

DALE CITY T-17 HOMEOWNER'S ASSOCIATION
TOWNS AT GLENDALE BROOK
ARCHITECTURAL CONTROL REGULATIONS

GENERAL – In accordance with Article VIII, Section 1, of the Dale City T-17 Homeowner's Association Bylaws, the Board of Directors hereby establish the following architectural control regulations. The following regulations specifically address individual subparagraphs of the Declaration of Covenants, Conditions and Restrictions (CCRs) and Bylaws, and provide further explanation. The regulations, published as an addendum to the Bylaws are effective _____.

SCOPE – All townhouse exterior modifications, alterations, additions, and premises are subject to these regulations.

COMMITTEE RESPONSIBILITIES

The Board of Directors delegate, but does not limit the responsibility for enforcing the architectural control regulations to the Architectural Control Committee (ACC).

The Board of Directors may designate the duties of the ACC to the management agent.

- (a) To review all requests for exterior alterations, additions, and modifications prior to initiation in an effort to protect the investments of all residents. In this way, no one will be subjected to a carelessly designated addition that could adversely affect the intrinsic architecture or resale value of a home. The ACC will concentrate on keeping all requests within the original architectural style established by the builder, including choice of colors. Effects on natural drainage and erosion will be considered where appropriate. All alterations, modifications, and additions must meet pertinent County codes. All permits, variances, etc. must be secured prior to beginning work. It should be recognized that County officials granting building codes are only responsible for ascertaining that alterations, additions, and modifications are structurally sound;
- (b) To conduct annual surveys for the condition and maintenance of each townhouse within Glendale Brook. One copy will be mailed by regular U.S. postal mail to the homeowner and one copy kept in the lot file. Follow-up surveys and actions taken will be directed by the ACC chairperson, Board of Directors or management agent;
- (c) To act promptly on any requests pending before the ACC. Requests will be reviewed within thirty (30) days from the date of receipt, provided qualifications have been met;
- (d) To keep records and report to the Board of Directors as required.

HOMEOWNER'S RESPONSIBILITIES

- (a) To ensure homeowners comply with these regulations at all times;
- (b) To notify the Board of Directors or the ACC of any violation of these regulations;
- (c) To submit all requests for alterations, additions, and modifications in writing to the ACC. When submitting a request, the use of the Survey Plan (a drawing showing your unit and lot dimensions reviewed at settlement), sketches of the finished product, a written explanation including project measurements (HxWxD), and type of material to be used in construction must be included. Finished colors must be in harmony with natural tones of house. A paint chip should be submitted. All requests will be considered individually. Should you have any questions, please direct them to the management agent; and
- (d) To complete approval requests for exterior alterations, additions, and modifications within three (3) months of the approval date. Additional time to complete an approved project will be considered by the ACC upon receipt of written request.

PROCEDURES – The ACC regulations will be enforced in the following manner:

- (a) Residents should notify an ACC representative, member of the Board of Directors, or management staff of violations;
- (b) A written notice will be given to the owner explaining what covenant(s) is/are in violation and what corrective action is necessary to comply;
- (c) If the owner fails to comply, a certified letter will be sent to the owner citing which regulation is in violation and allow appropriate amount of time to comply with the governing documents or forfeit their rights; and
- (d) After the required time period, the Board may hold a hearing and impose monetary rules violation charges against the property.

REGULATIONS:

- (a) Animals – Doghouses submitted for approval will only be considered providing they meet architectural guidelines as defined in Article IX of the CCRs.
 - (i) Pet owners are responsible for cleaning up after their pet if it defecates on common property or in resident yards,

- (ii) Residents shall not leave food outside of their home for wild animals.
 - (iii) Pet owners are responsible for proper licensing of their pets in accordance with Prince William County Animal Control; and
 - (iv) Pet owners are responsible for maintaining control of their pet(s) at all times. Specifically, pet owners are required to leash their animal while on common property. No animal is permitted on any playground, grade school bus stop, or any unconsenting homeowner's lawn. Stray animals will be reported to Prince William County Animal Control;
- (b) Grounds – Grounds and premises are to be kept neat, clean, and unobtrusive. Should complaints arise over unkempt areas, the Board of Directors reserves the right to enforce Article X of the CCRs;
- (i) Homeowners not mowing their lawn such that it exceeds six (6) inches in height shall be notified by the management agent. One warning will be issued. Any violation after the first warning may incur a fifty-dollar (\$50.00) fine to be levied against the lot for each occurrence thereafter.
- (c) Antennas - No TV antennas shall be permitted on any roof that is visible from the street; lot owners are encouraged to place TV antennas inside their attics. No CB radio or other antennas other than TV antennas are permitted. TV antennas more than 12 feet above the roofline require County permits.
- (d) Satellites - Satellite dishes over one meter (39.37 inches) in diameter are not permitted. No satellite dish or antenna of any size or any wires attached thereto may be placed or installed on the Common Area. All satellite dishes and antennas must be located fully within the Lot lines. Homeowners shall complete the architectural short form notifying the ARC of the proposed satellite dish. If a reply is not received within 30 days from the date the form was received by the management office, the satellite dish is deemed approved. Satellite dishes shall be placed in the least obtrusive, least visible place from the street that permits good reception. Preferred locations and placements in order of preference are: in the backyard below the fence line, in any, in the back of the house on the roof below the roof line, on the rear roof above the roof line or at ground level and screened by low cost shrubs or plants. All satellite dish installations must comply with P. above regarding exterior wires. All dishes and antennas must be mounted securely and in accordance with all applicable safety regulations so as not to present a safety hazard, including proper electrical grounding.

- (e) Paint and Stain –
 - (i) All exterior color changes must be submitted for approval;
 - (ii) Exterior color changes will be approved only if the color changes conform with the character of the community and are in harmony with the colors used by the builder;
 - (iii) Only those areas that are stained may be restained; and
 - (iv) Only those areas that are painted may be repainted.
- (f) Fence guidelines –
 - (i) All fences must be approved in writing in advance of construction.
 - (ii) It is the responsibility of the homeowner to ensure that the fence line is within his/her legal property.
 - (iii) Finished products are subject to final approval by on-site inspection by an ACC member, Board member or management agent;
 - (iv) All wood shall be pressure treated or decay resistant;
 - (v) Plastic material that looks like wood may be approved, but prior written approval is necessary, showing the material to be used;
 - (vi) Chain link and wire mesh fencing is prohibited; and
 - (vii) No fences are permitted in front yard;
- (g) Backyard fences –
 - (i) Style – Uniform construction similar to original fences or plastic material appearing to be wood, six (6) foot privacy fence, one inch by six inch (1" x 6") alternating boards in natural state only.
 - (ii) Construction – Minimum four inch by four inch (4" x 4"), maximum six inch by six inch (6" x 6") pressure treated, decay resistant posts, or plastic material appearing to be wood, minimum spacing six (6) feet, maximum spacing eight (8) feet. Posts will be set in concrete and be minimum of twenty-four (24) inches in depth maximum height six (6) feet. Fences will follow contour of land in stair steps and tallest vertical point will be approximately

six (6) feet. Side extensions on end units may not extend beyond front wall. Gates will conform to original construction.

- (iii) Fence will not have more than one (1) gate;
 - (iv) Gates shall be braced in the interior side with top, bottom and lateral supports and of solid two inch by four-inch (2" x 4") construction with hinges of sufficient strength for support.
- (h) Awning and arbors –
- (i) Front awnings will not be permitted;
 - (ii) Rear awnings (patio cover) may be acceptable, but is subject to final ACC approval using the following guidelines: A minimum supporting strength of ninety (90) PSI. Posts should be a minimum of four inch by four inch (4" x 4") pressure treated or decay resistant, spaced a maximum of eight (8) feet on center and a minimum of twenty-four (24) inches set in concrete;
 - (iii) Wooden arbors are acceptable, but will be maintained in a high state of repair. At no time will the arbor be left to deteriorate to an unsightly appearance;
- (i) Miscellaneous guidelines -
- (i) Storage sheds – Small storage buildings will be considered. Locations, site, type, and color will be considered by the ACC prior to approving the construction of a shed. All structures must be located in the rear yard to minimize visibility from the street or neighbors view. Sheds placed in rear yards shall not exceed the maximum height of eight (8) feet, and a maximum length of eight (8) feet, and a maximum depth of five (5) feet. Metal sheds are not permitted. All sheds must be approved by the ACC prior to construction;
 - (ii) Plants – Trees, shrubs, and hedges which restrict sight lines for vehicular traffic shall be cut back or removed. Minor landscaping work and plantings do not require approval of the ACC; however, major landscaping and planting (i.e., modifications that would affect land contours or drainage, or planting hedges along property borders) will require committee approval. Hedges will not be permitted to grow above a height of thirty-six (36) inches. Lawn edging to be installed above ground does not require prior approval of the committee. However, use of high quality pressure treated lumber, brick, stone is highly encouraged. Temporary barriers

erected for seeding or planting purposes do not require prior approval provided it will not be in place for more than two (2) months;

- (iii) Attic fans – Attic fans will be located in the rear of the roof peak, and if possible, not be visible at ground level from the front of the house. Installation of attic fans not in accordance with the guidelines require prior ACC approval;
 - (iv) Front porch and stoops – Paint front stoops are not permitted. Front stoops and rear stoops not concealed by a fence must be maintained and in good repair. Front porches and stoops will not be used for storage (i.e., trash can, bikes, etc.)
 - (v) Patios – Construction of rear patios will not require approval of the ACC. Construction of patios in front yards must be submitted to the ACC for approval prior to construction.
 - (vi) Decks – Decks require approval of the ACC prior to construction;
 - (vii) Exterior energy saving devices – Requests for installation of energy-saving devices will be considered on a individual basis;
 - (viii) Screen doors – No wooden screen doors are permitted;
- (j) Nuisances -
- (i) Firewood stacks – Firewood must be neatly stacked inconspicuously as possible in rear yards with individual stacks not to exceed six (6) feet in height;
 - (ii) Trash containers and collection – Trash containers are permitted in backyards, even if visible from neighboring property, so long as the area and containers are kept neat and clean. Should complaints arise over such an area, the ACC will request relocation of the containers or the cleaning up of the area. Trash shall not be placed out for pick up earlier than noon on the day preceding trash pick up day. A rules violation charge may be imposed, up to Fifty Dollars (\$50.00) per occurrence. Empty containers must be removed on the same day as trash pick up and stored in rear yards;
 - (iii) Clothes drying facilities –The ACC will consider requests for erection of facilities for drying clothes, providing the facilities are shielded from view from neighbors and streets as much as possible;

- (iv) Signs – No sign of any nature will be permanently placed on any property without prior approval of the ACC. Signs so placed will be subject to removal without notice if not in conformance with Article XI of the CCRs. Realtor signs must also conform.

REQUESTS/APPROVALS – HOMEOWNER’S ACTION

Any desired alteration, addition, modification that is covered by the covenant, the architectural standards herein, or any external modification that can be viewed by the community will require the homeowner to submit a request in writing to the ACC. The request must contain such documentation of approval of adjoining unit owner(s) when required. Further, it is desired that painting requests be accompanied by proper color chips or samples.

REQUESTS/APPROVALS – COMMITTEE ACTIONS

Homeowner requests will be reviewed and, unless on-site inspection is required, the homeowner will be notified in writing of the approval/disapproval within thirty (30) days from the date the application is received. It is the homeowner responsibility to ensure that the application is received by the management agent.

REVIEW AND APPEAL

All actions taken by the ACC and management agent are subject to review by the Board of Directors. Appeals of decisions shall be made in writing to the Board of Directors.

GRANDFATHER CLAUSE

Any modifications made prior to May 14, 1994 are not subject to review by the ACC provided they meet the general guidelines specified in the Bylaws and CCRs. However, it is the homeowner’s responsibility to notify and prove that the modifications were made prior to that date.

EXCEPTIONS TO REGULATIONS

Exceptions to these regulations may be granted only upon a majority vote of the Board of Directors. It is the policy of the Board of Directors to grant exceptions only in cases with unusual and compelling circumstances.