

Sugarland Run Homeowners

Architectural Procedures and Guidelines

Revised May 2016

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**SUGARLAND RUN HOMEOWNERS ASSOCIATION, INC.
GUIDELINES FOR ARCHITECTURAL IMPROVEMENT FOR
SINGLE FAMILY – DETACHED HOMES**

The Architectural Review Committee (ARC) of the Sugarland Run Homeowners Association, Inc. (SRHOA) is charged with preserving the Architectural and aesthetic integrity of the community. Sugarland Run was originally designed as a community of earth tone, contemporary style homes in a wooded setting. The ARC is responsible for assuring that the original design character of the community is not altered and that each Owner is assured of preserved property values.

The Declaration (Declaration) and the Declaration of Covenants, Conditions and Restrictions (CCR) of Sugarland Run require that:

1. All Owners receive prior, written approval of ANY exterior modification. This includes but is not limited to fences, painting, new roofs, decks, additions, enclosures, patios and walkways, solar panels, chimneys, storm windows, new windows, antennas, etc. (Section 2 CCR. 2/26/71)
2. All Owners maintain their property within the standards of good property management. This includes but is not limited to mowing, seeding, watering, pruning, trimming, removing any debris, etc. (Section 2, CCR. 2/26/71)
3. Only private passenger vehicles may be parked on properties. No boats, boat trailers, house trailers. Trailers or any similar items shall be NOT stored in or upon any lot unless the same is stored in a garage so as to be entirely hidden from the view of adjacent and surrounding properties. (Section 4(d), CCR.2/26/71)

These Guidelines are a supplement to the Declaration of Covenant, Conditions and Restrictions (CCR) of Sugarland Run and do not remove the Owner responsibility of meeting all provisions of said Declaration. The intent of these Guidelines is to facilitate approval for the Owner of any exterior alterations or additions to his/her property. These Guidelines replace in their entirety the Guidelines dated November 1998.

The Guidelines and subsequent ARC approval do not remove the Owner responsibility to meet all Loudoun County ordinances, regulations and restrictions, and to obtain all necessary permits.

All provisions of the Declaration of Covenants and Restrictions and these Guidelines apply to both the Owner and, if rented, to the occupant of the property. It is requested that this be noted in the leasing agreement.

I. APPLICATION REQUIREMENTS

A. General Information

1. Applications may be submitted in writing, either by mail or in person to an employee of the SRHOA property management staff at the Community Center office where the

application will be reviewed. It is required that all applications be received in the SRHOA office no later than 12:00 noon of the day of the scheduled ARC meeting. The ARC meets regularly on the second Tuesday of the month at 7:30PM. Meetings are held at the SRHOA office building at 200 Greenfield Ct., Sterling, VA 20164.

2. Applications will be reviewed and acted upon by the ARC at their regularly scheduled monthly meeting or at other times as deemed necessary by the Chairperson of the ARC. Applicants are encouraged to attend ARC meetings.
3. If the ARC fails to act upon an application within 60 days of receiving the request, the application is automatically approved provided, however, that such work is not deemed to be contradictory to these Guidelines or a waiver of any Declaration of Covenants, Conditions or Restriction provided within the Association documents.

NOTE: If the ARC defers action on an application because the application is incomplete, the 60 days will not begin until the ARC has received a complete application,

4. Work on all approved applications must be completed within six (6) months of the approval date. Should six (6) months elapse past the approval date, the application is automatically void and a new application must be made.

B. Application Form Information Required

1. Paint change applications: If the color/shade is on the pre-approved chart in the SRHOA office, applications need only to state the color/shade and brand name of paint requested. Otherwise, if the color/shade is not on the pre-approved chart, a sample must accompany the application.
2. All other applications must include:
 - a. A certified plat of the property showing the proposed modification location on the footprint of the property.
 - b. Drawings of the proposed modification showing the roof slope in relation to the existing house; the dimensions; detailed sketch of finished construction as seen from the side and front or rear (whichever applies).
 - c. Description and listing of construction materials including type of siding, roof materials, style and color of windows, etc. where applicable.
 - d. Brand name colors to be used. (See I.B.1)
 - e. Estimated dates of construction (start and completion).
 - f. Fence Applications, in addition to showing the location of the proposed fence, MUST include the location of any existing fences on adjoining properties. If the fence adjoins a neighbor's fence, written permission may be necessary.

g. Approved Building Permits from Loudoun County, if applicable, must be provided before final approval will be granted.

C. Processing of Applications, Duties of the Managing Agent, Covenants Coordinator and the ARC.

1. Applications will be dated upon receipt and reviewed that all documentation is attached accordingly. If the proper documentation is not attached applications will be returned to the Owner to submit a proper application.
2. The Managing Agent (Sequoia Management Community Manager) and/or Covenants Coordinator (ARC Chairman) will review the applications for all pertinent information.
3. The Managing Agent and/or Covenants Coordinator will act on those applications within his/her scope of authority. The Managing Agent and/or Covenants Coordinator may approve or disapprove, in writing, any application based on the ARC Guidelines or the CCRs of Sugarland Run.4. The ARC will review applications forwarded to them at their regular monthly meetings. They will approve or disapprove them, in writing, according to compliance with ARC Guidelines or the Declaration of Covenants, Conditions and Restrictions of Sugarland Run; will periodically review these ARC Guidelines; will periodically review approvals or disapprovals performed by the Managing Agent and/or Covenants Coordinator; and will consult the appropriate surrounding property Owners, when necessary, to obtain written comments which will be attached to the application file when proposed modification may affect that property Owner.
5. The ARC action notification will be sent to applicants as soon as practical after the monthly ARC meeting. Applicants will receive written notice of approval or disapproval along with a copy of the application. When an application is disapproved, the written notice will contain the reason for denial and the appeal right of the applicant. The duplicated copy of all information will remain on file with the ARC in the Association offices.

II. SPECIFIC PROJECT REQUIREMENTS

SPECIAL NOTE: Loudoun County may require a building permit for a specific proposed project. Approval of the SRHOA ARC does NOT exempt Owners from obtaining the proper permits from the County. In addition to all Association requirements, all County regulations must be followed when making any alterations to your property.

A. Alterations, Additions and Detached Structures

An example of an alteration, addition or a detached structure includes but is not limited to new rooms, decks, garages, porches, carports, attached sheds, fences, solar panels, chimneys, patios, swimming pools, playhouses, screened porches, new roofs, painting and driveway diversions or re-surfacing, etc.

1. Any addition to an existing building, exterior alteration, modification or change to an existing building (including painting) or any new detached structure must have the approval of the ARC PRIOR to any work being undertaken.

NOTE: An application must be made for any exterior work; new paint coats of the “same color” are deemed to be a modification of the existing exterior.

2. Any addition, exterior alteration, modification or change to an existing Structure shall be compatible with the design character of the original building. Any new detached structure, as defined in these Guidelines, shall be compatible with the parent structure.
3. Advertising Signs shall not be permitted on any lot at any time.

B. Materials and Color

“No change in the exterior colors of any structure shall be made without the express written authorization of the ARC”. (Section 4 (m), CCR. 2/26/71).

The ARC maintains a chart of colors/shades and stains which are acceptable for use on the exterior of a structure (both trim and base colors/shades). The use of these colors/shades requires the approval of the ARC. The Managing Agent and/or Covenants Coordinator are authorized to approve these certain applications as previously stated. Colors/shades of manufacturers not listed on the chart may still be considered, but only by the ARC at their regularly scheduled meeting (See I.B.1)

1. Only materials compatible with the parent structure or with the architectural design character of the community will be approved.
2. ARC approval is required to paint or stain any previously unpainted areas (brick, concrete, fences, etc.).

C. Specific Projects

1. Antennas and Satellite Dishes:

The installation of an antenna or satellite dish does not require ARC approval if it meets the following Guidelines or is permitted by Federal law, according to the Telecommunications Act of 1996 and the rules interpreting the law (the OTARD Rule).

Satellite Dishes designed to receive direct broadcast satellite service or to transmit/receive data (internet) that are 42 inches or less at their widest point or less in diameter; an antenna designed to receive video programming services via multi-point distribution services that is one meter or less in diagonal measurement; any antenna that is designed to receive television broadcast signals must be installed in the least visually intrusive place possible. If mounted in any place other than the roof, the device must be screened from view in a manner that would not impair its installation, maintenance, or use.

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. Owner will not be permitted to cut, prune, or otherwise clear trees, shrubs or other vegetation from Common Areas in order to provide or maintain unobstructed line of sight for satellite signals.

2. Boats/ Trailers/ Recreational Vehicles

No motor vehicles, (other than that of a private passenger type) boat, boat trailer, house trailer, trailer or any similar items, commercial/ recreational vehicles, shall be stored in or upon any lot (i.e. driveway or lot), unless the same is stored in a garage so as to be entirely hidden from view.

For the Purposes of Commercial Vehicles: Any vehicle more than 21 feet in length or more than 8 feet in height including appurtenances attached to the vehicle or with a width of 102 inches or with a gross weight of 12,000 or more pounds.

3. Breeze ways

Each Owner shall keep all Lots owned by him, and all improvements therein or thereon, in good order and repair, including but not limited to keeping the breezeways of the Single Family Homes free of debris, trash, toys, etc

4. Car/Vehicle Covers

The permanent use of car/vehicle covers does not require the approval by the ARC if the following criteria are followed:

- a. Covers may not be used to conceal a car/vehicle that is not properly licensed.
- b. Upon request of the Managing Agent or the ARC, the Owner must provide proof of legal registration. If proof is not provided, the Owner will be issued a fifteen (15) day trespass notice (in accordance with the SRHOA Declaration of Covenants, Conditions and Restrictions, Section 11(a)). At that time the cover will be removed for inspection to assure that it is properly licensed. If the car/vehicle is not properly licensed the Owner will be given fifteen (15) days to correct the violation.
- c. All covers must be kept in good condition. Covers must be designed expressly for the purpose of covering a vehicle. Tarps or other such devices may not be used to cover the car/vehicle, either on a temporary or permanent basis.
- d. Vehicles may not be parked in yards at any time. (Yard is defined as any area of the lot other than the approved asphalt/concrete driveway). The use of a cover does not meet the criteria for "entirely hidden from the view of adjacent and surrounding property" (CCR 4(d)).

5. Chimneys and Metal Flue Pipes:

The installation of a chimney or flue pipe requires ARC approval. Chimney pipes and flues extending through the roof must be painted flat black or match the color of the roof.

Chimney pipes extending up the side of the house must be enclosed in materials which match the existing siding or brick which matches the existing brick on the structure. With the exception of flues used with gas fireplaces, which will be considered on a case-by-case basis, flues may not protrude through the exterior walls of the residence.

An application requires the following information:

- a. Site plan/plat showing the proposed chimney/metal flue(s) as they relate to the applicant's house, adjacent houses and property lines.
- b. Picture and/or detailed drawing of proposed chimney/flue(s) to include all dimensions.
- c. Color and description of all materials being used to construct the proposed chimney. If brick exists on the house structure, the brick colors must match.

6. Commercial temporary storage units

All Commercial temporary storage units require ARC approval.

- a. Must be placed in driveway - set back from street as much as possible
- b. Maximum size of unit - 8x8x16
- c. Maximum length of time - 4 weeks (must reapply to ARC should additional time be needed)

7. Compost Piles:

Compost piles must be constructed of a wooden outside frame with a wire or concrete block interior. Compost piles must not exceed four (4) feet in height, must be located at least ten (10) feet from a lot line, and must be in the rear of the lot.

Failure to maintain a satisfactory compost pile and/or the point at which the compost pile becomes a public nuisance shall be considered a violation of the ARC Guidelines.

An application requires the following information:

- a. Site plan/plat showing the proposed location as it relates to the applicant's house, adjacent houses and property lines.
- b. Picture and/or detailed drawing of compost enclosure to include all dimensions.
- c. Description of all materials being used to construct the proposed compost enclosure.

8. Construction Debris

No lumber, metals, building materials, refuse or trash shall be kept, stored or allowed to accumulate on any lot, except building materials during the course of construction of any approved structure.

9. Decks/Patios:

All decks/patios require approval of the ARC.

- a. Design of a deck/patio shall be compatible with the parent structure in composition and Architectural integrity.
- b. Materials must be compatible with the parent structure. Decks may be made from recycled plastic or wood lumber. For patios, only stone or brick will be considered.
- c. The use of privacy screening, such as lattice, for decks may be used for creating privacy. Finish materials and colors must match those of the deck.

An application requires the following information:

- a. Site plan/plat showing the proposed location as it relates to the applicant's house, adjacent houses and property lines.
- b. Picture and/or detailed drawing of deck/patio to include all dimensions.
- c. Color and description of all materials being used to construct the proposed deck/patio.

10. Derelict Vehicle

Derelict vehicles may not be stored on the property in view of any neighbor. A vehicle shall be defined as derelict if one of the following five conditions are met:

- a. The vehicle is not legally registered as a private passenger vehicle. This registration must be in accordance with the laws of the Commonwealth of Virginia as evidenced by the license plate issued to and securely affixed to that vehicle.
- b. The vehicle does not have a valid, current state inspection sticker permanently affixed to the windshield in accordance with the laws of the state in which the vehicle is required to be registered.
- c. The vehicle does not have a valid, current County sticker or city plate permanently affixed to the vehicle as required by the County of Loudoun.
- d. The vehicle has not been registered with the County of Loudoun and the applicable Personal Property Tax has not been paid as required by the County of Loudoun.
- e. The vehicle is inoperable or is not in a current condition such that it can be legally operated on the public roads of Northern Virginia in accordance with the safety inspection requirements of the State Police of Virginia.

If the vehicle is suspected of meeting the definition of a derelict vehicle but this cannot be verified due to the obstructed visibility of the vehicle, plates, or stickers, the designated SRHOA representative will request that the Owner demonstrate to him/her that the vehicle

is not derelict. If the Owner refuses, the Board of Directors will be asked to issue a fifteen (15) day notice of trespass for the sole purpose of inspecting the vehicle with respect to the five conditions listed above.

11. Doghouses

Doghouses do not require ARC approval so long as the following Guidelines are followed. Any deviation requires ARC approval.

- a. A doghouse may not exceed 16 square feet and may not exceed 4 feet at its highest point.
- b. A doghouse must be constructed in a professional and workman-like manner and must match as closely as possible the parent structure in color.
- c. Effort must be made to shield the doghouse from view of the street and adjacent properties. The use of shrubbery is recommended for the shielding of the structure.

If the doghouse is to deviate from the above Guidelines, an application is required and must include the following:

1. Site plan/plat showing the proposed location as it relates to the applicant's house, adjacent houses and property lines.
2. Picture and/or detailed drawing of the doghouse to include all dimensions.
3. Color and description of all materials being used to construct the proposed doghouse.

12. Driveway Renovation and/or Modifications

All driveway renovations and/or modifications require approval by the ARC.

- a. The extension, widening or re-routing of an existing driveway shall require the approval of the ARC. Asphalt and concrete will be considered as acceptable driveway materials. Crushed stone will not be approved.
- b. The comments of Owners of surrounding properties may be solicited by the ARC when a driveway is proposed for widening.
- c. At NO time shall the **widening** of a driveway extend more than ten (10) feet beyond the existing driveway.
- d. At NO time shall the **lengthening** of a driveway extend beyond a fence (if applicable)

An application requires the following information:

1. Site plan/plat showing the proposed location as it relates to the applicant's

- house, adjacent houses and property lines.
- 2. A detailed drawing of the driveway to include all dimensions.
- 3. A description of all materials being used to construct the proposed driveway.
- e. Maintenance and repair of an existing driveway, including sealing and patching, does not require ARC approval.

13. Fences:

All fences require approval by the ARC even if it is a replacement of an existing fence.

- a. Location: Each model of each detached home has its own FORWARD FENCE LINE. That is, the position on the property in front of which a fence may NOT be located. In general, that line remains approximately 12 – 20 feet behind the front line of the structure, (This requirement provides for fencing of the rear of a property, yet allows for an open appearance in the front areas of the property).

When fences do not extend to the property line, or adjoin a neighboring fence, a “false front” may be required in order that an alley effect is not created between two fences.

Careful consideration shall be given to the visual or aesthetic effect of the fence on adjacent properties.

- b. Height: No fence or wall shall exceed six (6) feet above ground level.
EXCEPTION: Split (3) rail fences, using a wire mesh insert may ONLY extend four (4) feet above ground level (see item 3c exception for wire mesh specifications).

Style, Materials, Type, Finish: Acceptable fence styles include alternating board on board, solid board with flat or curved tops, spaced picket, split rail, wyngate, stockade, vinyl or estate style. STOCKADE STYLE FENCES, having rounded, peeled pickets of 3 ½ inches or less, and or pointed tops, will not be approved.

- d. Maintenance: All fences shall be kept in good order. No boards shall be warped, broken or missing. Vegetation shall be kept off all fences.

It is suggested that the open style fencing (i.e., the split rail or estate) be utilized for perimeter fencing in order to maintain an open effect, while more closed style fencing be utilized for privacy/patio screening.

Chain link, metal mesh or chicken wire WILL NOT be approved for any structure or enclosure. (see exception below)

Exception: Wire mesh of a 2” X 4” rectangular or a 2” X 2” square grid will be considered for use as a confining material for use in split rail (3 rail) fences that contain at least 3 rails, spaced equidistant

apart, the height of which is no more than four (4) feet above ground level. Such mesh must be vinyl coated brown, green, or other dark color.

Stone or brick will be considered as a fencing material; however, the use of concrete or concrete block materials will not be considered. Such a fence should be compatible with the design of the house.

Acceptable paint color finishes are the trim or base colors of the house on the property. Fences may also be stained a natural wood color or left to weather naturally. **If only one side of the fence is to be finished, this side shall be the public side** (color finishes as per B.O.D. approved on 9/8/2015.).

An application requires the following information:

1. Site plan/plat showing the proposed location as it relates to the applicant's house, adjacent houses and property lines.
2. Picture and/or detailed drawing of fence style to include all dimensions.

14. Firewood

Firewood shall be neatly stacked and stored behind the forward fence line of the home. Firewood shall be placed behind and not stacked higher than the approved or approvable fence line and height per current fence Guidelines. Precaution should be taken to prevent view of the firewood from the street and minimize view to neighboring properties by use of a fence or landscaping. Firewood shall be kept a minimum of six (6) inches from any structure so as to help minimize rodent or insect infestation (policy adopted by BOD motion 11/5/94).

15. Gutters and Downspouts:

All installations of gutters and downspouts require approval by the ARC. The colors of gutters and downspouts shall be as close as possible to the color of the structure and/or trim to which they are attached.

16. Holiday Decorations/Lights:

All seasonal displays may be set up no more than 30 days prior to the holiday and shall be removed no later than 30 days after the holiday.

17. Landscaping and Plantings:

Landscaping projects and plantings generally do not require ARC approval so long as the following Guidelines are followed:

- a. Trees, hedges and shrubs that restrict vehicular-traffic sight lines shall not be permitted to be maintained. VDOT sight line restrictions shall prevail in a dispute.
- b. Hedges extending forward of the front line of the house shall not exceed three feet

above grade level and must be maintained at or below that height.

Each Owner shall keep all lots in good repair, including but not limited to, the seeding, watering and mowing of all lawns, the pruning and cutting of all trees and shrubbery.

18. Playhouses:

All playhouses require approval by the ARC.

- a. Design of a playhouse shall be compatible with the parent structure in color, composition and Architectural integrity.
- b. Exterior materials must match or be compatible with the parent structure. Exterior colors must be the same as those used in the parent structure.
- c. Every effort should be made to shield the playhouse from view of the street and adjacent properties. All such structures must be placed behind the rear house line and out of view of the street. No playhouses or other personally owned structures may be placed on Association-owned common ground.
- d. Playhouses may not exceed 36 square feet and may not exceed 5 feet at their highest point. Playhouses constructed safely on stilts may be considered when the structure will not have an impact on a neighboring property and when their highest point does not exceed 8 feet.

An application requires the following information:

1. Site plan/plat showing the proposed location as it relates to the applicant's house, adjacent houses and property lines.
2. Picture and/or detailed drawing of the playhouse to include all dimensions.
3. Colors and descriptions of all materials being used to construct the proposed playhouse.

19. Play / Sport Equipment:

- a. Swing sets and sandboxes shall not require the approval of the ARC as long as all such equipment is located behind the rear house line and out of view of the street.
- b. Basketball backboards require application to the ARC. Applications require non objection letters from the neighbors on both sides of the property and from three neighbors across the street (the property immediately across the street and the houses on either side of that house). Backboards may be erected on 4 X 4 posts painted to match the house or trim, color, or on professionally manufactured poles.

The backboard must match the color of the house or trim. If backboards are not to be painted, the professional markings of the original backboard must be maintained.

Basketball court markings will not be allowed on driveways.

1. Portable backboards will be allowed but must be out of sight when not in use. Loudoun County ordinance prohibits the use of portable backboards on streets.

The ARC may deny any application for any backboard if in the opinion of the committee safety issues concerning the use of the backboard cannot be resolved.

Use of backboards is prohibited between the hours of 9:00 PM and 9:00 AM. Use of artificial lighting to illuminate backboards or playing areas during play will not be allowed (action authorized by BOD motion 97-12E Dec 3, 1997).

- c. Tents are permitted only on a temporary basis. Tents may not be displayed on the property for more than seven (7) consecutive days and must be displayed behind the rear house line only, out of view of the street.

20. Propane Tanks:

All installation of propane tanks for the use of gas fireplaces, etc. requires approval by the ARC.

- a. Effort must be made to shield the propane tank from view of the street and adjacent properties. The use of shrubbery or lattice is recommended for the shielding of the structure.
- b. If lattice is used as screening, it must be painted to match the house color.
- c. If propane tank is within a 6 foot privacy fence, screening is not required.

An application requires the following information:

1. Site plan/plat showing the proposed location as it relates to the applicant's house, adjacent houses and property lines.
2. Dimensions of propane tank.

21. Refuse Containers:

Containers may be placed in the open on any day that pick-up is to be made. At all other times such containers shall be stored so that they cannot be seen from the front street (policy adopted by BOD motion Nov 6, 1996).

Trash Enclosures may be constructed to hide refuse containers with ARC approval. The trash enclosure must follow the following Guidelines:

1. Maximum width and depth must be no more than 48 inches in one dimension by 36 inches in the other dimension.
2. Height must be between 36 and 50 inches.
3. Enclosures must be constructed of alternating board on board fence material or framed lattice with a maximum opening of 1.5 inches in the lattice work. Materials must be either solid wood or vinyl. One side of the enclosure may

- have a gate.
4. The color must be the same as either the color of the house or the color of the trim. Unpainted wood is not permitted.

An application requires the following information:

1. Site plan/plat showing the proposed location as it relates to the applicant's house, adjacent houses and property lines.
2. Picture and/or detailed drawing of trash enclosure to include all dimensions.
3. Description of all materials being used to construct the proposed enclosure

22. Retaining Walls:

All retaining-wall renovations and/or modifications require approval by the ARC. The cost of reasonable repair and maintenance of a party wall or party fences shall be shared equally by the Owners who make use of the wall or fence in proportion to its use (SRHOA Declaration, Article VI, Section 2).

a Materials such as landscape timbers, concrete, stone, and/or rock facing will be considered.

Wall/fence location must remain as close to the original location as possible.

Wall/fence dimensions must remain as close to the original dimensions as possible.

An application requires the following information:

Site plan/plat showing the proposed location as it relates to the applicant's house, adjacent houses and property lines. Picture and/or detailed drawing of retaining wall/fence to include all dimensions. Description of all materials being used to construct the proposed retaining wall/fence.

23. Roofing materials/shingles:

All replacement of shingles requires approval by the ARC. Only asphalt shingles (either standard or Architectural) will be approved. The approved list is located at the SRHOA Office

24. Sheds:

All sheds require approval by the ARC.

- a. Shed design shall be compatible with the parent structure and with the Architectural design and character of the community. Exterior materials such as siding, trim, roofing, and hardware must match or be compatible with the parent structure. Color must be as close as possible to the parent structure. One shed per home shall be approved. **Metal sheds will not be approved. Loudoun County permits must be obtained for shed installation.**

- b. Shed dimensions shall not exceed 8' X 10' (80 sq. ft.). **EXCEPTION: If rear yard is surrounded by a six (6) foot privacy fence, shed dimensions shall not exceed 10' X 12'.**
- c. Maximum height for sheds must be 8'4" from ground level (including foundation support). Roof pitch a minimum of 3:13 and a maximum of 5:12 (Modified by motion 98-11C dated 11/4/98).

The shed must be constructed and anchored on a 4" concrete slab or on 4 X 4 pressure-treated posts sunk 24" deep in concrete (Modified by motion 98-11C dated 11/4/98). The installation of vinyl sheds must use the same Guidelines as all other sheds. **EXCEPTION: The anchoring of a vinyl shed may follow the directions given by a manufacturer, i.e. secured to the ground by using anchor stakes.**

- f. Placement of the shed must be within required Loudoun County setbacks and located behind the rear house line, out of view of the street.
- g. Effort must be made to shield the shed from view of the street and adjacent properties. The use of shrubbery is recommended for the shielding of the structure.

An application requires the following information:

1. Site plan/plat showing the proposed location as it relates to the applicant's house, adjacent houses and property lines.
2. Picture and/or detailed drawing of shed to include all dimensions.
3. Color and description of all materials being used to construct the proposed shed.

25. Siding:

All siding requires approval by the ARC. Permitted siding materials and styles include:

- a. Wood (T-111), vinyl, cement siding clapboard (i.e. James Hardie), stucco and stucco-like materials. Brick and stone will be considered only as accent materials. All sides of home must consist of the same material.
- b. The Architectural character and style of the proposed siding material must be harmonious with any existing siding materials on other areas of the residence.
- c. Approved colors for siding are located at the SRHOA office. Should you choose a color outside the approved list you must provide a color sample with the application.

An application requires the following information:

1. A sample of the same color, type, and material of the proposed siding.

Siding must be kept in good repair (i.e. no missing siding, no rotted siding, no damaged siding and no mold on siding is allowed.

26. Skylights:

All skylights require approval by the ARC and must be compatible with the parent structure (Adopted by a motion of the ARC, 3/14/06).

- a. No more than two (2) skylights may be viewable from the front of the house.
- b. Dimensions can be no greater than 24" by 48".
- c. Only flat panels with a maximum height of 5" will be allowed.

An application requires the following information:

1. Picture and/or detailed drawings of skylights to include all dimensions and placement.

27. Solar Panels:

The installation of solar power and the use of solar energy collection require approval by the ARC. Such installation must meet the following specifications:

- a. Such installations shall be located out of view of the street.
- b. Energy collection devices must be painted flat black or match the color of the roof.
- c. Energy collection devices will not be allowed on any Common Area.

An application requires the following information:

1. A manufacturer's sales brochure.
2. A detailed sketch showing the location of the proposed equipment and all exposed wiring and piping.

The association has no obligation whatsoever to maintain Common Areas or any other property in order to provide or maintain unobstructed use of solar collection devices. Owners will not be permitted to cut, prune, or otherwise clear trees shrubs or other vegetation from Common Areas in order to provide or maintain unobstructed use of solar collection devices (Adopted by motion of the ARC, 7/11/06).

28. Swimming Pools:

All swimming pool installations require approval by the ARC.

- a. Type Permitted: Permanent swimming pools, temporary pools having a depth of 30 inches or more, hot tubs, fish ponds, and similar structures must have the approval of the ARC prior to construction.
- b. Aesthetics: Much consideration will be given to the effect a pool may have on neighboring properties. A survey of surrounding neighbors will be taken to solicit comments. The use of plantings in the vicinity of the pool will be required to

soften the effect of the noise on adjacent lots.

- c. **Security:** Any application for a pool of water as mentioned in 2a must be accompanied by an application for an acceptable fence, within Loudoun County building codes, that shall provide adequate security for adjacent properties.

An application requires the following information:

1. Site plan/plat showing the proposed location as it relates to the applicant's house, adjacent houses and property lines.
2. Picture and/or detailed drawing of the pool to include all dimensions.
3. Description of all materials being used to construct the proposed pool.

29. Windows:

All window installation and/or modifications require approval by the ARC. Replacement or additional windows may be either slider-style or double hung windows. Casement-style windows will be considered individually. The color of replacement and/or new window frames may be white, brown, bronze, aluminum, or beige and, must be compatible with the color scheme of the entire house (i.e. siding, roof, and trim colors). **Grids and mullions will be approved in single-family houses only.**

An application requires the following information:

1. Picture and/or detailed drawing of the windows to include all existing and new dimensions.
2. Color of all exterior materials being used.

30. Window Air Conditioning Units (Single Family-Detached Homes Only).

The installation window air conditioning units requires ARC approval. Such installation must meet the following specifications.

- a. Window air conditioning units may be installed in the upper-level rear and side windows only. Installation of window units on the front of the house is not allowed.
- b. Window air conditioning units may not be installed before April 1st and must be removed by October 1st of each calendar year.
- c. Units will be kept in good working order. Units that leak or show signs of rust or deterioration will not be allowed.

A permanently installed unit (i.e. framed in through a side or back wall) is the preferred method of installation and may remain in place year round. Such units must be consistent with other ARC Guidelines (Adopted by motion of the ARC, 7/11/06).

III. VIOLATION PROCEDURE AND ENFORCEMENT

The ARC and the SRHOA enforce the Declaration and Covenants among single family homes. The following procedures apply:

VIOLATION PROCEDURES

1. Within a time that is practical after citing a violation, a first class letter shall be sent to the Owner of a property citing the specific violation, the document from which enforcement is found, and you will have fourteen (14) days for curing the violation to the satisfaction of the ARC.

Letters of appeal require a response in **writing**. No verbal response will be accepted.

2. a. If an acceptable response is received, a notation is attached to the file and the ARC or its managing agent shall maintain a tickler file to assure that work is done according to schedule. If an extension has been requested and accepted by the ARC, a letter is sent to the Owner stating such, along with the revised date when the violation must be corrected. If no acceptable response is received, the owner will receive a final notice letter giving thirty (30) days from the date of the letter for curing the violation.

- b. After thirty (30) days if the violation is not cured the ARC shall request that the Owner attend a Virginia Property Owners Association Act Section 55-513B Hearing. The letter shall be mailed certified and the charges assessed to the owner's account.

The ARC then chooses three (3) options:

1. Send the letter with photographs, if available, to the Board with a recommendation that the matter be forwarded to the Association attorney for further legal action.
2. Grant the Owner an extension.
3. Upon 15 days notice, enter the property and correct the violation at the expense of the Owner (Declaration of Covenants, Conditions and Restrictions, Section 11 (a)).

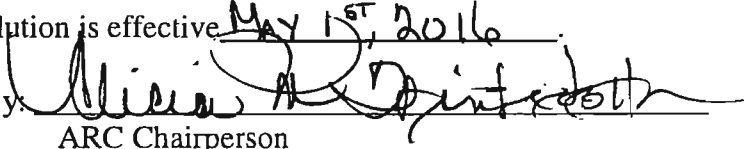
The option chosen by the ARC is based on the severity of the violation and the need for immediate action.

All correspondence is submitted to the ARC or its managing agent (Sequoia Management) who makes routine site inspections to keep the attorney informed of the status of the violation.

This Resolution was approved on MAY 10TH, 2016.

This Resolution is effective MAY 15TH, 2016.

Attested By:


ARC Chairperson

The ARC and Board of Directors direct that this Resolution shall be reasonably published or distributed to the Owners of the Association.