRIVES, THE RESIDENT IS LIABLE FOR THE DROP FEE EVEN THOUGH HE / SHE MAY HAVE A VALID CLAIM AGAINST A VIOLATOR.**

The towing company must notify the Police Department regarding the action taken and location of the storage lot to which the vehicle was towed.

Towing will be performed at the **Violator's Risk and Expense**. Fees may change from time to time but, as of this printing, are currently as follows:

At least \$95.00 towing

If the Violator appears while the tow truck is in the parking lot, or has hooked up, they will still be charged a drop fee.

If the vehicle in violation has been removed from the resident's driveway space before the towing company arrives, the resident must **IMMEDIATELY** call the towing company and notify them; otherwise, the resident may be charged.

All issues related to the above-mentioned towing actions and procedures are between the Resident and the Violator, except for vehicles that violate other East Stratford C&D Homeowners Association rules and regulations regarding vehicles and are towed at the request of the East Stratford C&D Homeowners Association Board of Directors. The Board of Directors and the Management Agent will not be involved in the towing process from the driveway parking spaces between the Resident and the Violator.

Battlefield Towing & Storage Inc is the designated towing company authorized to remove vehicles that violate the above rules.

If your vehicle appears to have been towed, call the Town of Leesburg Police at (703) 771-4500.

If a lot owner or tenant authorizes towing of a vehicle which should not be towed or removed under the governing documents or these rules, that lot owner or resident shall be held responsible for all resulting costs and shall indemnify the Association from any and all claims related to the wrongful towing.

SECTION XIII – DEFINITIONS

Note: The terms herein are defined as applicable (or as applied) to the purpose or intent of these Design Standards.

Accessory:

A subordinate or supplementary part, object, or the like. Examples include a privacy screen built into a Deck or a seating wall constructed with a Patio.

Adjacent Property:

All property, including common areas and open space, which immediately borders or touches an Applicant's property. In most cases, the term is also meant to include property which is nearby or within sight.

Aesthetics:

The study or philosophy of beauty and taste. For example, something that looks attractive may be considered aesthetically pleasing.

Alteration:

A change, modification, or adjustment - the act or process of altering.

Apron (Driveway):

The concrete area that begins at the street curb and extends to the asphalt driveway is called the "Apron". This portion of the driveway must be very strong to resist damage from heavy vehicles that might use the driveway to turn around.

Applicant:

The "Homeowner" who submits, an application, for consideration by the Association.

Appurtenant:

Is a term for what belongs to and goes with something else - the accessories or things usually combined with each other.

Arbor:

A vertical, decorative structure typically used for supporting plantings or garden ornamentation. It typically has two sides and a top and allows passage of an individual through it.

Architectural Drawings:

Typically refers to a set of detailed drawings that are used by a contractor to construct a project. The drawing set may include a site plan, a floor plan, elevation drawings, and / or cross-sections to identify all building materials and details.

Awning:

A retractable shade structure, made of fabric, that serves as a shelter and typically covers a deck or patio to provide relief from the sun or inclement weather.

Back to back Fencing (aka Double Line Fencing):

Two fences that run parallel in proximity with one another along the same property line – which is not permitted.

Baluster:

The upright (vertical) portion of the row of supports for a deck or porch railing. Often, they are also referred to or thought of as being pickets.

Beadboard:

Beadboard is a row of narrow wood planks lined up vertically on the wall. In between each wood plank is a little indentation or ridge—also known as a “bead”. The vertical boards are capped off by strips of horizontal molding, which finish off the seams.

Board on Board Fence:

A Townhome Privacy Fence consisting of posts, horizontal and vertical slats in which the vertical members are fastened to alternating sides of the rails, with a rail cap fastened along the top.

Capping:

Pre-painted cladding or vinyl placed over the wooden trim and exposed surfaces left from replacing a window.

Cladding:

A metal protective layer fixed to the outside of a window.

Clothesline:

A clothesline or washing line is any type of string, rope, cord, or twine that has been stretched between two points, above the level of the ground. Clothing that has recently been washed is hung along the line to dry, using clothes pegs or clothespins. Washing lines are attached either from a post or a wall.

Column:

A vertical support or decorative element consisting of a base, shaft and capital, usually cylindrical.

Common Area:

Areas within the community, other than those owned by individual homeowners, that are held in common by homeowners' associations and maintained by these associations.

Compost:

A mixture of various decaying organic substances such as dead leaves or grass used for fertilizing soil.

Cricket (Roof Cricket):

A roof cricket is a ridge structure, designed to divert water on a roof. Roof crickets are found on the high side of a chimney, or when one roof meets another. The roof cricket is normally the same pitch as the rest of the roof, but not always. Roof crickets can be covered with metal flashing or with the same material as the rest of the roof.

Deciduous:

Means "temporary" or "tending to fall off" and is typically used in reference to trees or shrubs that lose their leaves seasonally. In a more specific sense deciduous means the dropping of a part that is no longer needed or falling away after its use is finished. See also "Evergreen".

Declaration of Covenants and Conditions:

Original governing documents defining rules and regulations of the Association and its members.

Dormer Window:

A vertically framed window that projects from a sloping roof and has a roof of its own.

Drainage:

Refers to the movement or flow of stormwater (runoff). Positive drainage is achieved when there are no obstructions and enough slope (see "Slope") to allow runoff to flow downhill and within established drainage channels, swales and / or storm sewers.

Easement:

A right held by to make use of the land of another for a limited purpose, as right of passage. While each home may be located on an individual fee simple parcel of land, it is possible that the land may be encumbered by an easement. Typically, easements are for storm drainage, sanitary or water lines, gas mains and / or service utilities such as electric, cable, phone, etc...

Eave:

The lower edge of a sloping roof which projects beyond the wall.

Egress:

A means or place of going out; an exit. See also "Ingress".

Elevation Drawing:

A two-dimensional drawing or representation of an exterior face of a structure (such as a shed or deck) in its entirety. The drawing typically identifies the detailing, materials, colors and dimensions of the structure.

Erosion:

The process by which the surface of the earth is worn away by the action of stormwater runoff in a manner which has not been properly designed,

Evergreen:

In botany, an evergreen is a plant that has leaves throughout the year, always green. See also "Deciduous".

Exterior:

Outer; being on the outer side of your house or yard.

Façade:

Exterior face of a building.

Fascia:

On a home, it is the facing band along the top of a wall just below the roof. On a deck, it is a decorative board used to finish the edge of the deck and hide the underneath support joists.

Finish:

A coating applied to a material on the job site or at the factory, such as paint.

Flashing:

Aluminum or other materials used to make the joint between attached home roofs, or similar transitional edges, weather-tight.

Floor Area:

Amount of floor space within a structure.

Floor Plan:

A drawing showing the layout of the enclosing walls of a structure, its doors and windows, and the arrangements of the interior spaces as viewed from above.

Outline of a structure as viewed from above.

Flue:

A pipe, tube, or channel for conveying hot air, gas, steam, or smoke, as from a furnace or fireplace to a chimney.

Gable:

The triangular portion of the end of a dwelling formed by the slope of the roof and the top of the uppermost story.

Gazebo:

Generally, a six-sided and circular standalone structure with a roof.

Grading Plan:

Grading refers to shaping the land to direct surface runoff away from structures.

A lot grading plan specifies the criteria for land development. Included are design elevations, house location, surface gradient or slopes and swale location - for example. The plan also establishes the grading relationships between connecting (or abutting) properties. It serves as the basis for controlling surface runoff.

When planning an improvement such as a patio or pool a grading plan which indicates “spot shots” (specific elevations at a certain spot) or “grading lines” (lines which represent a constant elevation) is required to indicate how the grade (elevation of the land) is being changed and to verify that positive drainage is being maintained.

Gutter:

The trough that serves as the water removal component of roofing, mounted along the lowest edges of a roof.

Hardscape:

The part of a landscape consisting of structures, such as patios, retaining walls, and walkways, made with hard materials. See also “softscape”.

Hot Tub / Spa:

A tub, usually large enough to accommodate several persons that is filled with hot aerated water and often equipped with a thermostat and whirlpool jets. It is used for recreation, swimming in-place (swim spa) or physical therapy and is often placed outdoors on a patio or deck.

House Location Survey (aka Plat):

A legal scale drawing representing a piece of land that constitutes a property lot. This document is obtained at the owner's property settlement or closing. It provides information on the size of the lot, adjacent lot numbers, location of the home, driveway and lead walk, easements and other important features.

Ingress:

A means or place of entering; entryway. See also “Egress”.

Lamppost:

A post which supports a lamp typically for outdoor lighting of a front yard entrance walkway.

Landscaping:

To improve the appearance of an area of land by planting trees, shrubs, perennials, flowers or grass, hardscapes or altering the contours of the ground.

Lattice:

A one-dimensional structure of open crossed strips of wood used as a screen or support.

Lawn (Turf) Area:

An area of closely mowed grass, sometimes part of a yard.

Maintenance:

The act of maintaining or the state of being maintained. The work of keeping something in proper condition; upkeep.

Noxious Activity:

Behavior or activity that is physically or mentally harmful or destructive to living beings or any action that constitutes a harmful influence on mind or behavior.

Party Wall:

A wall separating adjoining homes, buildings, or parcels of land in which each of the owners shares the rights.

Patio:

A hard surface (paved) area, typically adjoining a home and used as an area for outdoor lounging, entertaining or dining.

Pergola:

A pergola is typically a deck or patio feature forming a shaded sitting area of vertical posts or pillars that usually support cross-beams and a sturdy open lattice.

Picket (fence style):

Picket fences are a type of fence distinguished by their evenly spaced vertical boards, the pickets, attached to horizontal rails. The fence consists of posts, post caps, horizontal rails and the evenly spaced pickets.

Pipestem (Common Driveway):

A pipestem / common driveway is a shared driveway for several houses. The driveway is a private stem off a street or cul-de-sac that the homeowners are jointly responsible for.

Planting Bed:

A landscaped area that is not lawn (or turf) is typically considered a planting bed. Planting beds generally contain shrubs, trees, vegetative ground cover, flowers and a surface covering such as mulch or stone.

Pond (Garden):

A small body of water artificially formed to serve as a garden feature.

Pre-Finished Material:

Material that has received a factory finish and is ready to install upon delivery to the construction site (i.e. roofing shingles).

Property Line:

Legal limits of property, property edge. (Note: the front property line is not the edge of pavement or curb.)

Rakeboards:

Diagonal trim running alongside edge of roof shingles.

Ridgeline:

A line formed along the highest points of a ridge.

Right of Way:

The strip of land owned by VDOT over which a public road is built. If a lot abuts a public road, then the property line which separates the lot and the road is often referred to as the right-of-way line.

Roof Overhang (aka Eave):

The overhang at the lower edge of the roof that usually projects out over the walls.

Roof Ridge Vent:

An opening along the peak of the roof used for ventilation purposes.

Satellite Dish

A dish antenna used to receive and transmit signals relayed by satellite.

Sash:

The framework within which panes of glass are set in a window or door.

Scale:

A system of proportions used in architectural drawings so that the actual size of an item to be drawn can be reduced to a size small enough to fit on a sheet of paper. For example, a line that measures 100 feet long would be drawn at a size of two inches on a drawing that is 1" – 50'.

Screening / Softening:

The Association at its discretion may require landscaping or architectural screening to soften the impact of any proposed use as a condition of approval for any Application. For clarification, when landscaping or architectural screening is specified to soften a proposed structure or use, the landscaping is not specifically required to be a total screen, but rather it is intended to reduce (soften) visual impacts. Screening is a shielding / softening method using either natural vegetation or a structure (such as a fence) to conceal an unsightly condition from view or provide protection from noise or wind exposure.

Site Plan (Layout Plan):

A site plan is an accurately scaled construction drawing that a builder or contractor utilizes for "instructions" to make improvements to a property. It depicts an aerial view of proposed improvements (such as a deck, patio, landscaping, etc.) to provide a graphic representation of the arrangement of the improvements. The drawing references dimensions, materials, colors and other notes necessary to understand and construct a project.

Slope (Roof):

The indication of the steepness of a roof measured by the amount of rise in inches per foot of horizontal length.

Soffit:

The finished underside of an eave, usually aluminum or vinyl, and may be solid or perforated.

Softscape:

The part of a landscape consisting of plants, soil amendments and mulch.

Story:

A level or number of levels in a home. For example, a typical home may have a Basement, a first floor and a second floor OR 3 stories.

Topography:

A description of the vertical variations of land (flat, sloping, hills, valleys, etc.). A hill might have steep topographic whereas a field may have flat topography.

Transom:

A window opening above a door or the horizontal division or crossbar in a window.

Trellis:

A small "wall" or vertical lattice type structure on which vines and plants grow.

Trim:

All framing around windows and doors, including decorative mantles, pediments and other edging outside of the house.

Unfinished Material:

Material that does not receive a special coating to alter the natural appearance but may be treated with a preservative to prevent decay (i.e. salt treated lumber).

Vegetation:

Plant growth (trees, shrubs, grass, etc.) either in its natural setting or a transplanted location.

Window and Door Trim:

Boards or molding installed around perimeter of a window or a door to conceal the joint.

Window Muntins (Grids):

The wood strips or simulated wood strips making up a grid, creating the framework for panes of glass in a window or giving the illusion of panes of glass. Also referred to as grilles or divided lights.

Appendix One

Design Review Application

DIX A - APPLICATION FORM FOR REVIEW OF PROPERTY ALTERATION

East Stratford C&D Homeowners Association
c/o Sequoia Management Company
13998 Parkeast Circle
Chantilly, Virginia 20151-2283
(703) 803-9641 Fax: (703) 968-0936

From: _____ Lot: _____ Phase/Sec.: _____

Address: _____ Home phone: _____

Mailing Address: _____ Work phone: _____
(If different)

Directions:

The Declaration requires that you submit to the Association for approval all proposed exterior additions, changes or alterations to your home and lot. To be considered by the Association your Application must include detailed information describing the proposed change (Please review the Application Submission Checklist – Appendix Two). **Make sure your Application is complete.** An Application submitted without all required submissions will be considered incomplete. In such case, the review period will not commence until all required submissions have been provided. Other exhibits may be requested to permit adequate evaluation of the proposed change. If you have any questions regarding the required submissions or the Application process, you are advised to seek guidance from the Management Company prior to submission of an Application.

Brief Description and purpose of Proposed Change: (Please print or type)

Briefly describe all proposed improvements, alterations, or changes to your lot or home in the space below (For example: "Deck and Patio" or "Privacy Fence". It is expected that a more detailed description with drawings and additional information will be included with your submission package attached.

ESTIMATED STARTING DATE OF CONSTRUCTION: _____

(Must be after approval by the Association)

ESTIMATED COMPLETION DATE: _____

Neighbors' Acknowledgments: You shall obtain the signatures of all lot owners whose lots touch your lot. It is your responsibility to obtain the appropriate neighbor acknowledgments and / or provide proof of attempt.

Note: Signature by your neighbors indicates an awareness of your proposed change and *does not* constitute approval or disapproval on their part. **Your neighbors are encouraged to attend the review meeting to address any questions and / or concerns.**

Name: _____
Address: _____
Lot _____
Signature: _____

Name: _____
Address: _____
Lot _____
Signature: _____

Name: _____
Address: _____
Lot _____
Signature: _____

Name: _____
Address: _____
Lot _____
Signature: _____

Name: _____
Address: _____
Lot _____
Signature: _____

Name: _____
Address: _____
Lot _____
Signature: _____

Owners' Acknowledgments:

I/we understand and agree: (please initial)

1. _____ that approval by the Association shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
2. _____ that approval by the Association shall in no way be construed as to pass judgment on whether the proposed change being reviewed complies with the applicable building and zoning codes of the county in which the property is located. I am responsible for obtaining and / or conforming to all applicable requirements, approvals, permits and / or permissions from all regulating authorities.
3. _____ that approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the Association to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance.

4. _____ that no work on the proposed change shall begin until written approval of the Association has been received by me; that, if work is begun prior to approval, I may be required to return the property to its former condition at my own expense if this Application is disapproved wholly or in part; and I may be required to pay all legal expenses incurred.
5. _____ that there shall be no deviations from the plans, specifications, and location approved by the Association without prior written consent of the Association; any variation from the original Application must be resubmitted for approval. Additionally, after the approved work has been completed, I understand that I am solely responsible for correcting any conditions and/or immediately restoring the property to its original condition in the event the as built construction deviates in any way from the original, approved plans. Further, I understand that if I fail to correct the condition after being notified by the Association, the Association may take all necessary enforcement action to correct the condition. Such enforcement shall include, but not be limited to, accessing my property in accordance with the provisions of the Association's governing documents for the purpose of correcting the unapproved condition. In that event, I understand and acknowledge that I will be responsible for all costs associated with any such action.
6. _____ that I authorize members of the Association or managing agent to enter upon my Property to make one or more routine inspection(s).
7. _____ that construction or alterations in accordance with the approved plans and specifications must commence within 6 months of the approved date of this Application and be completed within 12 months of the approved date, otherwise the approval by the Association shall be deemed conclusively to have lapsed and to have been withdrawn.
8. _____ that it is my responsibility and obligation to obtain all required building permits, to contact *Miss Utility*, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.
9. _____ that I am responsible for any damage and all cost to repair green space or community property that results from the proposed modification.
10. _____ **that I have obtained all appropriate adjacent neighbor acknowledgments or have provided proof of attempt.**
11. _____ that I am the owner of the subject lot and I am responsible for maintaining the proposed improvement in a state of good repair.
12. _____ that it is my responsibility to ensure that the proposed improvement(s) meet all easement holder and / or utility company requirements. If applicable, any relocation required by any easement holder and / or utility company will be my responsibility.

Owner/Applicant Signature _____ Date _____

Co-Owner/Applicant Signature _____ Date _____

Required Attachments: See Application Submission Checklist

Appendix Two
Application Submission Checklist

Application Submission Checklist

Generally, the following items should be a part of every application. It is the Applicants responsibility to provide a detailed Application to avoid a delay in the review process. An Application must include all materials necessary for the Association to be able to understand and appropriately review an Application. Typical submission materials include, but are not limited to:

Application Form

A sample of the form, which must be used in applying for approvals, is shown in Appendix A. The most current official form is available on the East Stratford website (www.eaststratfordhoa.com) for your convenience.

Neighbor Acknowledgements

Signatures of acknowledgement need to be obtained from the neighbors directly **affected** by your project. For example, a fence application must have acknowledgement from all neighbors whose property lines adjoin the applicants back property lines.

The signature (acknowledgement) does not indicate approval or disapproval of the proposed improvement - it merely indicates awareness of the application. The affected neighbors are encouraged to bring any concerns about, or objection to, the proposed alteration to the attention of the Applicant and the Association immediately.

Note: It is solely the Applicant's responsibility to obtain all required neighbor's acknowledgements. By signing the Application, the Applicant is also confirming that all acknowledgements have been obtained. Failure to gain acknowledgements will be cause for an Application to be disapproved.

House Location Survey (Plat)

At the time of settlement, all homeowners should have received a House Location Survey from their settlement agent. This is a simple survey showing the final location (as it was built) of the home, driveway, walks and other existing features such as a deck or patio. It also shows the size of the lot, setback distances from the home to adjacent property lines and other information.

Every Applicant must submit a copy of the plat.

You (the Applicant) must accurately draw / sketch the perimeter outline of the location of the improvement (Deck, Patio, Landscaping, etc...) and all associated features (seating walls, retaining walls, fire pits, etc...) on the survey plat and label each item. Make sure the

improvements are in accordance with the requirements of the Design Guidelines. Note: You may show some or all of the associated features on the same survey plat or a separate survey plat for clarity (For example when a patio is located under a deck, two plats may be needed).

The setback distances (from the closest portion of each feature to the adjacent lot lines) must be drawn on the plat. See the appropriate Design Guideline for the setback requirements for the improvement you are proposing.

Note: For clarity, you may choose to enlarge the area of the plat where the improvement is proposed. If so, please submit a complete copy of the plat separately for additional reference. (IE: Partial / enlarged survey plats are acceptable to benefit clarity, but a complete copy of the survey plat must also be submitted.)

What is a setback? A setback is the distance between an improvement (deck, patio, etc...) and an adjacent lot line. For example, if a Deck requires a "setback" of 10 feet, then the deck must be located (or set back) a minimum of 10 feet to any property line. In the example below, a deck has been sketched in red pen on the House Location Survey and the distances from the deck to the adjacent lot lines have been shown in red. Therefore, in this example, the deck is setback 15.5 feet from the side lot line and 33 feet from the rear property line. It therefore exceeds the 10 feet minimum setback.



Site, Layout, Landscape and / or Construction Plan (Site Plan)

A site plan is required as part of most Applications. A site plan is a scaled drawing of your lot, or applicable portion of your lot, which shows exact dimensions of the property, adjacent properties if applicable, and all improvements including those covered by the Application. A Grading Plan with contour lines and/or spot elevations is required where drainage is a consideration and / or where earth elevations are being adjusted by more than 6" inches. Applications that are more complex may also require approval by County or other reviewing authorities (outside agencies). Where submission to the County or other reviewing agencies is required, it is recommended that the Application to the Association be filed prior to the outside agency submission. The reason to submit to the Association first is so that any comments by the Association may be incorporated into any outside agency submission.

Grading Plan

A grading plan with contour lines and/or spot elevations is required where drainage is a consideration and / or where earth elevations are being adjusted by more than 6" inches. Provide information regarding the proposed earthwork / grading* required to construct an improvement (such as a patio, pool, retaining wall, etc...) and address storm water drainage. This information should include a grading plan**, "spot-shot" elevations, contours, swale direction arrows, etc. as required to demonstrate that the pool is properly graded.

This information should address these conditions at the edges of a patio or pool decking:

- Show where the patio or decking surface is flush / even with the existing grade elevation.
- Show where the patio or decking surface is flush / even with the proposed grade elevation. (Demonstrate that the backfill slope is less than 15%).
- Show where the patio or decking surface is being retained. If retained, please indicate the height of the retained portion and what material is being used for the exposed vertical face.

**Earthwork / Grading: Is the movement of the existing soil to create level areas, slopes, drainage swales or other proposed features of the design.*

***Grading Plan: Is a plan to show the final earthwork elevations, tree saves and location of the proposed improvement to ensure the improvement is properly located and has sufficient drainage.*

Photographs

To assist in the review of an Application, color photographs (clear, bright, and appropriately sized) of the area where the improvement is proposed are required. Be sure to provide the Home or other features in the background to give context for a Reviewer who may not be as familiar with your yard as you are.

Construction Documents

As applicable, provide all details, sketches, cross-sections and / or elevations as necessary to depict the improvement. Documents should reference sizes, standards, dimensions, materials, and colors. (Examples include, but are not limited to an elevation drawing for a deck, a cross-section of a retaining wall / seating wall combination, an elevation of a pergola or pavilion, etc.)

Materials

Submit material samples, representational color photographs and / or brochures.

Colors

Submit representational color photographs, color chips and / or brochures.

Landscape Plan

Submit a landscape plan showing the location of any proposed landscaping including a list of the plant types, quantity, and sizes (nursery stock size proposed at the time of planting). The minimum setback distance from the trunk to the nearest property line(s) must be shown or noted. The trees must be setback an adequate distance to allow for a reasonable amount of room for growth and maintenance on the Applicant's property.

Contractor Estimate

Where applicable, the Applicant may include a copy of the construction estimate showing information and specifications about the improvement. Fees or prices may be deleted, marked-out or hidden for your privacy if desired.

Lighting

As may be applicable, submit brochures, cut-sheets, pictures, electrical data (watts, lumens, and kelvin values) and locations.

Labeling

Be sure to labeling all drawings and pictures to identify the purpose or intent of the submitted drawing or picture.

Completeness

Incomplete applications will be disapproved. Applications should be neat and clear and as easy to understand as possible. A separate application should be submitted for each type of project. For example, a patio and a fence require separate applications, even if the work is being done at the same time.

TIPS:

Approval by the County does not guarantee approval by the Association and vice-versa.)

Photographs of plats, drawings, plans, etc... will typically NOT be accepted. Photographs tend to be distorted and not entirely legible. While a photograph can be an immediate / quick solution for a submission, it typically extends review time and may lead to a delay in the approval process.

A first version copy of plans should be submitted at full scale as well as a reduced copy at 8.5" x 11" via hardcopy or PDF. Copies larger than 8.5" x 11" must be submitted as a hardcopy by the Applicant. If your Contractor has created an electronic drawing, then your Contractor likely has the ability to provide a first version copy of the drawing in PDF. A significant amount of time can be saved if legible drawings are included with the original submission.

Many copying centers and office supply stores can provide copying services to assist in your preparation of a complete Application.

Appendix Three

Color Palette

CURB APPEAL

exterior accent palette



Colors may vary in actual use due to atmosphere, surface, application or lighting.

30406 Tucker Street, Beltsville, Maryland 20705

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