



Poplar Tree
Homeowners Association
Architectural Control
Guidelines

Updated September 2015

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1. INTRODUCTION

Welcome to Poplar Tree, a very special community of single family homes in Chantilly, Virginia. Poplar Tree Estates was developed as a “planned community”. Essential to that planning are legally enforceable restrictive covenants drafted to preserve the community’s unique character, enhance its amenities and protect the investment of its homeowners.

1.1 Purpose and Objectives.

The purpose of the Poplar Tree Architectural Control Guidelines is to serve as a guide to aid Owners/Residents and members of the Architectural Control Committee (ACC) in maintaining and enhancing the Poplar Tree environment. The Architectural Control Guidelines described in this publication address modifications Owners/Residents are most likely to make to their property. While the guidelines cannot be inclusive, any modifications that affect the exterior appearance of properties within Poplar Tree are governed by the principles addressed herein. Please note that Committee review is not limited to major alterations, such as adding a room or deck, but includes review of changes in color and material, or anything else that alters the original appearance of homes and surrounding property and is visible from the exterior. Review is also required for removing existing items.

In implementing these guidelines, the Association and its Architectural Control Committee will always attempt to be fair and equitable to every applicant, provide prompt answers to specific questions and give every consideration allowed.

The objectives of this publication are:

1. To increase Poplar Tree Owners’/Residents’ awareness and understanding of the Architectural Control Guidelines supporting the Declaration of Covenants, Conditions, and Restrictions of Poplar Tree.
2. To illustrate design principles that will aid Owners/Residents in planning modifications to their property that are in harmony with the immediate neighborhood and the community as a whole.
3. To provide uniform criteria for ACC review and approval of applications for property modifications.
4. To describe the organizations and procedures involved in the process of review, approval, and appeal of applications for any property alterations.
5. To assist Owners/Residents in preparing complete applications for ACC consideration.

The Poplar Tree Homeowners Association assumes no responsibility for the quality or safety of construction by virtue of approval under these Architectural Control Guidelines, nor does not relieve the Owner/Resident of the responsibility for obtaining Fairfax County approval and/or permits for a modification to the property. County and Association approvals are entirely separate, distinct and unrelated.

1.2 Covenants.

The basic authorities for maintaining the quality of design and community environment in Poplar Tree are the:

1. Declaration of Covenants, Conditions, and Restrictions, dated August 2, 1978, as amended on March 22, 1979 and recorded among the land records of Fairfax County in Deed Book 4948, page 372 and Deed Book 5198, page 85.
2. Articles of Incorporation of Poplar Tree Homeowners Association dated March 29, 1978.

The Declaration of Covenants, Conditions and Restrictions contained, in Article VI, Restrictive Covenants (hereinafter "Covenants") are part of the deed to every property in Poplar Tree that are binding on every Owner and Resident. This Article IV, Section 1 of the Covenants and Article VII, Section 1 of the Association's By-Laws serve as the basis of the Architectural Control Guidelines contained in this publication and are the authority for the establishment and functioning of the ACC. The intent of Covenant enforcement is to assure residents that the community standards will be maintained. This, in turn, protects property values and enhances the community's overall environment.

1.3 Role of the Poplar Tree Homeowners Association, the ACC and the ACC Chairperson.

The role of the Polar Tree Homeowners Association, of which every homeowner in Poplar Tree is a member, is to conserve and enhance the resources of the total Poplar Tree community and to own and maintain open space within the community. The Homeowners Association accomplishes these functions in a variety of ways, one of which is ensuring, through the ACC, the retention of harmonious design qualities within Poplar Tree. The ACC applies standards and interprets the Guidelines for modification of Poplar Tree properties, processes applications for those modifications, and, through periodic inspections of the community (with the assistance of the Association management company), monitors compliance with the Guidelines.

1.4 The Architectural Control Committee.

1. **Committee Memberships.** Any member in good standing of the Poplar Tree Homeowners Association is eligible to apply for service on the Architectural Control Committee (ACC). All

applications for service shall be forwarded to the President, who shall consider all such applications before submitting to the Board a recommended list of appointees to the Committee, including a recommendation for an appointee to serve as Chairperson. The Board of Directors (BOD) shall retain the power to approve or disapprove potential appointees and determine the size of the Committee, which shall never be less than 3. The term of each member of the Committee shall expire annually on the date of the first monthly BOD meeting that follows the Annual Meeting of the Association. If the President of BOD takes no action to change the status of an existing Committee's membership or service at such meeting, then the terms of existing Committee members (and Chairperson) shall be deemed to have been renewed for an additional year. The President, with the concurrence of the BOD, retains the power to remove a Committee member at any time with or without cause.

2. **Quorum.** Three Committee members must participate in reviewing specific requests; approval or disapproval will be taken by majority vote of three Committee members (except in the case of incomplete applications). Only members of the Committee (including the Chairperson) may participate in the review of, and decision on, submitted ACC applications.

1.5 Property Modifications Requiring ACC Approval.

Any change, permanent or temporary, to the exterior appearance of properties and structures within Poplar Tree requires compliance with these Guidelines and, generally, the prior written approval of the ACC (unless otherwise specifically stated in these Guidelines). However, certain types of changes don't always require an application or written approval. For example, portable barbecue grills, most plants, flower beds, shrubs or trees, and holiday decorations normally do not require an application or written approval of the ACC. (Consult the relevant paragraphs of Section III for specific exceptions.) The requirement for ACC approval is not limited to major alterations, such as adding a room or deck to a house, but also includes such items as changes in color or materials. Review and approval are also required for removing existing items. Each application for ACC approval is reviewed by the Committee on an individual basis. An Owner who wishes to construct, for example, a deck that is identical to one that already exists in Poplar Tree is still required to seek ACC approval for the construction. An existing modification to neighboring home that an owner may wish to copy may not have been approved by the ACC, and the owner would be unintentionally copying an existing violation of the Guidelines. The best rule regarding applications is ... "When in doubt, apply for ACC approval."

1.6 Amendments to Poplar Tree Architectural Control Guidelines.

The Poplar Tree Architectural Control Guidelines reflected in this publication may be amended. The Architectural Control Guidelines and any amendments thereto cannot conflict with Covenants. The ACC will conduct a periodic evaluation of the Architectural

Control Guidelines to determine if amendments are required. Association members in good standing may submit to the ACC or BOD requests for additions or changes to the Guidelines not later than January of each year. The ACC shall make recommendations on each requested change to the BOD. Advance notice of all changes to the Guidelines that the BOD proposes to approve will be provided to the community for review and comment, normally through publication in the Association's Newsletter, thirty days before the BOD votes on adopting any amendments. There will be public discussion and review of any comments received on the proposed changes by the BOD at a subsequent monthly meeting of the Board. Changes to the Architectural Control Guidelines will become effective upon adoption by the Board of Directors.

2. APPLICATION, REVIEW, APPEAL, AND ENFORCEMENT PROCEDURES

2.1 Applications for Architectural Control Committee Approval.

Prior written approval of the Poplar Tree Architectural Control Committee (ACC) for most property modifications in Poplar Tree (see Section III of this publication for guidelines on specific modification(s)). All requests for architectural changes must be submitted in writing to the ACC on approved application forms. The ACC application forms are available through the Association's management company and also may be published periodically in the Association's Newsletter. An application form is also included as Appendix A to this publication and may be reproduced as needed for use. All applications shall be mailed to the Association's Property Manager at the address listed in the Association's Newsletter. The Property Manager will perform an initial review of the application for completeness and forward complete applications to the ACC. Incomplete applications will be returned to the applicants as not submitted.

Every homeowner is responsible for abiding by the Architectural Guidelines and the Association's final decision regarding an ACC application. If a homeowner disagrees with the Committee's decision, the homeowner may request reconsideration by the committee, or may appeal one time to the Association BOD (as detailed in Section 2.5, below), subsequent to receipt of the Committee's decision. The Board's decision shall be final within the context of the Association. Subsequent to the enforcement process described in Section 2.7, below, individual noncompliance with the Guidelines will be referred to the Association legal counsel for appropriate action.

Committee approval of architectural changes does not relieve the homeowner of responsibility for complying with State and Fairfax County codes as well as zoning restrictions.

The Burden rests with applicant to demonstrate the acceptability of the proposal. Applicant must submit a complete alteration application form along with any additional information the Committee has indicated it needs to make an informed decision (See Paragraph 6., below.). Applicant may submit with the application any additional materials such as exhibits, petitions, photographs, experts' statements and the like that applicant deems appropriate. Application may request an opportunity to appear before the Committee, along with any witnesses the applicant desires to have speak on his/her behalf.

All applications must, at a minimum, describe the nature of the change; its shape, height, materials, colors and location. In addition to a complete written description, sketches, drawings, photographs or illustrations of the type required for Fairfax County building permit approval should be included. When submitted to the ACC the application form shall be complete. **A photograph of the current residence should also be included.**

Application for most alterations shall generally include the following (application content requirements for specific alterations are listed in Section III).

1. **Site Plan.** A site plan is required as part of most applications. A site plan is a drawing of your lot that reflects the dimensions of the property and that depicts the proposed modifications and their relationship to the house, other existing structures on the property, and property boundaries. Contour lines are required where drainage is a consideration. In most cases, the site plan can be developed from the plat plan provided to you when you purchased your home. For complex applications the ACC may require larger scale blowups of the plat plan, including depictions of adjacent lots and structures. A site plan is usually not required for color change or minor modifications.
2. **Architectural Plans.** The application shall include detailed drawings and plans including exterior elevations and dimensions. The ACC may require detailed architectural drawings for some changes. The application shall also include a description of materials to be used, including such items as type of deck or walkway material, compatibility of colors between existing and new structures, compatibility of brick, siding, or roofing materials, the location of exterior lighting, etc.
3. **Screening Plans.** When landscaping is proposed as a screening measure (e.g., to screen under deck storage) it shall include the type, number and description of the plants to be used.
4. **Start and Completion Dates.** The application shall provide an estimate of the start and completion dates of the proposed modifications. **Actual work on the project shall not commence until written ACC approval is received.** The alteration authority granted by approval of the application will be revoked automatically if the alteration requested has not been completed within 1 year of the approval date of the application or other date as specified by the ACC.
5. **Signatures of Owners.** The ACC application shall contain complete information and the signature of at least one Owner of the property. The ACC may, in certain cases, request that an applicant seek signatures from adjacent or nearby Owners who are likely to be most affected by the proposed modifications. A Sample Format for additional signatures of nearby owners is provided in Appendix A.
6. **Insufficient Information.** Some types of construction or modifications may require that additional information be included in the application (see specific Architectural Control Guidelines in Section III). Any time the ACC requires additional information for proper evaluation of an application, the application shall be disapproved and returned requesting the necessary information. Such applications must be resubmitted and will begin a new 30-day time period for completion of the ACC action upon receipt of the revised application by the Committee at its monthly meeting.
7. **Owner/Resident Input on Application.** ACC applications are available for review by Association members in good standing. All interested Owners/Residents are encouraged to bring any concerns they may have regarding a pending application to the attention of the applicant and/or the ACC. To be taken into consideration, such concerns should be sent to the Association's Property Manager at the address listed in the Association's Newsletter, and must be received prior to ACC consideration of the application. Association members in good standing desiring to comment on any pending application may write a letter to the

ACC as described above or attend an ACC meeting in person. While presentation and discussion of applications at ACC meetings are open to all members in good standing, votes by the ACC to approve or disapprove an application may be held in closed session. However, the results of such votes shall be reported in open session and area matter of public record.

8. **Changes to Approved Applications.** If, after receiving ACC approval, an application desires to make changes to the approved proposal, a revised application, which shall be subject to the normal ACC review and approval process, must be submitted to the Committee.
9. **Compliance Inspection.** Upon completion of the approved project, the Owner must notify the association Property Manager or Committee Chairperson to have the alteration or improvement inspected for compliance with the approved application.

2.2 Incomplete Applications.

The Association's Property Manager will return to the applicant as not submitted, any applications that are incomplete. The applicant shall revise the application so that it is complete and resubmit it as a new application.

2.3 ACC Review Criteria.

The ACC evaluates all submissions on the individual merits of the application. Besides evaluation of the particular design proposal, consideration is given to the characteristics of the housing type and the individual site, since what may be an acceptable design of an alteration or improvement in one instance, may not be in another. Judgments of acceptable design are based on the following general criteria that represent in somewhat more specific terms the general intent of the Poplar Tree Covenants.

1. **Open Space.** The ACC shall consider proposed property modifications in relation to the Poplar Tree open space concept. Fencing and walls, in particular, can have damaging effects on open space. Other factors such as removal trees, disruption of the natural topography, and changes in the rate or direction of storm water run-off can also adversely affect Poplar Tree's environment.
2. **Validity of Concept.** The basic modification concept shall be sound and appropriate to its surroundings.
3. **Design Compatibility.** The modification shall be compatible with the architectural characteristics of the applicant's house, adjoining houses, and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color, and construction details.
4. **Location and Impact on Neighbors.** The modification shall relate favorably to the landscape, the existing structure, and the neighborhood. The primary concerns are access, view, sunlight, ventilation, and drainage.

5. **Scale.** The size (in three dimensions) of the proposed alteration shall relate well to adjacent structures and surroundings. For example, a large addition to a small house may be out-of-scale and inappropriate.
6. **Color.** Color may be used to soften or intensify visual impact. Parts of the modification that are similar to the existing house, such as roofs, windows, gutters, and trim, etc., shall be matching in color and style.
7. **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. For instance, wood or aluminum siding on the original house shall also be used on an addition. On the other hand, an addition with wood or painted aluminum siding may be compatible with a brick house.
8. **Workmanship Quality.** ACC approval of applications is based on the understanding that the quality of workmanship in the proposed modification will be at least equal to the quality of workmanship in the house and other original structures on the property.

2.4 ACC Review Procedures.

1. Upon receipt of an application by the ACC at its monthly meeting, the date of receipt of the application shall be recorded on the application by the ACC Chairperson. This date commences the period of time available for ACC review of the application.
2. In situations where information in addition to that required for a complete application is needed for the ACC to make its decision, the applicant will be notified and asked to provide additional information or may be requested to attend the ACC meeting at which his or her application will be considered. The application will be treated as not submitted until the necessary information is provided to the ACC.
3. In the event the Committee fails to act on a complete and properly submitted request within 30 days of receipt by the Committee at its monthly meeting, the request will be deemed approved by waiver. However, such waiver shall not serve as a precedent for similar requests and shall be treated as a one-time exception to the Guidelines by waiver. The 30-day time period refers to the period of time within which the Committee must review the application once the Committee received it. The time the application is mailed by the homeowner to the management company to the time a written response is received by mail may exceed thirty (30) days. Burden rests with the homeowner to maintain contact with the management company or the Committee if the time frame of the application review process is of particular concern. This 30-day provision does not apply to requests determined by the Committee to be incomplete or insufficiently prepared to render a decision. In such cases, the application will be disapproved and returned to the applicant noting that the request contains insufficient information. Upon receipt of a resubmitted

application that is complete and sufficiently prepared, a new 30-day review period will begin.

4. Approval: At least two of the three reviewing Committee members must approve a request for it to be officially approved. Action will be completed within the 30-day time period. Approved applications will be signed by the Chairperson or reviewing Committee members and notification sent to the homeowner.
5. Disapproval: At least two of the three reviewing Committee members must disapprove a request for it to be officially disapproved (unless the application is incomplete). In such cases, the Chairperson must provide written notice to the homeowner outlining the specific reasons for disapproval. In any event, all action must be completed within the 30-day time period.
6. If the applicant's request is disapproved by the Committee, the applicant may either appeal the decision to the Board of Directors, pursuant to paragraph E, of this Section, or may first request reconsideration by the ACC under subparagraph 7., below.
7. Prior to an appeal of the Committee's decision to the Board of Directors, the applicant may request reconsideration by the Committee if new or additional information that might clarify the request or demonstrate its acceptability can be provided. A request for reconsideration must be submitted in writing within sixty (60) days following a decision by the Committee. The Committee shall respond to a request for reconsideration of a decision within a new 30-day time period from the date of receipt of such request.
8. If the applicant is denied again upon reconsideration by the Committee, applicant may appeal the decision to the Board of Directors, pursuant to the procedures for appeal set forth in Paragraph E., below.
9. Special Exceptions: Neither the Committee nor the Board of Directors is authorized to grant exceptions to the Covenants or Guidelines. However, changes to the existing Guidelines may be accomplished through the amendment process described above in Section 1.6.
10. The ACC Chairperson shall submit a monthly summary of actions taken to the BOD.

2.5 Appeal of Committee Decision to Board of Directors.

1. **Rights of Owners.** A final ACC decision pertaining to an alteration application may be appealed to the Board of Directors one time if such action is taken within sixty (60) days following the final decision of the Committee.

2. **Petition Format.** All appeal petitions must be in writing and received by the management company a minimum of one (1) week prior to the next scheduled meeting of the Board of Directors and be in substantially the following form:

I (We) hereby petition the Board of Directors to hear an appeal of the decision of the Architectural Control Committee regarding the application by (name) (address) (phone#).

3. **Background Materials.** Appellants shall bring to the meeting at which their appeal will be heard copies of their disapproved applications and any supplementary materials they may wish the Board to consider.
4. **Hearing.** Appeals will be heard at the monthly Board of Directors meeting. The homeowner shall contact the Association management company to confirm the date and time of the hearing, which shall be set by the Board of Directors. Note that neither the Architectural Control Committee nor the Board of Directors is empowered to grant exceptions to the Covenants or Architectural Control Guidelines. The only issue that is appealable is whether the ACC applied the Guidelines and Covenants correctly in reaching its decision on the application. However, changes to the existing Guidelines may be accomplished through the amendment process described above in Section 1.6.
5. **Board Decision.** The Board of Directors will promptly considers an appeal following receipt of a complete and property submitted appeal petition and notify the appellant and ACC Chairperson of the Board's decision.

2.6 Inspections.

The Poplar Tree Covenants require that the ACC and BOD ensure that all Poplar Tree properties comply with the Covenants and Architectural Control Guidelines, including those that require properties and structures to be properly maintained. To help meet in this obligation, the ACC Chairperson or Association management company (or other Association representative) shall periodically (normally, twice a year) survey the community for compliance with the Architectural Control Guidelines (in accordance with the provisions specified in Article VII Sections 1 and 2 of the Covenants).

2.7 Enforcement Procedures. (Non-compliance)

When an apparent architectural violation is found to exist, either through an on-site inspection by an ACC member, the property manager, Director, or report of another Owner/Resident, the ACC or property manager (on behalf of the ACC Chairperson) will pursue the following non-compliance procedures:

1. **Verification of Reported Violations.** All suspected violations shall be confirmed by a site visit.
2. **Notices of Apparent Violation.** If the Chairperson or Association management company (or other Association representative) determines there is an apparent violation, the Chairperson or management company (or other Association representative) shall follow the notice of violation procedures outlined below.
3. **Initial Notice.** An initial notice sent to the Owner, and in the event the Resident is not the Owner, to both the Resident and the Owner, with copies to the ACC and BOD, an initial notice requesting that they resolve the apparent violation of the Poplar Tree Architectural Control Guidelines. This letter shall contain:
 - a. A clear statement of the apparent violation.
 - b. Identification of the appropriate article and section of the Covenants and/or the appropriate section of the Architectural Control Guidelines dealing with the apparent violation;
 - c. A copy of an Application for Review of Property Alteration, if appropriate;
 - d. A statement that the Owner/Resident has 30 calendar days from the date of the letter to correct the apparent violation. This notice period may be reduced in the event of an emergency situation or in cases where the apparent violation will increase or enhance with the passage of time. Alternatively, the Owner/Resident must submit to the ACC a written plan, including timing, for the remedy of the apparent violation within a reasonable period of time, with justification where such violation cannot be cured within thirty days. In the alternative, the Owner/Resident may respond within 30 days by stating why there is no violation.
 - e. An address to which a completed application, if required, should be sent; and
 - f. A statement that failure to resolve the apparent violation in a timely manner may result in the Homeowners Association taking any actions available to it under State law, County ordinance, or Governing Documents.
 - g. A statement that the owner is obligated to notify the Association management company of the date when remedial action is (or will be) completed, so that an inspection of the property may be arranged to confirm that the property is now in compliance.

4. **Second Notice.** If the apparent violation continues for thirty (30) days after initial notification to the Owner/Resident or if no substantial progress is made in curing the apparent violation, where such remedy would require more than thirty days a letter will be sent to the Owner and, if applicable, to both the Resident and the Owner, with copies to the ACC and BOD.
 - a. This letter will contain a copy of the first notice and should contain the following additional information:
 - b. That this is a second notice of an apparent violation.
 - c. A statement that Owner/Resident has 15 calendar days from the date of the letter to correct the apparent violation or respond by stating why there is no violation. Alternatively, the Owner/Resident must submit to the ACC a written plan, including timing, for the remedy of such apparent violation within a reasonable period of time, where such violation cannot be cured within fifteen days.
 - d. A statement that the owner is obligated to notify the Association management company of the date when remedial action is (or will be) completed, so that an inspection of the property may be arranged to confirm that the property is now in compliance.
5. **Third and Final Notice.** If the apparent violation continues for fifteen (15) days after the second notification to the Owner/Resident (or if no substantial process is made in curing the apparent violation, where such remedy would require more than fifteen days) a letter will be sent by certified mail, return receipt requested, with a copy by regular mail, to the Owner and, if applicable, to both the Resident and the Owner, with copies to the ACC and BOD.
 - a. This letter will contain the copy of the first and second notices and should contain the following additional information:
 - b. That this is the third and final notice of an apparent violation; and
 - c. Failure to resolve the apparent violation within 15 days of the date of this letter will result in the matter being forwarded to the Board of Directors and/or the Homeowners Association attorney for further action, that could include the filing of a Notice of Covenant Violation lien on said property, a monetary charge, forfeiture of use of the Homeowners Association's recreational facilities, and/or possible legal action. This letter shall offer that alternatively, the Owner/Resident must submit to the ACC a written plan, including timing, for the remedy of the apparent violation within a reasonable period of time, where such violation cannot be cured within fifteen days.

- d. A statement that the owner is obligated to notify the Association management company of the date when remedial action is (or will be) completed, so that an inspection of the property may be arranged to confirm that the property is now in compliance.
6. **Referral to Board of Directors.** If the apparent violation is not resolved within 15 calendar days of the date of the third notice, the ACC Chairperson will refer the matter through the ACC to the Board of Directors for appropriate action. Note that in the case of violations for failure to properly maintain property, as well as any other violations, the Board of Directors is authorized to take legal action to compel compliance with the Covenants and/or Guidelines, and to seek the recovery of any and all cost associated with the efforts to obtain compliance, including, but not limited to, court costs and attorneys' fees.
7. **Other Sanctions.** The Homeowners Association reserves the right to invoke other sanctions that may be or may later become available to it under the Governing Documents (Articles of Incorporation, Covenants and Bylaws) or under State or local law, even if not specifically listed here.
8. **Repeat Violations.** The notice required by Section 2.7. shall not be required in the case of repeat violations that have been previously abated after some or all of the notice required by Section 2.7.

Sample violation letters are shown in Appendix B.

2.8 Resale Disclosure Packets

The Virginia Property Owners' Association Act (POA) requires the Seller of property that is within a Homeowners Association to provide an Association Disclosure Packet to the potential buyer when one is request by the buyer. The Poplar Tree Homeowners Association provides the disclosure packet with the requisite information for a fee when the Seller or Seller's Agent provides a written request to the Association's management company and includes the fee, payable to Poplar Tree Homeowners Association. The disclosure packet provides the information required by the POA, including the status of assessment payments for that property and whether there are architectural or maintenance violations on the subject property.

3. ARCHITECTURAL CONTROL GUIDELINES

This Section provides specific Architectural Guidelines for the use, maintenance, and modifications of properties in Poplar Tree Homeowners Association. Questions concerning interpretation of these provisions should be directed to the ACC.

3.1 Property Use and Maintenance.

1. **Use of Residence and Property.** In-home businesses have the potential for a negative impact on neighbors and on the atmosphere of Poplar Tree. No residence, or any part thereof, shall be used for the conduct of any business, commerce, or profession, except for professional uses permitted under (and subject to) Fairfax County requirements and applicable zoning ordinances. Customer-intense professional use that regularly attracts large numbers of vehicles are an annoyance or nuisance to the community and are not allowed. An application is required for in-home businesses. Other requirements for professional uses of residences in Poplar Tree are that:
 - a. A permit shall be obtained from Fairfax County and a copy of the permit shall be on file with the Association's management company.
 - b. No business-related sign or other advertising device of any nature may be placed on any lot, structure, or common area of Poplar Tree, or on any vehicle regularly parked within the Community.
 - c. No visible exterior storage of business-related materials is allowed.
 - d. Operating personnel shall not be more than one person who is not a permanent resident in the residence.

Application. Applications shall include the following:

- Where business-related externally stored materials will be kept.
 - Impact of traffic and parking on neighbors.
 - Number and type of deliveries required.
 - Type and number of vehicles to be used to conduct business and where vehicles are to be parked.
2. **Maintenance Responsibility.** Property ownership and residence includes the responsibility for maintenance of all structures and grounds that are a part of the property. This includes, but is not limited to, items such as mowing grass, trimming shrub and trees, removal of trash, and structural maintenance. Poor or improper maintenance of structures and grounds adversely affect the visual character and economic values of the property and neighborhood, and, in some cases, safety. Failure to comply with maintenance standards is a violation of Covenants.

In the case of paragraphs 3.1.3 and 3.1.4, a maintenance violation occurs when any of the conditions listed there are pervasive and obvious from an adjacent property or when a general state of maintenance neglect is apparent. For example, the existence of peeling paint on small portions of the home or the temporary growth of the lawn in excess of three inches are not violation if the Owner is making obvious attempts to maintain the property and is following a responsible schedule of maintenance.

3. **Dwelling and Structure Maintenance.** Owners/Residents are responsible for maintaining the exterior of their dwellings and any other structures on their lots, such as decks, fences, dog houses, and play equipment. The following are some examples of maintenance deficiencies that would be considered violations of the Covenants.
 - a. Peeling, fading, or cracking paint or exterior trim. The criterion used is its visibility from the lot line.
 - b. Mailboxes or posts that are dented or otherwise in need of repair or repainting.
 - c. Play equipment that is either broken or in need of repainting.
 - d. Fences with either broken, rotten, or missing parts or in need of repainting.
 - e. Missing or damaged window mullions or shutters.
 - f. Decks with missing or broken railings or parts, or parts in need of restaining.
 - g. Concrete or masonry block foundations in need of repainting.
4. **Land Maintenance.**
 - a. Mowing and Landscaped Areas. Turf areas shall be mowed at regular intervals, maintaining a neat appearance and a maximum height of three inches. Planted beds shall be kept in a neat and orderly manner. Weeds shall be controlled in both lawn areas and planted beds. Trees and shrubs shall be routinely trimmed to maintain a well-groomed appearance. Dead or dying plants shall be promptly removed and replaced as needed.
 - b. Erosion Control and Drainage Management. Owners/Residents are responsible for ensuring that their property is protected from soil erosion, that storm drains are not blocked, and that drainage from the property does not hinder natural drainage or divert drainage to adjoining properties.
5. **Tree Removal.**
 - a. On Owner Property. No live tree with a diameter in excess of 4 inches, measured 12 inches above ground, may be cut without prior approval of the Committee. Owners/Residents should also consult relevant Fairfax County staff to ensure compliance with county ordinances.

- b. On Association Common Ground. No tree (dead or alive) shall be removed from Association common ground. The Association's management company shall be contacted to begin the process for having a dead tree on Common Property removed by the Association. Generally, only dead trees on Common Property that pose a threat to person or property will be considered for removal.
6. **Trash and Garbage.**
- a. Owners/Residents are responsible for picking up litter on their property and/or debris on common ground that originated from their property. Owners/Residents are responsible for preventing wind-blown debris from originating on their land. Trash shall be placed for pick up in appropriate metal or plastic containers manufactured for trash storage purposes. Plastic trash bags shall not be used for food and related refuse unless in a secure container.
 - b. Refuse and associated containers shall not be permitted to remain in public view except on days of trash collection.
 - c. No accumulation or storage of litter, new or used building materials, or other trash shall be permitted on any lot.
 - d. Trash, refuse, or waste materials shall not be burned; and incinerators for the burning of trash, garbage, or waste materials shall not be placed or operated on any lot or common ground.
 - e. Common Ground. Dumping of debris, lawn clippings, leaves, trees, branches, logs, or any other materials on common ground/open space is strictly prohibited.
7. **Maintenance of Sidewalks, Walkways, and Driveways.** Owners/Residents are responsible for maintaining privately owned sidewalks, walkways, and driveways in good condition.
8. **Maintenance of Swales, Culverts and Ditches.** Owners/Residents are responsible for maintaining swales, culverts and ditches on their lots in good condition, including mowing and keeping them free of debris and trash.
9. **Enforcement Action for Maintenance Violations.** As noted above in Section II. Paragraph 2.7.6, following notices to the Owner/Resident of the maintenance violation, the Board of Directors is authorized to take legal action to compel compliance with the Covenants and Guidelines, and to seek the recovery of any and all costs associated with such efforts.

3.2 Antennas and Satellite Dishes.

- 1. **Restriction.** No TV, short-wave, ham, CB or other antenna, and satellite Direct Broadcast System (DBS) dishes may be attached to, hung from, or suspended from the exterior of any structure or placed upon any grounds within the Association except as permitted under 2, 3 and 4 below.
- 2. **Safety.** It shall be the responsibility of the Lot Owner to verify that all permitted installations of satellite dishes and antenna are installed in accordance with all applicable safety regulations and do not restrict access to fire lanes, doorways, windows, and any other egress.
- 3. **Size.** Satellite DBS dishes must be less than one meter (39 inches) in diameter and MMDS antennas must be less than 12 feet in height. There are no restrictions to the size of TV antennas; however, in no event may an Owner install an antenna, which threatens the safety of others or their radio and

television reception. Installations must meet the minimum safety requirements outlined in paragraph 2 above.

4. Placement

- (a) **TV antennas.** Because there are few FCC restrictions to the size and height of TV antennas, the placement of antennas should be carefully considered in order to preserve the integrity, natural setting, and aesthetic value of our community and the effect on your neighbors' views. Therefore, TV antennas are expected to be located inside the dwelling (usually in the attic). Placement must meet the provisions of paragraphs 2 and 3 above.

- (b) **Satellite antennas.** To the extent an acceptable quality signal can be obtained, the following locations are the pre-approved locations and installation sites for satellite dishes, which are one meter or less in diameter (listed in decreasing order of preference):
 - i. On the rear of the dwelling below the roof line;
 - ii. Above the rear roof line of the dwelling;
 - iii. On the deck or in the backyard, below the fence line and fully within the property line

Where possible, the dishes should not be visible from the street, and should blend in with the background against which it is mounted. After installation, Owners are required to send notice to the Association's management company, which informs the management company of the installation and its location.

3.3 Attic Ventilators, Radon Ventilating Pipes, Stovepipes and Metal Flues.

Attic ventilators and turbines are encouraged. Exterior vent must match the siding or trim on the house if mounted on a gable end. Roof location shall be on the least visible side of the ridge pole. Radon ventilation pipes shall be attached to the rear of the house or exit through the roof. If located on the rear, the pipe shall be painted to match the color of the siding or trim. Stovepipes, flues and other similar devices must originate inside the structure and exit only through the least visible side of the roof ridge pole, otherwise they will be treated as chimneys (see paragraph 3.5.). ACC approval is required for new fixtures. The location and visibility of such a fixture may require the Owner to paint the fixture to blend with the roof or house colors.

Application. Applications shall include the following:

- Description of unit including color and dimensions
- Property plat/site plan showing proposed location

3.4 Barbecue Grills.

Barbecue and similar grills shall be located behind the house and shall be located at least ten (10) feet from a lot line. Only grills that are permanent require an application. The application shall clearly indicate the location of the proposed grill and fully describe its size and color. Manufacturer's brochures containing the required information may be supplied in lieu of description. No application required for portable grills. Permanent grill requires an application.

Application. Applications shall include the following:

- Description of unit including color and dimensions
- Property plat/site plan showing proposed location

- Picture and/or detailed drawing of grill to include dimensions and materials to be used

3.5 Chimneys.

New/additional chimneys shall either match the house's existing chimney(s) or shall be constructed with brick that matches existing brickwork, if any, on the house. Chimneys are defined to include any device or structure that is attached, in whole or in part, to the side or rear of a structure and serves as a means of venting the products of combustion. This includes combustion from fireplaces, wood or coal-burning stoves, furnaces or other combustion device that must have its combustion products vented to the exterior.

Application. Application shall include the following:

- Property plat/site plan showing the relationship of the chimney to the house, property line and adjacent neighbors
- Picture and/or detailed drawing of the chimney, including dimensions
- Color and style of house
- Description of materials being used to construct chimney. If brick is being used and there is brick already on the house, the brick colors must match.

3.6 Clotheslines.

The drying of clothes outdoors, and the erection of any device or system for such purposes is prohibited.

3.7 Detached Structures and Storage Facilities.

3.7.1 Pets and Pet Enclosures.

- a. Pets. No domestic 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 applicable ordinances of Fairfax County, Virginia.
- b. Pet enclosures. Doghouses shall be compatible with the applicant's house in color and material, and shall be located where they will be visually unobtrusive. Chain link fences for dog runs will be considered if erected inside solid privacy fencing, painted to match the background, softened by supplemental landscaping, well screened in wooded area, and combinations of the above. Any dog run visible from outside the property shall meet the criteria for fencing under Section 3.11. These enclosures/runs shall be located in back of the house and no closer than (10) feet from any property line. An application is required for all pet enclosures.

Application. Applications shall include the following:

- Property plat/site plan showing location of the pet enclosure and distance to house and adjacent property lines
- Picture and/or detailed drawing of pet enclosure which includes dimensions
- Description of material to be used. Color of house and pet enclosure
- Landscape plans to complement or screen the pet enclosure

- Proof of notification of adjacent neighbors

3.7.2 Compost Piles.

- a. Compost piles shall be properly maintained so as not be offensive to the neighbors.
- b. Compost piles must be commercial prefabricated types or constructed of a wooden frame with wire or block interior.
- c. Compost piles shall not exceed 4' in height and must be located in the rear of the house at least 5' inside all lot lines.
- d. All active compost piles must have a 6" layer of straw over top of them at all times to prevent odors from escaping.
- e. All compost piles must be maintained and turned periodically to ensure proper operation. Failure to maintain a satisfactory compost pile and/or the point at which the compost pile becomes a public nuisance shall indicate an abandonment of the compost pile and violation of these guidelines.
- f. These piles must have a screen planting plan submitted with each application. The application must also include a sketch to scale of the proposed compost pile frame and a site plan indicating its location in relation to neighbors

Application. Applications shall include the following:

- Property plat/site plan showing exact location of compost pile.
- Description of compost pile enclosure including color, material and dimensions
- Landscape screening plan including type, size, and number of plants to be used.

3.7.3 Gazebos.

Freestanding gazebos are allowed with the following requirements:

1. All gazebos constructed upon any property must conform in all respects to the ACC application, as well as meeting all County approved site plans, construction plans, building permit and other federal, state and local construction and development standards and requirements.
2. The architectural design, character, form, scale and proportion of the gazebo will be harmonious with the design and character of the existing house.
3. Material and color selections will be harmonious with the natural environment, surrounding houses and the general color scheme.
4. The location of the gazebo will not impair the views or amount of sunlight to adjacent properties.

5. Gazebos shall be located in rear yards, and shall not extend beyond either side of the house.
6. Gazebos cannot be enclosed except for screening. Lattice may be used for sun screening and/or privacy.
7. Gazebos cannot be used for storage.

Application. Applications shall include the following:

- Property plat/site showing location of the gazebo and distance to house and adjacent property lines.
- Picture and/or detailed drawing of gazebo including dimensions.
- Description of materials to be used. Color of house and gazebo.
- Landscape plans to complement the gazebo.
- Proof of notification of adjacent neighbors

3.7.4 Storage Facilities and Other Detached Structures.

Except for pet enclosures and compost pile containers, there shall be no types of freestanding structures permitted, i.e., metal, wood etc. This includes storage shed, play houses or other freestanding structures. No temporary building shall be maintained on any Lot.

3.8 Exterior Colors.

No portion of the exterior of any building shall be painted a color different from the exiting color of said building without an application for the proposed color having been approved by the Committee. (Repainting or staining a specific object to match its existing color does not require an application.

1. **Scope.** Color changes apply not only to the house siding, but also to the doors, shutters, trim, roofing, and other appurtenant structures.
2. **Harmony.** Proposed changes of exterior color for houses shall relate to the colors of the houses in the immediate area.

Application. Applications shall include the following:

- Color pictures of the structure prior to the proposed changes.
- A list of all existing exterior colors and the changes to the appurtenant structures, and
- The color samples of the new colors to be used.

3.9 Exterior Decorative Objects.

ACC approval is required for all exterior decorative objects, natural or man-made, that were not already part of the property at the time the house was built. Exterior decorative objects include, but are not limited to, such items as fountains, birdbaths, wagon wheels, sculptures, pools, stumps, driftwood piles, and freestanding poles of all types.

Application. Applications shall include the following:

- A property plat/site plan showing the location and relationship of object to the house, property lines, and adjacent neighbors,
- A picture and/or detailed drawing of object to include dimensions, and
- The color and material of object.

3.10 Exterior Lighting.

Exterior lighting, in addition to that initially provided on the house, may be desired to enhance a deck or patio, or to improve visibility on a driveway. Lights added to the front of a home shall match or complement existing lighting styles. No exterior lighting shall be directed outside the applicant's property. Light fixtures that are proposed in place of the original fixtures shall be compatible in style and scale with the applicant's house. All exterior lighting, particularly spotlighting, must be located and angled so as not to be directed outside the boundaries of the lot.

Lighting that is a part of the original structure must not be replaced or altered without approval.

Application. Applications shall include the following:

- A property plat/site plan showing the location if the lighting is free-standing.
- A picture or drawing of fixture including color, dimensions, and wattage, and
- Proof of notification of adjacent neighbors.

3.11 Fences.

This section addresses the standards and procedures required for homeowners to erect a fence. In addition to the policies and considerations discussed below, the homeowner must also comply with Fairfax County requirements and obtain a building permit.

1. **General Guidelines.** Fundamental to Poplar Tree's plan is the concept of common open space. The preservation of green space and natural features, as well as a feeling of openness, can be defeated by carelessly used or placed fencing. Fences have traditionally been used as a physical and visual separation of two pieces of property. As today's landscape and living styles change, so too does the use, location, and design of fences. This should be kept in mind when considering fencing, which by its nature tends to physically define and separate areas and makes yards appear smaller. Unquestionably, anyone's fencing will be shared by neighbors even if the neighbors have only to look at the other side of it. An inconsiderately placed fence can box in neighbors or destroy their views. Therefore, it is important to remember in choosing a fence that there may be an impact on other residents of Poplar Tree.

There are alternatives to fencing that may achieve the desired objectives. For example, electronic fences may be considered for pets. Also, short segments of fence may be combined with landscaping to achieve the desired screening. Use of plant materials alone can be an alternative, or planting schemes can be integrated with all fencing to soften the visual impact.

2. **Fence Standards.**

- a. Fence heights shall be no less than 3 feet and no greater than 6 feet, including all decorative trim, etc.
- b. The height and design of fences shall generally conform to other fencing in the immediate area.

- c. Fences shall not create any form of safety hazard as either a physical or visual barrier.
- d. Plantings are strongly encouraged for integration with fencing to soften visual impact.
- e. Fencing finished on one side only must have the finished side facing out.
- f. Gates shall be constructed of the same material and be of the same height and color as the fence.
- g. Fencing shall match or blend with existing adjacent fencing.
- h. Wire mesh screening shall be considered only in special cases as discussed in paragraph 3 below.
- i. Solid board fences shall always have a dip (swale) not less than 4 inches at the center or a lattice top.
- j. Alternating board-on-board fences shall be trimmed to be level between posts or parallel to the slope of the property, or have a dip not less than 4 inches in the center, or be finished with a top trim that shall be accurately described in the application.
- k. Front yard fences (or fences that appear to be in a neighbor's front yard due to lot configuration) are not permitted. The front yard is defined as a yard extending across the full width of a lot and lying between the front lot line and the principal building. The most restrictive definition of "front yard" shall apply (e.g., if the neighbor's restriction applies to the Owner's/Resident's yard).

3. Fence Types.

- a. In selecting a fence, it is important to remember that the homeowner's functional needs must be related to prevailing fence styles in the neighborhood. Location, height, materials and color are the primary factors that should be considered.
- b. Several of the approved fence types are shown in Appendix C. Fence styles, other than those depicted, will be reviewed for acceptability by the Architectural Control Committee. A picture or drawing of the desired fence must accompany all applications.
- c. Two- or three-rail split rail fences will be allowed with a minimum height of 36 inches and a maximum height of 42 inches from ground to uppermost rail and a maximum height of 48 inches from ground to top of vertical post.
- d. Wire mesh screening shall be considered only in cases where the section of fence to be screened is located within a wooded area and the screening is neither visible from the street nor from any other residence.
- e. Stockade-type and metal fences, such as chain link, are not permitted.
- f. All fence types shall reflect the general appearance of the neighborhood and be consistent with those approved styles of the neighborhood.

4. **Fence Location.** Most fencing involves boundary line consideration to some degree. Therefore, applications must show exact relationship with property lines. Extending privacy fencing farther from the house does not necessarily increase privacy. However, it can adversely increase the impact on common open space. Fence Placement Guidelines Are As Follows:

- a. Fences shall be restricted to rear and side yards.
- b. No front yard fences will be allowed.
- c. For corner lots, cul-de-sacs, pipestems and flag lots, fence lines may not extend beyond a line parallel to and even with the front of adjacent homes.
- d. For mid-block lots, fence lines cannot extend beyond the front of the applicant's home or adjacent homes, whichever has the furthest setback.

Appendix D provides examples of acceptable fence locations.

5. **Materials and Colors.**

- a. Split-rail fencing shall be of natural wood and be left to weather naturally. Other fencing shall be natural wood or can be painted white or off-white.
- b. Continuity of texture and the scale of materials should be considered. In many cases, fencing may be left to weather naturally.
- c. The fence shall also match or blend with existing adjacent fencing.

6. **Summary Principles.**

- a. Fencing shall never visually compete with or dominate a house.
- b. Fencing parallel or visible from any given street, cul-de-sac or visual area shall be of a consistent family or style, not to exceed 6 feet in height.
- c. Landscaping shall be considered an integral part of any fencing scheme, particularly in relation to fencing paralleling a street or visible from the street.
- d. Privacy vs. Ventilation: While fencing can be used to create private outdoor spaces, homeowners should also consider ventilation. More "solid" fencing will provide a strong visual barrier but no ventilation. A private space with no cooling breezes on a summer afternoon can be unpleasant. To avoid this, the homeowner might choose from several fencing designs depending on the amount of privacy desired:
 - A spaced board fence is "semi-open" and allows natural ventilation while affording varying degrees of privacy dependent on the size of the boards and spaces between them.
 - More privacy may be obtained, while still allowing ventilation, by the use of a staggered board fence.

7. **Fence Maintenance.** Fences shall be properly maintained; there shall be no broken or missing boards. Painted fences shall be repainted when fading or peeling begins.

Application. Applications shall include the following:

- Property plat/site plan that clearly shows the relationship of the fence location to the applicant's house, adjacent houses, open spaces, and property lines (exact distances from house and property lines should be identified),
- Fence style shown as a picture or drawing and material to be used,
- Color, finish, and dimensions of fence,
- Types and colors of fences in the immediate area,
- Landscaping plans to complement or screen the fence, if planned,
- Proof of notification of adjacent Poplar Tree Estate neighbors, and
- If identical to an existing fence in the neighborhood, applicant may provide, as an aid to the Committee, the lot number or address of the existing fence.
- Estimated start and completion dates.

3.12 Firewood Storage.

Firewood shall be kept neatly stacked and located to the rear of the residence within the Owner's/Resident's property line. Piles shall be located in such a manner as to minimize visual impact. In certain cases, screening or landscaping may be required to screen woodpiles. Height shall not exceed 4' and length shall not exceed 8'. Firewood piles shall be kept off the building at least 6 to 12 inches in order to prevent termites from leaving the firewood and entering the house.

3.13 Flagpoles.

An application is required for permanent flagpoles. Permanent flagpoles shall not exceed twelve feet (12') in height. Color and location shall be appropriate for the size of the property and background. Permanent freestanding flagpoles must be installed and maintained in a vertical position. Applications are not required for temporary flagpole staffs not exceeding six feet (6') in length and attached in an incline to the front wall or pillar of the house.

Application. Application shall include the following:

- Property plat/site plan showing pole location and indicating distances from the house, property line and adjacent neighbors.
- Picture and/or detailed drawing of the pole to include dimensions.
- Description of material of flagpole including color.

3.14 Gutters and Downspouts.

The color and design of additional or replacement gutters and downspouts shall match existing gutters and downspouts and shall not adversely affect drainage in adjacent properties. No application required for replacement of existing gutters and downspouts. Application is required for installation of additional gutters and downspouts or change of color or type of existing gutters and downspouts.

Application. Applications shall include the following:

- Location of additional gutters and downspouts.
- Color and type of gutters and downspouts.

3.15 Holiday or Temporary Decorations.

No application is required for temporary display of Christmas or other holiday decorations. Decorations shall be installed no earlier than one month before the first day of the month in which the first day of the holiday is observed and shall be removed no later than the last day of the month following the month in which the last day of the holiday is observed. (For example, if a multi-day holiday is observed from the end of November through the beginning of December, decorations can be installed from October 1 through January 31. For Christmas decorations, the display period is November 1 through January 31).

3.16 House Numbers.

House numbers should be legible but shall be of a size that is appropriate for the applicant's house. In certain cases, decorative house numbers will be accepted dependent upon location and type of house. Application is required for changing style of house numbers.

3.17 Landscaping, Planting, and Gardens.

3.17.1 Landscaping and Plantings. Trees and shrubs shall not be planted in locations that would obstruct lines of sight for vehicular traffic. Consideration should be given to the effects that plants and trees will have on the views from neighboring houses and properties and the impact of shading patterns of large trees on such properties. An application is not required for plantings adjacent to the foundation of the dwelling, trees, flowerbeds, or shrubs. However, applications are required if planting will be used to create features that, in effect, become structures, fences or screening, used to separate properties, or part of other applications where screening with landscaping is required. An application is required for the use of railroad ties, garden timbers, stone, or masonry that will form a border more than 18 inches high.

- a. **Scale and design.** Care should be exercised in selecting plant materials that, upon maturity, will be of appropriate size in height and breadth for their intended use and location. Mature size, both in height and diameter, should always be considered, especially when planting close to walkways and houses.
- b. **Maintenance.** All gardens must be neatly maintained throughout the growing season; this includes removal of weeds, dead growth, and unused stakes or trellises.

Application. Applications shall include the following:

- Description of type and size of shrubs being planted.
- Site plan showing the relationship of plantings and/or borders to the house, other structures on the property, and adjacent houses.
- Colors of finished structures, as well as type of material.

3.17.2 Rock Gardens. An application is required for rock gardens if the rock or collections of rocks exceed 24 inches in width, depth or height. All rocks shall be left in their natural color.

Application. Applications shall include the following:

- Site plan showing location of rocks.
- General size of rocks.

3.17.3 Vegetable Gardens. Must meet the following conditions:

- a) Located between the rear line of the house and the rear property line.
- b) Garden size does not exceed $\frac{1}{4}$ of the area described in (a).
- c) Garden is not planted on a grade exceeding a ratio of 5 feet to 100 feet (to minimize pesticide runoff).
- d) Garden does not damage property below through the flow of water onto lower property.
- e) Gardens must not encroach on Association common ground.
- f) Gardens must be neatly maintained including removal of weeds, dead growth and unused stakes or trellises.

3.18 Mailboxes.

1. **Standards.** Mailboxes are a functional necessity and can be a decorative item. Mailboxes shall be functional, conservative and representative of the architecture of our neighborhood. No mailbox that is considered inconsistent with the surroundings will be permitted. Posts must be 4"x4" L-bracket design as shown in the figure below. A (one) newspaper delivery tube may be attached to the mailbox or supporting post. Newspaper tubes shall be of the type provided by the newspaper company, or if physically a component of the mailbox post, should be consistent with the design within the neighborhood. The mailbox and newspaper tube height must be within the guidelines provided by the US Postal Service. Freestanding newspaper tubes are not permitted.
2. **Maintenance.** The mailbox and supporting post shall be maintained in good repair. The box shall not be seriously dented, noticeably rusted, badly faded, or noticeably broken. The supporting post shall be maintained in a vertical position.



3.19 Patios

and Decks.

Patios and decks shall be located in rear yards and shall not extend around to either side of the house, except as described in Paragraph 5 below. Patios provide a means for ground level extension of indoor space with less visual impact than ground level or elevated decks. When patio or deck schemes include other changes, such as fencing, lights or plantings, other appropriate sections of these guidelines should be consulted prior to application. Applicants should review applicable fence design criteria with respect to visibility, privacy and materials prior to design or application for a deck. Owners/Residents are encouraged to maintain the original appearance of decks by periodic cleaning and sealing of deck surfaces. Stained decks are allowed, but the stain color must first be approved by the ACC.

1. **Ground Level Decks and Patios.** Patios are to be constructed at ground level of concrete, stone, brick or other masonry materials. Decks are to be constructed of wood. A ground level deck is 24 inches or less in elevation.
2. **Elevated Decks.**
 - a. Applications for elevated decks shall include the elevation of the deck above the ground and the dimension of railings, posts, stairs, steps, benches, a landscaping/screening plan and other details needed to provide a complete and clear description.
 - b. Deck Screening Criteria.
 - i. Raised decks include an underdeck area that has a potential visual impact on neighbors in the surrounding area. If such area is to be used for temporary or permanent storage, the impact on neighbors should be kept in mind. Special underdeck storage screening can provide a neat, uncluttered appearance.
 - ii. Decks elevated in excess of five feet shall have latticework or landscape plantings for screening the underdeck area, if such area is to be used for temporary or permanent storage. Such screening is required for each side unless that particular side is not visible

from the street, neighbor's property, or Association trails. The purpose of the screening is to soften the visual impact of the structure and the area beneath the deck.

- iii. Decks that are less than five feet in elevation, but which are also to be used for underdeck storage shall be screened in the same manner and under the same circumstances as (2) above.
 - iv. Existing wooded areas may suffice as screening provided that they are of adequate density year round to soften the impact of the structure to the same degree as required of landscape screening.
 - v. Landscape plantings, as required in (2) and (3) above, shall provide screening for 60% of the height within five years of completion of the structure and be dense enough to soften the impact of the structure year round.
3. **Materials and Color.** Decks shall be constructed of Redwood, Cedar, pressure treated lumber or composite decking material. All materials are subject to county code approval and must be consistent with decks in the community. Deck color shall be either left natural, stained to a natural wood tone color, or painted white.

The following additional materials will be considered for deck railings and balusters, (pickets): powder coated aluminum, galvanized steel, and wrought iron. Railings and balusters should be without ornamentation such as scallops or scrolls, and solid panels will not be allowed. Railings and balusters shall match the color of deck, house trim, or be painted black or white. Color selection shall be harmonious with the general color scheme of the house and shall relate to the houses in the immediate area. Color schemes shall be submitted with application.

4. **Drainage.** If changes in grade or other conditions that will affect drainage are anticipated, they must be indicated on the application. Generally, approval will be denied if adjoining properties are adversely affected by changes in drainage.
5. **Deck Location.** The main surface of the deck does not include the stairs and the upper landing area. The main surface shall be located in the rear yard and shall not extend to either side of the house. The stairs and landing area may extend beyond the side of the house within the following limitations:
- a. Stairs for elevated decks must be directed towards the rear or front of the yard. Stairs for ground level decks can be directed towards the front, rear, or side of the yard.
 - b. When the stairs extend beyond the side of the house, the size of the landing area for the deck should be sized appropriate for entry and exit to the stairs and should not be considered part of the main deck surface nor used as a main deck surface.
 - c. Stairs directed toward the front yard may extend beyond the rear of the house, but must take an immediate route to ground level.
 - d. A landing with stairs may connect the rear deck and a door located on the side of the house if that is the only practical and aesthetic method for providing access to the side door.
 - e. Stairs and landing area must comply with Fairfax County codes relative to distance from property lines.

Appendix E provides examples.

Application (for Patios). Applications shall include the following:

- Site plan showing the size of patio and location as it relates to applicant's house, adjacent houses, and property lines.
- Description of materials and color.
- Estimated start and completion dates.

Application (for Decks). Applications shall include the following:

- Site plan showing the relationship of the deck to the house, lot and adjacent properties.
- A description of materials to be used.
- A statement of the deck's maximum elevation off the ground.
- Details of railings, posts, stairs, steps, benches and other details as required to clearly describe proposal. If other homes have decks that can be viewed at the same time as the proposed deck, photographs of those decks will be acceptable in lieu of sketches.
- Details of changes to windows and doors, if applicable.
- For all raised decks, a landscape plan shall be submitted for screening deck supports and under deck areas, if the deck is used for storage.
- If changes in grade or other conditions that will affect drainage are anticipated, they must be indicated.
- Estimated start and completion dates.

3.20 Recreation and Play Equipment.

Recreation and play equipment, such as swings and basketball backboards, substantially affect the appearance of a neighborhood. The guidelines listed below are intended to minimize the visual impact of such equipment. Consideration should be given to the potential impact on adjacent neighbors.

An application is required for basketball backboards, swing sets and other items of recreation equipment installed upon or affixed to the ground and which represent an intent of permanency.

1. Location and Size.

- a. Recreational equipment placed in rear yards shall not exceed 8' in height (except basketball backboards), nor provide an intrusion/nuisance to neighboring lots.
- b. However, recreational equipment higher than 8' will be taken into consideration.
- c. Consideration of a neighbors' view is always appropriate. ACC review and approval for an application for swing sets will take into account the location of the swing set in relationship to the neighbors' views and their properties.
- d. There will be no permanent recreational or play equipment erected or placed in front of any house, with the exception of basketball backboards.
- e. Basketball backboards are allowed in either the rear or the front of the house and must be located on the applicant's property. Backboards in the front must be secured to the house, or positioned on the outboard side of the driveway (the side adjacent to the nearest property line). Location and screening of backboards shall attempt to minimize the visual, acoustical and physical impact on adjacent property. Site location and usage must conform to current Fairfax County regulations. There are to be no court markings painted on the driveway. Fairfax County ordinances restrict usage to between the hours of 8:00 a.m. and 8:00 p.m.

2. Materials and Color.

- a. Equipment utilizing natural materials is encouraged.
- b. Applicants are encouraged to paint metal play equipment dark earth tones to blend with the natural surroundings or, if located adjacent to a dwelling or fence, to match the background or screening structure. Other play equipment colors will be considered, contingent upon location and landscaping.
- c. Free-standing Permanent Backboards:
 1. To be mounted on a single pole. Wood posts and galvanized steel poles may remain in their natural condition. Other poles to be painted black.
 2. The pole, per Fairfax County regulations (as of 1992), must be located not less than 12'-0" from the side property and must be at least 15 feet from the front property line.
 3. Backboard to be white or clear Plexiglass.
 4. To be installed using the smallest possible mounting brackets, which may not extend above the top of the backboard and must be painted the color of the surface to which they attach.
 5. The placement of shrubbery and trees is encourage to minimize the impact upon neighbors.
- d. Backboards secured to a house:
 1. To be located and centered over the garage.
 2. To be white or clear Plexiglass.
 3. To be installed using smallest possible mounting brackets, which may not extend above the top of the backboard and must be painted the color of the surface to which they attach.
- e. Other recreational equipment: All other recreational equipment, including swing sets, of natural wood or metal shall not exceed 8' in total height and are restricted only to the rear of the lot. However, recreational equipment higher than 8' will be taken into consideration. Where swing sets are used, the placement of shrubbery, trees, etc., is highly desirable as these may soften the impact upon neighbors/neighborhood.

3. Maintenance.

All recreational equipment will be maintained in operable and visually appealing condition. Broken or deteriorated equipment must be either fixed or removed.

Application. Applications shall include the following:

- A property plat/site plan showing proposed location of equipment in relation to property lines, applicant's house, and relationship to adjacent properties, adjacent houses and street.
- A photograph/manufacturer's brochure and/or detailed description of materials.
- Exact dimensions of equipment.
- Proposed colors of tarps or canopies and/or color of materials.
- Landscape screening plan with description of new planting.
- Proof of Notification of adjacent neighbors.

3.21 Recreational and Motor Vehicle Storage and Location.

No junk vehicle, or commercial or industrial vehicles such as, but not limited to, moving vans, trucks, tractors, trailers, wreckers, hearses, compressors, concrete mixers, or buses shall be regularly or habitually parked in front of any lot or upon any lot. Storage of boating equipment, travel trailers, camping equipment, or recreational vehicles and related equipment shall not be visible from the street. Maintenance and/or repair of any vehicle and/or related equipment that is performed outdoors will be permitted during daylight hours only. The suspension of any vehicle and/or related equipment with jacks, blocks, etc., shall not be left unattended for reasons of safety. When extended periods are required for maintenance and/or repair, i.e., overnight or longer, the vehicle(s) and/or related equipment must be garaged or stored in approved enclosures before sunset. Any vehicle that is not normally or regularly used for transportation, including dune buggies, automobile collections, other automotive equipment not licensed for use on the highways of Virginia, vehicles not bearing current license plates or required Virginia safety inspection and Fairfax County stickers are defined to be recreational vehicles. The location and design of enclosures for recreational vehicles and related equipment shall be approved by the Committee.

3.22 Room Additions, Screened Porches, Attached Gazebos, and Other Major Alterations.

Room additions and other major alterations are generally considered to be those which substantially alter the existing structure either by subtraction and/or addition. However, other site changes are also included. The design of such alterations shall be compatible in scale, materials, and color with the applicant's house and adjacent houses. Room additions, screened porches, attached gazebos, greenhouses and other large structures built as an integral part of a deck or patio, or as attached additions, increase the potential for visual impact on neighbors. The location of major alterations shall not impair the views, or amount of sunlight and natural ventilation on adjacent properties. The Owner/Resident shall submit in conjunction with the alteration application a set of construction plans including dimensions, materials, colors and types of items such as windows. The design plans shall include detailed descriptions of any excavation or fill requirements that might lead to drainage changes on adjacent property. A site plan showing exact placement shall be included with the alteration application.

1. Standards.

- a. The proposed structure must be compatible with the original structure and in keeping with the existing lot size.
- b. The roof of any addition shall match the roof of the existing house. Pitched roofs shall be compatible with the slope of the original roof of the applicant's house.
- c. New windows and doors shall match the type and color used in the applicant's house and shall be located in a manner that will relate well to the location of existing exterior openings.
- d. If changes in grade or other conditions that will affect drainage are anticipated, this shall be specifically indicated to the ACC on the application form. Approval will be denied if adjoining properties are adversely affected by changes in drainage.
- e. Additions or modifications to basements that alter the exterior appearance of an existing home require approval of the ACC. Any basement retaining walls shall be constructed of brick and concrete materials compatible with the existing exterior designs. The outside portion of retaining walls shall not be exposed more than 18 inches above ground level. Landscaping alterations shall not impede or change the existing drainage flow. Doorway or exposed walls shall be painted to match the existing exteriors.

- f. Construction materials shall be stored so that impairment of view from neighboring properties is minimized. Excess material shall be immediately removed after completion of construction. No debris may be allowed to accumulate during construction.
- g. The Proposed Addition/New Construction shall be located at the rear yard and shall not extend to either side of the house. Any stairs and/or landing area may extend beyond the side of the house within the following limitations:
 1. Stairs for elevated additions, screened porches, etc., must be directed towards the rear or front of the yard. Stairs for ground level additions, screened porches, etc., can be directed towards the front, rear, or side of the yard.
 2. When the stairs extend beyond the side of the house, the size of the landing area for the additions, screened porches, etc., should be sized appropriately for entry and exit to the stairs and should not be considered part of the main deck surface or used as the main deck surface.
 3. Stairs directed toward the front yard may extend beyond the rear of the house, but must take an immediate route to ground level.
 4. Stairs and landing area must comply with Fairfax County codes relative to distance from property lines.

Guidelines in Paragraph g are consistent with the guidelines for decks as illustrated in Appendix E.

Application. Applications shall include the following:

- Site plan showing location of proposed structure and relationship to property lines and adjacent houses.
- Detailed drawings and plans, including exterior elevations and dimensions.
- Description of materials, including type of siding on dwelling and proposed structure. Color of proposed structure and trim, exterior lighting arrangements, etc.
- It is suggested that the final application be a duplicate of those documents that are to be submitted to Fairfax County for a building permit, and shall also include colors, materials, and drawings or photographs as required, to illustrate the relation of the alteration to the applicant's house and adjacent houses where necessary.
- Landscape plans if applicable.
- Estimated start and completion dates.
- Proof of notification of adjacent neighbors.

3.23 Sidewalks, Walkways and Driveways.

All sidewalks and walkways (such as concrete, brick, wood, gravel, etc.) proposed to be constructed or modified shall meet the standards identified below. Existing front sidewalks adjacent to the street are Fairfax County property and cannot be altered. An application will be required for installation or modification of all permanent sidewalks, walkways and driveways.

Standards

- Traditional sidewalks and walkways with a straight line design and right angles shall not exceed 48 inches in width except where the sidewalk or walkway connects to the stairway from the house.

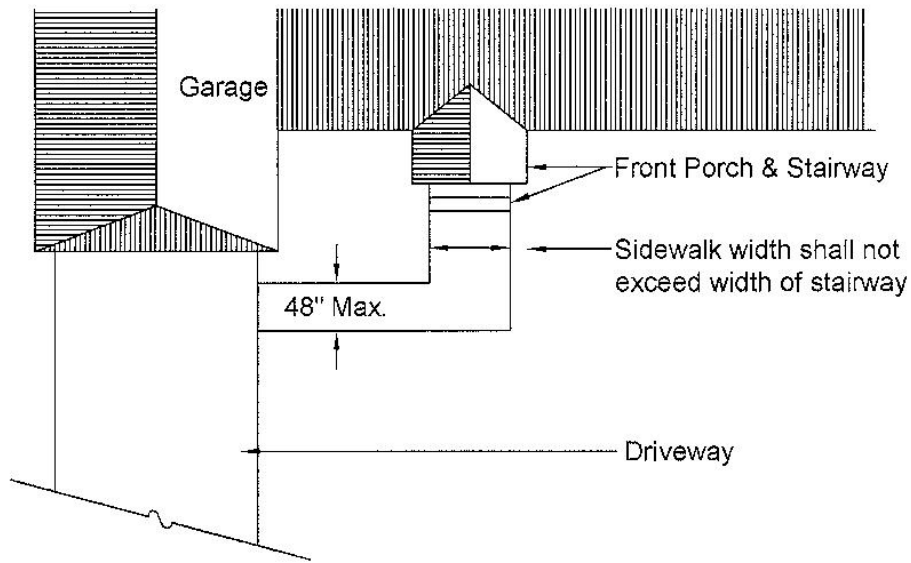


Figure 1: Traditional Straightline Sidewalk/ Walkway Standard (Not to Scale)

- Curved sidewalks and walkways shall be reduced to at least 48 inches at one point. A gentle modest flare is acceptable where a connection to an end structure, such as a patio, driveway, etc., is made. These flares shall not exceed the width to the stairs or steps from the house and shall not exceed 6'0" at its widest extent. The flare shall be reduced to the above 48 inches in the shortest distance possible, while maintaining an aesthetically pleasing appearance. Exceptions will be considered if landscaping softens the impact of a width beyond 48 inches.
- Driveways may extend to, but not beyond, either edge of the face of the garage, and must return to the curb cut provided by VDOT. Special consideration will be given to Pipe-Stem and Flag-Lot configurations.

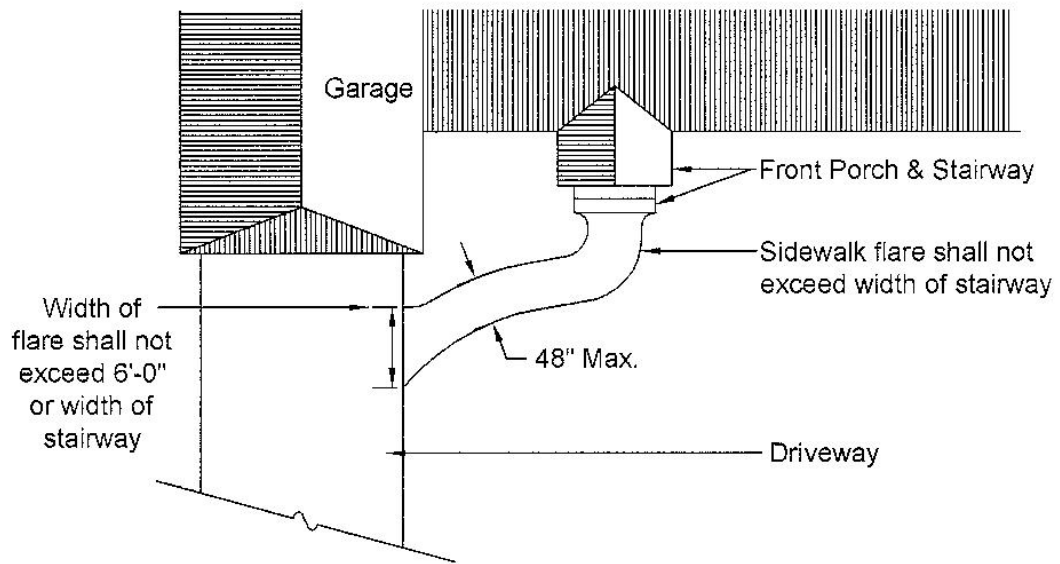


Figure 2: Curved Sidewalk/ Walkway Standard (Not to Scale)

Application. Applications shall include the following:

- Site plan showing the size and exact location of sidewalk, walkway, or driveway as it relates to applicant's house, adjacent houses and property lines.
- Materials and color, both of which must be compatible with material and color used on the house.

3.24 Signs.

Only signs that meet the following guidelines may be displayed on residential property in Poplar Tree:

- Signs that are required to be displayed by Fairfax County regulations.
- Real estate signs that meet Fairfax County requirements with respect to size, content, location, and in any event, such signs may not exceed four square feet in size. Such signs may be placed only in the front yard of properties for sale or rent and shall be removed within 7 days after a sales contract is signed.
- In accordance with the Covenants, all other signs are limited to 2 square feet in size.
- Other temporary signs: Signs used to promote a charitable fund drive, public candidate, or garage sale may be displayed temporarily. The organization or homeowner that erects such signs is responsible for removing them immediately after the conclusion of fund drive, election or sale. Such signs may be displayed up to 10 days before event and not be larger than 2 square feet each.

- No signs shall be attached to the mailbox support posts.

3.25 Small Attached Structures and Objects (not addressed under other paragraphs herein).

Additions of attached flower boxes (including seasonal), weather vanes, cupolas, snowbirds, and other small attached structures and objects can significantly impact the visual aspects of the individual home and of the neighborhood in general. Such additions shall be compatible in scale, material, and color with the home and, depending on scale and location, with adjacent homes. As a general guideline, the addition shall be of a subdued color and as visually unobtrusive as possible. While attached flower boxes and other similar objects are potentially more likely to be visible, they shall be compatible with the neighborhood and scaled to be an attractive addition to the home.

Application. Applications shall include the following:

- Drawings, pictures or similar depictions of the planned addition/alteration, clearly indicating dimensions, colors, and materials.
- Site plan reflecting the location of the addition or alteration.

3.26 Solar Panels.

Solar panels will be placed on roofs in such a manner as to be parallel to roof lines, may not be elevated above the roof lines and must be painted so as to blend with roofing surface.

3.27 Storm and Screen Doors and Storm Windows.

Storm and screen doors and storm windows should be without ornamentation such as scallops, scrolls and imitation gate hinges. Full-view storm doors are preferred. Security doors and windows (or the addition of security bars to doors/windows) are not allowed. An application is required for all storm/screen doors and storm windows.

1. **Color.** Storm or screen doors shall be painted to match entry doors behind them. However, full-view storm doors may match the existing color of architectural trim, siding or storm windows. Storm windows shall either be white or match the color of the house trim.

Application. An application shall include the following:

- Drawings or photographs of proposed doors or windows.
- Existing trim and front door colors of the house.
- Location of doors/windows, i.e., front, rear, side, etc.

3.28 Sun Control Devices, Patio and Deck Covers and Trellises.

The manner in which sun control is implemented has considerable effect on the exterior appearance of a house. Materials are available for application on the inside of windows to reduce thermal transmission and glare. These materials may provide effective and economical alternatives to awnings and trellises. Effective sun control can often be provided by such simple measures as planting trees to shade windows from undesired sun exposure. An application is required for patio and deck covers, trellises and other sun-controlled devices.

1. **Standards.**

- a. Sun control devices or trellises shall be compatible with the architectural character of the house in terms of style, color and materials.
- b. Awnings made from rigid materials, (metal, plastic, etc.), are not permitted. Retractable awnings may be considered for review, must be located at the rear of the dwelling, and not extend beyond either side of the home. Colors must comply with section 3.8 Exterior colors.
- c. Sun control devices or trellises shall be consistent with the visual scale of the houses to which they are attached.
- d. The location of any sun control device or trellis shall not adversely affect views, light, winter sun or natural ventilation of adjacent properties.
- e. Sun control device or trellis work shall match the trim color of the applicant's house or, in the case of deck covers, the color of the applicant's deck.

Application. An application shall include the following:

- Site plan for trellises or other sun control devices.
- Sketch or photograph of house and where device will be used.
- Sketch, photograph, or manufacturer's product information of proposed sun control device including dimensions, construction details showing how the trellis is attached to the house, material and color.

3.29 Swimming Pools and Other Water Areas.

3.29.1 Swimming Pools, Whirlpools and Hot Tubs. If a Poplar Tree Owner/Resident desires to construct a swimming pool on his/her property, the following criteria shall be followed. Only permanent, in-ground swimming pools and ground level whirlpools or hot tubs are permitted. Exceptions shall be: whirlpools, children's wading pools, or hot tubs mounted or installed in wooden deck areas. Swimming pools shall be located behind the house. Fences around swimming pools, whirlpools and hot tubs shall be other than chain link construction and shall meet governmental code standards. It is the responsibility of the homeowner to maintain both sides of pool fencing. See Paragraph 3.11.7 for guidelines and maintenance requirements for fences.

Application. Applications shall include the following:

- Site plan, which depicts the location and dimension of the pool in relation to the applicant's house, any other structures on the property, property lines, and dwellings and structures on adjacent properties
- Information regarding the water supply system, drainage, and water disposal system.
- Proof of notification to adjacent neighbors.

3.29.2 Decorative Ponds/Waterfalls. Decorative ponds/waterfalls are to be installed only at the rear of house and the pond site shall not change the original water drainage. An application is required for ponds/waterfalls.

Application. Applications shall include the following:

- Site plan showing the size and location of the pond as it relates to applicant's house, adjacent houses and property lines.
- A description of the type of pond.

- Proof of notification to adjacent neighbors.

3.30 Window Grids

Grids are required for all windows, which are visible from the street. This includes windows on the front and both sides of the dwelling.

Poplar Tree Homeowners Association
C/O Sequoia Management Company
13998 Parkeast Circle
Chantilly, Virginia 20151-2283
(703) 803-9641 Fax: (703) 968-0936

**ARCHITECTURAL CONTROL COMMITTEE
APPLICATION FOR REVIEW OF PROPERTY ALTERATION**

Please print or type all information.

Date: _____

From: Name: _____ Address: _____
Home Phone: _____ Work Phone: _____ Date Received By ACC: _____

DESCRIPTION OF EXTERIOR CHANGE

Please provide a full description of the proposed exterior change as indicated below:

1. Exterior change to be made: _____
2. Attach sketches, construction drawings, photographs, samples, catalog illustrations, dimensions to include: _____ specific location, elevation, width and length.
3. If making color changes, please include a "Property Color Comparison Chart". In addition, photographs and color swatches are requested.
4. Attach a plat showing the location and footprint of exterior improvement(s).
5. Include other information required by specific guidelines for this construction.
6. Estimated start date _____ and completion date _____.
7. Describe the improvement(s) on an additional sheet(s) of paper. Incomplete information will delay the processing of the application.

I have read the ACC Guideline(s) provisions relevant to this application and agree to abide by them. I understand that approval of this application by the ACC is not final for 10 days after ACC action has been taken. The time period to appeal that action (10 days) has elapsed.

Signature of Applicant: _____

Date: _____

=====ACKNOWLEDGMENTS=====

Please obtain the signatures, addresses, and phone numbers of all neighbors (where required and applicable; see application requirements) who are most affected by this proposed improvement because they are adjacent to or have a direct view of the change. Please note that the ACC may request you to notify additional neighbors who are directly affected if they have not signed below. Please show the completed application to neighbors in its entirety.

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

<u>Signature</u>	<u>Printed Name and Address</u>	<u>Phone No.</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- Notes: (1) The 30-day review period begins from the day that a complete application with sufficient information is RECEIVED by the Architectural Control Committee
- (2) In addition to complying with the Architectural and Design Guidelines, the change must also be compliance with the applicable Fairfax County Laws and Ordinances.

FORMAT OF INITIAL VIOLATION LETTER

Date

Homeowner Name
Street Address
City, State Zip

Re: Violation of Architectural Control Guidelines/Covenants

Dear (Homeowner Name):

During a recent routine inspection of homes within Poplar Tree Homeowners Association, it was noted that the following appears to be in violation of the Architectural Guidelines or Covenants:

(Description of alleged violation)

If you agree that you are in violation, please correct this violation within thirty (30) days from the date of this letter. Advise, either in writing or by phone, that you have made the necessary correction(s) and a re-inspection will be scheduled. If you feel that you are not in violation, you may appeal this citation to the Architectural Control Committee (ACC). Appeals must be in writing and should be forwarded to:

PTHOA (ACC)
C/o (Property Management Company Name)
Street Address
City, State Zip

Your cooperation and attention to this matter is appreciated. If you have any questions regarding this first notice, please contact me as soon as possible.

Sincerely,
PROPERTY MANAGEMENT COMPANY NAME

Property Manager Name
Property Manager Title

Cc: Architectural Control Committee
Board of Directors

APPENDIX B

FORMAT OF SECOND VIOLATION LETTER

Date

Homeowner Name
Street Address
City, State Zip

Re: Violation of Architectural Control Guidelines/Covenants – Second Notice

Dear (Homeowner Name):

Please see the attached copy of the first notice of violation. Please be advised that the alleged violation of the Architectural Guidelines/Covenants still exists. Correction of this violation within fifteen (15) days from the date of this letter is required. Notify our office, either in writing or by phone, that you have made the necessary correction(s). As stated in the first notice, you may appeal this citation to the architectural Control Committee if you feel that you are not in violation. Appeals must be in writing and should be forwarded to:

PTHOA (ACC)
C/o (Property Management Company Name)
Street Address
City, State Zip

Your cooperation and attention to this matter is appreciated. If you have any questions regarding this second notice, please contact me as soon as possible.

Sincerely,
PROPERTY MANAGEMENT COMPANY NAME
Property Manager Signature

Property Manager Name
Property Manager Title

Cc: Architectural Control Committee
Board of Directors

FORMAT OF THIRD VIOLATION LETTER

Certified Mail/ Return Receipt Requested

Date

Homeowner Name
Street Address
City, State Zip

Re: Violation of Architectural Control Guidelines/Covenants – **THIRD AND FINAL NOTICE**

Dear (Homeowner Name):

Please see the attached copy of the first and second notices of violation. Please be advised that the alleged violation of the Architectural Guidelines/Covenants still exists. Correction of this violation within fifteen (15) days from the date of this letter is required. If correction(s) are not made or the PTHOA has not received an appeal within fifteen (15) days, the Board of Directors will consider legal actions, such as the filing of a Notice of Covenant Violation lien or suit to compel your compliance; imposition of a fine, and/or suspension of your rights to use the Association’s recreational facilities. Advise, either in writing or by phone, that you have made the necessary correction(s).

You may still appeal the violation to the Architectural Control Committee if you feel that you are not in violation. Appeals must be in writing and should be forwarded to:

PTHOA (ACC)
C/o (Property Management Company Name)
Street Address
City, State Zip

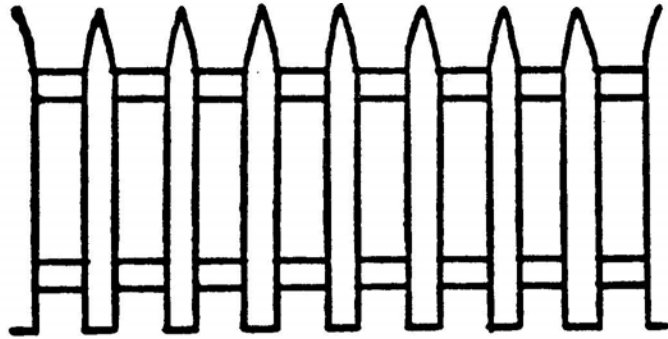
Your cooperation and attention to this matter is appreciated. If you have any questions regarding this **THIRD AND FINAL** notice, please contact me as soon as possible.

Sincerely,
PROPERTY MANAGEMENT COMPANY NAME
Property Manager Signature

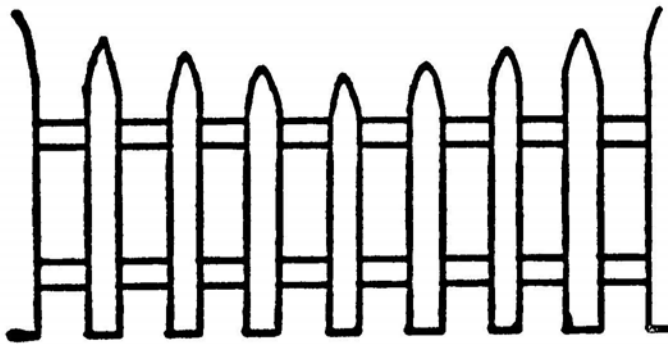
Property Manager Name
Property Manager Title

Cc: Architectural Control Committee
Board of Directors

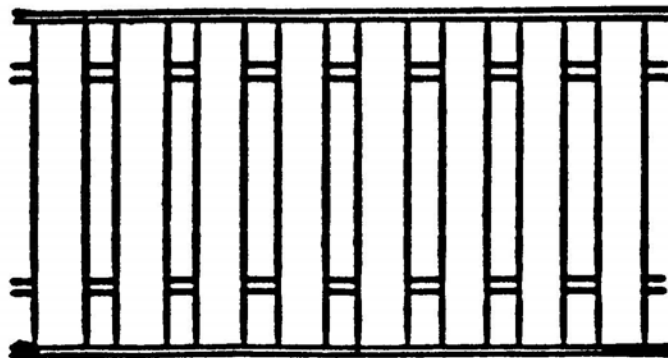
SEVERAL APPROVED FENCE TYPES



PICKET

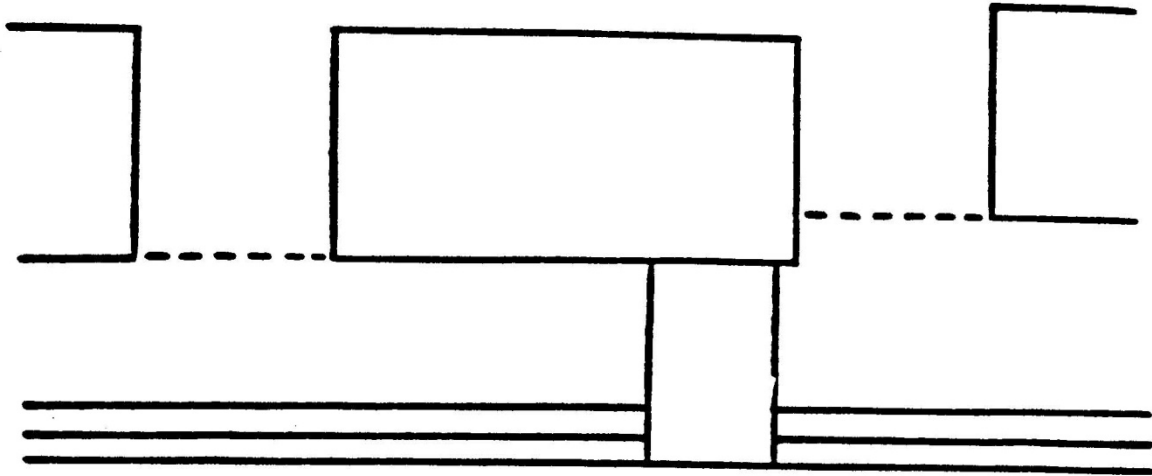


SCALLOPED PICKET

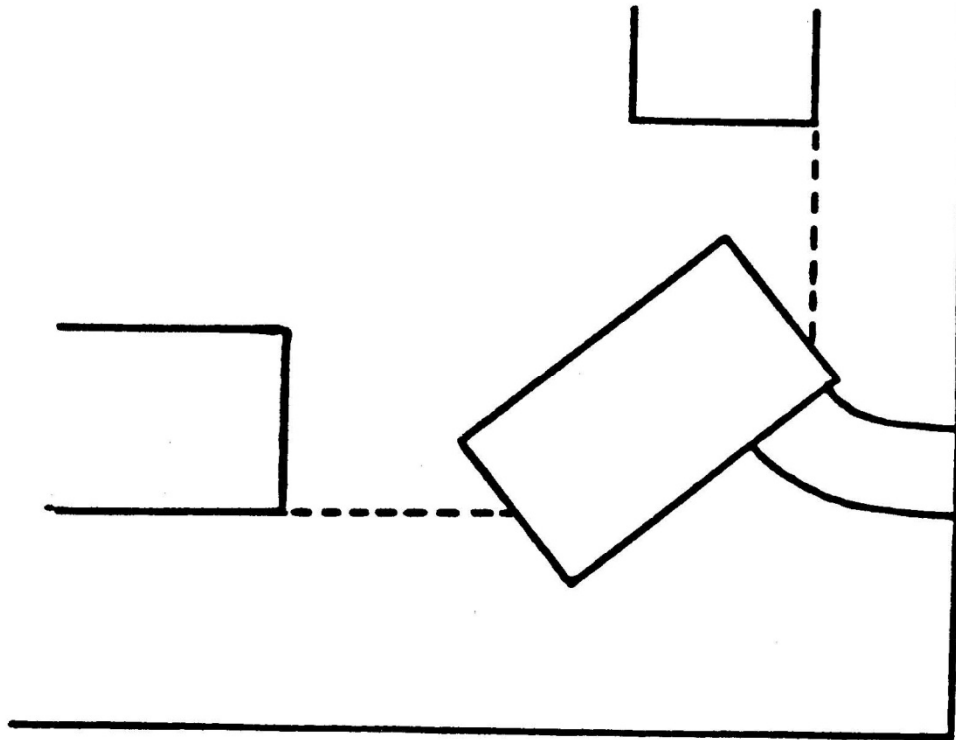


ALTERNATING BOARD

MAXIMUM FENCE LINES



Mid-block Lot



Corner Lot

DECK STEP PLACEMENTS

FIGURE 1

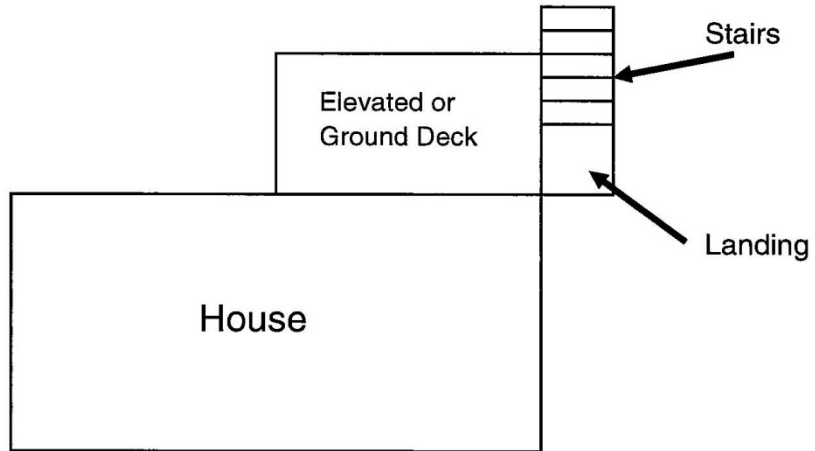
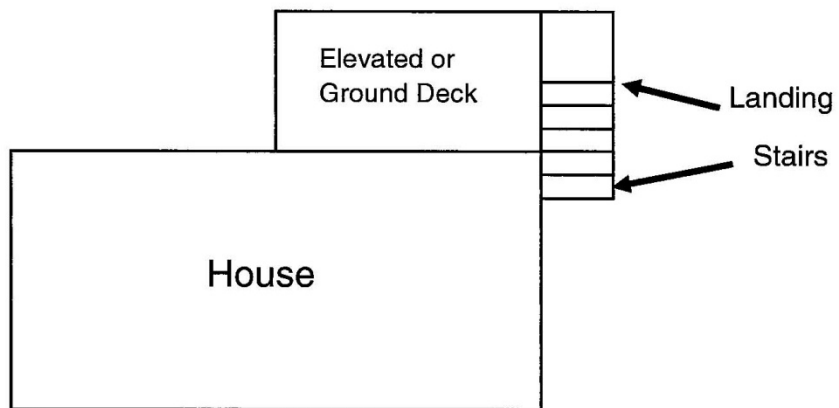


FIGURE 2



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