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**SUGARLAND RUN  
TOWNHOUSE OWNERS  
ASSOCIATION, INC.**

**ARCHITECTURAL  
PROCEDURES  
AND GUIDELINES**

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## **GENERAL INFORMATION**

1. The Architectural Review Committee (“ARC”) of the Sugarland Run Townhouse Owners Association, Inc. (“Association” or “SRTHOA”) is charged with the duty of preserving the aesthetic qualities and property values of the community. The Declaration (Book 538, beginning at Page 666, Loudoun County land records) defines the general area and nature of the ARC's responsibility.

The following architectural procedures and guidelines (“Guidelines”) are provided as a supplement to the Declaration that each townhouse Owner is subject to as a result of the purchase of the Lot. This document is designed to assist Townhouse Owners in following the mandatory procedures related to property additions, alterations, and approvals pursuant to the Association’s Declaration. **PRIOR WRITTEN APPROVAL FROM THE ARC IS REQUIRED PRIOR TO THE BEGINNING OF ANY PROJECT.**

2. All exterior repairs or modifications require submission of an application for ARC review. Any exceptions are noted in the section that applies to them.

3. For any project that requires a building permit from Loudoun County, it is recommended that ARC approval of the proposed project be obtained before applying to Loudoun County for a permit. The ARC reserves the right to withhold final approval of any project regardless of whether or not County approval is obtained.

## **ARCHITECTURAL REVIEW COMMITTEE MEETING**

1. The ARC meets regularly on the second Tuesday of every month at 7:30 p.m. at the Sugarland Run Community Center. The ARC may adjourn a meeting if there are no applications to be reviewed.

2. The meetings of the ARC are open to the members of the SRTHOA. Townhouse Owners are encouraged to attend the meeting where their application will be considered. However, while discussing any Townhouse Owner’s application, the Chairperson may request that further consideration of the application be discussed in executive or closed session, under appropriate circumstances and consistent with the Property Owners’ Association Act (“POAA”).

3. Special meetings may be requested by any member of the ARC by contacting the Chairperson (or Vice Chairperson in the Chairperson's absence).

4. The THOA Board of Directors has the authority to review ARC decisions per #6 under the application procedures.

5. In order to effect the intent of these Guidelines, the SRTHOA Board of Directors reserves the right to act upon complaints of the Property Manager or an affected Townhouse Owners in specific instances to permit or disallow something otherwise addressed by these Guidelines.

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## **APPLICATION PROCEDURES**

2. Complete an Architectural Review Application following the instructions on the back of the form. Applications can be obtained at the Sugarland Run Community Center, 200 Greenfield Court, Sterling, VA 20164 Monday thru Friday, 8:00 a.m. - 5:00 p.m. It is recommended that a separate application be completed for each project. That way if one project is denied, the other projects may still be approved.
3. Attach any additional information to the application. The instructions on the back of the form state what information is required for different projects. Failing to provide the ARC with the necessary information will result in a delay of your project or denial of the application.
4. The ARC considers only written requests; verbal requests are not valid and will not be accepted.
5. The ARC usually acts within thirty (30) days, please contact the management office at 703-430-4500 if no reply has been received within that time.
6. If an application is denied, the applicant may request that the ARC reconsider its action. Applicants are encouraged to present new or additional information that might clarify the application or demonstrate its acceptability. ARC Application Results may be appealed to the Sugarland Run Townhouse Owners Association Board of Directors. The appeal must be in writing and delivered to the SRTHOA office prior to the THOA meeting.
7. All work must be performed as described on the application and as approved by the ARC. The ARC may inspect your completed project within six (6) months after the completion date to ensure compliance with the approved applications. Any variation will be considered a violation of the Declaration and these Guidelines.
8. Responses to applications will be made in writing and sent via U. S. Mail to the Townhouse Owner.
9. Applications involving, issues, such as those pertaining to painting, siding installation, trim installation, temporary storage units, and roof shingle replacement may be approved immediately by the SRTHOA's Property Manager, as appropriate, and will function as approval from the ARC, and do not need to wait for the next scheduled ARC meeting for approval. Once you have received an approval from the Property Manager, you can begin your project.

## **ARCHITECTURAL VIOLATIONS**

Any alteration by a Townhouse Owner appearing to require ARC review but not submitted to the ARC will be reviewed as follows:

1. The appropriate review personnel will inspect the alteration and report to the ARC Chairperson whether the alteration is of a nature that requires ARC review and approval.

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2. The ARC or the Property Manager will advise the townhouse owner in writing that review by the ARC is required and request submission of an Architectural Review Application. The application will be reviewed at the next scheduled ARC meeting.

3. If the Townhouse Owner fails to submit an application within thirty (30) days after written request by the ARC or the Property Manager, a report of the Declaration and/or Guideline violation will be given to the Board of Directors along with the recommended enforcement action (including possible legal actions). The same procedure will guide the ARC when a Townhouse Owner makes an alteration despite ARC (and Board of Directors) denial.

## **SPECIFIC PROJECT GUIDELINES**

### **ANTENNAS AND SATELLITE DISHES**

The installation of an antenna or satellite dish does not require ARC approval if it meets the following guidelines:

1. 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.
2. An antenna designed to receive video programming services via multi-point distribution services that is one meter in diagonal measurement.
3. It is suggested that any antenna designed to receive television broadcast signals be installed in the least visually intrusive place possible so long as placement does not preclude receiving or transmitting an acceptable quality signal. If mounted in any place other than the roof, the homeowner is encouraged to screen the antenna 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. Townhouse Owners are 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 or antenna signals.

### **BACK YARD PRIVACY FENCES**

1. All fences installed must be alternating board-on-board with the non-support side facing outward from the house towards the other Lots or towards Common Area property.
2. The top of the fence must be no more than seven (7) feet, nor less than six (6) feet, above the ground.

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3. The horizontal distance between the vertical posts that support the fence must not be less than four (4) feet nor more than six (6) feet, except where a gate is mounted. Vertical posts should be installed only on the inside plane of the fence.
4. The vertical boards of the public side of the fence shall be spaced from 1.5 to 3.5 inches apart.
5. The color of the fence must be Duron or Olympic Oxford Brown paint or solid stain. The fence must be painted within one (1) year of installation.
6. The gate must be architecturally compatible with the fence and may not exceed forty-two (42) inches in width).
7. The top of the fence including any lattice of up to twelve (12) inches in height, must be no more than 7 feet. The lattice must be completely enclosed with a frame on all four edges. The lattice must be painted the same color as the fence. The top of the lattice must meet the height requirements in item #2.
8. The replacement of the back yard privacy fence with a fence meeting the above criteria and having the same footprint as the existing fence does not require ARC approval.
9. All fence extension applications must include a certified plat showing existing property lines, the location of the existing fences on adjacent lots, and the outline of all permanent structures on the lot. The location of the proposed fence extension must be indicated on the plat. At no time will the ARC approve a fence extension that is outside the perimeters of any Lot line.
10. Fence extensions must be the same height and style as the existing fence.

No fence may extend forward of the rear house line on any Lot, including end-unit Lots.

### **OTHER TYPES OF FENCES**

1. The ARC will NOT approve an application for the installation of chicken wire, chain link, or other metal or mesh fencing.
2. Wood fencing or screening will be approved only if the design and materials are in conformity with the architectural design of the community.
3. Applications for the installation of any fence (excluding back yard privacy fences) must include a certified plat showing existing property lines, the location of the existing fences on adjacent Lots, and the outline of all permanent structures on the Applicant's Lot. The location of the proposed fence extension must be indicated on the plat. Also, a sample of the material to be used, the manufacturer's sales brochure, or a detailed sketch of the fence design must be included with the application.

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## **CLOTHES LINES**

Clothes lines and clothes trees must be within and below the back yard privacy fence.

## **COMMERCIAL TEMPORARY STORAGE UNITS**

The following Guidelines apply to the temporary installation of any commercial temporary storage units ("Unit"):

1. The installation of any Unit requires ARC or Property Manager approval.
2. The Unit may be placed within one of the Townhouse Owner's assigned parking spaces. Visitor spaces cannot be used.
3. The maximum size of the Unit may be no greater than 8x8x12 feet.
4. The maximum length of time that the Unit may remain in place is 4 weeks. The Townhouse Owner must reapply to the ARC or Property Manager, should additional time be needed.
5. The Association reserves the right to remove and tow, if necessary, any Unit that remains in a parking space beyond the time limitation approved.

## **DETACHED SHEDS**

The following guidelines apply to the installation of detached sheds:

1. The shed size cannot exceed 8'(w) x 10'(l) x 7'(h).
2. If the shed extends above the top of the fence, lattice must be installed to assist in hiding the shed from view. The lattice must be completely enclosed with a frame on all four edges and cannot exceed 12 inches in height. The lattice must be painted the same color as the fence. The top of the fence must be not more than seven (7) feet, nor less than six (6) feet, above the ground.
3. Detached sheds must be consistent with the color scheme of the house.

## **EXTERIOR DOORS (excluding sliding glass and storm doors)**

1. Replacing exterior doors does not need ARC approval as long as the size, style, and color remain the same.
2. Applications for exterior door replacement must include a manufacturer's sales brochure showing exactly how the door will appear after installation. Also, a small sample of the color must be included unless the exterior color will be white.

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3. Replacing doors on attached approved sheds does not need ARC approval as long as the style remains the same as the original door. The door color must be consistent with the house or trim color. The door MAY NOT contain windows.

### **EXTERIOR LIGHTING**

1. Exterior lighting fixtures, including motion sensor spotlights that are attached to the Townhouse, do not require ARC approval but should be directed in such a way as to not shine light on adjacent Townhouses

### **FIREPLACES AND WOOD STOVES**

1. The installation of a chimney or a flue pipe requires ARC approval.
2. 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 either materials that match the existing siding or brick that is compatible with the structure (a sample of the brick is required). 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.
3. Applications must include a detailed sketch of the project.

### **FIRE WALLS/COMMON WALLS**

1. Maintenance of any portion of the firewall/common wall (Party Wall) that is attached to a Townhouse is the joint responsibility of the adjoining Townhouse Owners and maintenance (painting, etc) of the eight (8) inch portion of the wall that runs along the front, top, and rear is a joint responsibility.<sup>1</sup>
2. All common walls must be painted white.
3. Maintenance, including painting a firewall/common wall, needs ARC or Property Manager approval.
4. With approval, a Townhouse Owner may paint that side of the fire wall/ common wall that faces their property.

### **GUTTERS AND DOWNSPOUTS**

1. Color of gutters and downspouts must be consistent with the house trim, balcony, and window trim.



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### **HOLIDAY DECORATIONS/LIGHTS**

1. All seasonal displays may be set up for thirty (30) days prior to the holiday and must be removed within 30 days after the holiday.
2. Event displays (birthdays, weddings, birth announcements, etc.) may be displayed for up to 30 days.
3. For rent signs may be displayed for up to 30 days, with extension to be approved by the Property Manager.
4. Yard sale, contractor signs, etc. must be removed upon completion of the event or project.
5. Election signs must be removed within 30 days of the election.

### **LANDSCAPING AND PLANTING**

1. Landscaping work and planting in general do not require ARC approval, unless landscaping changes the appearance of the Townhouse (e.g. from grass to meadow, or to flower garden style).
2. Hedges must be kept trimmed to a height of no more than four (4) feet.
3. Trees, hedges, and shrubs must not restrict sight lines for vehicular traffic.

### **OVERHEAD TRELLISES**

1. Overhead trellises located within the back yard privacy fence that do not extend above the top of the fence do not require ARC approval.
2. The ARC will not approve cloth, metal, corrugated plastic or fiberglass-type trellises or awnings.
3. Applications for the construction of trellises located within the back yard privacy fence that extend above the fence must include a detailed sketch of the project.
4. Applications for the construction of trellises outside of the back yard privacy fence must include a certified plat showing existing property lines, the location of existing fences on adjacent Lots, and the outline of all permanent structures on the Applicant's Lot. The location of the trellis must be indicated on the plat. Also, a detailed sketch of the project must be included.

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## **PATIOS AND DECKS**

1. The construction or modification of a deck or patio that is wholly within the fenced-in area at the rear of a dwelling and below the top of the fence does not require approval of the ARC.
2. Applications for the installation of any decking or paving outside of the back yard privacy fence must include a certified plat showing existing property lines, the location of existing fences on adjacent Lots, and the outline of all permanent structures on the applicant's lot. The location of the decking or paving must be indicated on the plat. Also, a detailed sketch of the project must be included.

## **PLAY EQUIPMENT**

1. Installation of semi-permanent children's play equipment, such as sandboxes, swings, slides, and tents, does not require ARC approval, provided that such equipment is contained within the back yard privacy fence and every reasonable effort has been made to shield such equipment from view.
2. All play equipment must be contained within the back yard privacy fence. If the equipment extends above the height of the fence it must have ARC approval prior to construction. The application for such equipment must include either a manufacturer's sales brochure or a detailed sketch of the proposed equipment or structure.

## **RETAINING WALLS**

1. Retaining walls that are below one (1) foot in height do not require ARC approval.
2. Retaining walls that divert ground water onto adjoining properties or would otherwise substantially change the existing drainage pattern are strictly prohibited.
3. Applications for the installation of retaining walls outside of the back yard privacy fence must include a certified plat showing existing property lines, the location of existing fences on adjacent lots, and the outline of all permanent structures on-the Applicant's Lot. The location of the retaining wall must be indicated on the plat. Also, a detailed sketch of the project must be included.

## **ROOFING MATERIALS/SHINGLES**

All replacement of shingles requires approval by the ARC. Only asphalt shingles (both Standard and Architectural) will be approved. Only the following colors will be approved:

Certainteed 25 year shingle: Cedar Brown; Forest Gray; Slate Gray; Black; Gray Frost; Timber Blend; Oakwood; Cinnamon Frost; Weathered Wood; Nickel Gray; or Moire Black

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Certainteed 30/50 year shingle: Burnt Sienna; Granite Gray; Heather Blend; Cobblestone Gray; Colonial Slate; Moire Black; Resawn Shake; Driftwood; Weathered Wood; or Harvard Slate

Owens Corning: Desert Tan; Brownwood; Williamsburg Gray; Aspen Gray; Driftwood; Bark Brown; Oxford Gray; or Colonial Slate

Timberline: Fox Hollow Gray; Mission Gray; Weathered Wood; Charcoal; Slate; Williamsburg Slate; or Burnt Sienna

Sovereign: Charcoal; Slate; Weathered Gray; Williamsburg Slate; Walnut Brown; Nickel Gray; or Golden Cedar

In the event of an emergency that requires immediate replacement of the roof, the Property Manager may approve the replacement without receiving ARC approval, provided that all of the above requirements are met. Within five (5) calendar days of the beginning of the roof replacement, the Townhouse Owner must submit a completed application, including an explanation of the need for the emergency replacement, and attach a sample of the roofing material being installed.

## **SIDING**

1. The siding may have a vertical pattern with 4 to 12-inch centers or a horizontal pattern with 4 to 8-inch centers. A small sample showing color and texture must be submitted with the application. Approved materials are wood siding-texture T-111, vinyl siding in smooth or wood-grained pattern, and cementitious siding clapboard, i.e. James Hardie or stucco.
2. Suggested colors are maintained by the Property Manager and are available for inspection at the Sugarland Run Community Center. Color changes will be approved only if the proposed color is in harmony with the rest of the townhouse community and the roof shingles and siding. If the colors chosen are identical to the samples maintained by the Property Manager and the color is in harmony with the roof shingles and the siding, the Property Manager can approve the application immediately. NOTE: The color of the siding/Townhouse cannot match the color scheme of the Townhouse(s) on either side of the Townhouse.
3. Applications must include a small sample of the proposed color. If the Property Manager pre-approves the application, no color sample is needed.
4. All attached storage room walls, along with the trim, must be painted or sided to be consistent with the house color.

## **SLIDING GLASS DOORS**

1. Replacing sliding glass doors does not require ARC approval as long as the size, style, and color remain the same.

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2. Applications for sliding glass door replacements not meeting the criteria in paragraph 1 above must include a manufacturer's sales brochure showing exactly how the door will appear after installation. Also, a small sample of the color must be included unless the exterior color will be white.

3. Applications for the permanent removal or addition of sliding glass doors must include detailed drawings showing before and after views.

## **SOLAR ENERGY EQUIPMENT**

Applications for the installation of any solar energy equipment must include a manufacturer's sales brochure and a detailed sketch showing the location of the proposed equipment as well as all exposed wiring and pipes.

## **STORM DOORS**

1. Replacing storm doors does not require ARC approval as long as the size, style, and color remain the same.

2. Applications for storm door replacements for styles not meeting the criteria in paragraph 1 above must include a manufacturer's sales brochure showing exactly how the door will appear after installation. Also, a small sample of the color must be included unless the exterior color will be white.

## **VENTILATORS AND FANS**

1. Applications for the installation of ventilators or fans must include a manufacturer's sales brochure and a detailed sketch showing the location of the proposed equipment as well as all exposed wiring.

2. No ventilators or fans will be allowed on the front side of the roof.

## **WINDOWS**

1. Applications for window installation must include a manufacturer's sales brochure showing exactly how the windows will appear after installation. Also, a small sample of the color must be included unless the exterior color will be white.

2. Applications for the permanent addition or removal of windows must include detailed drawings showing before and after views.

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3. Applications for a change in any sizes to the original windows must include the dimensions of both the original windows and the dimensions of the replacement windows. Applications must also include detailed drawings showing before and after views.
4. Window grids/mullions are not permitted within the Townhouse Association.

### **VIOLATION PROCEDURE AND ENFORCEMENT**

The SRTHOA enforces its Declaration and Covenants among Townhouses. 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 SRHOA.

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, you will receive a final notice letter giving thirty (30) days from the date of the letter for curing the violation.ARC. ARC

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 Section55-513B Hearing. The letter shall be mailed certified and the charges assessed to the account.

c. ARC Hearing Results may be appealed to the Sugarland Run Townhouse Owners Association Board of Directors. The appeal must be in writing and delivered to the SRTHOA office prior to the THOA meeting.

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.

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- 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 to the status of the violation.

This Resolution was approved on \_\_\_\_\_.

This Resolution is effective \_\_\_\_\_.

Attested By: \_\_\_\_\_  
 President, Sugarland Run THOA

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

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