

REGENTS AT LAKE MANASSAS HOMEOWNERS ASSOCIATION ARCHITECTURAL GUIDELINES AND STANDARDS

Final – December 9, 2020



A. PURPOSE OF THE HANDBOOK

The primary purpose of this Handbook is to familiarize homeowners with the objectives, scope and application of architectural guidelines which are intended and will be employed to maintain the aesthetic appearance and environmental quality of the community. The handbook enumerates specific architectural guidelines and standards which have been adopted by the Board of Directors of The Regents at Lake Manassas Homeowners Association (Association). It also explains the application and review process which must be adhered to by homeowners seeking approval for any exterior modifications or changes to their homes or lots which are subject to approval by the Association. This Handbook will serve as a valuable reference source and will assist homeowners in preparing acceptable applications for review by the Association's Architectural Review Board (ARB). All homeowners are encouraged to familiarize themselves with its contents and to retain the Handbook for future use.

B. BASIS FOR AND OBJECTIVE OF PROTECTIVE COVENANTS

The legal documents for the Association contain covenants, including those pertaining to architectural controls. Legally, these covenants are part of a deed for each home and are binding upon all initial homeowners and their successors in ownership, irrespective of whether or not these owners are familiar with such covenants. In the event that this Handbook contradicts the Articles of Incorporation or the Declaration of Covenants, Conditions and Restrictions (Declaration), the Handbook shall defer.

The primary purpose of design covenants is to maintain environmental and architectural design standards for the entire community. The promulgation and enforcement of design standards is intended to achieve the following objectives:

- ☑ Maintain consistency with the overall design concept for the community;
- ☑ Promote harmonious architectural and environmental design qualities and features; and
- ☑ Promote and enhance the visual and aesthetic appearance of the community.

The use of design standards not only enhances the physical appearance of a community, but also helps to protect and preserve property values. Homeowners who reside in association communities which enforce design covenants are protected from actions of neighbors which can detract from the physical appearance of the community and, in some cases, diminish property values.

C. ROLE OF THE ARCHITECTURAL REVIEW BOARD

All homeowners in the community are automatically members of the Association. The Association is a non-stock corporation which owns and is responsible for the upkeep and maintenance of all common properties within the community.

The Association is also responsible for the administration and enforcement of all covenants which are applicable to homeowners, including design covenants and restrictions. The covenants for the Association provide that responsibility for the enforcement of design covenants shall be exercised through the ARB consisting of three or more members appointed by the Board of Directors.

The primary responsibility of the ARB is defined as follows in Article VII, Section 5 of the Declaration:

The Committees of the Architectural Review Board shall regulate the external design and appearance of the Property and the external design, appearance and locations of the improvements thereon in such a manner so as to preserve and enhance property values and to maintain a harmonious relationship among structures and the natural vegetation and topography.

The ARB shall perform the following activities in furtherance of its responsibilities:

- 1) Review and approve, disapprove, or provide suggestions for modifications of written applications submitted by owners for improvements or additions to the lots or living units;
- 2) Review and approve, disapprove, or provide suggestions for modifications of written applications submitted by the association for improvements or additions to common area;
- 3) Conduct periodic inspections to determine compliance with the architectural standards and approved applications;
- 4) Adopt architectural guidelines, subject to review and comment by association members and subsequent confirmation by the Board of Directors, following due consideration of homeowner's comments;
- 5) Adopt procedures for the exercise of its duties; and
- 6) Maintain complete and accurate records of all actions taken.

D. MODIFICATIONS REQUIRING REVIEW AND APPROVAL BY THE ARCHITECTURAL REVIEW BOARD

The general conditions for the design review requirement are stated in Article VI, Section 2 of the Declaration.

ARB review and approval is required for major additions or alterations, such as, but not limited to, adding a room, deck, fence or patio and for such items as changes in color and materials. There are a number of exceptions to this otherwise inclusive review requirement. Examples of exceptions are:

- ☐ Building exteriors may be repainted or restained with the original color;
- ☐ Exterior building components may be repaired or replaced so long as there is no change in the type of material and color;
- ☐ Minor landscape improvements will also not require an application. This includes foundation plantings, or single specimen plantings. In general, landscape improvements of a small scale which do not materially alter the appearance of the lot, involve a change in topography or grade and which are not of sufficient scale to constitute a natural structure will be exempt from the design review process; and
- ☐ If you are replacing exterior lighting with the same exact style, size and color light fixture, an application is not required.
- ☐ If there is any doubt as to whether a proposed exterior change is exempt from design review and approval, homeowners should seek clarification, in writing, from the ARB before proceeding with the improvement.

E. DESIGN REVIEW CRITERIA

To the extent possible specificity has been incorporated in the architectural guidelines. However, total specificity is neither possible nor desirable. The appropriateness and acceptability of particular improvements, particularly those of a major nature, depend on a number of circumstances and factors which must be documented and evaluated on a case-by-case basis. An improvement which is appropriate for one type of housing, lot size, and location may be inappropriate in another situation.

The criteria listed below provide the basis for both the development of design guidelines and the evaluation of individual design proposals by the ARB.

- 1) **Design Compatibility.** The proposed modification or improvement should be compatible with the architectural characteristics of the applicant's house, adjoining house, and the neighboring setting. Compatibility is defined as similarity in architectural style, quality of workmanship, and similar use of materials, color and construction details.
- 2) **Scale.** The scale of the proposed improvement should relate to the size of the applicant's house, the location and size of the lot, adjoining houses, and surroundings. This criterion applies to both structural and landscape modifications.
- 3) **Impact on Neighbors.** The proposed improvement should relate favorably to the landscape, the applicant's house, adjacent houses, and the neighborhood. Consideration will be given to both visual and functional impacts on neighbors. Visual impact refers to the aesthetic appearance of the proposed improvement, which includes consideration of design, quality, scale, location, and architectural compatibility. Functional impact refers to such concerns as view, sunlight, and structural additions which would cause a material loss of sunlight or ventilation to a neighboring house and an alteration in topography which would change natural drainage patterns to the detriment of a neighboring property. Items which do not conform to these guidelines will only be considered if the item is not visible from the street or common area and written approval, requested by the ARB, has been received from the neighboring properties, or additional information is submitted which might clarify the requested change or demonstrate its acceptability.
- 4) **Color and Material.** Continuity or compatibility of color and finishing materials with the original construction and surrounding houses will be a specific consideration in evaluating the appropriateness of proposed improvements.
- 5) **Relationship to Environment.** Proposed improvements should not have a negative impact on the natural environment. The removal of trees or other vegetation, grading and other topographical alterations will be assessed for potential adverse impacts, such as material change in the rate and/or direction of storm water run-off and soil erosion.

F. APPLICATION AND REVIEW PROCEDURES

Application and review procedures which will be used by the ARB are detailed below:

- 1) **Applications.** All applications for proposed improvements must be submitted in writing using the Design Review Application form authorized by the ARB. A copy of the Design Review Application form is included as an exhibit to this Handbook. Design Review Applications must be

complete in order to commence the review process. Incomplete applications will be returned to the applicant with a statement of deficiencies which must be remedied in order to be considered for review.

2) Supporting Documentation. The application must include a complete and accurate description of the proposed improvements(s). In order to permit evaluation by the ARB, supporting exhibits will frequently be required. Examples include: a site plan showing the location and dimensions of the proposed improvement; architectural drawings or plans, as applicable, complete list of materials to be used, material and/or color samples, photograph of existing conditions, manufacturer's brochure, landscape plan; etc. The architectural guidelines and application form provide guidance with respect to the supporting documentation required for various types of improvements.

3) Time Frame for Completion of the Review. The ARB is required to provide notification to homeowners of the approval or disapproval of any proposed improvement within 45 days after the receipt of a properly completed Design Review Application. However, the 45-day review period will only commence upon the receipt of a complete Design Review Application form, including any required exhibits. It is, therefore, advisable for homeowners contemplating substantial improvements to first confirm the supporting documentation required *prior to* submitting a Design Review Application.

4) Notice of Approval/Disapproval. Homeowners who have submitted design review applications will be given written notice of the decision of the ARB. Approval by the ARB of a correctly filed application shall not be deemed to be an approval by applicable governmental authorities nor a waiver of the applicant's obligation to obtain any required governmental approvals or to comply with applicable local ordinances. Changes that have received approval must be commenced within 3 months of the approval date and completed within 6 months thereafter. If not completed within 6 months, you must reapply.

5) Changes to the Approved modification. The homeowner is required to complete the improvement as stated on the approved Design Review Application. If the applicant desires to make changes during construction, a revised Design Review Application must be submitted to the ARB for approval.

6) Failure to Act. In the event the ARB fails to approve or disapprove a correctly filed Design Review Application within 45 days of the receipt of the Design Review Application sent by Registered Mail or Certified Mail-Return Receipt Requested, approval by the ARB shall be deemed granted, except for those applications or alterations prohibited by the Declaration or the architectural standards adopted by the Association, in which case no disapproval is necessary to uphold the prohibition. Failure of the ARB or the Board of Directors to enforce the architectural standards or to notify a homeowner of noncompliance with architectural standards or approved plans for any period of time shall not constitute a waiver by the ARB or the Board of Directors of the enforcement of the Declaration at any later date.

7) Appeals Procedure. Any aggrieved party may appeal a decision of the ARB to the Board of Directors by giving written notice of such appeal to the Association or any director within 20 days of the adverse ruling.

G. ENFORCEMENT PROCEDURES

Pursuant to Article VII, Section 7 of the Declaration, any exterior addition, change or alteration made without application to, and approval of, the ARB shall be deemed to be in violation of the Declaration and may be required by the Board of Directors to be restored to its original condition at the offending owner's sole cost and expense. The Board of Directors has adopted Administrative Resolution No. 4 to establish a procedure to assure due process in cases where there is a question of compliance by a member with provisions of the Act or the Association's Governing Documents (including the Declaration, Bylaws, Articles of Incorporation or Design and Maintenance Standards), thereby attempting to minimize the necessity to seek action in or through a court of law or equity. Homeowners are encouraged to familiarize themselves with Administrative Resolution No. 4.

H. ARCHITECTURAL AND DESIGN GUIDELINES

The specific architectural guidelines detailed below have been adopted by the Board of Directors:

Additions/ Alterations (major): The addition/alterations shall be visually integrated with the existing house thorough consistent and complimentary use of architectural elements, materials, colors and details. The design must be compatible with the existing home in style, character, scale, materials and colors.

Awnings: Awnings must be located on the rear of the house only. They shall be consistent with the visual scale of the house and be maintained in working order. Approval is required.

Attic Ventilators: Attic ventilators are permitted. Ventilators should be mounted on the least visible side of the roof ridge so as to minimize their visibility. Approval is required.

Basketball Backboards: Portable basketball backboards are permitted without approval if the following criteria is followed:

Location: Portable basketball backboards must be placed entirely on the homeowner's property and must not interfere with public access areas (i.e. public sidewalks and common areas). Due to safety concerns, it is recommended that backboards not be placed in the street.

Design: Only commercial designs will be allowed. Objects such as concrete cinder blocks, sandbags, and the like shall not be used to weigh-down the equipment.

Maintenance and Upkeep: Portable basketball backboards must be kept in good condition (i.e. nets should be replaced when worn).

Portable basketball backboards must be stored when not in use. When stored, the backboard must not be visible from the street. Please store them out of public view in your garage or face down on the side of your home. Portable basketball backboards must not create a safety hazard to the community.

Permanent basketball backboards are not permitted on the front or sides of any house. Basketball backboards may be approved in the rear of a house if there is no adverse impact on neighboring properties. Approval is required.

Clothes Lines: No clothing, laundry or wash shall be aired or dried on any portion of a lot within public view.

Decks: All decks must be approved by the ARB. Homeowners should consider the following factors:

Location: Decks should be located in rear yards. Side and front yard decks are prohibited.

Scale and Style: Decks, particularly elevated decks, should be of a scale and style which is compatible with the house to which attached, adjacent homes and the environmental surroundings.

Color: Decks made from wood may be left to naturally age. Decks which are painted or stained should generally match the trim or dominant color of the applicant's house. Natural or wood-colored stains will be acceptable. Composite type materials are allowed as long as the coloring matches or blends with the applicant's house or surrounding structures.

Under Deck Storage: Elevated decks have an under deck area which can have a negative visual impact on adjoining neighbors, particularly when used as an informal storage space. The use of decorative screening or landscaping to minimize adverse visual impacts may be required by the ARB, particularly in case of high decks.

Privacy Screens: Privacy screens must be made of wood or composite materials and shall not exceed a height of 8 feet from the deck floor.

Dog Houses: Doghouses will be considered if compatible with the applicant's house in terms of color and material. They shall be located where visibly unobtrusive to neighbors. Approval is required.

Driveway Maintenance: Driveways shall be maintained and seal coated to maintain an un-weathered look and not a faded appearance. Excessive settlement or cracking shall be repaired to maintain a neat appearance; oil stains to be removed regularly.

Exterior A/C Units: Individual air conditioning units extending from windows are prohibited. Exterior air conditioning units or heat pumps may be relocated or added if there is no adverse visual impact on adjoining properties. The use of appropriate screening may be required in some cases, in order to minimize any negative visual impacts.

Exterior Lighting: Lighting which is part of the original structure may not be altered without prior approval of the ARB unless it is being replaced with exact same style, size and color light fixture. Proposed replacement or additional fixtures must be compatible in style and scale with the applicant's house. No exterior lighting shall be directed outside of the applicant's yard. A Design Review Application is not required for landscape and pathway lighting.

Exterior Painting: An application is not required in order to repaint or restain an object to match the original color. However, all exterior color changes must be approved. This requirement applies to siding, doors, shutters, trim, roofing, and other appurtenant structures.

Fences: Fences can be used for the following purposes: to visually define property lines; to provide privacy; to provide security, and as an architectural feature intended to enhance the physical appearance of the house or property. ARB approval is required. A fence creates a barrier which has both a visual and physical impact on the common land and properties of the adjacent homeowners. Open, semi-open, and non-open styles shall be considered. Styles for open and semi-open include: Spaced Picket- in flat, arched and dipped styles and powder coated Ornamental Aluminum styles of fences.

- Alternate styles of pickets will be reviewed on a case by case basis.
- Wood pickets shall be spaced between 2 - 4 inches, but in no event be spaced greater than the width of the picket.
- Decorative finial posts and post caps will be considered.
- Aluminum fences shall primarily be black with other color options reviewed on a case by case basis.
- Examples and details of acceptable fences are located in Exhibit (A).
- Fence heights shall be between 48 inches and 72 inches.
- Fences shall be located in rear yards only and follow along the property lines.
- Acceptable materials for fences shall be wood, wood composite and powder coated aluminum.
- Wood fences can be left natural, stained or painted as approved by the ARB.

Fences may be approved on a case-by-case basis consistent with the neighborhood and general principles of the

guidelines.

Festive Lighting and Decorations: For holiday and festival decorations, a Design Review Application is not required. Holiday light and decorations may be installed for a period not to exceed 6 weeks. After the period of use, all temporary light and decorations shall be removed.

Golf Course Lot Requirements: Lots 10 - 27 are subject to the additional standards established in Article VI, Section 19 of the Declaration. Design Review Applications submitted for these lots will be considered under these standards. The standards are as follows:

- 1) The foundation material must continue on all sides. This requirement is applicable even if a deck is part of the house. All retaining walls and walkout walls are required to be treated with the foundation material. No exposed concrete or cinder block allowed.
- 2) The exterior wall material must cover all sides of the home.
- 3) Front, rear and side elevations shall be all brick, stucco or bead siding.
- 4) Rear yards shall be landscaped with the same level of material as the front yard. Additional landscaping for Lots adjacent to the Lake Manassas Golf course shall include the planting of three 8 foot or 10 foot evergreen trees.
- 5) The rear and side yards shall be sod. A sprinkler system for a lot shall be installed within one year of the date the home is purchased from the Declarant.
- 6) Tool sheds, play structures and other accessory structures must be completely screened from golf course views. Additional screening on a lot shall be provided in the event the screening within the buffer is not sufficient for this purpose.
- 7) Gazebos are not allowed even when incorporated on decks.

- 8) Roof stacks, flashing, vents and protrusions shall be painted dark gray, black or the predominant roof color.
- 9) Solar water heating panels are not allowed unless hidden from view.
- 10) Fully detailed chimney caps are required.

Grills (permanent): All permanent grills must be approved. Permanent grills must be placed in the rear yard of the house and as far as practical from the adjacent property lines.

Gutters and Down Spouts: Replacement of gutters and down spouts shall match the original in color, material, and design. Said replacement does not require ARB approval.

Hot Tubs/Spas: Exterior hot tubs or spas must be located in the rear yard adjacent to the house. The incorporation of hot tubs as an architectural feature of decks and/or patios is encouraged. The exterior finish of an elevated hot tub must blend with the exterior finish of the house, deck or patio to which attached or most closely related. Approval is required.

Landscaping: A design review application is not required for minor landscape improvements with the following exceptions:

- Approval is required for planting intended to form a hedge or natural fence on or near a property line and which will attain more than 24 inches in height;
- Approval is required for the installation of railroad ties, garden timbers or similar structures which will form a wall over 18 inches in height;
- A proposed improvement which is of such a scale or type as to be inconsistent with the existing design features of the house, adjacent houses and the surrounding area will require approval. Examples include the substantial or total removal of turf and replacement with other material, such as mulch or gravel; and
- Vegetable gardens not located between the rear line of the house and the rear property line of the lot requires an application unless hidden from view by a fence. It is not permitted to grow vegetables in the front yard.

Lawn Care: Pursuant to Article VI Section 5 of the Declaration, all grassy areas of a lawn shall be kept mowed and shall not be permitted to grow beyond a "reasonable height" - between 2 - 6 inches. Lawns should be regularly mowed and maintained by watering and fertilizing during the growing season to maintain a green appearance without excessive bare areas, weeds kept to a minimum in the lawn and flower beds, mulch applied as needed to flower beds and any edging or trimming completed as required to keep the side walk clear. Trees and shrubs must be maintained in good condition and dead trees and shrubs shall be removed. Continual storage of lawn maintenance items such as bags of mulch, dirt, fertilizer etc. shall not be in the front of your home on or adjacent to drive ways. If you will not be using these items immediately please store out of public view in your garage or rear yard. Except as required for proper sight lines, no tree of a diameter of more than 4 inches measured 2 feet above ground level shall be removed without the approval of the ARB.

Maintenance: Proper maintenance of all structures and the grounds are the responsibility of the homeowner. This includes lawns, fences, landscaping, playground equipment, sporting equipment and unattached structures. General maintenance needs such as cleaning, painting, repair and if necessary replacement of old, worn broken or missing items should be completed by homeowners on a regular basis as warranted.

Mailboxes: Mailboxes shall be replaced (if needed) with the original standard mailbox. If the original standard mailbox is not available, mailboxes can be replaced with a black aluminum (Alum-shield all weather coating) mailbox with post (55 inches in height, 10.125 inches in width and 20.375 in depth). The mailbox should include personalized side plaques (on the box) with the street address of the home. Any deviation from the two mailbox descriptions listed here (original or black aluminum as described) must be reviewed and approved by the ARB.

Patios: All patios require approval. Patios should generally be located in rear yards, although front and side yard applications will be evaluated on their individual merit. Any adverse drainage which might result from the construction of a patio should be considered and remedied. Privacy screens must be made of wood or composite materials and shall not exceed a height of 8 feet from the patio's floor.

Recreation and Play Equipment: Permanent play equipment which either constitutes a structure or is appurtenant to an existing structure requires approval. Examples include sandboxes, play-houses, swing-sets etc. The following factors will govern approval of such equipment.

Location: Such equipment should be placed in rear yards. Deviation from this standard will be individually reviewed.

Scale and design: The equipment should be compatible with the lot size. The design and any visual screening are additional considerations in evaluating whether or not there will be an adverse visual impact on the street and/or neighboring properties.

Color and materials: Equipment shall be constructed of wood and designed to blend with the natural environment.

Portable Play Equipment: Portable play equipment shall be stored when not in use. Storage of such equipment shall not be where it is visible from the street. Trampolines shall be placed in the rear yard.

Post Lights: Because exterior post lamps assist in community appearance and safety, they shall not be removed or turned off during hours of darkness; they shall be maintained in good working order. Burned out bulbs shall be promptly replaced.

Satellite Dishes: Pursuant to the Declaration, to the extent not inconsistent with law, exterior television and other antennas, including satellite dishes are prohibited, unless approved in writing by the ARB. However, the ARB recognizes the authority of the FCC Over the Air Reception Devices (OTARD) and the Telecommunications Act of 1996 with respect to certain antennae and satellite dishes. Antennas for receiving television broadcast signals, video programming via multipoint, multi-channel distribution service and those satellite dish antennae designed to receive direct broadcast satellite signals which measure one meter (39" inches) or less in diameter are permitted without ARB approval.

But, homeowners should consider the aesthetic impact when placing a dish or antenna on the home. Satellite dishes and/or antenna permitted without ARB approval must be installed in the least obtrusive location on the home and/or property, without incurring excess signal degradation or significant

additional costs. The primary location is to be on the back side of the house, not visible to the street. If the satellite dish or antenna placement does not meet these criteria, a Design Review Application is required. It is recommended that owners contact the ARB to confirm acceptable locations prior to placement.

Sidewalks and Pathways: All sidewalks and pathways require approval. Only stone, brick, concrete or similar durable construction material should be used. The scale, location, and design should be compatible with the lot, house, and surroundings.

Sheds: Any storage shed has an aesthetic impact on neighboring lots. 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 which must be considered. Approval is required and is based on the following design criteria:

- 1) Storage sheds must be located so as to minimize their impact on neighboring properties.
- 2) Whenever possible, storage sheds should be visually integrated with the existing house through compatible use of materials, colors and details including roof and shingles.
- 3) The homeowner is responsible for obtaining PWC zoning approval.
- 4) Generally, no more than one storage shed will be permitted on any property.
- 5) No shed shall exceed 64 square feet.
- 6) Owners whose sheds are visible from the street should consider screening (natural landscaping) to lessen the visual impact to the community. Golf course lot sheds must be completely screened from golf course views. Additional screening on a lot shall be provided in the event the screening within the buffer is not sufficient for this purpose.

Applications for approval shall include a completed Design Review Application, a plat showing the proposed placement of the structure, full dimensions, construction material, color selection and proposed screening, if necessary.

Signs: Signs, either temporary or permanent, which are advertising products or services, whether provided by the homeowner or others, announcing events, or signs denouncing another person, place, entity or thing, are prohibited. Except for such signs as may be posted by the Developer for promotional or marketing purposes or by the Association, no signs may be posted on any lots except for those described below. The following signs do not require a Design Review Application:

- 1) One real estate sign listing a property "For Sale" or "Rent". The sign may not be more than 24 inches x 24 inches. In addition, to the "For Sale/For Rent" sign, one "Open House" sign may be placed in the front yard of the property only on Saturdays and Sundays from 8:00 a.m. to 5:00 p.m. The "Open House" sign must be removed on Sunday evening. Balloons, banners, flags, or other moving objects may be used but must also be taken down on Sunday. Real estate signs must be removed within 3 days following the sale or rental of a home.
- 2) Two security signs, each not exceeding a total of 64 square inches, posted within 10 feet to the immediate left or right of, and/or 2 feet out from the front and rear entrance/ steps. Only one sign is allowed in the front and one in the rear of the home.

- 3) Invisible fence signs shall be placed within 4 feet of the home and shall not exceed 64 square inches.
- 4) Up to 3 political signs are permitted on a property not to exceed 24 inches x 24 inches.

The sign may be placed as early as 1 month prior to election and must be removed no later than 2 days after the election. No signs may be placed on decks or fences. The preferred placement is within the plane of the post light on your property.

Skylights: Must be located to the rear of the roof peak. Approval is required.

Solar Panels: Solar panels shall be selected, located and installed to minimize their appearance on the house and visibility from neighboring properties and the street. The design, color configuration and location of the proposed solar panels must be compatible with the architecture of the house. These installations will be reviewed on a case by case basis. Solar panels shall have a low profile and all framing piping, control devices and wiring be painted a dark color or the roof color. Application is required.

Storage of Boats, Trailers, Campers, Mobile Homes, Commercial Vehicles and Recreational Vehicles: The following types of vehicles may not be parked or stored in open view on residential lots, common parking areas, and private streets or on common open space for a period exceeding 72 hours and shall be on temporary and non reoccurring basis:

- ☒ Any boat, boat trailer, or any other type of trailer whatsoever;
- ☒ Any motor home or self-contained camper;
- ☒ Any camper slip-ons where the camper backs are higher than the roof line of the cab of the truck;
- ☒ Any mobile home, trailer, or fifth-wheel vehicle;
- ☒ Any pop-up cam/tent trailer or other similar recreation oriented portable;
- ☒ Any vehicle with commercial signs, advertising, or visible commercial equipment, including taxi cabs;
- ☒ Any private or public school or church buses; and
- ☒ Any other vehicle not defined above which is not normally or regularly used for daily transportation, including dune buggies, or other automotive equipment not licensed for use on state highways.

Storm/Screen Windows and Doors: All storm doors require ARB approval. Storm/screen doors which are full view (no panel) and which are painted the same color as the unit door or house trim are appropriate and will be approved. Where appropriate, storm/screen windows should have white frames or frames which match the color of the exterior window trim.

Swimming Pools: Only in-ground pools are permitted. Approval is required. Pools must be located in the rear of the property. Pool filtration equipment must be shielded from adjacent properties by the use of mature shrubbery. Comments from the owners of adjacent properties may be solicited prior to the ARB making a decision. Small kiddie pools are acceptable in rear yards on a temporary basis and do not require approval.

Temporary Storage Structures: Prefabricated storage structures, dumpsters, or “PODS” are allowed with the prior written approval of the ARB, provided that the structure:

- 1) Is located entirely within a lot or in a location approved by the ARB;
- 2) Is not stored on any lot for more than 7 consecutive days, or such longer period of time as may be allowed by the ARB.

Trash Containers: All trash containers must be stored out of view from the street, common areas and the neighboring properties at all times on non trash pickup days. Trash cans should be placed on the curb no earlier than the evening before the scheduled pick up day and returned to storage after trash pickup the same day of scheduled pick up. Trash must be stored in trash cans and not solely in plastic bags.

Snow Removal: Residents are required to clear snow and ice from the sidewalks in front or adjacent to their homes within 24 hours of the end of accumulation.

Vehicles: Vehicles without current state license plates and/or inoperable for road use shall not be stored or parked on any property except in a garage.

**REGENTS AT LAKE MANASSAS HOMEOWNERS ASSOCIATION, INC.
DESIGN REVIEW APPLICATION FOR EXTERIOR MODIFICATION**

APPLICANT'S NAME(S): _____

ADDRESS OF PROPOSED CHANGE: _____

ALTERNATE MAILING ADDRESS (IF APPLICABLE):

HOME PHONE: _____ CELL PHONE: _____

EMAIL ADDRESS: _____

FIRST SUBMITTAL: YES _____ NO _____

RESUBMITTAL: YES _____ NO _____

INSTRUCTIONS TO APPLICANT:

1. Consult the Architectural Guidelines (Guidelines) for specific requirements for each proposed change.
2. Submit Design Review Application (Application), drawings and other required documents *in duplicate* to:

Regents at Lake Manassas Homeowners Association
c/o Sequoia Management Company
13998 Parkeast Circle
Chantilly, VA 20151
Fax: (703) 968-0936

OR

Email to hwheeler@sequoiamgmt.com

Describe proposed changes (attach additional sheets if needed):

Estimated Start Date: _____ Estimated Completion Date: _____

(Allow 45 Days for ARC Approval)

ADJACENT NEIGHBORS SIGNATURES

Signatures of *at least two* adjacent neighbors who will be most affected by the work is required. These signatures (below) only indicate that you have made them aware that you are making a modification to your property and does not constitute approval or disapproval of the work proposed to be done. Attach additional signature pages as needed.

Neighbor #1

Name _____ Signature _____

Address _____

Neighbor # 2

Name _____ Signature _____

Address _____

OWNERS ACKNOWLEDGEMENT: I / WE UNDERSTAND AND AGREE THAT:

- 1.) Compliance with the Guidelines and approval by the Architectural Review Board (ARB) does not constitute compliance with county building and zoning codes, nor shall ARB approval be construed as a waiver or modification of any code restriction.
- 2.) No changes will be started until written approval of the ARB has been received by me, and that if changes are made, I will be required to return the property to its former condition at my own expense.
- 3.) Members of the ARB shall be permitted to enter upon my property if requested for the purpose of inspection of the proposed change, the project in progress, and the completed project.
- 4.) Any authority granted to make proposed changes will be revoked automatically if the changes requested have not commenced within 3 months of the approval date and completed within 6 months thereafter.
- 5.) I/we will contact the Community Manager within one week of completion of the project so the ARB may schedule an inspection to verify compliance. The ARB will schedule the inspection with the homeowner either by phone or email.
- 6.) We acknowledge and agree that I/we will be solely liable for any claims, including without limitation, claims for property damage or personal injury which result from the requested additional or modification or work performed in conjunction therewith. I/we hereby indemnify and will hold harmless and will defend the Association, the Board, the ARB and Association management from and against any and all such claims.

HOMEOWNERS SIGNATURE(S)

Homeowner's Signature: _____ Date: _____

Homeowner's Signature: _____ Date: _____

Architectural Application Instructions

All Design Review Applications submitted must be accompanied by the materials listed below. This is not an all-inclusive list. The more information provided, the easier it will be for the ARB to review the Design Review Application. Incomplete Design Review Applications will not be reviewed and will be returned to the homeowner with the details of additional information to provide. If the applicant desires to make changes during construction, a revised application must be submitted to the ARB for approval.

- 1.) **A House Location Survey: (Certified Plat)** A copy of your plat MUST be included for new construction and additions to be a present structure on the lot. Please submit plat for decks, fences, patios, playhouses, sheds, landscaping, etc. The location of the proposed structure MUST be drawn/outlined on the plat *to scale*. Plats are not required for paint changes, storm doors/windows or other such modifications.
- 2.) **Dimensions:** Provide all dimensions, including height, roof slope, etc. on new construction.
- 3.) **Detailed Drawings:** A full set of architectural drawings must be included for some changes such as decks, fences, patio, etc. Landscaping plans including size and type of plants as well as number to be planted MUST be included.
- 4.) **Description of Materials:** Provide a list of ALL materials to be used in proposed construction.
- 5.) **Description of Colors:** Applications for colors which are not the original color of the house and or trim MUST be accompanied by actual color samples and not photos.
- 6.) **Photographs:** Photographs of existing conditions of your property are helpful to the ARB. Please be sure to include a brochure or a picture for new window modifications, etc.
- 7.) **Samples:** Provide a small sample of siding and or shingle when changing the siding or the roof from its original color.
- 8.) **Drainage:** Changes in grade or other conditions that will affect drainage MUST be indicated, Design Review Applications may be disapproved if adjoining properties are adversely affected by drainage changes.
- 9.) **Signatures of Property Owners:** Obtain signatures of all property owners who will be most affected by the change. A minimum of TWO signatures are required with the application. Neighbor signatures are to acknowledge that the work is going to be commenced at the time referenced on your Design Review Application; not to approve or disapprove the modification.
- 10.) **Railing detail:** Please be sure to reference the style of railings you propose to install in your deck.
 - a. For decks and fences include numbers 1-6 and 8-10.
 - b. For landscaping include numbers 1-3, 6 and 8-9.
 - c. For sheds and doghouses include numbers 1-4,,6 and 8-9.
 - d. For storm and screen doors numbers 2, 5, 6, and 9
 - e. For lattices include numbers 2, 3, 4, 6 and 9.
 - f. For recreation and play equipment include numbers 1-6 and 9.
 - g. For patios include 1-4, 6 and 9.
 - h. For siding include numbers 5, 7 and 9.
 - i. For shingles (on roof) include numbers 5, 7 and 9.
 - j. For windows include number 5, 6 and 9.
 - k. For satellite dishes and antennas, include numbers 1, 5, 6 and 9. See Guidelines.

- l. For pools include numbers 1-4, 6, 8 and 9.
- m. For driveways include numbers 1-4, 6, 8 and 9.
- n. For attic vents/fans and /or skylights include number 2, 3, 5, 6 and 9.
- o. For home additions and or detached garages include numbers 2-6, 8 and 9.
- p. For color changes include numbers 5 and 9.