

Sugarland Run Homeowners Association

Architectural Procedures and Guidelines

January 2025

Table of Contents

I. APPLICATION REQUIREMENTS	3
A. General Information	3
B. Application Form Information Required	4
C. Processing of Applications, Duties of the Managing Agent and ARC	5
II. SPECIFIC PROJECT REQUIREMENTS	6
A. General: Alterations, Additions and Detached Structures	6
B. General: Materials and Color	6
C. Specific Projects	6
1. Antennas and Satellite Dishes	6
2. Boats / Trailers / Commercial or Recreational Vehicles	7
3. Car/Vehicle Covers, Storage of Vehicles, Derelict Vehicles	7
4. Electric Vehicle Charging Stations	8
5. Chimneys and Metal Flue Pipes	8
6. Temporary Storage Units and Dumpsters	9
7. Compost Piles	9
8. Construction Material and Other Debris	9
9. Sheds	9
10. Decks, Patios, Gazebos, and Pergolas, and Other Structures	10
11. Doghouses	11
12. Driveway Renovation and/or Modifications	12
13. Fences	13
14. Firewood Storage	14
15. Outdoor Fire Pits (Permanently Installed)	15
16. Gutters and Downspouts	15
17. Exterior Lights	15
18. Landscaping and Plantings	16
19. Playhouses	17
20. Recreation/Sport Equipment and Tents	18
21. Fuel Tanks and/or Standby Generators	18
22. Refuse Containers and Trash Enclosures	19
23. Retaining Walls	19
24. Roofing Materials / Shingles	20
25. Roofline / Slope and Height Modifications	21
26. Siding, Cladding and Building Exterior	22
27. New or Replacement Homes	23
28. Skylights	23
29. Solar Panels	23
30. Swimming Pools	25
31. Windows	25
32. Window and Supplemental Air Conditioning Units	25
33. Animals and Agricultural Uses	26
34. Accessory Dwelling Units or "Tiny Homes"	26
35. Display of Signage	26
36. Flags and Flagpoles	27
III. VIOLATION PROCEDURE AND ENFORCEMENT	27

GUIDELINES FOR ARCHITECTURAL IMPROVEMENT FOR SINGLE FAMILY – DETACHED HOMES

The Architectural Review Committee (ARC or Architectural Committee) 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 preserved.

Among other requirements contained in these Guidelines, 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 or any Structure. This includes but is not limited to fences, painting, roofs, decks, additions, enclosures, patios and walkways, gazebos, pergolas, sheds, solar panels, chimneys, storm windows, new windows, antennas, etc¹.
2. All Owners maintain their Lots in good order and repair, consistent with the standards of good property management. This includes but is not limited to mowing, seeding, watering, pruning, trimming, removing any debris, etc².

These Guidelines are a supplement to the CCR of SRHOA (Declaration) and do not remove the Owner's responsibility of meeting all provisions of said Declaration.³ The intent of these Guidelines is to facilitate approval for the Owner of any exterior alterations or additions to their property. These Guidelines replace in their entirety the Guidelines dated May 2016.

The Guidelines and subsequent ARC approval of any application do not remove the Owner responsibility to meet all Loudoun County ordinances, regulations and restrictions, and to obtain all necessary permits. Owner is responsible for complying with all such requirements.

All provisions of the CCR and these Guidelines apply to both the Owner and any renters, tenants, or other occupants of the property. Property owners who lease their property are required to provide tenants a copy of these Guidelines and include compliance with these Guidelines in lease agreements, pursuant to Section 55.1-1806.B of the Virginia Property Owners' Association Act ("POAA").

I. APPLICATION REQUIREMENTS

A. General Information

Applications for architectural alteration may be submitted in writing electronically, by mail, or in person to an employee of the SRHOA property management staff (Managing Agent) at the Community Center office. It is required that all applications be received in the SRHOA office no later than 12:00 noon of the business day prior to the scheduled ARC meeting for review at that

¹ (Section 2, CCR. 2/26/71)

² (Section 2, CCR. 2/26/71)

³ (CCR. 2/26/71)

meeting. The ARC meets monthly at times and locations established by annual resolution. Such times and locations shall be posted on the community web page, newsletter, or by other relevant official communication. At ARC's discretion, attendance by videoconference or other electronic means may be accommodated. If meetings are being held electronically, attendance (beyond ARC members and staff) by videoconference or other electronic means shall be limited to Owners with current applications or hearings scheduled for review during the meeting.

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. Individuals with application(s) before the ARC are encouraged to attend ARC meetings to facilitate the review of their application(s).

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. Extensions will be considered upon request on a case-by-case basis.

B. Application Form Information Required

1. Paint change applications: If the color is on the pre-approved list, applications need only to state the color and brand name of paint requested. Otherwise, if the color is not on the pre-approved list, a sample must accompany the application.
2. Footprint change applications: Any proposed modification, including additions and subtractions, to the footprint of any structure, including but not limited to fences, sheds, patios, driveways, and dwellings on the property must include a certified plat of the property showing the proposed modification location on the footprint of the property. (In cases where county permits are not required, a satellite image with property lines, or other suitably detailed sketch may be substituted in lieu of a certified plat).
3. Roof change applications: Any proposed modification to roof slope or roof extents of the dwelling or attached structures must include drawings of the proposed modification showing the roof slope in relation to the existing house; the dimensions including height and height relative to surrounding structures; detailed sketches of finished construction as seen from all four sides (front, rear, left, right) shown relative to topography of the Lot and surrounding areas, and in the case of any roofline extension, a certified plat of the property showing proposed modification location on the footprint of the property.
4. Fence applications: Any application must include the location of any existing fences on adjoining properties. If the fence adjoins a neighbor's fence, written permission may be necessary. A certified plat showing the location of the proposed fence relative to property lines and existing structures shall be required. Note that shared walls or fences between properties (party fences) are governed by applicable property law and the requirements of article VI of the Declaration of Covenants (CCR).
5. All applications must include: Description and listing of construction materials including the

type of siding, roofing material, fencing material, style and color of window trim, etc. where applicable.

- a. Visual depiction conveying final result of proposed project. Acceptable sources include manufacturer brochure, photographs, digital renderings, website links, and design drawings or suitably detailed sketches of the proposed product/project.
- b. Manufacturer specified colors to be used. A sample shall be submitted with the application when requesting to use a color other than a SRHOA pre-approved color.
- c. Estimated dates of construction to begin and for the project to be completed.
- d. Approved Building Permits from Loudoun County, if applicable, must be provided before final approval will be granted.
- e. A certified plat of the property showing the proposed modification location on the footprint of the property. (In cases where county permits are not required, and except as specifically outlined in parts (a) through (e) this section, a satellite image with property lines, or other suitably detailed sketch may be substituted in lieu of a certified plat).

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

1. Applications will be dated upon receipt by the Managing Agent. The Managing Agent will perform initial review to verify application is complete. Incomplete applications will not be reviewed by ARC. Applicant will be notified by the Managing Agent whether application appears complete or requires additional information.
2. The Managing Agent will act on those applications within their scope of authority. The Managing Agent may approve in writing any routine application based on the ARC Guidelines of Sugarland Run, and may provide interpretation of Guidelines to assist Applicants. Routine applications include roof, gutter, siding, or trim replacements or painting siding or trim with pre-approved colors, the approval of temporary dumpsters or storage units, and similar applications which do not modify the configuration of any structure. Rejection of any application, or consideration of any application for the addition, modification, or removal of any structure requires a vote of the ARC.
3. The ARC will review applications forwarded to them at their regular monthly meetings, or from time to time between monthly meetings via action without a meeting at ARC's discretion. ARC will approve or disapprove them, in writing, according to compliance with ARC Guidelines; will periodically review these ARC Guidelines; will periodically review approvals performed by Managing Agent, and may require applicants to secure written permission from nearby or adjacent Owners who may be affected by a proposed project..
4. The ARC's decision will be sent to Applicant as soon as practical after the monthly ARC meeting or after action without a meeting. Applicants will receive written notice of approval or disapproval along with a copy of the application. The duplicated copy of all information will remain on file with SRHOA in the Association offices.

II. SPECIFIC PROJECT REQUIREMENTS

SPECIAL NOTE: Loudoun County may require zoning, building, and/or other permit(s) 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.

A. General: Alterations, Additions and Detached Structures

1. Examples include but are not limited to new rooms, decks, garages, porches, carports, sheds, fences, solar panels, chimneys, patios, gazebos or pergolas, swimming pools, playhouses, screened porches, new roofs, painting, and driveways.
2. 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.
3. Any addition, exterior alteration, modification or change to an existing structure shall be compatible with the design character of the original building. Refer to the Roofline Modifications section for further guidance. Any new detached structure, as defined in these Guidelines, shall be compatible with the parent structure.

B. General: Materials and Color

- a. No change in the exterior colors of any structure shall be made without the express written authorization of the ARC, or in case of pre-approved colors, with written authorization of the Managing Agent.
- b. The ARC maintains a list of colors acceptable for use on the exterior of a structure (both trim and base colors). Colors not listed may still be considered.
- c. Only materials compatible with the parent structure or with the architectural design character of the community will be approved.
- d. ARC approval is required to paint or stain any previously unpainted/unstained areas (brick, concrete, fences, etc.).
- e. The Managing Agent is authorized to approve color change applications provided colors are selected from the approved list (or custom blended and verified by the Managing Agent to match a color from the approved list via submission of a physical sample to the SRHOA office).

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. Any wiring must be securely and

neatly mounted. 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 nor impose unreasonable cost on Owner.

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 / Commercial or Recreational Vehicles

No motor vehicle (other than that of a private passenger type), boat, boat trailer, house trailer, trailer or any similar items, shall be stored in or upon any Lot unless the same is stored in a garage so as to be entirely hidden from view⁴.

A private passenger vehicle is interpreted as an automobile, motorcycle, or similar conveyance designed for personal transportation of one or more user, which meets all legal requirements to operate on the roads of the state of Virginia, and does not exceed 9 feet in height, 22 feet in length, 102 inches in total width, or 14,000 pounds gross vehicle weight.

Any vehicle stored upon any Lot shall be stored upon the approved driveway, or in an approved garage or parking space of said Lot as outlined within these guidelines.

3. Car/Vehicle Covers, Storage of Vehicles, Derelict Vehicles

Cars/Vehicles may not be parked or stored in yards at any time. Yard is defined as any area of the Lot other than the approved garage, driveway or parking space.

1. Vehicle Covers. Temporary or permanent use of car/vehicle covers does not require the approval by the ARC if the following criteria are followed:
 - a. 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 shall not be used to cover the car/vehicle, either on a temporary or permanent basis.
 - b. Upon request of the Managing Agent, the Owner must provide proof of current registration. If proof is not provided, the Owner will be issued a fifteen (15) day trespass notice⁵. At that time the license plate will be inspected to assure that vehicle registration is current. Permanent registration (i.e., antique vehicle plates) shall satisfy this requirement. If the vehicle registration is not current or cannot be determined through visual inspection, the Owner will be given fifteen (15) days to correct the violation. The use of a vehicle cover until such time as the vehicle is placed in service shall be an accepted remedy.
2. Derelict Vehicles. Derelict or abandoned vehicles as defined by the laws and ordinances of the State of Virginia and/or Loudoun County may not be stored on any property unless

⁴ (Section 4 (d), CCR. 2/26/71)

⁵ (Section 11 (a), CCR. 2/26/71)

entirely hidden from view of adjacent and surrounding properties. The use of a vehicle cover shall satisfy this requirement. A vehicle shall be defined as derelict if one of the following 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 or the state in which the vehicle is registered as evidenced by the license plate with current expiry date issued to and securely affixed to that vehicle. EXCEPTION: permanent state-issued classic or antique vehicle plates shall satisfy the current expiry date requirement of this section.
- b. The vehicle is inoperable and/or is not in a current condition such that it can be legally operated on the public roads of Virginia in accordance with applicable safety inspection requirements of the State Police of Virginia.

If a vehicle is suspected of meeting the definition of a derelict vehicle but this cannot be verified due to the obstructed visibility of the vehicle or plates, the Managing Agent will request that the Owner provide proof that the vehicle is not derelict. If proof is not provided, the Owner will be issued a fifteen (15) day trespass notice⁶ for the derelict vehicle to be brought into compliance with the above outlined requirements, or to be removed from the property, or to be entirely hidden from view of adjacent and surrounding properties.

4. Electric Vehicle Charging Stations

An electric vehicle charging station for private use may be installed onto the front or side wall of a garage, or on the primary structure at a point nearest the driveway, provided the charging station is not configured to create a nuisance to neighboring properties. At no time shall an electric vehicle charging station be installed on a post or pole⁷ or at a location forward of the garage or parent structure, nor shall any exposed wiring⁸ or conduit to or from the charging station be left visible from the street (except for the use of a vehicle charging cord integral with the installed charger). Any exception to electric vehicle charging station guidelines shall require approval of ARC.

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 or roof trim (i.e., fascia). EXCEPTION: a silver/clear anodized or natural galvanized or stainless steel finish shall not require painting, and shall be accepted for through-roof penetrations. Chimney pipes extending up the side of the house (to include all chimney pipes not extending through a roof) must be enclosed in materials which match the existing siding, or within brick which matches the existing brick on the structure. EXCEPTION: direct-vent flues used with gas fireplaces or appliances will be considered on a case-by-case basis; other flues may not protrude through the exterior walls of the residence.

⁶ (Section 11 (a), CCR. 2/26/71)

⁷ (Section 4 (c), CCR. 2/26/71)

⁸ (Section 4 (c), CCR. 2/26/71)

An application requires the following information:

1. Site plan/plat showing the proposed chimney/metal flue as it relates to the applicant's house, adjacent houses and property lines.
2. Picture and/or detailed drawing of proposed chimney/flue to include all dimensions.
3. Color and description of all materials being used to construct the proposed chimney. If brick exists on the structure, the brick colors must match as nearly as practical.

6. Temporary Storage Units and Dumpsters

All temporary storage units and dumpsters require approval and must comply with the following:

- a. Must be placed in driveway - set back from street as much as possible.
- b. Maximum size of unit is 8' x 8' x 16'.
- c. Maximum time on site is 6 weeks (must reapply to ARC for additional time).

7. Compost Piles

Compost piles must be faced on the exterior with a wooden, wood composite, or other material compatible with community design, or enclosed within a self-contained apparatus designed for composting, e.g. a compost tumbler or compost bin. Various designs may be accepted provided they are coordinated with the design of the parent structure and maintained in good repair. Compost piles must not exceed four (4) feet in height, must be located at least five (5) feet from a Lot line or any structure, and must be in the rear of the Lot (behind the Forward Fence Line⁹).

All compost piles are to be shielded from public view by means of vegetation or approved privacy fencing. Upon failure to properly maintain a compost pile, and/or if at any point a compost pile becomes a public nuisance, owner shall be found in violation of the ARC Guidelines.

ARC may require applicants to secure written permission from nearby or adjacent Owners who may be affected by a proposed application for a new compost pile, or regarding the nuisance status of any existing compost pile.

An application requires the following information:

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

8. Construction Material and Other Debris

No lumber, metals, bulk material, 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.¹⁰ This shall include general debris, trash, indoor appliances, indoor furniture, building materials, landscaping materials, and/or items left in disuse or disrepair.

9. Sheds

⁹ See Fences section within these guidelines for definition of "Forward Fence Line"

¹⁰ (Section 4 (f), CCR. 2/26/71)

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. If abutting or adjacent to the parent structure, siding color shall match parent structure as nearly as possible. 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. For sheds less than 256 square feet, Loudoun County requires planning & zoning permit only. Owner is responsible for securing this permit, but it need not be attached to application.
- 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 9' 0" from ground level (including foundation support). Roof pitch a minimum of 2:12 and a maximum of 9:12.
- d. Foundation support. The shed must be constructed and anchored on a 4" concrete slab or on 4x4" pressure-treated posts sunk 24" deep in concrete, or secured at corners and perimeter with auger-type ground anchors to a minimum of 12" embedment in compacted or undisturbed soil. Alternate foundation types may be approved provided the homeowner demonstrates the structure will be anchored securely to the ground to a similar degree as the options outlined above. The installation of vinyl or resin sheds must use the same Guidelines as all other sheds. EXCEPTION: The anchoring of a vinyl or resin shed may follow anchoring directions given by a manufacturer in lieu of these foundation requirements.
- e. Placement of the shed must be within required Loudoun County setbacks for sheds, generally meaning 5 ft. off the property line (but in case of discrepancy Loudoun County requirement shall prevail), and located behind the rear house line.

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.

10. Decks, Patios, Gazebos, and Pergolas, and Other Structures

All decks, patios, gazebos, pergolas, and similar structures require approval of the ARC.

- a. Design of a deck/patio or gazebo/pergola or similar structure 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 (e.g., Trex) or wood lumber. For ground-level patios (i.e., at grade), stone, brick, stamped or textured concrete, or pavers will also be considered.
- c. The use of privacy screening, such as lattice, for decks may be used for creating privacy. Design, finish materials, and colors of any screening must be coordinated with the design of the deck and parent structure.

- d. A patio or other paved structure in the back yard may not interfere with existing drainage¹¹, nor cause excess runoff onto an adjacent structure, nor increase the impervious area of the Lot behind the Forward Fence Line¹² (i.e., back yard) to greater than 25% of that area unless specifically approved for such use by Loudoun County planning & zoning.
- e. Materials and design of any gazebo, pergola, or covered patio shall be coordinated with the parent structure whether or not attached. Owner shall verify with Loudoun County planning and zoning that the proposed gazebo, pergola, or covered patio shall be entirely within established Loudoun County property setbacks. In general, an attached covered patio, private, or semi-private front porch may be approved in the front or side yard of a home provided all other guidelines are met, but a freestanding pergola or gazebo should only be installed in a back yard.
- f. At no time shall a gazebo, pergola, or other structure (attached or detached) of such size or configuration as to overwhelm or dominate the appearance of the parent structure be constructed upon any Lot. Such a structure shall be designed and installed in harmony with adjacent topography, shall be built as low to the ground as is practical for the intended purpose, and shall not extend at any point above the ridge of the parent structure's or neighboring property's rooflines.
- g. See Roofing Materials/Shingles and Roofline Modifications sections for acceptable roof types and configurations. All pergolas, gazebos, sheds, and other detached structures should comply with these guidelines. EXCEPTION: a pergola or gazebo not to exceed 14 ft. W x 14 ft. L x 12 ft. high, either prefabricated or assembled from a commercially available kit, may be allowed to be configured with a hip roof, if and only if all other applicable guidelines are met. Any larger pergola or gazebo, if approved, should be constructed in all regards to comply with the above referenced roofing guidelines for coordination with the architectural and aesthetic character of the community.

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 deck/patio to include all dimensions.
3. Color and description of all materials being used to construct the proposed deck/patio or gazebo/pergola.

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 workmanlike manner and must match as closely as possible the parent structure in color.

¹¹ (Section 9, CCR. 2/26/71)

¹² See Fences section within these guidelines for definition of "Forward Fence Line"

- c. Effort must be made to shield the doghouse from view of the street and adjacent properties.

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 requires approval of the ARC. Asphalt and concrete are acceptable driveway materials. Crushed stone or similar loose aggregate will not be approved. Other materials, including pervious or impervious paving materials may be considered for driveways on a case-by-case basis, provided such materials are coordinated with the overall design of the home and community, are installed in a professional and workmanlike manner, and are maintained free of erosion and settlement. All driveways must be installed and maintained in a manner such that sediment, mud, and/or gravel will not be tracked out from the property as a result of use of the driveway.
- 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 nor increase the total impervious area of the front yard beyond 25% of that area unless specifically approved for such use by Loudoun County Planning & Zoning. EXCEPTION: this section shall not be read to prohibit the use of a 2-car-width driveway, provided the width and length of such driveway is minimized and at no point wider than 25 ft.
- d. At no time shall the lengthening of a driveway extend beyond a fence (if applicable). EXCEPTION: a driveway may extend beyond a fence to create a single private parking space in a back yard, provided a well-constructed gate consistent with the fence design is provided at the fence line, and provided that all other requirements of these guidelines are met.
- e. Maintenance and repair of an existing driveway, including sealing and patching, does not require ARC approval.

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.

13. Fences

All fence projects require approval by the ARC, including modifications, additions, removals, and replacements of fences.

1. **Location:** The Forward Fence Line is the position on the property in front of which a fence may not be located. In general, that line is located 12 feet behind the front line of the furthest left-hand and furthest right-hand front corner the primary structure, and is recorded on the certified plat. (The intent of this section is that back yards may be enclosed in a manner harmonious with the parent structure and adjacent properties, but front yards must remain open).
 - a. EXCEPTION 1: In cases where the Forward Fence Line is not recorded on the certified plat, Forward Fence Line shall be defined as 12' back from the front line of the structure on either side, not to extend forward of the front corner of the adjacent home.
 - b. EXCEPTION 2: Extension of a fence forward of the Forward Fence Line may be considered when the Owner demonstrates special circumstances. Examples include but are not limited to a misalignment between Forward Fence Lines of adjacent properties, or when using fencing to create a private or semi-private front patio connected to and not extending forward of the parent structure.

2. **Additional Location Considerations**
 - a. Owners of corner Lots applying for fence applications should consult Loudoun County Department of Planning and Zoning to ensure compliance with sightline and setback requirements prior to submission. In general, Zoning requires that a corner Lot is required to hold the fence line back a minimum of 25 ft. from the curb for each face of the Lot with road frontage. The only exception to this 25 ft. setback is for fences with a maximum height of 3' 6". The 12' setback from front corner of house described in parts A (location), B and C (exceptions) of this section shall still apply. The location guidance in this section shall not supersede minimum setback guidance established by Loudoun County. In general, property lines are set back a minimum distance from the curb (8 ft or 10 ft; this dimension may vary from Lot to Lot and shall be verified prior to encroaching on a front property line). Fences for any Lot, even if constructed to 3' 6" or lower, shall not extend beyond the property line (e.g. all the way to the curb).
 - b. When fences do not extend to the property line, nor adjoin a neighboring fence, a "false front" may be required in order that an alley effect is not created between two fences. Property maintenance between fences shall remain the responsibility of the owners of the respective parcels. For this reason, it is recommended that fences be constructed on the property line whenever practical.

3. **Materials, Construction, and Configuration**
 - a. Fences shall be constructed in a professional and workmanlike manner.
 - b. Height: No fence shall exceed six (6) feet above ground level. 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).

- c. Style, Materials, Type, Finish: Acceptable fence styles include alternating board on board, solid board with flat, dog-eared, or curved tops, spaced picket, split rail, wyngate (alternate board or shadowbox style), estate style, or similar standard fence styles. The above described styles shall be constructed of wood, or textured and dyed wood-like composites (e.g., Trex). Ornamental pickets (e.g., pointed, gothic, or colonial style) shall not be approved for new installations and may only be accepted as maintenance material when used to match existing fencing.
- d. Chain link, metal picket, metal or plastic mesh, or chicken wire will not be approved for any fence structure or enclosure. Exception: Wire mesh of a grid size between 1x1" and 2x4" square or rectangular 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.
- e. Stone or brick will be considered as a fencing material; such a fence should be compatible with the design of the house. Concrete or concrete block materials (e.g., CMU) will not be considered. Vinyl fencing does not conform with the architectural character of the community, and will not be considered for approval except as maintenance or repair (same location, manufacturer, color, and style) of a previously approved installation. Vinyl fence replacements should be performed instead with wood or other conforming materials as described above.
- f. Acceptable paint color finishes are the trim or base colors of the house on the property. Fences may also be stained or painted a natural wood color or left to weather naturally. Additional colors may be considered on a case-by-case basis, but should not be intensely saturated (i.e., bright and/or highly contrasting) colors. White or black paint will generally not be approved for fencing. If only one side of the fence is to be finished, this side shall be the public side.
- g. Maintenance: All fences shall be kept in good order. No boards shall be warped, broken or missing. Trees, shrubs, and invasive vegetation shall be kept off all fences.

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 Storage

Firewood shall be neatly stacked and stored either along the sides of or behind the home, i.e. behind the front house corners and/or forward fence line. Firewood is not required to be concealed behind a fence or within a storage structure, provided it is stacked neatly, and debris, refuse, or garbage is not allowed to accumulate within the area.

Firewood shall not be stacked higher than the approved or approvable fence line and height per current fence guidelines. To minimize rodent or insect infestation, firewood shall be kept a

minimum of six (6) inches from any structure. Firewood not stored in accordance with these requirements may be deemed a nuisance and ARC may require its removal from the Lot.¹³

While not required for the storage of firewood in accordance with these guidelines, firewood storage structures will be reviewed and considered subject to the requirements of the guidelines for Sheds¹⁴.

Tarps, equipment, or other items associated with the stacking of firewood shall not be permitted unless entirely concealed from view.

15. Outdoor Fire Pits (Permanently Installed)

Permanently installed fire pits, outdoor fireplaces, or similar structures designed to utilize open flame in an outdoor setting shall be a minimum of 15 ft. away from any Lot line, 6 ft. away from any vegetation (except turf grass), and clear of any overhead vegetation. This section shall not apply to a temporary movable fire pit, or barbecue grill except as part of a permanent installation.

The use of an outdoor fire pit, fireplace, or other open flame shall be subject to regulations imposed by Loudoun County planning and zoning and any burn requirements/air quality requirements or restrictions imposed by state or local jurisdictions. Notwithstanding compliance with these requirements and the guidelines outlined above, the use of an outdoor fireplace or fire pit may become a public nuisance for a variety of reasons including health, light, or noise considerations, and the approval of or installation of an outdoor fireplace or fire pit shall not be considered waiver of ARC's jurisdiction to enforce the removal of a public nuisance.¹⁵

16. 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.

17. Exterior Lights

Only provided that all the following conditions are met, the installation or replacement of exterior lights does not require ARC approval. Lighting not compatible with the following criteria requires ARC approval, and shall only be approved if applicant demonstrates unique circumstances requiring the use of such fixtures.

- a. Lights shall be directed downward and installed with bulbs or fixtures providing a full cutoff (i.e., shielding) such that light shall not be emitted beyond the 180 degree horizontal plane or onto neighboring properties. All lighting shall be designed and installed to limit light trespass beyond property lines. In no case shall a light be aimed straight outward (horizontally) or higher.
- b. Footpath lighting shall be of low intensity and the light shall be directed downward.

¹³ (Section 4 (a), CCR. 2/26/71)

¹⁴ (ARC Guidelines, Sheds)

¹⁵ (Section 4 (a), CCR. 2/26/71)

- c. Lights controlled by motion sensors shall be aimed so that they will not be triggered by motion beyond the property line.

Light fixtures certified by the manufacturer to be Dark Sky compliant shall be deemed to satisfy all requirements outlined above when installed and used in accordance with manufacturer's recommendations.

The previous, current, or future approval or installation of non-conforming lighting does not permit the Owner or resident of any property to use lighting in a manner inconsistent with the laws or ordinances of the State of Virginia, Loudoun County, any applicable Planning & Zoning authority, or in any manner that creates a nuisance to the Owner or resident of another Lot.

18. Landscaping and Plantings

ARC approval is required for the removal of any tree with a diameter of 6" or more measured 24" above the ground¹⁶.

Any excavation, fill, curb, ditch, or other thing or device which affects or alters the natural flow of water is considered a "structure" which requires ARC approval¹⁷. Such a structure is also prohibited by Virginia ordinances. The modification of established drainage patterns and is further prohibited by the SRHOA CCR¹⁸.

The modification of existing grade by more than 6" requires ARC approval¹⁹, and shall only be approved on the basis that Owner (1) certify that such modification not alter natural flow of water or established drainage, and (2) take responsibility to ensure the same is not altered through such modification.

Other landscaping projects and plantings as well as landscape structures less than 24" in height generally do not require ARC approval so long as the following guidelines are followed:

- a. No landscaping project shall continue for more than four weeks without ARC approval.
- b. Trees, hedges and shrubs that restrict vehicular-traffic sight lines shall not be permitted. VDOT sight line restrictions shall prevail in a dispute.
- c. Hedges extending within 12 feet of any road or which block view of a driveway from oncoming traffic shall not exceed three feet above grade level and must be maintained at or below that height. This requirement shall not apply to individual trees planted with at least 5' spacing between trunks, and clear space maintained between trees. To avoid sightline issues, owners of corner Lots are advised to verify with VDOT prior to placing trees, hedges, or other plantings which could obstruct visibility.
- d. No landscape project shall hinder established drainage patterns or redirect the flow of water to or from an adjacent property without ARC approval. Such modifications are generally prohibited.

¹⁶ (Section 4 (h), CCR. 2/26/71)

¹⁷ (Section 1 (c), CCR. 2/26/71)

¹⁸ (Section 9, CCR. 2/26/71)

¹⁹ (Section 1(c), CCR. 2/26/71)

- e. A raised bed or similar structure shall be maintained 6" clear of any structure or fence line, shall be installed in a professional and workmanlike manner, and shall be constructed of natural or natural appearing materials (e.g., stone, stone veneer, landscape timbers). Alternate materials may be considered if coordinated with the architectural character of the community and the parent structure.

Retaining walls are classified as structures requiring ARC applications, and are covered separately in these guidelines (see section titled Retaining Walls).

Owners 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 consistent with good property management practices²⁰.

Nothing contained herein shall prohibit the use of natural or natural-appearing materials, plantings, wildflower gardens, vegetable gardens within raised beds (or at grade), mulch or stone arrangements, or various xeriscaping strategies, provided such landscaping installations are incorporated harmoniously with the topography and home design and maintained in good repair, nor shall this section mandate the use of turf grass so long as an alternate landscape and soil stabilization strategy be selected.

The use of bamboo or other invasive species as plantings upon any Lot or parcel within the association is not consistent with good property maintenance unless fully contained by a substantial planter which prohibits the spread of all roots beyond the planter. Such planters are subject to approval by ARC, and such approval does not relieve homeowner of responsibility to contain invasive plantings. Property owners allowing bamboo or other invasive species to escape from their property limits shall be found in violation of ARC guidelines and ARC may enforce the removal of such nuisance plantings at homeowner expense under the property maintenance authority established by the declaration of covenants.²¹

19. Playhouses

All playhouses and similar structures 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. No playhouses or other personally owned structures may be placed on HOA 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

²⁰ (Section 2, CCR. 2/26/71)

²¹ (Section 9, CCR. 2/26/71)

not have an impact on a neighboring property and when their highest point does not exceed 8 feet. EXCEPTION: a playhouse may be constructed within size guidelines for sheds if all other guidelines are met.

- e. Tree houses will not be approved, unless the top of structure is limited to no more than the current height restriction for sheds.
- f. Playhouses, treehouses, and similar structures must be constructed in a professional and workmanlike manner.

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.

20. Recreation/Sport Equipment and Tents

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, or behind an approved fence.

Tents and pop-up awnings or canopies not designed for permanent use are permitted only on a temporary basis²². Tents may not be displayed on the property for more than seven (7) consecutive days and must be located behind the rear house line only, out of view of the street.

21. Fuel Tanks and/or Standby Generators

All installation of propane or other fuel tanks or standby generators, or any auxiliary fuel tank for the use of gas fireplaces, home heating, cooking equipment, or backup energy generation, etc. requires approval by the ARC, and all required Loudoun County permits shall be secured prior to final approval. EXCEPTION: a propane tank of 20 lb. or less capacity, when affixed to an outdoor grille or shielded from view, shall be permitted to be stored without approval.

Required Considerations:

- a. Effort must be made to shield the tank or generator from view of adjacent properties. At no time shall a generator or fuel tank be permitted to be installed within view of any roadway.
- b. If a propane tank or standby generator is within a yard fully enclosed by a 6 foot privacy fence, other screening is not required.
- c. If installed, a standby generator shall not be programmed to exercise the generator motor between the hours of 10:00 PM to 7:00 AM, except in case of emergency (power failure). Whichever requirement is more stringent (between this section and current Loudoun County noise ordinances) shall govern.

An application requires the following information:

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

²² (Section 4(m)(c), CCR. 2/26/71)

2. Dimensions and capacity of any proposed tank.
3. Loudoun County permits shall be provided to ARC prior to final approval.

22. Refuse Containers and Trash Enclosures

Containers shall be stored so that they cannot be seen from the front street. Containers may be made visible no more than 24 hours prior to scheduled pick up and may remain visible not more than 24 hours after pick up²³.

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

- a. Maximum width and depth must be no more than 42 inches in one dimension by 72 inches in the other dimension, or the minimum size required to fit two standard waste/recycling receptacles, whichever is greater.
- b. Height must be between 36 and 54 inches.
- c. Enclosures must be constructed of alternating board on board fence material or approved privacy fencing with a maximum opening of 1.5 inches in the slats. Materials must be either solid wood, wood composite, or other approved fencing material. One side of the enclosure may have a gate.
- d. Exceptions to maximum size limitations may be considered, provided any such installation is architecturally coordinated with the parent structure. The intent is that the visual impact of waste containers and their enclosures be minimized.

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

23. Retaining Walls

All retaining walls, retaining wall renovations and/or modifications require approval by the ARC. A retaining wall shall be defined as any wall or structure used to hold back earth or other landscape features. A retaining wall shall not be configured to interfere with the natural flow of water or with established drainage²⁴. In addition to ARC requirements, Loudoun County issues construction permits for the installation of retaining walls. ARC may at its discretion require permits be submitted to ARC prior to final approval of a proposed installation. A raised bed of less than 24" high at the highest point which is not installed for structural reasons (e.g., to hold back a slope) shall be regulated under current requirements for landscaping in lieu of this section.

Approval of a retaining wall by ARC does not relieve Owner of responsibility for engineering considerations nor of responsibility to secure all required Loudoun County permits.

Materials:

²³ (Section 4(f), CCR. 2/26/71)

²⁴ (Section 9, CCR. 2/26/71)

- a. Landscape timbers, concrete, stone, or stone veneer will be considered. ARC may approve alternate materials provided such materials are coordinated with the architectural character of the community and the parent structure.
- b. Plain-cast and square-edged cinder blocks (e.g., CMU) will not be considered for exposed portions of any retaining wall, raised bed, fence/wall, or other 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 retaining wall to include all dimensions, both above and below ground.
3. Description of all materials being used to construct the proposed retaining wall.

24. Roofing Materials / Shingles

All roofing materials described in in this section shall only be installed on slopes, locations, and in configurations consistent with current requirements on Roofline and Slope Modifications.

Replacement of shingles or roofing materials require approval by the ARC.

Materials:

- a. Asphalt shingles (either 3-tab or architectural-style) will be approved for use, subject to color approval and slope limitations²⁵. An approved list of asphalt shingles is located at the SRHOA Office; similar colors and styles of asphalt shingles will be considered for approval.
- b. Metal shingles of approved solid colors, or factory painted or textured to imitate the appearance of asphalt shingles, or shingles with integral solar energy collection technology shall be acceptable alternatives to asphalt shingles. If textured and non-reflective, they may be used on all approved slopes, but if they have a glossy or solid color finish, they are subject to further roof slope restrictions²⁶.
- c. Standing seam metal roofing of approved solid or metallic colors may be considered, provided such roofs are designed and configured for use with no exposed fasteners and are installed in accordance the manufacturer's requirements. Highly reflective (i.e., polished or high-gloss) surfaces will not be considered for approval. Colors shall be coordinated with the parent structure and shall not be intensely saturated (i.e., bright and/or highly contrasting). "Flat" or low-slope materials such as asphalt roll roofing, aluminum roll roofing (bituminous or butyl-backed), or similar single-ply membranes may be considered, provided such roofs are detailed with drip edge trim and/or fascia similar to other roofs on the property (or installed behind a parapet wall which is similarly capped with drip edge trim and/or fascia). The top surface of such roofs shall not be visible when viewed from any street. Slope requirements apply²⁷.

²⁵ (ARC Guidelines, Roofline and Slope Modifications)

²⁶ (ARC Guidelines, Roofline and Slope Modifications)

²⁷ (ARC Guidelines, Roofline and Slope Modifications)

- d. Prohibited and other roof materials: under no circumstances shall rough hewn cedar shake roofing, clay tile roofing, slate roofing, or other material designed to imitate such materials be considered for approval. Metal roof types featuring exposed fasteners shall not be considered for approval. Corrugated or ribbed roofing, regardless of material composition, shall not be approved. Other alternative roofing materials may be considered on a case-by-case basis provided their appearance is coordinated with the parent structure and compatible with the architectural character of the community.
- e. Roofing materials on any home shall be limited to one material on sloped roof surfaces and one material on flat or low-sloped surfaces. Mixing of multiple roof types, or the use of contrasting materials on visible roof surfaces of the same home shall not be approved.

Patches/repairs to roofing on an emergency basis do not require ARC approval but must be made with the same color and material as the original roof. Mismatched patches visible from the street shall be in violation of ARC guidelines regardless of roofing material used.

25. Roofline / Slope and Height Modifications

All projects including modification of an existing roofline or slope shall require Loudoun County building permits for final approval. It is recommended that such projects be submitted to ARC for initial approval during conceptual design.

Roofline extensions to enclose new spaces shall be harmoniously coordinated with the design of the existing home. In general, this means that the completed structure shall be the simplest, lowest practical combination of shed roofs, flat or low-slope roofs, and plain gable roofs required to enclose the desired space. Such roofs may terminate or intersect at a valley, gable, or adjacent sidewall, but shall not be permitted in a hip or partial hip configuration. All original floor plans conformed to these requirements, and modifications should carry forward the same design language (i.e., simple low-slope to moderately-sloped gable and shed roofs with plain soffits, configured in an unembellished fashion, and coordinated with the surrounding topography and properties to the extent possible). Dormers are generally not approved, but may be considered on a case by case basis if harmoniously coordinated in style and proportion with the parent structure.

Non-conforming roof configurations: the following roof types and conditions are non-conforming with the original design character of the community, and shall not be considered except as repair/maintenance of a previously approved existing condition.

1. Hip, half-hip, dutch hip, gambrel, mansard, butterfly, or turret roofs of any type.
2. Roofs which incorporate soffit returns (i.e., cornice returns) of any type.
3. Roof pitches which change in slope along the same roof surface in the direction of drainage (i.e., a low slope roof extending directly from a steeper sloped roof, or vice versa).
4. Mismatched adjacent roof slopes converging to a single point in the direction of drainage (such as can trap moisture and promote ice dams) shall not be approved.
5. Steep slope roofs (i.e., steeper than 9:12)

Modifications to non-conforming existing conditions: The roofline of any structure which incorporates any non-conforming roof configuration shall not be approved for further

modification except to bring the roofline into conformance with the architectural character of the community as outlined in these guidelines.

Roof slope and height requirements for certain materials:

- a. All roofing materials shall be installed in accordance with manufacturer's slope guidance. Roof slopes of less than 3:12 require special consideration to prevent ice dams when traditional asphalt shingles are used.
- b. To prevent excessive glare onto neighboring homes, standing seam metal roofs or roofs with solid color or gloss finishes shall not be approved on slopes greater than 6:12.
- c. Low slope or "flat" roofing materials shall only be approved for use on slopes between 0.5:12 and 2:12, which shall be configured such that the top surface of the roof is not visible from any street.
- d. Under no circumstances shall a roof slope modification which includes slope in excess of 9:12 be approved, except as repair/maintenance of an existing roof.
- e. The highest point on any roof shall not exceed 25 feet above grade unless previously approved in such configuration.

26. Siding, Cladding and Building Exterior

General Requirements: the style and architectural character and of all proposed siding, cladding, and accent materials shall be harmoniously coordinated with existing siding, cladding, and accent materials on other areas of the residence, and with the architectural character of the community.

- a. Pre-approved colors for siding and cladding are located at the SRHOA office. Colors other than from the pre-approved list must include product sample with application.

Siding and Cladding Materials: all siding or cladding requires approval by the ARC. Permitted siding and cladding materials and styles include wood, wood composite, metal, vinyl, or fiber cement material, arranged as lap siding, board and batten, or grooved vertical panel siding (e.g., T1-11, James Hardie, LP SmartSide).

Exterior Accent Materials: accent materials may include brick, stone, or cementitious stucco. Vinyl siding stamped to imitate stone or shingles shall not be permitted as a primary or accent material.

Alternate Siding, Cladding, and Accent Materials: other siding, cladding, or accent materials will also be considered on a case-by-case basis, provided such materials are cohesively coordinated with the design of the home and architectural character of the community. Primary siding or cladding material on all sides of home must be the same color.

Other Exterior Elements

- a. Any exposed column or faux column incorporated into the exterior of any residence or elsewhere on the property shall be coordinated with the architectural character of the community and the parent structure. Examples of acceptable column types include square brick columns, or square, recessed-panel type columns. Columns should generally be plain and unembellished. Circular, spindle, lathe-turned, fluted, columns with decorative bases or capitals, or columns which imitate classical or colonial architecture will not be approved.

- b. Any exposed exterior element shall be painted, stained, factory-finished, or constructed from weather resilient architecturally exposed materials (e.g., exposed brick), and shall be kept in good repair.
- c. EXCEPTION: non-conforming columns or other exterior elements may be replaced or repaired in kind, provided that such elements have been previously approved by ARC. These elements may not be added to or expanded without first reconciling non-conforming elements with the design character of the community and parent structure.

Siding and cladding and all building exterior components must be kept in good repair (i.e., missing, damaged, or rotting pieces are not allowed, nor is any visible mold growth on exterior siding/cladding or other building envelope components).

Vegetation may be permitted as a limited exterior feature on building exteriors (e.g., on an integral trellis, window planter box, vegetated wall, or similar), but shall be maintained to prevent damage to the siding/cladding or structure. Note: this does not permit the use of invasive vegetation, nor the keeping of a structure in an overgrown/unkempt condition.

27. New or Replacement Homes

To the extent that a new dwelling unit may be proposed to be built or rebuilt within the community, such undertaking shall require ARC approval. It is recommended that Owner present preliminary or conceptual information to ARC prior to design development to avoid the necessity of redesign or reconstruction for conformity with the architectural character of the community.

Note that while new or replacement dwelling units are not required to conform to footprints or floor plans of homes already existing within the community, they shall be designed to carry forward the existing design language and character of the community. All guidance from these guidelines applies, especially the requirements of sections on *Roofline / Slope and Height Requirements* and *Siding, Cladding, and Building Exterior*.

28. Skylights

All skylights require approval by the ARC and must be structurally and architecturally compatible with the parent structure.

The addition or deletion of any skylight shall require a Loudoun County building permit prior to modification of any structure.

Height above roof structure shall be minimized to the degree practical, and shall extend at most 12" from the immediately adjacent roof structure to highest point on the skylight (measured perpendicularly to roof surface).

An application requires the following information:

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

29. Solar Panels

The installation of rooftop solar energy collection devices and facilities require approval by the ARC. The installation of solar arrays elsewhere on properties (i.e., front or back yards) is not permitted. All solar installations must meet the following specifications:

- a. Energy collection devices will not be allowed on any HOA Common Area.
- b. Energy collection devices shall be installed in a professional and workmanlike manner, (e.g., no exposed or disorganized wiring shall be visible). Wiring shall be organized and concealed from view to the extent practical.
- c. Solar panel shingles, raised solar arrays installed parallel with roof surfaces, or solar panels integral with the roofing system are generally permitted on all roof surfaces, subject to approval by Loudoun County building officials and Virginia Construction Code requirements.
- d. Exposed trim, conduit, piping, or supports for energy collection devices shall be a standard factory finished color, or shall be painted in a black or dark colored finish, or shall match the color of the roof or roof trim/fascia. These elements shall not be selected to contrast with the roof or parent structure, (i.e., as an additional accent color).

An application requires the following information:

1. A manufacturer's sales brochure or similar product literature.
2. A detailed sketch showing the location of the proposed equipment and all exposed trim conduit, piping, or supports.

The association has no obligation whatsoever to maintain HOA 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 HOA Common Areas in order to provide or maintain unobstructed use of solar collection devices (Adopted by motion of the ARC, 7/11/06).

30. Swimming Pools

All swimming pool installations require approval by the ARC.

- a. Types Permitted: Permanent swimming pools, temporary pools having a depth of 30 inches or more, hot tubs, 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. ARC may require and perform a survey of surrounding neighbors to solicit comments. The use of plantings in the vicinity of the pool may be required to soften the effect of the noise on adjacent Lots.
- c. Safety and Security: Any application for a pool of water as mentioned in 2(a) must be accompanied by an application for an acceptable fence or be constructed within and fully enclosed by an acceptable fence that shall provide adequate security for adjacent properties.
- d. Installation: Any installation of a pool of water as mentioned in 2(a) must be performed in a professional manner following manufacturer's requirements. Tarps, rubber lining, or other such underlayment materials may not be installed so as to be visible.

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.

31. 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, non-operable windows, and other window configurations 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). Standard vinyl-framed windows with white frames, if selected, are not required to be painted to match house trim or siding.

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.

32. Window and Supplemental Air Conditioning Units

The installation of window air conditioning units visible from the street frontage of the home 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 or through-wall units on the front of the house is not allowed.
- b. Units will be kept in good working order. Units that leak or show signs of rust or deterioration will not be allowed.

- c. Air conditioner outdoor units (i.e., condenser units) for split systems or central air conditioners shall only be installed on the sides or rear of the home.

33. Animals and Agricultural Uses

No birds, animals or insects shall be bred, raised, kept or maintained on any Lot except for domestic purposes. Under no circumstances shall any commercial or business enterprise involving the use of animals be conducted on the property²⁸. Under no circumstances shall a rooster be kept or permitted to remain upon any property.

The keeping of poultry or livestock except for personal, non-business use shall not be permitted upon any Lot. No rooster, pig, cow, nor any livestock animal exceeding 60 pounds adult weight shall be kept or allowed upon any Lot under any circumstances. A nuisance animal or animals, or unsanitary conditions as a result of animal husbandry of any form, shall not be maintained upon any Lot. Animals also shall not be permitted to roam at large (i.e., beyond the property line). If an animal is deemed a nuisance (based upon complaint or ARC determination), the owner shall be found in violation of ARC guidelines. Complaints or observations of potential unsanitary conditions may be referred to Loudoun County Planning & Zoning for further review.

No agricultural use (including the keeping of livestock or poultry) shall commence or continue upon any Lot until all Loudoun County requirements have been satisfied, including but not limited to the approval of any applicable farm management plan.

The form, size, and location of any coops or structures required to facilitate the keeping of poultry or livestock are subject to ARC review prior to installation. The Loudoun-County-approved farm management plan, as applicable, shall be included as an attachment to any applications submitted for approval of such structures.

Vegetable gardens are not covered by this section.

34. Accessory Dwelling Units or “Tiny Homes”

No dwelling shall be erected on any Lot which has a total floor area of the main structure, exclusive of porches, garages, and carports, of less than 1,250 square feet²⁹. Based on this requirement, “Tiny Homes” or accessory dwelling units (e.g., “mother-in-law suites”) will only be considered for approval if permanently connected to and architecturally coordinated with the main structure. Such structures are subject to Loudoun County Planning & Zoning requirements, including building setbacks and permit requirements.

35. Display of Signage

Advertising Signage: advertising signs and any “advertising device” shall not be permitted on any Lot at any time. This includes any and all signage or similar items affixed to any structure.

EXCEPTION: as specifically outlined in Declaration of Covenants³⁰ a family or professional name

²⁸ (Section 4 (i), CCR. 2/26/71)

²⁹ (Section 9, CCR. 2/26/71)

³⁰ (Section 4 (j), CCR. 2/26/71)

plate, a name address plate, or an address plate, none of which shall exceed 240 square inches in area, and a temporary sign, not to exceed 8 square feet in area, for the purpose of advertising the property for sale may be displayed on a Lot.”

Temporary Signage: up to three total signs (i.e., political campaign signage, decorative garden flags, advertisement for goods or services, or similar) each not to exceed 4 square feet may be displayed, provided such is not permanently affixed to any structure and does not include profanity, violence/gore, targeted criticism of neighbors, or targeted criticism of any group or class of people.

See section title “Flags and Flagpoles” for additional guidance.

36. Flags and Flagpoles

An American flag or Virginia state flag of the official type may be displayed on a Lot, and shall not count toward any allowance for temporary or permanent signage. All other flags of any form shall be treated as temporary signage for purposes of these guidelines.

III. VIOLATION PROCEDURE AND ENFORCEMENT

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

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 Owner 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.

If an acceptable response is received, a notation is attached to the file and the ARC or its managing agent shall monitor 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.

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 55.1-1819,C Hearing. All hearing requests shall be sent via certified mail, return receipt requested, and the charges assessed to the Owner’s account.

Following an uncured violation, the ARC may:

1. Send the letter with photographs, if available, to the HOA Board with a recommendation that the matter be forwarded to the Association attorney for further legal action, and/or;
2. Grant the Owner an extension, and/or;

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)).

All correspondence is submitted to the ARC or its managing agent.