

**EAST STRATFORD PHASE A&B
HOMEOWNERS ASSOCIATION**

DESIGN GUIDELINES

JULY 2009 REVISION

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I. OBJECTIVES AND GENERAL INFORMATION

A. OBJECTIVES OF EAST STRATFORD DESIGN GUIDELINES

This document's overall objective is to serve as a guide to aid members of the Covenants Committee (CC) and residents in maintaining and enhancing East Stratford's design and living environment. The guidelines described in this booklet address improvements for which homeowners most commonly submit applications to the CC. They are not intended to be all inclusive or exclusive, but rather serve as a guide to what may be done. The specific objectives of this booklet are:

1. To increase residents' awareness and understanding of the Covenants.
2. To describe the organizations and procedures involved with the architectural standard, established by the Covenants.
3. To illustrate design principles that will aid residents in developing exterior improvements that are in harmony with the immediate neighborhood and the community as a whole.
4. To assist residents in preparing an acceptable application to the CC.
5. To relate exterior improvements to the plans for the East Stratford development.
6. To provide uniform guidelines to be used by the CC in reviewing applications in light of the goals set forth in the founding Documents of East Stratford Phase A&B Homeowners Association, and actions of the Board of Directors.

B. PROTECTIVE COVENANTS

The basic authority for maintaining the quality of design in the East Stratford development is founded in the Covenants, which are a part of the deed to every property in East Stratford. The intent of Covenant enforcement is to assure residents that the standards of design quality will be maintained. This, in turn, protects property values and enhances the community's overall environment. Every East Stratford property owner should receive a copy of all Covenants in accordance with the Virginia Property Owners Association Act Chapter 26, Section 55-5 12. All too frequently, this information is not read by the owner. Since these Covenants "run with the land," times are binding on all owners whether or not they have been read. They should be periodically reviewed and fully understood. The Covenants established the East Stratford Residential Community Association and the CC.

C. ROLE OF THE EAST STRATFORD PHASE A&B HOMEOWNERS ASSOCIATION AND COVENANTS COMMITTEE

The role of the East Stratford Phase A&B Homeowners Association, of which every resident is a member, is to not only own and maintain open space, but to conserve and enhance the resources of the total community.

The Association accomplishes these functions in a variety of ways, one of which is by ensuring, through the CC, the retention of harmonious, though diverse, design qualities of the Community. Surveys of planned communities show that providing this function is reflected in the preservation and enhancement of real estate values and is of prime importance to residents.

The CC performs its task of ensuring aesthetic quality of the homes and their surroundings by establishing and monitoring the architectural review process.

They ensure that proposed exterior alterations comply with the objectives set forth in the Covenants. This involves regular review of all applications for exterior alterations submitted by residents.

From time to time, these Design Guidelines may be amended by the Board of Directors upon their discretion.

D. WHAT CHANGES MUST HAVE CC APPROVAL?

Article IX Section 9.1 of the Declaration explicitly states that all exterior alterations require the approval of the CC:

Conditions for Architectural Control. No improvements, alterations, repairs, change of paint colors, excavations, changes in grade or other work which in any way alters the exterior of any Lot or Common Area or the improvements located thereon from its natural or improved state, existing on the date such property was first subject to this Declaration shall be made or done without the prior approval of the Covenants Committee. No building, residence or other structure, fence, wall or landscaping in lieu thereof, shall be commenced, erected, maintained, improved, altered, made or done on

such property without the prior written approval of the Covenants Committee.

This paragraph explicitly states that any change, permanent or temporary, to the exterior appearance of one's property must be approved by the CC. Further, once a plan is approved it must be followed or a modification must be approved in accordance with Article IX Section 9.1 of the Declaration.

It is important to understand that CC approval is not limited to major alterations such as adding a room or deck to a house, but includes such items as changes in color and materials, etc. Approval is also required when an existing item is to be removed.

Each application is reviewed on an individual basis. There are no "automatic" approvals, unless provided for specifically in these Guidelines. A homeowner who wishes to construct a deck identical to one already approved by the CC is still required to submit an application.

E. CC REVIEW CRITERIA

The CC evaluates all submissions on the individual merits of the application. Besides evaluation of the particular design proposal, this includes consideration of the characteristics of the housing type and the individual site, since what may be an acceptable design of an exterior in one instance may not be for another. Design decisions made by the CC in reviewing applications are not based on any individual's personal opinion or taste. Judgments of acceptable design are based on the following criteria, which represent in more specific terms the general standards of the Protective Covenants:

1. Relation to the East Stratford Open Space Concept - Fencing, in particular, can have damaging effects on open space. Other factors such as removal of trees, disruption of the natural topography and changes in rate or direction of storm water run-off also adversely affect East Stratford's open space.
2. Validity of Concept - The basic idea must be sound and appropriate to its surroundings.
3. Design Compatibility - The proposed improvement must 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 of Neighbors - The proposed alteration should relate favorably to the landscape, the existing structure, and the neighborhood. The primary concerns are access, view, sunlight, ventilation, and drainage. For example, fences may obstruct views, airflow, or access to neighboring property; decks or larger additions may cause unwanted shadows on an adjacent patio property or infringe on a neighbor's privacy.
5. Scale - The size (in three dimensions) of the proposed alteration should relate well to adjacent structures and its surroundings. For example, a large addition to a small house may be inappropriate.
6. Color - Color may be used to soften or intensify visual impact. Parts of the addition that are similar to the existing house (such as roofs and trim) must match in color.
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, vertical wood siding on the original house should be reflected in an addition. On the other hand, an addition with wood siding may be compatible with a brick house.
8. Workmanship - Workmanship is another standard that is applied to all exterior alterations. The quality of work should be equal to or better than that of the surrounding area. Poor practices or poor workmanship, besides causing the owner problems, can be visually objectionable to others or create safety hazards. East Stratford Phase A & B Homeowners Association, Inc. assumes no responsibility to the safety of new construction by virtue of design or workmanship.
9. Timing - The majority of alterations may be constructed or installed by the residents rather than a contractor. The alteration authority granted by the application will be revoked automatically if the alteration requested has not commenced within 180 days of the approval date of the application and/or completed by date specified by the CC.

F. AMENDMENTS TO THE ARCHITECTURAL GUIDELINES

These Guidelines may be amended to provide clarification, or to reflect changed conditions or technology.

The CC will conduct a yearly evaluation of the Standards to determine if amendments are required. Owners should also submit to the East Stratford Phase A&B Homeowners

Association, requests for additions or changes to the Guidelines. The actual amendment proceedings will involve public discussions with final adoption by the Board of Directors.

G. APPLICATIONS

Under each of the following sections in this booklet, application content requirements are spelled out. The application forms call for information helpful to the CC including any additional information, which may be useful in determining the scope and detail of the proposal. The signatures indicating awareness of two neighbors must be supplied and the form signed. The two signatures shall include those who are most affected because they are adjacent and/or have a view of the change. The CC may waive this provision, in whole or in part, if those lots affected are unoccupied.

All information requested on the application must be completed or the application will be considered incomplete and returned. A house location survey showing the proposed modification must accompany all applications for exterior modifications.

H. SITE PLAN

A site plan is required as part of most applications. A site plan is a scaled drawing of your lot (site) which shows exact dimensions of the property, adjacent properties if applicable, and all improvements including those covered by the application. Contour lines are required where drainage is a consideration. In most cases, the site plan for single applications should be developed from the house location survey provided to you when you purchased your home. Applications that are more complex may require larger scale (20 or 10 scale) enlargements of the plat plan or county approved development or site plans.

I. REVIEW PROCEDURE

All applications shall be mailed to the Association's Management Firm. Each application will be checked for complete information by the Management Firm. If information that is pertinent for the review of the application is missing, the staff will return the application as incomplete. If the application is complete, the review process begins.

The CC will not act on the application during this public review period; however, the application will be reviewed by a member of the CC. The application may be approved by this reviewing member or held for review by the entire board.

The CC must act upon an application within 60 calendar days after it has been accepted by the staff. Applicants with special cases that require an interpretation will be notified and asked to be present for the meeting concerning their case.

The decisions of the CC will be sent by letter to the address on the application, whether or not the applicant attends the meeting. The CC decision is binding after ten (10) working days to allow time for the appeal process. An Appeals procedure exists for those affected by a CC decision. The first appeal is made to the CC; a second appeal may be made to the Board of Directors. Appeals will be heard if the applicant, or those affected, feels that any of the following criteria were not met by the Board when reviewing the application:

1. Proper procedures were followed during the administration and review process.
2. The applicant and any other affected residents attending the meeting were given a fair hearing.
3. The CC decision was not arbitrary, but had a rational basis.

To initiate the appeals procedure, the applicants or other affected residents must submit a verbal request for an appeal within 48 hours of the applicant receiving the CC decision, followed up with a written request within five working days. The CC has five working days to review the appeal. Therefore, final CC approval requires an additional ten days to become official after being tentatively approved.

J. ENFORCEMENT PROCEDURES

The Covenants require the CC to ensure compliance of all lots with the Association Architectural Guidelines.

1. All violations will be confirmed by a site visit by the CC member.
2. If confirmed, a compliance notice will be sent.
3. If the violation is not resolved within 15 calendar days after the first written notice, a second notice will be sent by certified mail.
4. If the violation is not resolved within 15 calendar days after the second written notice, a notice may be sent by certified mail informing the resident of the time and place of a hearing by the CC concerning the violation.

If the violation cannot be resolved by the CC, the violation may be turned over to the Board of Directors with a recommendation for legal action.

K. MAINTENANCE REQUIREMENTS

Property ownership 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, removal of trash, and structural maintenance. Maintenance affects the visual character and economic values of the property and neighborhood, and in some cases, safety. Violations of maintenance standards are a violation of the Association Covenants.

1. Dwellings and Structures - Residents are responsible for maintaining the exterior of their dwellings and any other structures on their lots, such as decks, fences, sheds, and play equipment. While it is difficult to provide precise criteria for what the Association deems as unacceptable conditions, the following cases represent some of the conditions, which would be considered a violation of the Association Covenants:
 - a. Peeling paint on exterior trim.
 - b. Dented mailboxes, or mailboxes and/or stands in need of repainting.
 - c. Playground equipment that, when viewed from the street, is visibly broken or in need of repainting.
 - d. Fences with either broken or missing parts.
 - e. Sheds with broken doors or in need of painting or other types of repair.
 - f. Decks with missing or broken railings or parts, or parts in need of restaining or painting.
 - g. Concrete or masonry block foundations and, in attached units, party walls in need of repainting.

Most residents undoubtedly would not allow any of the above conditions to exist, as they seek to preserve and protect their investment in their homes and to limit their personal liability by keeping all improvements on their lots in good condition. The East Stratford Phase A&B Homeowners Association, expects that all residents will do this necessary maintenance to prevent any of the cited conditions from occurring in East Stratford.

2. Mowing - Turf areas need to be mowed at regular intervals, maintaining a maximum height to six (6) inches and a minimum height to two (2) inches. Changes to this requirement may be made according to specified plans. Planted beds must be kept in a neat and orderly manner.
3. Lawn and Garden Fertilization - All soil should be tested before fertilizer is added, especially in areas where drainage will flow into a pond. Special care should be taken not to over fertilize or to fertilize lawns and gardens when there is the least chance of

runoff. In areas adjacent to ponds and waterways, fertilize in a manner to avoid runoff.

4. Trash Removal - Each resident is responsible for picking up litter on their property and/or debris on the open space that originated from their property, and placing it in proper trash containers. Removal of trash and debris from all Association areas accumulating from resident usage will be completed as necessary. Remember that the removal of trash costs the Association money, and voluntary neighborhood cleanup, in addition to controlling litter at the source, saves everyone money.
5. Erosion Control and Drainage Management - Each resident is responsible for seeing that their lot area is protected from erosion and that storm drain structures are not blocked so as to cause additional erosion problems, which can silt up ponds and stream valleys. Each resident is responsible to maintain proper drainage through their property and not block or hinder natural drainage from adjoining properties.
6. Pesticides and Herbicides - Pesticides and herbicides may be applied according to label instructions for the specified problem. Emphasis should be placed on organic or biodegradable materials in order to ensure the least harm to the natural environment. Care in application is extremely important along ponds and waterways, near neighborhood play areas and tot lots, and near adjacent residences. Avoid the use of pesticides and herbicides if at all possible, but when necessary, use caution and follow instructions.

L. VA POA – PROPERTY OWNERS ASSOCIATION ACT

This law requires that the association make available to an owner (or his authorized agent) an association disclosure packet within fourteen days after having received a written request and the appropriate fee. Upon receipt, the seller shall deliver to the purchaser the association disclosure packet, which requires a statement as to whether any notice has been given to the seller that any improvement or alteration made to the lot, or uses made of the lot or common area assigned thereto, are in violation of any of the association's governing instruments. In order to avoid potential problems during the resale of your home, it is important that homeowners are in complete compliance with CC guidelines.

II. STANDARDS AND GUIDELINES

1. MAJOR EXTERIOR CHANGES

Major alterations are generally considered to be those that substantially alter the existing structure by either subtraction or addition. Major building alterations include, but are not limited to, rooms, screened porches, garages, driveways, decks, and fences. Several types of changes may be combined on one application. The design of major alterations should be compatible in scale, materials, and color with the applicant's house and adjacent houses. The location of major alterations should not impair the views, or amount of sunlight and natural ventilation on adjacent properties. Pitched roofs must match the slope of the roof on the applicant's house. New windows and doors should match the type used in the applicant's house and should be located in a manner which will relate well to the location of exterior openings in the existing house.

If changes in grade or other conditions that will affect drainage are anticipated, they must be indicated. Approval will be denied if adjoining properties are adversely affected by changes in drainage.

Construction materials must be stored so that impairment of views from neighboring properties is minimized. Excess material should be immediately removed after completion of construction. No debris may be allowed to accumulate during construction.

Applications are required for exterior changes to property or houses. In most cases, only a single application is required. For extensive changes, a preliminary application for conceptual approval needs to be submitted. Formal and/or preliminary applications generally include:

1. Site plan showing location of proposed structure, and relationship to property lines and adjacent houses.
2. Detailed drawings and plans including exterior elevations and dimensions. A full set of architectural drawings must be included for some changes.
3. Description of materials including items such as type of siding on dwelling and proposed structure, colors, exterior lighting arrangements, etc., where applicable.
4. Landscape plans including size and type of plants as well as number to be planted.

5. It is required that the formal application include a duplicate of those documents which were submitted to Loudoun County for a building permit.
6. Estimated start and completion date.

A. FENCES

Fundamental to East Stratford's plan is the concept of common open space. The preservation of green space and natural features, as well as feeling of openness, contributes significantly to East Stratford's difference from typical subdivisions. The purpose of this community open space is to provide each residential lot with the atmosphere of a larger open area. Fencing—if it is carelessly used or placed—encroaches upon open space and can even destroy it.

1. General Guidelines - Fences have traditionally been used as a physical and visual separation of two pieces of property. As today's landscape and living style change, so do the use, location, and design of fencing. Now that residential lots are becoming smaller, it is usually attractive and desirable to visually extend properties beyond the property lines. This should be kept in mind when considering fencing, which by its very 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 a neighbor in or destroy his views. Therefore, it is important to remember in choosing a fence that there are various needs other than simply having a fence.

There are alternatives to fencing that may achieve the desired objectives. For example, short segments of privacy 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. Front yard fences (or fences which appear to be in a neighbors front yard due to lot configuration) will not be allowed. No fences will be permitted in front of the face of the house (in front yards). All side yard fencing must terminate within half the distance from the rear plane of the home forward.

An application is required for all fencing.

2. Fence Types

a. Single-Family Detached Homes:

Lot line fences for single family detached homes shall be "open" three-rail wooden rail fences which shall be 42 inches in height measured from the ground to the top of the uppermost rail and 48 inches in height measured from the ground to the top of the vertical post. The three horizontal rails shall be equally spaced between the ground and the top of the uppermost rail. Wire mesh, which is not visible from adjoining properties, may be used in conjunction with the wooden rail lot line fences in order to enclose the lot for pets and small children. The use of privacy fences or fences higher than four feet will be approved only under special circumstances and where the fence is placed at least four feet within the property line and screened from the view of neighbors with landscape materials, which will provide a solid natural hedge, and which will grow as high as the fence within two years. Lot line fences may not be used to enclose the front yards of single family detached homes. They may be approved for the partial or full enclosure of side yards if such improvement will not have an adverse visual or functional impact on adjoining lot owners and if such adjoining lot owners are informed of and do not object to the improvement.

b. Attached Town Homes:

Privacy fencing may be used to enclose the rear yards of attached dwellings and to provide screening for patios and similar uses. Only board-on-board fencing may be used. Privacy fencing may not exceed six feet in height. The use of fencing for both a privacy screen and property-line boundary should not be combined except for the rear yards of attached homes.

3. Materials

- a. All fences shall be wood.
- b. Privacy fencing must be constructed with the finished side facing out.
- c. Fencing should match or blend with existing adjacent fencing.
- d. Gates should be compatible to fencing in design, materials, height, and color.
- e. Chain link fencing is not allowed.
- f. Long lengths of continuous solid fencing will not be approved. Long is a function of the size of the property.

B. PATIOS AND DECKS

Patios or decks should be located in rear yards. When patio or deck schemes include other exterior changes such as fencing, lights, planting, sheds, etc., other appropriate sections of these Standards and Guidelines should be considered during the completion of the application. Single-Family Detached Homes only: Front or side yard locations will be evaluated on an individual basis.

1. Ground Level Decks and Patios - A ground level deck is less than 12 inches in elevation. Ground level decks do not require guardrails. An application is required for all patios and decks. Applications must include:
 - a. Site plan showing the size of the patio and location as it relates to the applicant's house, adjacent houses, and property lines.
 - b. Description of materials, color, grading and drainage changes.
 - c. Estimated start and completion date.
2. Elevated Decks - All elevated decks (12" or higher at the highest point above grade) require guardrails. Guardrail height shall be between 36 inches and 42 inches with vertical pickets. An application is required and should include:
 - a. Site plan showing the relationship of the deck to the house, lot, and adjacent properties.
 - b. A description of materials to be used.
 - c. Dimensions of railings, posts, stairs, steps, benches, and other details required to clearly describe the proposal. Include height of deck above the ground. Loudoun County Building Code requires 6" × 6" vertical deck supports for decks more than 4 feet above the ground.
 - d. Decks with supports more than five feet in height must have landscaping around the supports to soften the impact. Landscaping shall be of a permanent nature, such as bushes, or trees, and height at maturity shall be such that most or all of the height of the supports will be screened.
 - e. Indicate whether or not under deck area will be used for storage. If so, indicate whether trellis work or solid walls will be used. Trellised areas must be landscaped as in paragraph (d) above. Solid walls must be treated as a shed and conform to Section II.1.D.
 - f. Details of changes to windows or doors, if applicable.

- g. Decks should be quality grade wood. Deck railings and pickets may be stained / painted in light colors only. These colors must be compatible with the existing trim and must be approved by the CC.
- h. Estimated start and completion date.

C. SOLAR COLLECTORS - Will not be allowed.

D. STORAGE SHEDS

East Stratford is envisioned to be a community in which each of its parts relates well and is properly integrated into the whole of its design. This depends largely upon the organization and the harmony of each element to its environment. One such element is the storage shed and the shed's relationship to the house it serves and to its neighbors. Any storage shed has aesthetic impact on neighbors. An inconsiderately placed or poorly designed shed can visually and functionally negate an otherwise desirable residential area. Therefore, it is important to remember in choosing and locating a shed that there are needs other than storage that must be considered.

Cluttering a neighborhood through uncoordinated selection and placement of sheds must be avoided. Cooperation among neighbors in this matter can affect the harmony of a community.

Design Criteria:

1. The design of a storage shed is directly related to its location. [In other words, the location of the shed on the property, and the distance between the house and the shed, are factors in determining the design of shed.]As the relationship between the house and the shed changes, so does the type of shed to be used.
2. The shed must be designed to appear as part of the overall house-landscape-fence theme, and may be part of a deck. Attached Town Homes only: Sheds may not extend above the top of fence level (6').
3. The shed must be designed to respect the "visual rights" and aesthetic interests of neighboring properties.
4. The shed will typically be made of the same materials and color as the house or deck.

E. GREENHOUSES AND SCREENED PORCHES
(SINGLE-FAMILY DETACHED HOMES ONLY)

Attached greenhouses or screened porches will be reviewed as room additions. Architectural drawings are required. See Section II.1. for application requirements.

F. SWIMMING POOLS
(SINGLE-FAMILY DETACHED HOMES ONLY)

Only in-ground pools are allowed. Pools for swimming must be located in the rear of the house and approach the property line no closer than 5 feet, unless Loudoun County or the Town of Leesburg require a greater distance. A fence will be required to enclose the swimming pool and associated pool equipment. This fence must meet County and Town requirements, and must be compatible with the design style of the house. Approval of the fence is contingent upon completion of the pool. Appropriate landscaping will be required to lessen the impact of the pool and fence. It is the responsibility of the owner to meet all County and Town requirements. Swimming pools shall not be more than 50% of the back yard.

Applications must include as a minimum:

1. Signatures of all property owners affected by the proposed pool (in the event that more than the usual two are affected).
2. A site plan showing location and dimensions of the pool, other related equipment, fences, etc., in relation to the applicant's house, property lines, and adjacent dwellings.
3. Detailed drawings and plans of the pool, deck area, lighting arrangements, walkways, fences, etc.; and pertinent information concerning water supply system, drainage, and water disposal system.
4. Landscaping plan for outside (exterior) of fencing.
5. Estimated start and completion date.

G. RECREATION AND PLAY EQUIPMENT

The desire for swings, basketball backboards, tot lots, etc. on detached lots or Association property is frequently expressed. Most equipment of this sort is commercially available but is often less than pleasing in appearance. Creatively designed equipment is encouraged. The guidelines listed below are provided in an effort to reconcile the need for play equipment with the goal of minimizing its visual impact. Careful thought should be given to location and kinds of equipment to be installed.

Equipment must be kept in good repair, and requires an application to the ARB. Neighborhood sidewalks should remain clear when play equipment is not actively being used.

Single-Family Detached Homes:

As a courtesy to other neighbors, owners should store equipment in an area not visible from the street fronting the property when not being used for extended periods of time (vacation, winter season, etc.).

Attached Town Homes:

Common/Assigned parking spaces may not be used for play.

1. Location and Size - Consideration must be given to lot size, equipment size and design, amount of visual screening, etc.

Single-Family Detached Homes:

With the exception of basketball facilities, equipment must be placed in rear yards.

Attached Town Homes:

Equipment must be placed in rear yards. No permanent basketball goals will be allowed, except in rear yards.

2. Materials and Color - Play equipment should be constructed of wood tone colors or natural wood. Unfinished galvanized gray play equipment is acceptable. Portable equipment such as basketball goals, trampolines, etc. is also acceptable. Painted metal play equipment (exclusive of the wearing surfaces, including slide poles, climbing rings, etc.), and fixed basketball backboards (and their poles) should be painted dark earth tones to blend with the natural surroundings or, if located adjacent to a dwelling or fence, painted to match the background or screening structure.

Single-Family Detached Homes:

Basketball backboards secured to detached houses or garages, or basketball poles that are permanently installed in-ground, will be considered and should be painted to match or blend with the background. A contrasting rectangular color outline may be painted on the backboard behind the goal.

Attached Town Homes:

When not in use, portable basketball goals must be stored in an area not visible from the street fronting the property.

3. Application Contents - Application to ARB must include:
 - a. Site plan showing relation of proposed play equipment to adjacent property lines, applicant's house and adjacent houses.
 - b. Photograph and/or sketch of proposed play equipment.
 - c. Dimensions.
 - d. Color and materials.
 - e. Estimated start and completion date.

2. MINOR EXTERIOR CHANGES

A. AIR CONDITIONERS (EXTERIOR UNIT)

Air conditioning units extending from windows are prohibited. Other exterior units may be added or relocated only when they do not interfere visually with neighbors. Exterior units shall be oriented so as not to discharge hot air onto neighbor's property. An application is required; see Section II.1.

B. ANTENNAS & SATELLITE DISHES

No exterior antennas and/or comparable facilities and/or equipment will be allowed, except for dish antennas that have been approved by the CC. For approval by the CC, the application submitted, therefore, must show the intended location of the dish on the site plan. The dish must be located so as not to be visible from the street on which the house fronts or screened with landscaping material in the front of the home. It must be no more than 20" in diameter. The color must be non-obtrusive and have a dull surface (not light reflective).

C. ATTIC VENTILATORS AND METAL FLUES

Attic ventilators and turbines are encouraged but must match the siding or trim color on the house if mounted on a gable end or be painted to match the roof if placed on a roof. Roof location shall be on the least visible side of the roof peak. Large metal flues and any vent through the roof must be painted to match roof color. An application is required for new attic ventilators, turbines, and metal flue vents.

D. CHIMNEYS

Chimney caps must be painted, and any vent through the roof must be painted, to match roof color.

Application Contents:

1. Site plan showing the relation of chimney to the house, property line, and adjacent neighbors.
2. Picture and/or detailed drawing of chimney to include dimensions.
3. Color and style of house.
4. Description of materials being used to construct chimney. If brick is being used and there is brick already on the house, then the brick colors must match.

5. Estimated start and completion date.

E. CLOTHESLINES - Will not be allowed.

F. COMPOST PILES - Will not be allowed.

G. DOG HOUSES AND ANIMAL ENTRY DOORS

Dog houses must be compatible with the applicant's house in color and material, or match a natural wood fence and must be located where they will be visually unobtrusive. The same criteria apply to dog houses as to storage sheds. Dog runs are prohibited.

Application Contents:

1. Site plan showing the relation of dog house to house, property line and adjacent neighbors.
2. Picture and/or detailed drawing of dog house to include dimensions.
3. Description of materials used. Color of house and dog house.
4. Architectural style of owner's house.
5. Landscape plans to complement and/or screen the dog house.
6. Estimated start and completion date.

H. EXTERIOR DECORATIVE OBJECTS

Approval will be required for all exterior decorative objects, whether natural or man-made, which were not part of the original construction design, either as a standard or optional feature. Examples include but are not limited to: bird houses, bird baths, driftwood, weather vanes, sculptures, water features (i.e. fountains, ponds), free standing poles of all types, house address numerals, and any items attached to approved structures. These will be evaluated in terms of their general appropriateness, size, location, compatibility with architectural and environmental design qualities and visual impact on neighborhoods and the surrounding area.

Application Contents:

1. Site plan showing the relation of object to house, property line, and adjacent neighbors.
2. Picture and/or detailed drawing of object to include dimensions.
3. Color and material of object.

4. Estimated start and completion date.

I. EXTERIOR LIGHTING AND ELECTRONIC INSECT TRAPS

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 must match or complement existing lighting and be unobtrusive in nature with a black or dark green finish. Lighting in the front or rear yard must be placed so that light does not shine outside the property in a manner which could disturb neighbors. In particular, care must be taken in arranging the angle of a spotlight.

Electronic insect traps will be regulated based on the same criteria as for exterior lighting. In addition, no device shall be installed or maintained in such a way as to cause discomfort to adjacent owners from noise and may only be operated during those times when the immediate area protected by the trap is operated by the owner or his guests.

Application Contents:

1. Site plan showing the relation of the insect trap or lighting to house, property line, and adjacent neighbors.
2. Picture and/or detailed drawing of the insect trap or lighting to include all dimensions and height of fixture above ground.
3. State lumens of bulbs to be used.
4. Estimated start and completion date.

J. EXTERIOR PAINTING

Color changes apply not only to the house siding, but also to the doors, shutters, trim, roofing, and other similar structures. Change of exterior color for single family houses should relate to the colors of the houses in the immediate area. Repainting or staining a specific object to match its original color need not be submitted.

Application Contents:

1. List of all exterior colors on the house and similar structures.
2. A color sample of the new color to be used.
3. Estimated start and completion date.

K. FIREWOOD

Firewood shall be kept neatly stacked and located to the rear of the residence, within owner's property line. Piles larger than three cords require approval. Piles longer than 6' should be 2 rows deep minimum. Piles must not exceed 4' in height for safety. Firewood piles must contain firewood only; no storage of debris. Location should be in such a manner as to minimize visual impact. In certain cases, screening may be required.

If any of the above described items vary from the restrictions outlined above, an application to the CC is required.

L. FLAGPOLES

Permanent, free standing flagpoles will not be allowed on individual lots. They will be allowed in selected Association owned land where deemed appropriate by the Board of Directors. Homeowners wishing temporary flagpole staffs that do not exceed six feet in length and are attached at an incline to the front wall or pillar of the house or dwelling unit need not have an application.

M. GUTTERS AND DOWNSPOUTS

Gutters and downspouts must match those existing in color and design and must not adversely affect drainage on adjacent properties. No application is required.

N. IN-HOME BUSINESS

Loudoun County regulates in-home businesses. In addition to County control, the Association is concerned about the impact of in-home business on the residential character of the neighborhood and on adjacent neighbors. While in-home business is allowable, customer-intensive businesses, which regularly attract large numbers of vehicles to the resident's neighborhood, are not allowed. The following special requirements must be met:

- a. Permit obtained from Loudoun County.
- b. No sign or other advertising device of any nature shall be placed upon any lot.
- c. No exterior storage of business-related materials will be allowed.

O. LANDSCAPING AND GARDENS

Care should be exercised in the planting and maintenance of trees and shrubs to prevent obstruction of sight lines required for vehicular traffic. Also, the views of neighboring units and shade patterns of larger trees should always be considered.

Consideration should be given to the effect which planting will have on views from neighboring houses and property. All gardens must be neatly maintained; this includes removal of all unused stakes, trellises, and dead growth.

An application is not required for Association planting, trees, or single plantings; however, an application is required for hedges more than 2 feet in height or 8 feet in length, or other features which in effect become structures, fences, or screens, and as part of other applications where required.

Applications when required should include a description of the types and sizes of shrubs to be planted and a site plan showing the relationship of plantings to the house and adjacent dwellings.

An application is required for railroad ties or garden timbers which form a wall over 12" high and 8' long. Include a site plan with the location of ties or timbers drawn in, and information on landscaping plans and any grading changes.

Rock Gardens - An application must be submitted for rock gardens in the event rocks, or collections of rocks, exceed 24 inches in any direction. All rocks shall be left their natural color.

Vegetable Gardens - An application must be submitted for vegetable gardens that do not meet the following conditions:

1. It is located between the rear line of the house and the rear property line and side lines of the house.
2. Its size does not exceed $\frac{1}{4}$ of the areas described in (a).
3. It is not planted on a grade exceeding a ratio of 5 feet per 100 feet.
4. Any flow of water does not damage other property.

P. MAILBOXES

Mailboxes are a functional necessity. They are in a highly visual location.

Single-Family Detached Homes:

They must be straightforward in design and mounted on posts, and conform to the standard detail. No modifications to mailboxes or posts will be allowed.

Attached Town Homes:

Mailbox structures are provided by the US Postal Service, and are located on Association property. No other structures are permitted.

Q. PERMANENT GRILLS

A completed application requires the following information:

1. Site plan showing the relation of the grill to the house, property line, and adjacent neighbors.
2. Picture and/or detailed drawing of grill to include dimensions and materials used.
3. Estimated start and completion date.

R. REAL ESTATE SALES/RENT SIGNS

Real Estate signs must meet County regulations with respect to size, content, and removal. Signs may only be placed in the front yard of the property available. All signs must be removed 48 hours after contract settlement.

S. SIDEWALKS AND PATHWAYS

New sidewalks or pathways should be set back at least 4 feet from the property line and generally be installed flush to the ground. Resurfacing or realigning existing walks also requires an application.

Application Contents:

1. Site plan showing the exact location of the pathway or sidewalk.
2. Materials to be used including color. If using brick, type should blend with that on the house (if any).
3. Method of installation plus a description of grading changes required, if any, and the resulting impact on neighbors.
4. Estimated start and completion date.

T. STORAGE OF BOATS, TRAILERS, CAMPERS, MOBILE HOMES, OR RECREATIONAL VEHICLES

No recreational vehicle may be parked or stored in open view on residential property, public or private streets, or on open space.

The Board of Directors has deemed "recreational vehicle" as follows:

1. Any boat or boat trailer.
2. Any motor home or other self-contained camper.
3. Any camper slip-on where the camper backs are higher than the roofline of the cab of the truck.
4. Any mobile home, trailer, or fifth wheel trailer.
5. Any pop-up camp/tent trailer or other similar recreation oriented portable or transportable facility or conveyance.
6. Any other vehicle not defined above which could not normally or regularly be used for daily transportation including dune buggies or non-operative automobile collections or other automotive equipment not licensed for use on the highways of Virginia.
7. Any vehicle that is included in the Loudoun County code as being defined as commercial.
8. Any vehicle that has commercial signs or advertising or commercial equipment visible.
9. Any private or public school or church buses.

U. STORM DOORS AND WINDOWS

Storm/screen doors should be straightforward without ornamentation such as scrolls, imitation gate hinges, ornamental grillwork, or scallops. Full view doors must be the same color as the entry doors or surrounding trim. Doors with less than full view are not allowed. Storm and screen window frames should match the trim color of the house, but white or anodized aluminum is acceptable.

Full view doors that are the same color as the entry door do not require an application. Storm windows with frames that match the trim color do not require applications.

V. SUN CONTROL DEVICES

Awnings (*Single-Family Detached Homes only*) and trellis work provide an effective means for controlling glare and excessive heat buildup on windows and door openings and help reduce summer energy consumption and utility costs. The manner in which sun control is implemented has considerable effect on the exterior appearance of a house, and the desirable benefits of sun exposure in the winter, fall, and spring.

Materials are available for application on the inside of windows to reduce thermal transmission and glare. These materials may provide effective and economical alternative to awnings and trellises. Effective sun control can often be provided by such simple measures as planting deciduous trees to shade windows from undesired sun exposure. Sun control devices must be compatible with the architectural character of the house in terms of style, color, and materials.

1. Awnings (*Single-Family Detached Homes only*) and trellises should be consistent with the visual scale of the houses to which they are attached.
Awnings will not be permitted on Attached Town Homes.
2. Location - The location of any awning or trellis should not adversely affect views, light, winter sun, or natural ventilation of adjacent properties.
3. Materials and Color - Solid colors are required.
4. Trellis work must match the trim, or deck if part of deck, or dominant color of the applicant's house.
5. Pipe frames for canvas awnings must be painted to match trim or dominant color of the house. If awnings are removed for winter storage, frames must be removed.

Landscaping features are very important and should be integrated with sun control devices. Trees, which shade the roof in summer and allow winter sun to strike the roof, have a dramatic impact on energy consumption. A trellis filters the sun and is permanent; its design allows winter sun in while keeping out hot summer sun. Awnings block sunlight and are seasonal. CC approval is required for awnings and trellises.

Application Contents:

1. Site plan showing location of trellis and/or awnings.
2. Sketch and/or photograph of house.

3. Sketch, photograph, or manufacturer's product information of proposed sun control device including indication of dimensions, construction details showing how the awning or trellis is attached to the house, materials, and color. In the case of fabric awnings, submissions of material and color must be included.
4. Estimated start and completion date.

W. Trash Cans

Containers shall not be placed for pickup at appointed locations prior to 6:00 p.m. on the previous evening. Trash is to be placed for pickup in appropriate metal or plastic containers manufactured for trash storage purposes only. Trash cans and recycling bins must be stored out of sight.

X. Tree Removal

The Association shall set rules for cutting of trees to allow for selective clearing and cutting. Removal of any of the following requires prior approval of the Covenants Committee:

1. Live trees with a diameter in excess of 4 inches, measured 12 inches above ground
2. Trees in excess of 2 inches in diameter, measured 12 inches above ground, which are generally known as flowering trees or broad leaf evergreens
3. Live vegetation on slopes of greater than 20 percent gradient or marked "conservation" areas on original plans

The resident is advised to consult with the Town of Leesburg Urban Forester for compliance with Town ordinances on tree cutting.