

**GREENHILL
CROSSING
COMMUNITY ASSOCIATION**

Architectural Guidelines and Standards

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Objectives and General Guidelines

A. Objectives of Design Guidelines

This document's objective is to guide homeowners and residents of Greenhill Crossing in maintaining and enhancing Greenhill Crossing's environment. The guidelines described in this document address the following:

- a) Major Alterations
- b) Minor Exterior Changes
- c) Prohibited Items and Actions
- d) Maintenance Requirement

The Guidelines for architectural modifications and residential and community maintenance are not intended to be all-inclusive or exclusive, but rather as a guide for what is generally and esthetically permissible and desirable in keeping with the aesthetics of the community as well as the protection of home values.

The specific objectives of this document are to:

1. Describe the organizations and procedures involved with the architectural standards established by the Covenants (Articles of Incorporation, June 1, 1995, pages 28 to 31, Article V).
2. Outline composition and duties of the Architectural Review Committee (ARC).
3. Provide uniform guidelines to be used by the ARC in reviewing applications.
4. Provide guidance for exterior alterations made by owners that require ARC applications (e.g., completing the application process in a timely manner).
5. Explain the appeals process for an ARC decision
6. Explain the enforcement procedures of residential violations.
7. Provide a section of prohibited items and actions.
8. List maintenance items that may require needed attention.

B. Authority

The basic authority for maintaining the quality of design in Greenhill Crossing Community Association is founded in the Articles of Incorporation, June 1995, Declaration of Covenants, Conditions, and Restrictions Articles V and VI as applicable.

Every Greenhill Crossing property owner should have received a copy of the Covenants at settlement. These Covenants are binding on all homeowners. For a copy of the latest Architectural Guidelines, the resident may access the Greenhill Crossing Association website at www.greenhillcrossing.com.

Any and all activities or items that are in violation of community guidelines, county or town ordinances, and/or state or federal law are strictly prohibited. All building codes for Prince William County and the Town of Haymarket apply.

C. Amendments to the Architectural Guidelines and Standards

These Guidelines may be amended by the Greenhill Crossing Board of Directors (hereafter referred to as "Board") to provide clarification or to reflect changed conditions or technology. The ARC will conduct a periodic evaluation of the Guidelines to determine if amendments are required. Homeowners may submit to the ARC written requests for changes to the Guidelines. Upon review, the ARC will make recommendations to the Board.

D. Architectural Review Committee Overview

The ARC reviews applications for conformity to exterior alterations as proposed by the homeowner and set forth in the Covenants. ARC members may volunteer to help in a community inspection for maintenance/upkeep done by the management company or Board as can any homeowner.

The ARC members review applications and provide guidance to residents to comply with ARC guidelines. The ARC conducts regular meetings on the fourth Monday of every month at 6:45 P.M. at the Clubhouse. Residents are welcome to attend in order to ask questions, provide input, and make the ARC aware of new building materials.

In cases, where the purpose or intent of the guidelines is unclear, the ARC will decide. If the submitted application fails to specify certain details, the ARC may use its discretion in approving materials in accordance with the intent and design principles specified here.

As stated in Article V of the covenants, the ARC is composed of community volunteers with a minimum of three members and a maximum of seven members, as determined by the Board. Applications to become members of the ARC are submitted to, and approved by, the Board. An ARC Candidate Application is in Attachment A or may be downloaded from the community association's website at www.greenhillcrossing.com.

The duties of the ARC are as follows:

1. Review and approve, modify or disapprove, within 45 days of submission to the management company or Board of the proposed project or changes as set forth in the application. If the Architectural Review Committee fails to approve or disapprove any such application within the 45 day period, it shall be deemed to be approved, except that no such automatic approval shall allow the applicant to undertake any improvement or addition that is prohibited by the terms of the covenants and architectural standards and guidelines set forth herein, and on the community association's website at www.greenhillcrossing.com.
2. Conduct the monthly meetings to review, approve, modify or disapprove submitted applications that comply with the written procedures as set forth in these guidelines.
3. Provide guidance to the residents in complying with these guidelines. Applicants are encouraged to attend monthly meetings to better understand or have questions answered about the guidelines for current or future projects.
4. Act between regularly scheduled meetings when exigent circumstances arise (e.g., imminent home settlement closings), The Committee may convene, in person or virtually.
5. Propose architectural standards and guidelines to the Board, and upon approval by the Board, adopt, amend, and modify this document,
6. Adopt procedures for the exercise of its duties and enter them in an official procedures book (the current Architectural Guidelines and Standards).

E. Changes Requiring Architectural Review Committee Approval

Table 1 lists the alterations to the exteriors of homes and landscaping that are maintenance oriented, replacement of previously approved alterations or additions, using the same or upgraded materials, similar paint colors, or are temporary alterations that can be easily removed by homeowner without an application to the ARC. Below are descriptions of the terminology to help homeowners in preparing a complete package.

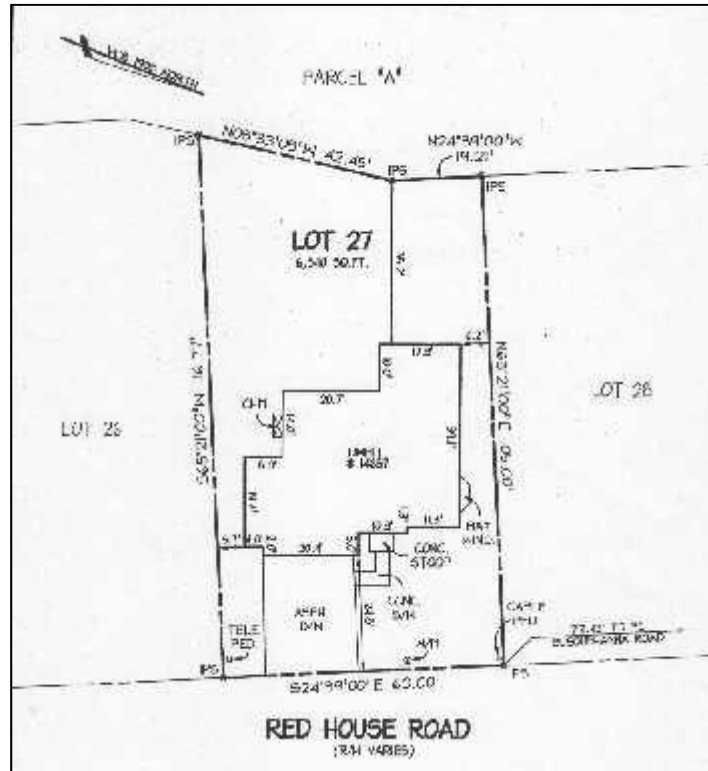
Table 1: Application Requirements

PROJECT	PLAT	DRAWINGS/ PLANS	PICTURES	COLOR SAMPLES	MATERIAL DESCRIPTION	LANDSCAPE PLAN	NEIGHBOR SIGNATURES
Arbors and Trellises	•	•			•	•	•
BBQ Pits/Grills (Permanent)	•	•	•		•		•
Chimney	•	•		•	•		•
Compost Pile	•	•				•	•
Deck	•	•		•	•	•	•
Fence	•	•		•	•		•
Flag Poles (freestanding)	•	•			•		•
Greenhouse	•	•		•	•	•	•
Handrails	•		•		•		•
Landscaping	•				•	•	•
Major Exterior Renovation	•	•	•	•	•	•	•
Paint Colors (Exterior)	•		•	•			•
Patio	•	•		•	•	•	•
Ponds and Water Gardens	•	•			•	•	•
Recreation/Play Equipment	•	•	•	•	•	•	•
Retaining Walls	•	•			•	•	•
Screened Porches or Decks	•	•		•	•	•	•
Sheds	•	•	•	•	•	•	•
Sidewalks and Pathways	•	•			•	•	•
Solar Collector	•	•			•		•
Spas and Hot Tubs	•	•		•	•		•
Storm, Screen, and Security Doors		•	•		•		•
Sun Control Devices	•	•	•	•	•		•
Swimming Pool	•	•	•		•	•	•
Tree Removal	•						•

F. Definitions

Project: A written statement of the project such as “Deck”, “Exterior Color Changes”, planting trees, etc.

Plat: A detailed drawing of a plan or map of the homeowner’s property boundary lines with buildings located on the property. A property plat should have been provided to the buyer at the settlement closing on purchasing a home. The plat must indicate where the project item will be placed.

Figure 1: Example of Plat

Drawings/Plans: A detailed image provided by the homeowner setting forth a composite drawing/plan of the finished project.

Pictures: An image, if available, of what the project should look like. They may be from vendor images. Images are not necessarily required if sufficient detail is provided to the ARC.

Color Samples: Color samples, if available, will provide needed detail of what the finished project should look like and is compatible with current color requirements.

Material Description: A detailed list of items to be used in completing the project, such as paving stones, wood or vinyl siding, roofing shingles, vinyl or resin-based materials, and galvanized screw/nails, hangers, handles, hinges, etc. It must indicate that hinges, handles, brackets, nails and screws are galvanized or otherwise rust proof, treated lumber, Trex-type boarding, vinyl siding, types of railings and balusters, etc., that will be used in the construction of the project.

Landscape Plan: This plan will show a diagram of the placement, on the plat, of all landscaping materials. The plan may indicate the plant and tree types, size (at the time of planting) and location.

Neighbor Signatures: Requires signatures from three (3) adjoining neighbors indicating that they are aware of the project — not either approving or disapproving the project.

Certain alterations may require additional application information; check this document for specific requirements.

G. Application Process for Architectural Improvements

Architectural Improvement applications may be found in Attachment B or downloaded from the community association’s website at www.greenhillcrossing.com. The application process is 45 days. It begins when the management company receives the completed application from the homeowner, includes the ARC application review and approval/disapproval, and the ARC’s decision forwarded to the management company to disseminate results to the homeowner.

Applications provide details about the scope of the project. Enough information must be provided for the ARC to visualize the completed project. All applications must include the signatures of all immediate or adjoining homeowners, as applicable, to indicate awareness of the proposal. Refer to Figure 2 and Table 2 for examples of adjoining homes. Homeowner signatures are intended to reflect awareness, not approval, of the intent to do alterations.

The management company reviews the application for completeness per the guidelines in this document and ensuring that all necessary requirements are met according to Table 1 the chart above (e.g., necessary form, signatures, plat of property, and information on materials to be utilized to complete project). If any information requested on the application is missing, the application may be considered incomplete and returned. The ARC normally meets on the 4th Monday of every month. Applications must be received by the HOA management company at least one week prior to that meeting, on the 3rd Monday of the month, for consideration during the meeting. Once the management company reviews the application for completeness in accordance with the chart above, the application will be placed on the next meeting’s agenda. The ARC reserves the right to request further information for application consideration.

Figure 2: Adjoining and Immediate Homeowners

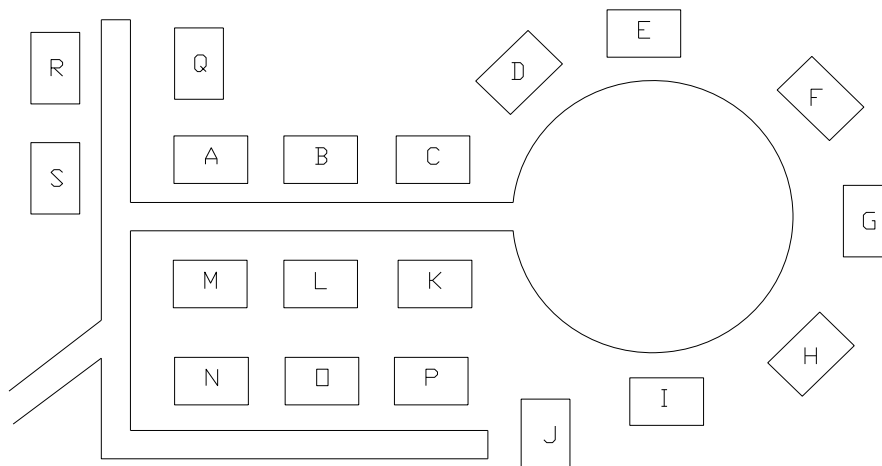


Table 2: Adjoining and Immediate Homeowners

Home Applying	Project Location	Adjoining Homes
A	Back Yard	B and Q
A	Front Yard	B, M, and L
B	Back Yard	A, C, and Q
B	Front Yard	A, C, K, L, and M
C	Back Yard	B and D
G	Front Yard	F and H
L	Back Yard	K, M, N, O, and P
R	Back Yard	S
R	Front Yard	Q and S

In most cases, only a single application is required. For extensive changes, a primary application for conceptual approval must be submitted.

Applications should be obtained from an ARC member, the management company, or the community's website. All applications to be submitted to the ARC need to include the items listed in Table 1.

ARC approval does not signify compliance with the provisions or building and zoning codes of Prince William County and/or the Town of Haymarket. Further, nothing herein contained shall be construed as a waiver or modification of any local ordinance.¹

Construction or exterior alteration shall commence only when the applicant has received written approval from the ARC. If alterations are made prior to approval, the applicant may be required to return the property to its former condition at personal expense. If the application is disapproved wholly or in part, the applicant shall be required to pay all legal expenses incurred due to the homeowner's noncompliance.

Members of the ARC, management company, or Board are permitted to enter upon the applicant's property at any reasonable time for the purpose of inspecting the proposed project, the project in progress, and the completed project, and that such entry does not constitute a trespass.

Approval is contingent upon completion of construction or alterations with quality workmanship. An ARC decision is required on all applications within 45 working days receipt of a complete application by the management company or ARC. Alteration authority granted by this application will be revoked automatically if the alteration requested commences after 180 days of the application approval and remains incomplete by the date specified by the ARC.

H. Review Criteria

The ARC evaluates all submissions on the individual merits of the application. Besides evaluating the particular design proposal, this includes considering 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 in another. Decisions made by the ARC are not based on personal opinions or taste. Judgments of acceptable design are representative of the general standards of the Covenants and are based on the following criteria as revised on February 23, 1995.

1. Validity of Concept. The basic idea must be sound and appropriate to its surroundings.
2. Design Compatibility. The proposed improvement must be compatible with the architectural characteristics of the applicant's house and neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, materials, color, and construction.
3. Location and Impact on Neighbors. The proposed alteration must be compatible with the landscape, the existing structure, and the neighborhood. The primary concerns are access, view, sunlight, ventilation, and drainage.
4. Scale. The size (in three dimensions) of the proposed alteration must be compatible with adjacent structures and surroundings.
5. Color. Color may be used to soften or intensify visual impact. Parts of the proposed alteration that are similar to the existing house.

¹ For construction requiring a building permit, Prince William County Building Department requires filing plans with the Building Inspector's office. Building permits for the Town of Haymarket may be obtained at Haymarket Town Hall.

6. Materials. Continuity is established by using the same or compatible materials used in the original house. Updated, newly developed, and innovative materials that have the look of the original may be used.
7. Workmanship. The quality of work should be equal to or better than that of the surrounding area.
8. Timing. The alteration authority granted by the application will be revoked automatically if the alteration requested has not started with the dates specified by the Prince William Building Permit, if applicable, and/or six months after receiving the approval letter from the management company on behalf of the ARC. A final inspection will be conducted based upon the estimated completion date in the application.

I. Appeals Process

A procedure is in place to appeal an ARC decision. Only homeowners may participate in the appeals process. The first appeal is to the ARC. A second appeal can be made to the Board.

The reason for an appeal may be one or more of the following:

- The ARC administration and review process was improperly conducted.
- The applicant and any other affected residents were given an unfair hearing.
- The ARC decision was irrational or arbitrary. The appeals procedure must follow the process below:
- The applicant(s) or other affected homeowner(s) must submit a written detailed appeal to the ARC within 15 calendar days of the applicant receiving the ARC's decision.
- The ARC has 15 calendar days to review the appeal and set a date for an appeal meeting.
- The appeals meeting must be conducted within calendar 15 days.
- All associated applications are stayed until the appeal has been resolved.

Applicants and other interested parties may appear before the ARC in conjunction with the appeal. The second and final appeal to the Board must be initiated within 15 calendar days of the applicant receiving the ARC reviewed decision. The Board will conduct its appeal in accordance with the Board's procedures and will provide written notice of its decision to all affected parties and to the Architectural Review Committee.

J. Enforcement Procedures of Residential Violations

The Covenants require compliance of all lots within Greenhill Crossing Community Association. However, the task of oversight or enforcement of compliance of residents of architectural maintenance or alterations is not under the auspices of the ARC but of the employees or agents of the management company under the direction of the Board.

The Board of Directors has adopted enforcement procedures. All violation(s) will be confirmed by a site visit conducted by at least one of the following: employees or agents of the management company or current member of the Board.

1. Demand

- A. A written demand letter shall be sent by first class mail or shall be hand-delivered to the lot owner at the last known address provided by the owner, or at the lot address if no other address has been provided. A copy may be sent to the tenant if there is a tenant.

- B. The demand letter shall specify the alleged violation, the action required to abate the violation, and a date usually at least 15 days after the date of the demand letter by which the alleged violation must be remedied or a detailed explanation of how the violation will be remedied within a reasonable time frame. However, when the violation may constitute a health, safety, or fire hazard, demand may be made to remedy the violation within 24 hours.
- C. The demand letter shall state that if the violation is not remedied, the lot owner must request in writing a hearing before the Board to avoid imposition of charges or suspension of rights or services. The letter shall also state that if no hearing is requested, the owner shall be deemed to have waived the opportunity for a hearing, and covenant/rule violation charges or suspensions may be assessed. The demand letter may be combined with the notice of hearing referenced in Section III of this Resolution if the violation is of a serious nature or if previous notices of violation have been sent to the owner.
2. Notice of Hearing
- A. If the alleged violation is not remedied within the date or time specified in the Demand letter referenced in Section I and the owner requests a hearing, or if the Board determines a hearing is necessary and appropriate under the circumstances, a notice of hearing shall be sent. The notice of hearing shall be hand-delivered or mailed by certified United States mail, return receipt requested, at least 14 days in advance thereof, or within such other time as may be required by the Act, to the lot owner at the address of record with the Association. Service by mailing shall be deemed effective two days after the notice has been mailed in a regular depository of the United States mail. The demand letter referenced in Section 1.B above may be combined with the notice of hearing.
- B. The notice of rules violation hearing (see form in Attachment D) shall specify
- The time, date, and place of the hearing.
 - That the lot owner and tenant, if applicable, shall be given an opportunity to be heard and represented by counsel (at the lot owner's expense) before the Board.
 - The alleged violation, citing provisions of the Declaration or the Association's rules that allegedly have been violated.
 - That charges for violation of the Declaration, Bylaws, or rules/regulations may include a charge of up to \$50.00 for a single offense, or \$10.00 per day for any offense of a continuing nature, for a period not to exceed 90 days or such greater amounts as may be authorized by the Virginia Property Owners' Association Act (herein after referred to as "Act").
 - That the alleged violation may result in the suspension of services, use of facilities, and/or voting rights.
- C. The notice of rules violation hearing (see form in Attachment D) shall specify
- The time, date, and place of the hearing.
 - That the lot owner and tenant, if applicable, shall be given an opportunity to be heard and represented by counsel (at the lot owner's expense) before the Board.
 - The alleged violation, citing provisions of the Declaration or the Association's rules that allegedly have been violated.
 - That charges for violation of the Declaration, Bylaws, or rules/regulations may include a charge of up to \$50.00 for a single offense, or \$10.00 per day for any offense of a continuing nature, for a period not to exceed 90 days or such greater amounts as may be authorized by the Virginia Property Owners' Association Act (herein after referred to as "Act").

- That the alleged violation may result in the suspension of services, use of facilities, and/or voting rights.

3. Hearing

- A. The hearing shall be scheduled at a reasonable and convenient time and place set by the Board.
- B. The Board, within its discretion, may grant a continuance. If the lot owner for which the hearing is scheduled requests a continuance, the homeowner will be notified of a new time and date.
- C. Legal rules of evidence shall neither pertain to nor be utilized in the hearing. The hearing shall provide the lot owner with an opportunity to be heard and represented by counsel (if the lot owner so desires and at the lot owner's expense).
- D. The hearing shall be conducted in executive (private) session unless the lot owner requests that the hearing be open to owners and residents. If the hearing is conducted in open session, the chairman of the hearing body may impose a reasonable limit on the number of such persons who can be accommodated in the hearing room. During any hearing held, the Board, within its discretion, may afford those residents involved with the dispute or violation an opportunity to be heard within reasonable time limits.
- E. After proper notice has been given, if the lot owner fails to appear at the hearing, or if no hearing is requested, the hearing or meeting may continue as scheduled and the Board may assess charges from the final compliance date of the letter, suspend use rights or services, or take such other action as may be authorized by the Covenants.
- F. If the lot owner acknowledges responsibility for the violation charged, or does not wish to contest the alleged charge, the Board may, in its discretion, dispense with a hearing after having afforded the lot owner with an opportunity for a hearing. Minutes from each hearing or meeting shall be completed in form Demand to Cease and Correct in Attachment C shall be completed and placed in the lot owner's file and appropriate Association files.
- G. Within seven days of either the hearing or of the Board's action on the matter if no hearing was requested, the Board shall, by hand-delivery or certified mail, return receipt requested and notify the lot owner of its decision, any suspension of use rights, the assessment of any charges, and the date from which those assessments shall accrue and be due.

4. Assessment of Charges

Pursuant to Section 55-513 B of the Property Owner's Association Act (the Act), any charges assessed for violation of rules after notice and hearing shall be in amounts authorized by the Act and shall be treated as an assessment against the owner's. Such amounts shall also be the personal obligation of the owner.

5. Repeat Violations

If a violation(s) of the same nature as the one for which the enforcement procedure was initially pursued occurs within nine months, it will be considered a continuation of the original violation(s).

K. Records

The management company shall keep copies of all correspondence related to rules violations in the lot owner's file or in a separate file on rules violations.

L. Disclosure Statement

The Covenants require a Disclosure Statement be completed and issued to your settlement attorney prior to closing the sale of your home. This statement provides information on the current status of assessment payments and on the existence of any architectural violations.

Any exterior alteration that has been made since the builder completed his approved plan must have an approved Architectural Review Committee application in the lot file for that address. Lack of an approved application constitutes a violation.

The Disclosure Statement helps to protect the future buyer against unknown problems with past owners' architectural changes. If everything is in order, it also protects the seller from potential lawsuits involving violations of the Covenants by subsequent owners. To obtain a Disclosure Statement for your property, call the management company or the Board.

Exterior Alterations: Application Required

A. Overview

Exterior 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.

If the applicant anticipates that changes in grade or conditions may occur, all such changes must be included in the initial application. Homeowners are advised that the ARC may revoke its approval of the project at any time (even after the project is completed), if the adjoining properties are adversely affected by changes in drainage. In such a scenario, a corrective action plan must be submitted, approved, and implemented to restore proper drainage.

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

B. Barbecue Pits and Permanent Grills

Barbeque pits and permanent grills shall be placed in the rear of the house and must not be located within 10 feet of the side and rear property lines.

C. Chimneys

Chimneys shall be of a design and color that is compatible with the architecture of the home and should maintain the same material to grade. Any exterior chimney shall be constructed to grade and not appear suspended in mid-air. If a home has a brick or stone front, the chimney must have a matching brick or stone exterior. The application must include a picture or detailed drawing of the chimney, including dimensions.

D. Compost Piles

Composting must be done in the rear yard only with either a compost pile or a compost bin. If choosing a compost bin, the homeowner may place the bin in any location in the rear yard but it may be no larger than 5'x5'x4'. Compost piles must be visually unobtrusive. Compost piles must be 4 feet tall or lower and must be located in the rear of the property at least 10 feet from a common property line (defined as a property line shared by two or more adjacent property owners/residents). Green vinyl coated hardware cloth fencing shall be used to encompass the compost pile. Chicken wire cannot be used.

E. Decks

Decks must be located in rear yards. All decks must be constructed with the highest quality and standards of workmanship. All fasteners and hardware must be galvanized or otherwise rust resistant. The use of No.1 grade or better lumber is recommended for all exposed wood surfacing and decking. Wood polymer products (e.g., TREX), vinyl, and wrought iron rails, pickets, and posts are permitted. Examples are shown in Figures 3, 4, and 5.

Decks must be finished; however, it is understood that it is often the manufacturer recommendation that new wood decks not be stained for up to three years. Choices for deck finishes are as follows:

- Natural wood finish, treated with a clear wood preservative on decks constructed of wood.
- An approved semi-transparent wood stain, which allows the natural wood grain to show through.

- An opaque deck finish in a natural wood-tone color (e.g., Behr Deckover).
- Wood railings and pickets must be stained to match the decking, vinyl or resin-based railings and pickets should match the decking color or white. Metal railings should be in standard metal colors (e.g., black, white, bronze).
- For wood polymer products, the recommended colors are a light brown color close to the natural pressure-treated wood or a gray close to the color of naturally weathered wood. Any other colors would be considered on a case-by-case basis.

All applications must include a sample of the color where the color is integral to the decking material. If you choose to stain your deck, it should match the stain on your fence. Be sure to check with all Haymarket (as applicable) and Prince William County building codes for current requirements.

1. Ground Level Decks

A ground level deck is 30 inches or less in elevation at the highest point. Ground level decks do not require guardrails. However, if guardrails are incorporated into the deck design, the guardrail style must meet the guardrail guidelines for elevated decks, specified below.

2. Elevated Decks

All elevated decks that are higher than 30 inches above grade at the highest point require guardrails. Guardrail height must be between 36" and 42", with pickets 4" or less on centers and a 2" x 6" top rail if pressure treated lumber is used. Support posts that are 6" x 6" are strongly recommended for all decks above 4'. Stairs from decks must include railings, pickets, and lighting in conformance with current town and/or county codes.

Figure 3: Deck Construction Details

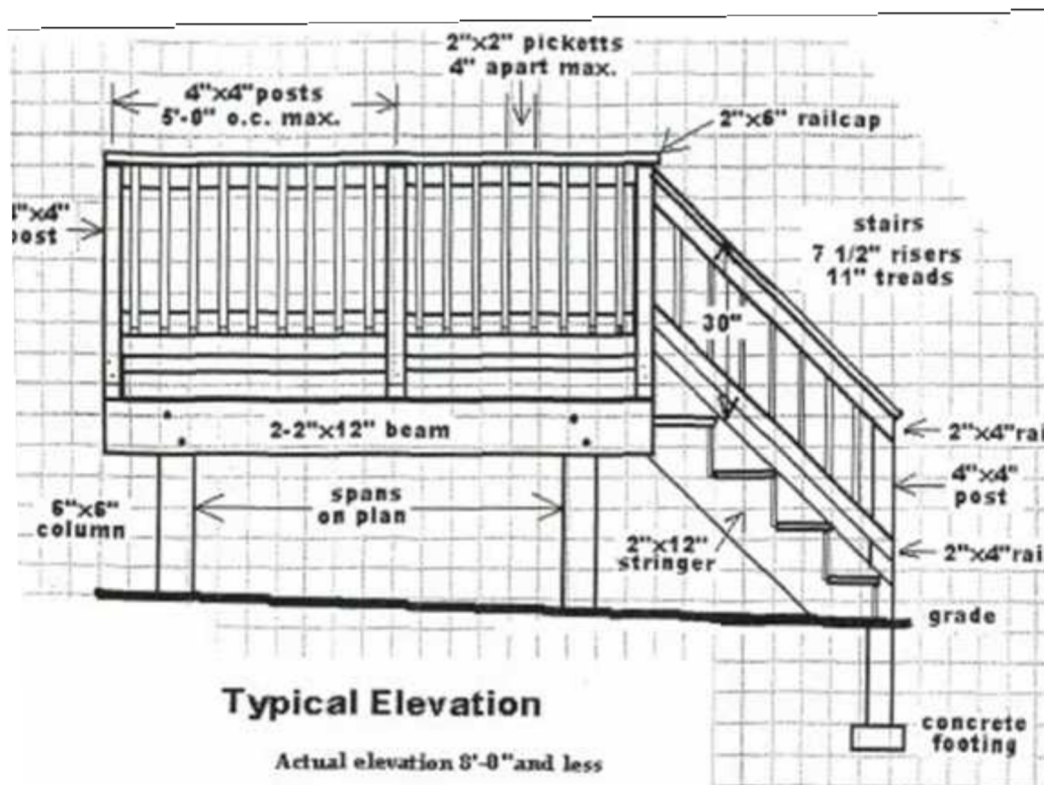


Figure 4: Deck Construction Details from Below

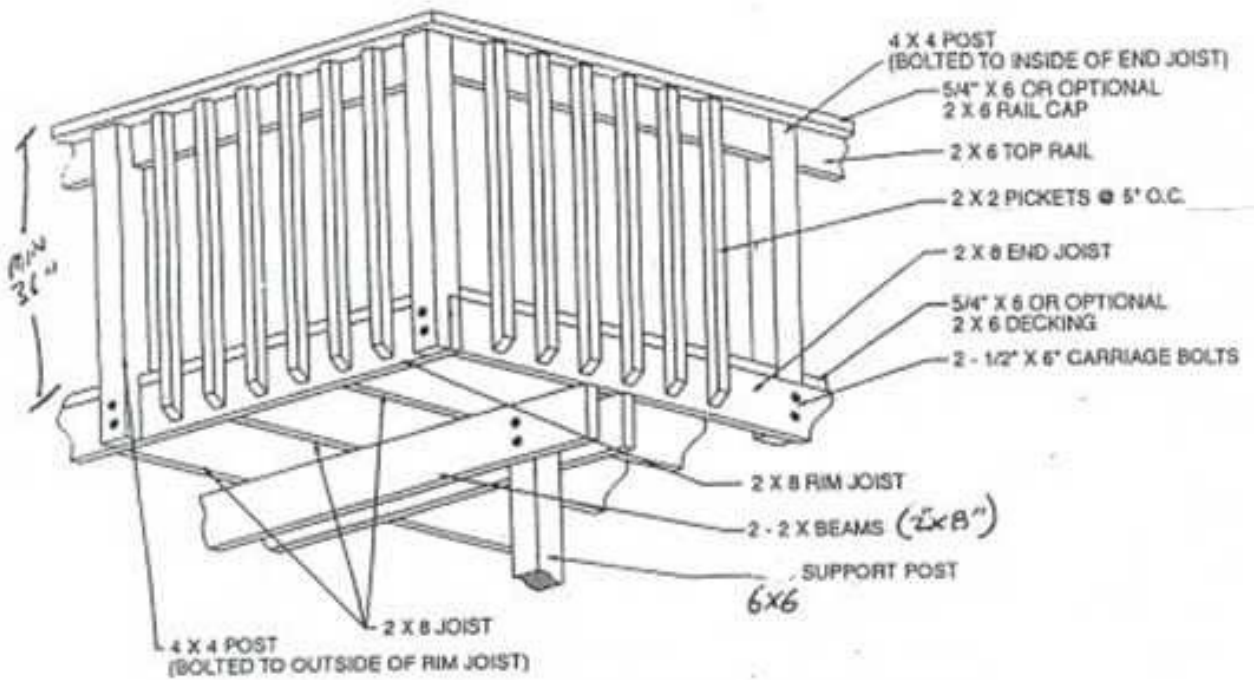
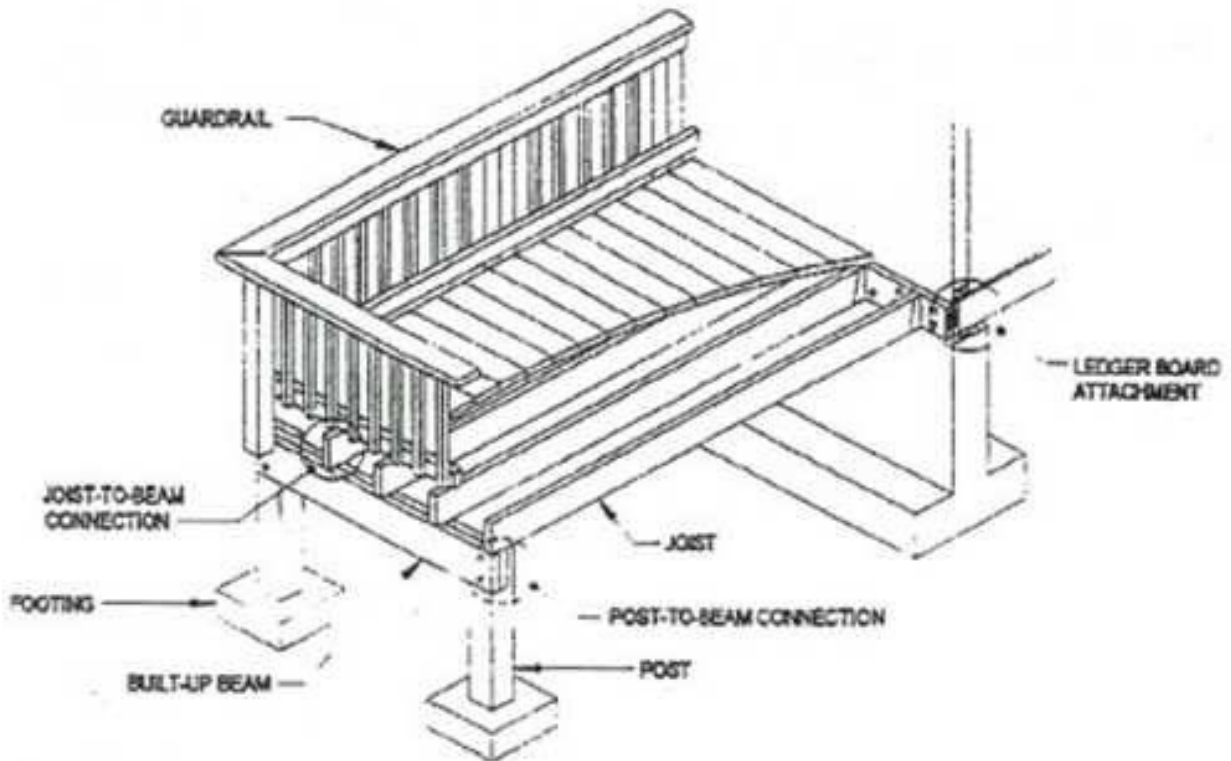


Figure 5: Deck Construction Details from Above



F. Decorative Objects (Exterior)

- **Arbors and Trellises:** These items must be constructed of high quality materials and designed and located so as they are compatible with the existing house in style, character, scale, materials and colors. An attached trellis should be integrated visually and structurally with the rear deck of the house. Freestanding arbors should complement the overall composition of the yard and surroundings. The size, height, materials and color should be harmonious with the size of the property and the architecture of the house, patio, fence, deck etc. For example, in the cases where redwood, cedar or pressure treated lumber is used, the material may be painted to match the home, left to weather naturally or may be sealed with an appropriate sealer.
- **Flagpoles:** Permanent freestanding flagpoles are permitted only in the front yards of single family homes. They must be of a height, color, and location appropriate for the size of the property and background. The height of the flag pole must not exceed 25 feet, and the flag size should be in proportion to the flagpole. Permanent freestanding flagpoles must be installed and maintained in a neat and orderly manner and maintained in a vertical position. Flags remaining raised at night must have lighting consistent with Federal regulations.
- **Ponds and Water Gardens:** Ponds and water gardens may be located only in the rear yard and within the following guidelines:
 - less than 50 square feet
 - 2 feet deep or less
 - Natural looking
 - Have a fence for the yard or a barrier fence no greater than 4 feet high and materials in compliance with the standards in the fencing section of this document.

G. Fences

All fences must be constructed with the highest standards of workmanship. Gates must be compatible with fencing in design, material, and height. Wire mesh screening may be used to increase security as part of an "open fence." The wire mesh will be attached on the inside of the fence and will not extend above the top rail. The only approved wire mesh is heavy gauge galvanized dark green vinyl coated hardware cloth.

Fences must be finished; however, it is understood that it is often the manufacturer recommendation that new wood fences not be stained for up to three years. Choices for fence finishes are as follows:

- Natural wood finish, treated with a clear wood preservative on decks constructed of wood.
- An approved semi-transparent wood stain, which allows the natural wood grain to show through.
- An opaque deck finish in a natural wood-tone color (e.g., Behr Deckover).

There are two styles of fencing allowed in Greenhill Crossing for homeowners, one for townhomes and one for single family homes.

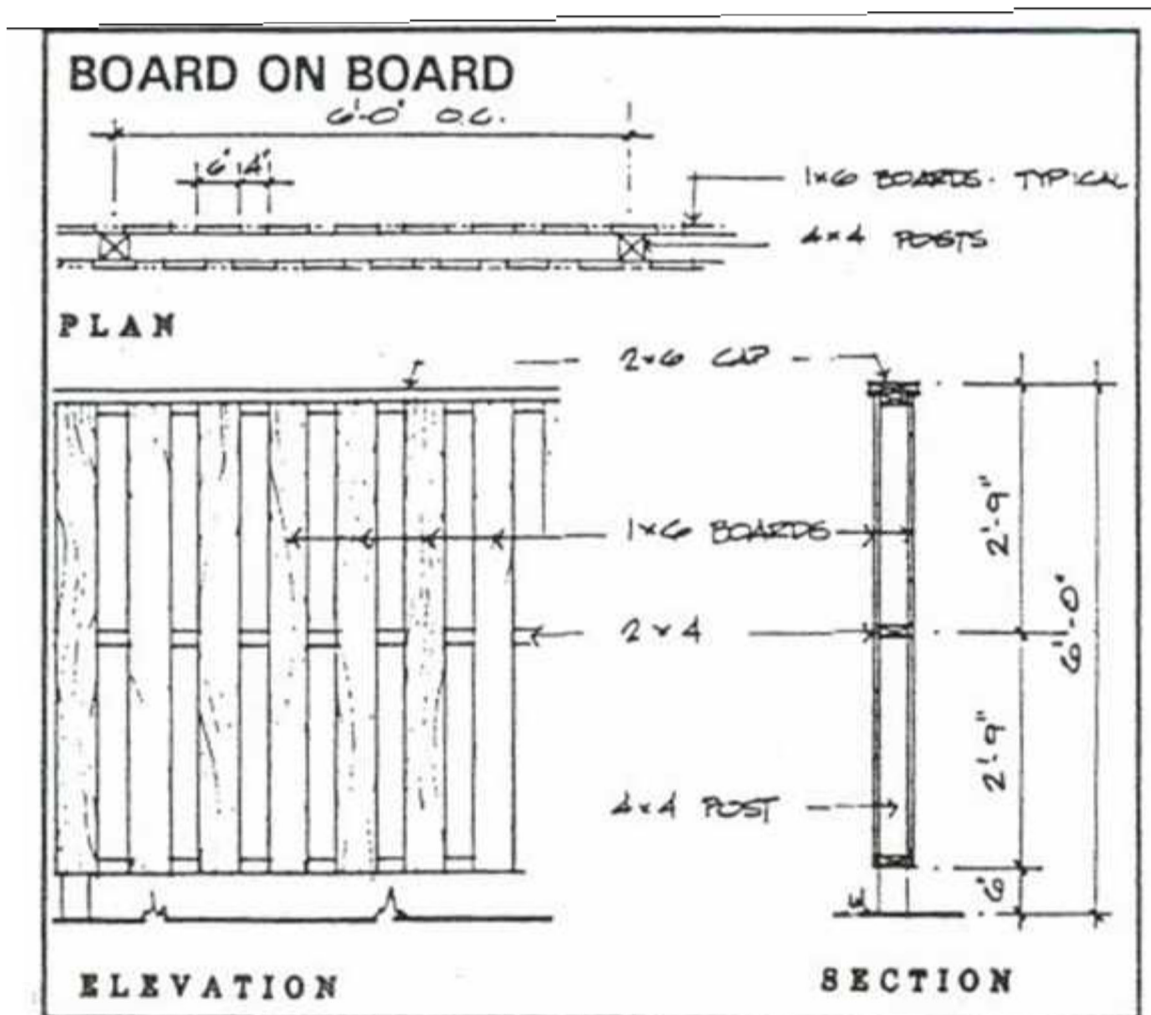
1. Townhome Fence Style

Refer to Figure 6 for a sample townhome fence, which must meet the following specifications:

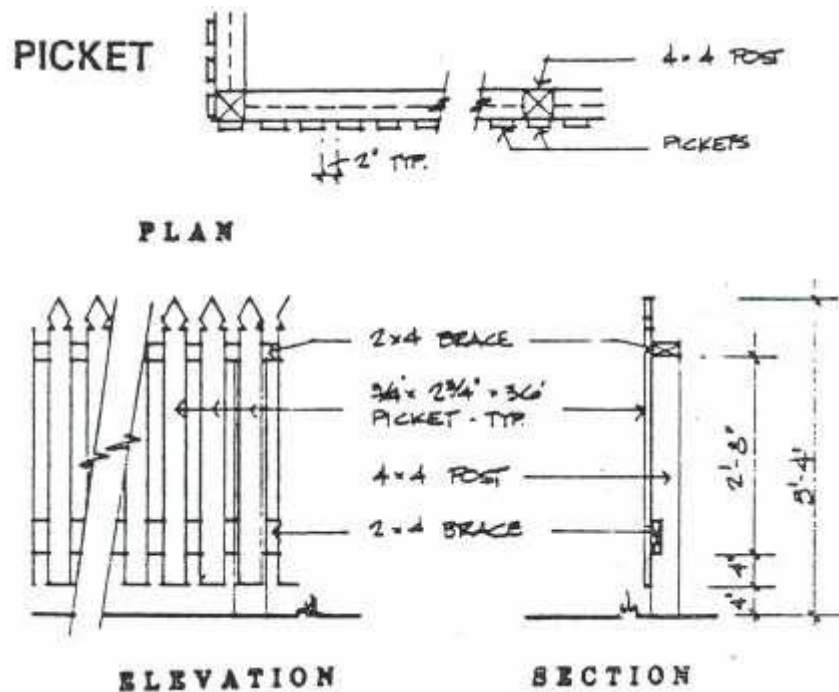
- a. The approved fencing style for all townhome sections is 72" high, alternating pressure-treated 1" x 6" or 1" x 4" board on board, to match the builder-installed privacy fence currently on each homeowner's property.

- b. the 4" x 4" pressure-treated fence post set in concrete is spaced no more than 96" on center
- c. 2" x 4" pressure-treated runners will be installed and toe nailed to the 4" x 4" pressure-treated fence post with silver anodized aluminum or black caps,
- d. Gates are required on all full-yard fences.
- e. Gates must be constructed of pressure treated 1" x 6" or 1" x 4" boards, to match the fence, on a pressure treated 2" x 4" frame.
- f. Gate hardware (i.e., hinges, handle) must be black to match the builder's fence style.
- g. All fasteners and hardware used must be galvanized or otherwise rust resistant.
- h. Side-yard fence extensions will extend to the rear property line. End unit side-yard fencing will extend perpendicular from the rear corner of the house to the side property line then proceed to the rear property line, optionally enclosing along the rear property line.
- i. Fencing will be contoured to grade, not stepped.

Figure 6: Townhome Board on Board Fence



Refer to Figure 7 for a sample single family home fence, which must meet the following specifications for all property lines:

Figure 7: Single Family Home Colonial Gothic Picket Style Fence

2. Single Family Fence Style

- a. The approved fencing style for all single-family home sections is a 48" high Colonial Gothic style picket fence. All fences are to be constructed of pressure-treated wood, composite, or maintenance-free white vinyl. Fencing sections shall not exceed 96" long. The fence of one resident cannot be connected by a single post to the fence of a bordering residence.
- b. All hardware and fasteners are to be galvanized or otherwise rust resistant.
- c. Fence posts are to be Colonial Gothic Style 4" x 4".
- d. Pickets are to be Colonial Gothic Style 1" x 4" and spaced 2" apart. Runners are to be 2" x 4".
- e. Gateposts shall be either 4" x 4" or 6" x 6". Gates are to be 48" wide by 48" high, Colonial Gothic Style. Gates to match will be allowed between the home and side yard and where the rear property line adjoins common areas. An optional double gate, up to 72" in total width, may be applied for.
- f. Fencing will be installed with finished side facing out.
- g. Side-yard fences will extend perpendicular from the rear corner of the home to the side property line, enclosed along the rear property line. Although the builder placed some fences off the rear of the garage, this is incorrect placement and would require re-alignment if done currently.
- h. Fencing will be contoured to grade, not stepped.

H. Greenhouses

The installation of greenhouse (attached or detached) must be approved by the ARC and must be located in the rear yard. The size and design must be architecturally compatible with the applicant's home and neighboring homes. The greenhouse shall be eight feet by ten feet or smaller; and the height shall be eight feet or less to the roof peak. The installation of landscaping may be necessary to minimize any adverse visual impact on neighboring homes. Greenhouses may not be used for commercial purposes.

I. Handrails

Handrails for exterior stairs may be constructed of wood, vinyl, galvanized metal, aluminum, or wrought iron. The design should be simple and clean (i.e., not ornate). The handrails must be between 34 and 38 inches from the ground and the balusters no more than 4 inches apart.

Handrails must be firmly attached at two or more points:

1. Highest vertical point closest to the house,
2. Base adjacent to the structure (e.g., porch or step) with a galvanized anchoring system, and
3. Base furthest from the house mounted into the step or walkway with a galvanized anchoring system or secured in the ground.

Maintenance of the handrail is required in accordance with material type. Wood should be stained (see Decks for guidance) and wrought iron painted to resist damage from rust.

J. Landscaping

An application is required for hedges or other features that, in effect, become structures, fences, or screens. An application is also required for railroad ties, garden timbers, rocks, or other materials that form a wall over 12 inches high or have a total length greater than 12 feet. The application must include a site plan with the location of items drawn in, information on landscaping plans, and any grading changes.

An application must be submitted for rock gardens, and collections of rocks, exceeding 25 square feet. All rocks shall be left their natural color.

K. Major Exterior Renovations

A major exterior renovation is adding square footage to the existing house such as building an addition to the current footprint of the structure (including foundation, walls, windows, doors and, roofing). Pitched roofs must match the slope of the roof on the applicant's house. Roofing shingles can be either three-tab or architectural in style for total replacement due to damage, age, or renovation; however, add-ons must be consistent in type of usage. The renovation must be permitted by the Town of Haymarket, where applicable, and Prince William County.

L. Paint Colors (Exterior)

All changes to the original color scheme of the exterior of the structure must be approved. Refer to the Declaration of Covenants, Conditions, and Restrictions Section 6.11.

Color changes apply the house siding as well as to the doors, shutters, trim, roofing, and other appurtenant structures. Change of exterior color shall relate to the colors of the houses in the immediate area. Refer to Table 4 for approved colors from McCormick and Duron; however, compatible colors from other brands may also be used.

Table 3: Approved Colors for Exterior Painting

Color Name	Paint Brand ID #s: M=McCormick D=Duron
Amber White	M #101 D #03922
Antique Linen	D #5241
Nordic White	M# ALCOA Siding
Farm House Red	M #217 D #03948
Old Colonial Red	M #225 D #03949
Foxhall Green	M #202 D #978
Georgetown Green	M #220 D #03979
Kentucky Green	M #482
Old Carriage Brown	D #964
Fawn Brown	M #117
Brush Gray	M# 113
Cobblestone Gray	M #215 D #826
Hearthstone Gray	M #216 D #03996
Quarry Gray	M# Ryan Homes Quarry
Fieldstone	D #DHC146
Cameo	D #4241
Desert Sand	D #CS521
Carolina Slate Blue	M #226 D C5B5
Domino Black	D #AC141N

M. Patio

A patio is an area on the ground covered by bricks, concrete, pavers, stones, or any similar material and is defined as being 50 square feet or greater. The drainage of water to adjoining home or common areas should not be negatively impacted.

N. Recreation and Play Equipment

The guidelines listed below are provided in an effort to reconcile the desire for play equipment with the goal of minimizing its visual impact. Careful thought should be given to location and kinds of equipment for installation.

1. Location and Size
 - a. Equipment (except basketball backboards and poles) must be placed in rear yards in locations that are the least visible from the street and other houses.
 - b. Basketball backboards and poles may be located adjacent to driveways, but they must be placed to minimize the visual impact on neighbors. Basketball backboards and poles are prohibited on common areas, sidewalks, or easements or adjacent to streets or parking areas where they could pose a public safety hazard or interfere with traffic flow on residential streets.
 - c. Unused recreational equipment must be stored.
2. Materials and Color
 - a. Play equipment constructed of natural wood is encouraged.
 - b. Natural wood frames shall be treated periodically with a clear wood preservative to prevent excessive graying of the wood.
 - c. All swing set frames, wood or metal, should be stained or painted.

- d. Equipment colors should be earth tones (e.g., brown or dark green); however, other colors may be considered depending on location and landscaping.
- e. Neutral colors are preferred on wearing surfaces and accessories (such as canopies).

O. Retaining Wall

An application is required for railroad ties, garden timbers, rocks, or other materials that form a wall over 12 feet high or have a total length of greater than 12 feet. A one- or two-level garden timber border surrounding pathways, decks, or garden areas does not require an application.

P. Screened Porches or Decks

Attached screened porches or decks will be reviewed as room additions or major exterior renovations. Architectural drawings are required for all screened porches.

Q. Storage Sheds

Any shed has an aesthetic impact on neighbors. Any inconsiderately placed or poorly designed shed without a proper buffer or screening can visually and functionally detract from an otherwise desirable residential area.

Sheds have been placed into three categories and are as follows:

1. Attached to the house.
2. Free standing.
3. Integral with deck.

Storage sheds must be constructed of natural wood or vinyl/resin-based siding materials, and all hardware and fasteners must be galvanized or otherwise rust resistant. Wood-constructed sheds can be made of natural wood. Woodsheds shall be painted to match the house trim and siding or stained with a semi-transparent stain. Resin and vinyl shed colors should be the same or similar to the house siding. Metal sheds are prohibited. The architectural design of the shed must be compatible with the design of the house. Landscaping should be planted around a freestanding shed as an attempt to buffer from view.

Sheds for single family homes should be 160 square feet or smaller. Sheds for townhomes should be 80 square feet or smaller.

Figure 8: Storage Sheds: Freestanding, Attached to Home, and Under Deck



R. Sidewalks and Pathways

New stone or brick pathways or concrete sidewalks should be set back at least four feet from the property lines on the sides of the residence even if one of the sides is a common area of the community. Sidewalks should be installed flush with the ground. Resurfacing or realigning existing walks does not require an application.

Sidewalks must comply with ADA Standards. The application must include a site plan with the location of items drawn in, information on landscaping plans, and any grading changes.

ADA Standards for Sidewalks are as follows:

- The minimum width for an ADA-compliant sidewalk is 36 inches (3 feet), though sidewalks can be constructed wider than this. Surface textures are important to ensure disabled individuals with mobility devices can safely and easily use the sidewalk. The texture of a sidewalk must be firm, stable and slip resistant. In addition, any grates inset into the sidewalk must comply; to ensure that mobility devices do not get stuck, any openings in the grate can be no larger than ½ inch across.
- Sidewalks also must meet slope requirements. A sidewalk must have a slope of less than 1:20; otherwise it will be considered a ramp, and will be subject to a different set of ADA standards.

S. Solar Collectors

Panels mounted to the rear side of roofs may be flush or elevated. If elevated, they will not extend above the roof peak so far that they are visible from the yards or facing houses across streets or pipe stems. No other mounting locations are acceptable.

T. Spas and Hot Tubs

Hot tubs and spas must have an enclosed area three times the diameter or less of the hot tub or spa. The enclosure should be a minimum of 4 feet and maximum of 6 feet lattice or board on board style (see fencing section) or landscape plantings. If lattice is used, it will be finished to match any existing deck or fence, or the finish shall be a clear or approved semi-transparent stain.

Spas and hot tubs may be located only in the rear of the house and may approach the property line no closer than 5 feet, including the required fence. Appropriate landscaping will be required to lessen the impact of the spa or hot tub. Hot tubs and spas must be covered when unused.

U. Storm, Screen, and Security Doors

Full view and 2/3 view doors are permitted. However, high-view doors of any style are prohibited. Storm, screen, and security doors must be straightforward, without such ornamentation as scrolls, bolt-on cross-members, imitation gate hinges, ornamental grille work, and scallops. However, grill work inside the double pane glass that simulates colonial style windows or cross-members that separate the top and bottom glass or screen as part of a self-storing screen/glass door system or decorative etching on the glass is acceptable. Storm door colors should be white or match the color of the entry door. All approvals will depend on the design of the particular door, and its relation to the design of the house. A picture of the style of door is required, (examples are shown in Figure 9).

Figure 9: Storm Door Samples

V. Sun Control Devices

Sun control devices include awnings, trellises, and free-standing canopies. They must be compatible with the architectural character of the house in terms of style, color, and materials. Awnings, trellises, and canopies are allowed only on the back of houses. Free-standing canopies should be secured to the deck for safety reasons. The location of any awning or trellis must not adversely affect views, light, or natural ventilation of adjacent properties.

W. Swimming Pools

Only in-ground pools are allowed. Refer to the Declaration of Covenants, Conditions, and Restrictions, Section 6.22. Swimming pools may be located only in the rear of the house and may approach the property line no closer than 5 feet, including the required fence. In the case of corner lots, a minimum of 20 feet from the property line adjacent to the side street is required.

Swimming pools should be no more than 8 feet at the deepest end. Size of overall pool structure including deck area should not exceed more than 50% of back yard.

Swimming pool areas must be enclosed in a board-on-board style fence 6 feet high and must meet all county and town requirements. The board-on-board style fence, which is required for the pool enclosure area only, supersedes other fencing guidelines as previously indicated for the neighborhood sections; having a previously installed board on board style fence does not preclude the Prince William County regulation requiring the board-on-board style fence. Appropriate landscaping will be required to lessen the impact of the fence and swimming pool.

X. Tree Removal

Trees that are dead or dying and those damaging the homeowner's and/or neighbor's properties do not require an application. However, pursuant to the Declaration of Covenants, Conditions and Restrictions, Section 6.15, healthy trees not causing damage require approval of the ARC for removal.

Residents are advised to consult with the county or town arborist for compliance with county and town ordinances on tree cutting. Trees that are cut down should be removed to the roots. All removed tree limbs/trunks should be cut into lengths no longer than 3 feet and bound in manageable bundles for trash removal. Stumps from trees must be removed no later than 90 days after cutting down the tree.

Minor Changes: Application Not Required

The following minor changes are permitted without an application.

A. Antennas/Satellite Dishes

Antennas/Satellite Dishes

To comply with the Federal Telecommunications Act of 1996 and amendments, approval for having an antenna or satellite dish is not required as long as the dish is 1 meter (39 inches) or less in diameter. It is required that the homeowner select the least visible and least obtrusive location while making sure not to impair the installation, maintenance, or use. Refer to the Declaration of Covenants, Conditions, and Restrictions, Section 6.19.

The association has no obligation whatsoever to maintain common areas or any other property in order to provide or maintain unobstructed line of sight for satellite signals. Homeowners are prohibited from cutting, pruning, or otherwise clearing trees, shrubs, or other vegetation from common areas or clearing their own property if doing so would violate any local or association guidelines.

- **Ground Mount:** The mounting pole shall be no more than 4 feet tall, and the dish shall be 1 meter (39 inches) or less and located in the rear yard. Where front- or side-yard locations are necessary, all equipment should be installed near other utility equipment or among shrubbery.
- **Roof Mount:** The roof mount shall be located on the rear of the roof, below the ridgepole or peak. If a front roof mount is necessary, all equipment must be installed to one side of the roof rather than the center.
- **Structure Mount:** The structure mount shall be mounted such that the equipment is adjacent to a chimney or other structures on the home. If mounted on a deck, the equipment should be installed to one side of the deck or adjacent to the house, if possible.

B. Attic Ventilators and Metal Flues

Attic ventilators and turbines are permitted. They must be painted to match the siding or trim color on the house if mounted on a gable end or if placed on a roof matching the roof color. Roof location shall be on the least visible side of the roof peak. Flues and vents along siding must be painted to match the siding.

C. Clotheslines (Temporary)

Clotheslines must be located in the rear yard where they are least visible from the street and adjacent properties and must be taken down when unused. Permanent clothesline poles or supports are prohibited. Refer to the Declaration of Covenants, Conditions, and Restrictions, Section 6.4.

D. Decorative Objects (Exterior)

Additionally, ARC approval will be required for all exterior decorative objects exceeding 36 inches high or wide whether natural or man-made. Exterior decorative objects must be maintained in keeping with community standards. A homeowner may be asked, at any time, to modify or remove any exterior miscellaneous decorative object that poses a safety hazard, becomes a nuisance, or does not comport with the overall aesthetics of the community.

Furthermore, please note the following specific items:

- **Bird Baths:** Only pedestal bird baths are permitted. Bird baths must be four feet or less in height. The bird bath must be a neutral tone and at least 6 feet away from any

neighbor's fence or property line.

- **Flagpoles:** An application is not required for installing temporary flagpoles less than 6 feet long and that are attached at an incline to the front wall or pillar of the house.
- **Holiday Decorations:** Temporary holiday decorations do not require an application. However, all holiday decorations may be put up within 45 days prior of the holiday and must be taken down within 30 days after the holiday. Mailboxes may be decorated under these same guidelines.
- **Sculptures:** Sculptures higher than 36 inches are prohibited.
- **Small Fountains (less than 3 feet high):** Fountains must not create a nuisance or unreasonable noise level for adjacent neighbors.

E. Dog Houses, Dog Runs, and Dog Entry Doors

Dog houses must be compatible in color and material with the applicant's house. They must be located where they will be visually unobtrusive. Dog houses must be constructed of natural wood or vinyl siding materials, and all hardware and fasteners must be galvanized or otherwise rust resistant. Wood-constructed houses can be made of natural wood. Dog houses should be painted to coordinate the house trim and siding or stained with a semi-transparent stain. Resin and vinyl dog houses should coordinate with the house siding.

Dog runs are small, fenced areas for dogs in the rear yard that require more security than that provided by property-line fences. Fencing the dog run must meet standards that would prevent the dog from exiting the dog run. Dog runs cannot be attached to the side of any property line fencing, it must be self-standing and at least 2 feet from the property lines, ensuring that the lawn is maintained. Chain-link fencing is prohibited. Green vinyl coated hardware fencing is recommended. All materials must be galvanized or rust resistant. The structure should be at a height that the dog cannot escape from the pen and must be 160 square feet or less.

Dog entry doors are permitted only into the fenced area where the animal is restricted. Dog door colors should match the color of the entry door.

F. Entry Doors

Front doors may be replaced with a new door with the same design but of an updated material. Rear or patio hinged doors may be replaced with doors of the same design or with sliding doors, with or without built-in blinds. Door frames/trim must be white or match the house trim.

G. Firewood

Firewood shall be kept neatly stacked in a location that minimizes visual impact. The maximum amount of stored firewood should be one cord or less. Firewood should not be permitted to remain in a state of excessive deterioration, which may result in insect infestation.

H. Gutters and Downspouts

Gutters and downspouts must match those in existence in color and design and must not adversely affect drainage on adjacent properties.

I. Insect Traps

No insect trap shall be installed or maintained in such a way as to cause discomfort or nuisance to adjacent properties. Electronic insect traps in the front, side, or rear yard must be placed so that light and

noise cause the least disruption to neighbors.

J. Landscaping and Vegetable Gardens

Landscaping and gardens shall not obstruct sight lines required for vehicular traffic, including those in stalls or driveways. Refer to the Declaration of Covenants, Conditions, and Restrictions Section 6.5. All landscaping and gardens must be neatly maintained, which includes removing all unused stakes, trellises, overgrowth, and dead growth.

Front yards of homes must maintain a minimum of 50% as vegetation areas, excluding driveway footprint.

Vegetable gardens must meet the following design criteria:

1. Must be located between the rear line of the house and the rear property line and sidelines of the house.
2. Size must be $\frac{1}{4}$ or less of the area described in criteria 1 (above).
3. Must not damage other property through the flow of water.
4. Must be properly maintained. Dead vegetation, stakes, trellises, and so on must be removed promptly at the end of the growing season.

K. Lighting (Exterior)

Exterior lighting added to the front of a home must match or complement existing lamp styles. Ground level lights bordering sidewalks, planting beds, or long driveways must be unobtrusive in nature.

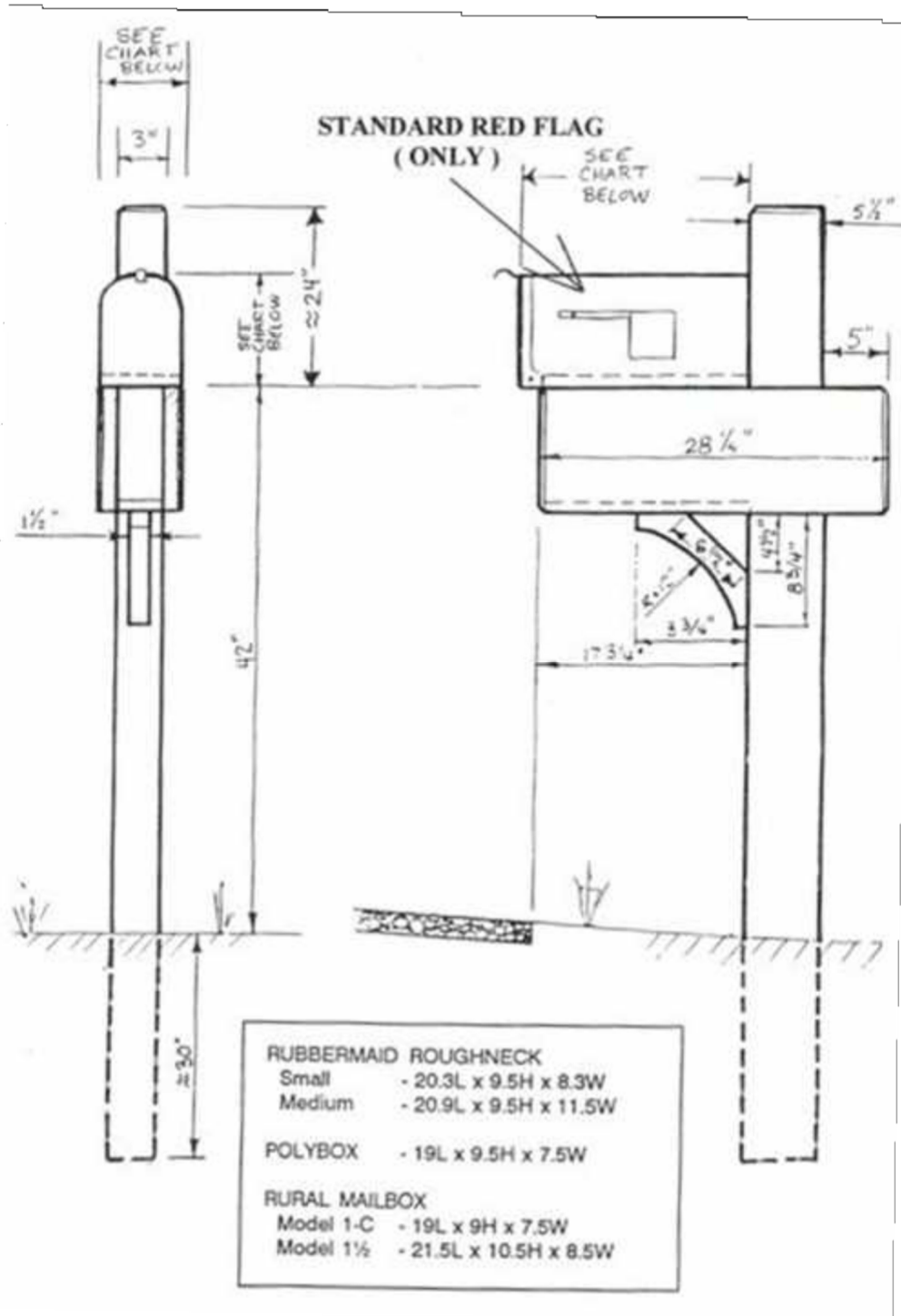
Exterior lighting in the front, side, or rear yard must be placed so that light causes the least disruption to neighbors. In particular, care must be taken in arranging the angle of a spotlight. Sodium or mercury vapor lights are prohibited. Refer to the Declaration of Covenants, Conditions, and Restrictions Section 6.5.

L. Mailboxes

Mailboxes must meet the following criteria:

1. All mailboxes, paper boxes, and posts must be constructed of wood painted white or white vinyl products.
2. All mailboxes, paper boxes, and posts must be a colonial style (as shown in Figure 10).
3. Paper boxes are not required.
4. Numbers may be mounted on the mailboxes or paper boxes in gold or black letters and numbers, no more than 6" in height. Numbers should be on both sides of the mailbox.
5. Vertical address plaques (no more than 19" x 4") may be mounted on the mailbox post, or horizontal address plaques (no more than 16" x 7") may be mounted on the paper boxes.
6. Top mounted guides for displaying house numbers or addresses (no more than 2" high) may be mounted on top of the mailbox.
7. Red flags must be the standard type (example in Figure 10).
8. No signs or decorative objects other than what is mentioned in the Decorative Objects Section.

Figure 10: Mail and Paper Box Example



M. Signs

Real Estate Signs: Signs for real estate (i.e., For Sale or For Rent) must meet county regulations with respect to size, content, and removal. Signs may be placed only in the front yard of the property for sale or rent and must be removed per Section 6.8 of the Declaration of Covenants, Conditions, and Restrictions removed within three days of sale or rental.

Security Signs: Signs for security systems should be 12" x 12" or smaller and placed close to the house.

Other Signs: Signs of a temporary nature (e.g., political, garage sale) must be less than 18" x 24" and removed within one week after the completion of the event.

N. Windows

Replacement windows should maintain similar appearance as the original windows matching grids, etc. Storm and screen frames must be white or the color of the house trim.

Prohibited Items and Actions

The following actions and/or changes are prohibited in Greenhill Crossing.

- Window air conditioners
- Beekeeping, whether as a recreational activity or commercial occupation
- Above ground swimming pools
- Stumps and driftwood
- Sculptures more than 36 inches
- Dumping of pesticides, herbicides, paints and stains, automotive fluids, petroleum products and other toxic or flammable materials in sewers or other common areas.
- Freestanding flagpoles are prohibited for townhomes. However, flagpoles mounted to the home are acceptable.
- Double fencing (i.e., building a fence along a line that is already fenced) is prohibited except when required because of pools, hot tubs, or spas.

Maintenance Requirements

Residents are responsible for maintaining the exterior of their dwellings and any other structures on their lots, such as decks, fences, sheds, and playground equipment. All repair or maintenance work should be completed in a timely fashion. While it is difficult to provide precise criteria for what conditions the Association deems unacceptable, the following cases represent some of the conditions that would be of concern:

- Excessive graying of natural wood decks or fences.
- Fences with broken or missing parts.
- Decks with missing or broken parts or parts in need of restaining or repainting.

Most residents would not allow any of the above conditions to exist because they seek to preserve and protect investment in their homes and to limit personal liability by keeping all improvements on their lots in good condition. The Association expects that residents will do all maintenance necessary to rectify any of the conditions cited in this section from occurring in Greenhill Crossing.

Residents are encouraged to follow regular home and lawn maintenance schedules. Homeowners are responsible for maintenance of all structures and landscaping on their property. This includes, but is not limited to, such items as mowing, painting, trash removal, structural maintenance, and overall appearance.

A. Decks and Fences

- Residents must remove excessive graying of natural wood decks or fences.
- Residents must repair fences with broken, bowed, or missing parts.
- Residents must repair decks or fences with missing or broken parts.
- Residents must promptly restain or repaint decks or fences as needed.

B. Erosion Control and Drainage Management

- Residents are responsible for ensuring that their lots are protected from erosion and that storm drain structures should remain clear.
- Residents are responsible for maintaining proper drainage through their property and for not blocking or hindering natural drainage from adjoining properties.

C. House Numbers

- All missing, damaged, or faded house numbers should be repainted or replaced.

D. House/Shed Siding and Trim

- Residents must repaint peeling or faded paint on exterior trim.
- Residents must paint or repair sheds with missing or broken parts.
- Residents must repaint house foundations when needed.
- Dented, loose, or missing siding, shutters, screens, or roofing materials must be repaired or replaced.
- When repairing, replacing, painting, and/or staining with like/updated materials and colors, ARC applications are unnecessary. Colors must match the approved colors listed in Paint Colors of Exterior Alterations.

E. Mailboxes

- Residents must repair, repaint, or replace missing, damaged, or dented mailboxes.
- Residents must repair or repaint missing, damaged, or faded house numbers affixed to each individual mailbox.

F. Landscaping, Trees, Shrubs, and Mowing

- Residents must maintain yards and landscaping that require mowing, trimming, edging, weeding, or repairs. Turf grass areas need to be mowed at regular intervals, maintaining a minimum height of 2 inches and a maximum height of 6 inches. Residents are expected to repair and maintain (e.g., cut, edge, fertilize, and control weeds) all turf grass and landscaped areas on their lots.
- Front yard landscaping and gardens shall not obstruct sight lines required for vehicular traffic. Front yards of single-family homes must maintain a minimum of 50% as turf areas, excluding driveway footprint.
- All landscaping and gardens must be neatly maintained, which includes removing all unused stakes, trellises, overgrowth, and dead growth. Mulched areas, planted beds, and blocks or timbers used in landscaping must be kept in a neat, weeded, and an orderly manner.
- Dumping composting material, debris or lawn clippings on common areas or open space is prohibited.
- Special care should be taken to avoid over-fertilizing lawns and gardens to decrease the chance of harmful runoff. Emphasis should be placed on the use of organic and/or biodegradable materials to ensure the least harm to the natural environment. Care in application is extremely important.
- Residents are responsible for maintaining trees and shrubs so that they do not encroach upon walkways and must provide at least 8 feet of clearance above sidewalks. Trees and shrubs may cover no more than 25% of each house window.

G. Recreation Equipment

- Residents must maintain playground equipment that is broken or in need of repainting, restaining, resealing, or repair.

H. Roofs, Chimneys, Gutters, and Downspouts

- Residents must replace missing shingles.
- Residents must replace gutters and downspouts that are missing pieces, dented, or rusted.
- Residents must ensure chimneys are structurally sound and have intact chimney caps.
- Replacement of the roof should be of like materials and colors and is compatible with neighborhood roofs.
- Gutters and downspouts must match those in existence in color and design and must not adversely affect drainage on adjacent properties.

I. Trash and Litter Removal

- Trash and recycling containers are required and must be kept from public view except for trash pickup purposes. Containers should be placed for pickup after 6:00 p.m. of the day before trash collection and removed the day of trash collection.

- Bulk items such as furniture must be coordinated for pickup with the waste disposal company.
- Residents are responsible for ensuring that their yards are free of trash and litter at all times.
- Greenhill Crossing residents are authorized to construct a trash and recycling container enclosure, as detailed on the instructions below, for the proper storage of trash cans should they want to do so. These enclosures are necessary to appropriately screen these trash cans from the view of all adjacent property and the public and private rights of way as stated above. Any such enclosure constructed under this policy does not require a homeowner or resident to file an application to seek the Architectural Committee approval under the following conditions:
 - o The enclosure is constructed using the same materials, design, and finish as the existing fence, if there is one. See Section G, Fences, herein, to see the proper fence structures currently allowed. No wire type screen/fencing enclosures are allowed.
 - o The enclosure will be placed at the side of the front corner near the garage, if there is one, of the house structure for single family homes and at the front corner side for end-unit townhomes. Interior townhome enclosures shall be at a logical and convenient location at the rear of the townhome, and inside the fence boundary, if there is one.
 - o Any enclosure not meeting these provisions will be removed at the owner's expense upon written notification.

J. Vehicles

Residents are required to follow the guidance below related to parking and storage of vehicles.

- The Gainesville side of Greenhill Crossing including public streets² is under the Prince William County Ordinance 13-320.1: The Restriction of Trailers, Watercraft, Boat Trailers, Motor Homes, and Camping Trailers. Parking trailers, watercraft, boat trailers, motor homes, and camping trailers along secondary roads is prohibited. Notwithstanding any restriction, a trailer connected to a motor vehicle designed for pulling such trailer, and not yet otherwise prohibited from parking by Section 13-327 of the county code, may park within a restricted area for up to 48 hours.
- Vehicles, including motorcycles, are prohibited from parking in yards, or on sidewalks, easements, or common areas. Motor vehicles, including motorcycles, may be parked only on designated paved parking areas.
- Recreational Vehicles³
 - o Recreational vehicles are prohibited from parking or storage in open view on residential property, private streets, or on open space. However, parking is permitted for up to 48 hours to facilitate owner maintenance, packing, etc.

² The streets included are Greenhill Crossing Drive, Gap Way, Red House Road, Susquehanna Road, and Gillis Way.

³ For the purpose of enforcement of this policy, “recreational vehicle” is defined as follows:

- Any boat or boat trailer.
- Any motor home or other self-contained camper.
- Any camper slip-ons not mounted on the vehicle.
- Any mobile home, trailer, or fifth-wheel trailer.
- Any pop-up camp/tent trailer or other similar recreation-oriented portable or transportable facility or conveyance.
- Any other vehicle not defined above that could not normally or regularly be used for daily transportation, including dune buggies, non-operative automobile collections, and other automotive equipment not licensed for use on the highways of Virginia.

a. Commercial Vehicles⁴

- i. Commercial use passenger vehicles⁵ may be parked or stored on residential property and private streets.
- ii. All other commercial vehicles are prohibited from parking or storage in open view on residential property, private streets, or on open space.
- iii. Regardless of classification or capacity, exposed tools or equipment on a vehicle including, but not limited to, ladders, toolboxes, traffic cones, pipes, and construction materials are prohibited from parking or storage in open view on residential property, private streets, or on open space.

Any vehicles not listed in the above definitions require an application for approval to be submitted to the ARC and will be assessed on a case-by-case basis.

⁴ For the purpose of enforcement of this policy “commercial vehicle” is defined as follows:

- Tractor truck or tractor truck/semitrailer or tractor truck/trailer combination.
- Dump truck
- Concrete mixer truck
- A vehicle with a registered gross weight of 12,000 pounds or more
- Heavy construction equipment

⁵ A standard passenger vehicle that carries no more than 10 people including the driver, that displays logos and/or advertising which is primarily, jointly or occasionally used for commercial purpose.

ATTACHMENTS

ARC Candidate Application Attachment A

I would like to be considered as a candidate for the Greenhill Crossing Architectural Review Committee.

Name: _____

Address: _____

Email: _____

Home Phone: _____

Cell Phone: _____

Occupation: _____

Previous Experience (if any): _

I offer the following statement about my interest and qualifications in serving on the Greenhill Crossing ARC:

Statement of Candidate: _____

Signature: _____

Date: _____

Architectural Improvement Application Attachment B

Name: _____

Address: _____

Section: _____ Lot (if known): _____

Email: _____

Phone:

Home: _____

Cell: _____

Application for: _____

Estimated Completion Date: _____

Refer to the Revised Architectural Guidelines and Standards (2018), Table 1. ARC Application Required for the information that is to be supplied to the ARC.

Signatures of three (3) adjoining and immediate homeowners (see figure 1) are required. If the residence is to a non-Greenhill Crossing Community resident, it may be appropriate to have that resident’s signature and counts as one of the three signatures. *Signatures indicate awareness, not approval or disapproval of the proposed change.* Homeowners who are concerned with the changes or have significant questions about the changes should attend the ARC meeting when the application is being reviewed.

Name: _____ Section: _____ Lot: _____

Address: _____

Name: _____ Section: _____ Lot: _____

Address: _____

Name: _____ Section: _____ Lot: _____

Address: _____

I have read and agree with the stipulations listed on page 2 of this form.

Owner’s Signature: _____

Date: _____

ARC/Management Company Section

(only ARC or management company should complete this section)

Final Inspection Date: _____

ARC Action:

Approved

Disapproved and Reason(s): _____

Comments or Stipulations: _____

ARC Signatures

Date: _____

ARC Chairperson

Date: _____

Date: _____

Date: _____

Please submit your application to the Management Company via email at

greenhillcrossingarc@sequoiamgmt.info

or postal mail:

Sequoia Management
Attention: Kylee Pineda/Clara Espinal
13998 Parkeast Circle
Chantilly, VA 20151-2283

If you disagree with the decision, an appeals procedure is provided by the Greenhill Crossing Community Association Board of Directors. A written request for an appeal must be made within 10 days of the ARC's decision.

1. I understand that compliance with Greenhill Crossing Design Guidelines and approval by the Architectural Review Committee (ARC) does not necessarily constitute compliance with the provisions or building and zoning codes of Prince William County and/or the Town of Haymarket. (The building ordinance of the Prince William County Building Department requires that you file plans with the Building Inspector at his office in the Prince William Building located at One County Complex Court, Davis Ford Road (703-792-6924) for construction requiring a building permit. Building permits for the Town of Haymarket can be obtained at Town Hall 15025 Washing Street (703-754-4816). Further, nothing herein contained shall be construed as a waiver or modification of any county restriction.
2. I understand and agree that no construction or exterior alteration shall commence until I have received written approval of the ARC. If alterations are made, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part, and that I may be required to pay all legal expenses incurred.
3. I understand that members of the ARC are permitted to enter upon my property at any reasonable time for the purpose of inspecting the proposed project, the project in progress, and the completed project, and that such entry does not constitute a trespass.
4. I understand that any approval is contingent upon construction or alterations being completed in a workman-like manner.
5. ARC decision is required on all applications within 45 working days of receipt by ARC of a complete application.
6. I understand that the alteration authority granted by this application will be revoked automatically if the alteration requested has not commenced within 180 days of the approval date of this application and has not been completed by the date specified by the ARC.
7. The ARC meets the fourth Monday of every month. All applications must be submitted to Sequoia Management no later than the third Monday prior to the meeting so Sequoia has sufficient time to review the application for its completeness. If an application is returned for additional information and the information is not provided by the Monday prior to the meeting, the application will not be included in the package for consideration.

Please email your application to Sequoia Management at greenhillcrossingarc@sequoiamgmt.info or mail to:

Sequoia Management
Attention: Kylee Pineda/Clara Espinal
13998 Parkeast Circle
Chantilly, VA 20151-2283

Phone: 703-803-9641

Fax: 703-968-0936

Demand to Cease and Correct Attachment C

Date: _____

Name: _____

Address: _____

You are hereby notified that a complaint has been made against you (or your tenants) for the alleged violation of the following covenant (or rule or regulation) of the Greenhill Crossing Homeowner's Association.

Violation(s): _____

Perhaps you were not aware of the covenants running with the land and/or the Association's rules, or perhaps you do not believe you are in violation. However, the covenants and rules are enforced for the benefit of all residents and to maintain property values throughout the community. You are requested to immediately cease and correct all of the above violations within 10 days from the date of this letter. If you need more time to make repairs, you must request additional time and notify the Sequoia Management in via email to greenhillcrossingarc@sequoiamgmt.com as to when the repairs will be done.

If you wish to contest the alleged violation and avoid imposition of charges or suspension of use rights or services, you must request a hearing before the Greenhill Crossing Board of Directors in writing within 10 days from the date of this letter. If you request a hearing, complete the bottom portion of this letter and return a copy to the Board of Directors. The Board of Directors or its agent will send you a notice by certified mail, return receipt requested, stating the hearing time and place. Alternatively, if you elect to cease and correct the violation within ten (10) days, please send a copy of this letter to the Board of Directors noting that the violation has been stopped or corrected. If you fail to respond to this letter and the violation persists, you will be deemed to have waived your hearing right and you may be assessed rules violation charges of up to \$10.00 per day for a continuing violation for a period of up to 90 days or up to \$50.00 for each single violation without further notice. The Board may also take other legal action against you.

Sincerely,

The Board of Directors

cc: Lot owner file

Return to:

Name: _____

Address: _____

- I hereby request a hearing before the Board to contest the violation.
- I have ceased and/or corrected the violation and will refrain from further violations.
- Request additional time as to when the repairs will be done _____

Attachment C-1

Notice of Rules Violation Hearing Attachment D

CERTIFIED MAIL, RETURN RECEIPT REQUESTED

Dear Name:

You are hereby notified that a hearing will be held before the Greenhill Crossing Community Association Board of Directors at Hearing Location on the Date at Time, pursuant to Section 55-513 B. of the Virginia Property Owners' Association Act and the Association's due process procedures, for your (or your tenant's) alleged violation of the following covenant or rule of the Association:

You may be present at the hearing and may (but need not be) represented by counsel (at your expense). The hearing will be your opportunity to be heard by the Board of Directors on the alleged covenant or rule violation noted above. You may request the attendance of witnesses. If you fail to appear at the hearing, you will be deemed to have waived your hearing right and you may be assessed rules violation charges of up to \$10.00 per day for a continuing violation for a period of up to 90 days or up to \$50.00 for each single violation. Your rights of use of Association facilities or to services could also be suspended.

Please be advised that if the Board determines that you are in violation of the Declaration or the Association's rules and regulations, charges of up to \$50.00 for a one-time violation or up to \$10.00 per day for a period of up to 90 days for a continuing violation may be assessed against you and your lot. In addition to this hearing, the Board may elect such other remedies as are authorized by the Virginia Property Owners' Association Act, the Association's Declaration, Bylaws and rules, and by law.

If you have any questions or wish to communicate with the Board regarding this matter, please call Sequoia Management at 703-803-9641 or email to board@greenhillcrossing.com.

Sincerely,

The Board of Directors
cc: Lot owner file

**Record of Hearing
Attachment E
RESOLUTION ON DUE PROCESS PROCEDURES**

Hearing Date: _____
Hearing Time: _____
Lot Owner(s): _____
Lot #: _____
Address: _____

Alleged Violation: _____

Provisions of Governing Documents Violated: _____

Persons in Attendance: _____

Decision of Board: _____

Date fines begin: _____

Charges Imposed: _____

Other Sanctions Imposed: _____

Comments: _____

Notice of Hearing Result
Attachment F
RESOLUTION ON DUE PROCESS PROCEDURES

CERTIFIED MAIL, RETURN RECEIPT REQUESTED OR HAND-DELIVERY

Dear Name:

Date: Date

Pursuant to the Notice of Hearing, dated Document Date, a hearing was held before the Greenhill Crossing Community Association Board of Directors at Hearing Address on Date at Time, in accordance with Section 55-513 B. of the Virginia Property Owners' Association Act and the Association's due process procedures.

The Board of Directors decided as follows:

- A one-time covenant/rule violation charge of \$50 is imposed for the violation.
- An ongoing rule violation charge of \$10 per day for a period not to exceed 90 days is imposed. Your correction of the violating condition and your notification thereof to the Board of Directors will operate to stop the daily charge. The daily charge commenced on Date.
- The Board imposed the following suspension(s) of use rights:
- The Board found that a covenant or rule violation occurred but that no further action was warranted.

Please be advised that if an ongoing rule violation charge has been assessed against your lot, or if your right to use a facility of the Association (including common area parking spaces) has been suspended, that it is the homeowner's responsibility to correct the condition and notify a Board member of that action. The Association will then promptly inspect your lot to confirm that it is in compliance with the Declaration and/or Association rules and regulations. Upon that confirmation, the daily charge or suspension will terminate.

If you have any questions or wish to communicate with the Board regarding this matter, please call Phone #.

Sincerely,

cc: Lot Owner File
 Rules Violation File

Attachment F-1