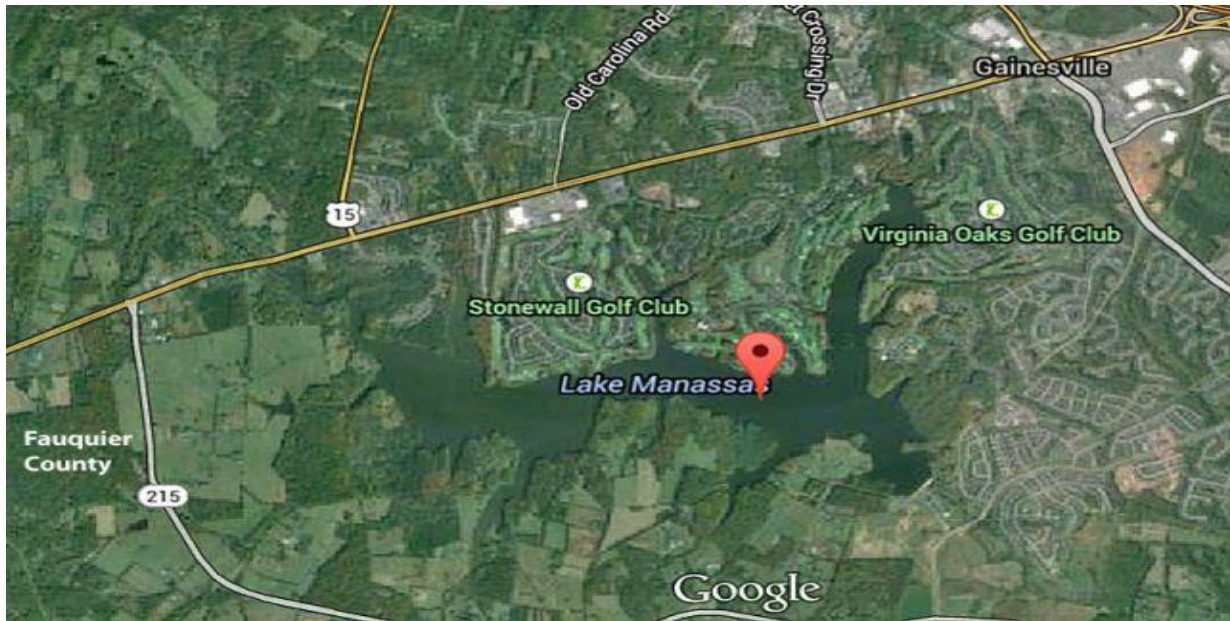


W E L C O M E



WELCOME PACKAGE CONTENTS



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Dear Homeowner,

On behalf of the Lake Manassas Residential Owners Association...Welcome!

Lake Manassas offers gorgeous views, much of which overlooks two outstanding golf courses, ponds, and Lake Manassas. Stonewall Golf club is an exceptional public course that includes the highly regarded Brass Cannon Restaurant which is open to the public. The world-renowned Robert Trent Jones private golf club is also in our view. Other features include over three miles of trails, a tot lot, 3 tennis courts, 3 pickle ball courts, 2 full-sized basketball courts, and outdoor pool facility.

You are joining the Lake Manassas Residential Owners Association (LMROA). Our purpose is to enhance and protect the economic and aesthetic values and desirability of the property and the health and welfare of our residents.

The Board of Directors meets on a quarterly basis and we welcome you to attend meetings and voice your opinions and concerns about matters that relate to the community. We also encourage you to become involved in our community by volunteering for one of our committees. We have several active committees (Budget & Finance, Communications, Community Visitor Access Control, Covenants, Modifications, and Swim & Tennis) that are always looking for new members and fresh ideas.

You will be receiving a copy of *The Lake Manassas Handbook for Design Guidelines, Use Restrictions, Property Maintenance Standards and Enforcement Procedures*. Please take some time to review the Handbook which contains among other things, the rules and regulations for the community. We find that some of the most common violations homeowners are unaware of are minor infractions such as mailbox maintenance, lawn and mulch maintenance, and parking (*there is no street parking permitted in the community without prior notification to management*).

You should have received a set of "resale documents" when you purchased your home. These documents include a copy of the Association's governing documents and certain disclosures regarding the property. In these documents you may have received a "Notice of Violation" for your property. Hopefully all violations were abated prior to your purchase, but if not, please remember that you are responsible for bringing your home into compliance with the Association's standards and rules and regulations within the stated period of time or contact our management staff to discuss a plan of action or extension of time to cure any outstanding violations.

Our Management Agent is Community Management Corporation (CMC). Our Community Manager, Michelle Wingo, is on site Monday through Friday and can be reached at concerns@LMROA.com.

Our community has a website, www.LMROA.com, that provides additional information of interest. Please register on this site with your email address. This is the quickest way for us to get important information out to the community. In addition, we are able to send community-wide emails to update you on important community information. Our on-site management staff will set up your account in GateKey Plus, our visitor management system used by our gate attendants.

Again, I invite you to become active in the community as your time permits and welcome home to Lake Manassas.

Sincerely,

Tom Cumber

Tom Cumber

Lake Manassas Board President



CONTACT INFORMATION

Baltusrol Gate House: **703.754.9465**

The Baltusrol Gate House is located on Baltusrol Blvd. This side of the Community is commonly referred to as the “Eastern Peninsula.” The gate house is manned 7 days a week, 24 hours a day.

Stonewall Gate House: **703.754.9951**

The Stonewall Gate House is located on the Turtle Point Drive in front of the Stonewall Golf Club. This side of the Community is commonly referred to as the “Western Peninsula.” The gate house is manned 7 days a week, 24 hours a day.

Management Office: **703.753.7745**

The Management office is located on the Eastern side of the Community at the Swim & Tennis Center facility. The office is open by appointment only. Appointments can be requested by emailing concerns@LMROA.com.

Board of Directors: **concerns@LMROA.com**

You can reach out to the Lake Manassas Manager and Board of Directors by email. Every effort is made to respond within two business days.

Lake Manassas Residential Owners Association (LMROA)
2025-2026 Resident Decal/Transponder Registration Form

Please print/complete all information below. Gray areas to be completed by management office.
If leasing, please provide a copy of lease unless already on file at management office.

Resident Name _____
Address _____
Phone # _____ Email Address _____

<u>Vehicle # 1</u>	<input type="checkbox"/> Free Resident Decal	Transponder (you can purchase ONE per vehicle):
Registered owner _____		<input type="checkbox"/> \$20 hangtag, <input type="checkbox"/> \$25 headlight sticker,
Vehicle Make/Model _____		OR <input type="checkbox"/> \$35 license plate bracket
License Plate State/# _____		Transponder _____
Vehicle Color _____		Decal _____

<u>Vehicle # 2</u>	<input type="checkbox"/> Free Resident Decal	Transponder (you can purchase ONE per vehicle):
Registered owner _____		<input type="checkbox"/> \$20 hangtag, <input type="checkbox"/> \$25 headlight sticker,
Vehicle Make/Model _____		OR <input type="checkbox"/> \$35 license plate bracket
License Plate State/# _____		Transponder _____
Vehicle Color _____		Decal _____

<u>Vehicle # 3</u>	<input type="checkbox"/> Free Resident Decal	Transponder (you can purchase ONE per vehicle):
Registered owner _____		<input type="checkbox"/> \$20 hangtag, <input type="checkbox"/> \$25 headlight sticker,
Vehicle Make/Model _____		OR <input type="checkbox"/> \$35 license plate bracket
License Plate State/# _____		Transponder _____
Vehicle Color _____		Decal _____

<u>Vehicle # 4</u>	<input type="checkbox"/> Free Resident Decal	Transponder (you can purchase ONE per vehicle):
Registered owner _____		<input type="checkbox"/> \$20 hangtag, <input type="checkbox"/> \$25 headlight sticker,
Vehicle Make/Model _____		OR <input type="checkbox"/> \$35 license plate bracket
License Plate State/# _____		Transponder _____
Vehicle Color _____		Decal _____

Resident Signature _____ Date _____

By signing this form you agree to allow LMROA representatives to electronically send you community information. LMROA will not share your phone number or email address with persons or organizations outside of Lake Manassas.

There is a non-refundable fee for new or replacement transponders: \$20 for hangtags, \$25 for headlight stickers, and \$35 for license plate brackets. Check or money order only, made payable to: LMROA



Gate Key Plus - Resident Manual (ver 20.1)

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Please note that this manual includes all available features, your community may not use all features, such as pass printing and SMS (Text) notification.

Gate Key Plus is an Internet based resident and guest management system for gated communities. Gate Key Plus provides you with the ability to update your household's information, manage your guests, and create guest arrival notifications and reports. Your information is immediately available to the Gate House.

Access your account by visiting: www.GateKeyPlusResident.com and entering username and password (assigned by your community's administrator). If you do not know your login and password please contact your community manager or the Gate House.

Quick Setup: Click on **Account** and change your password, Click on **My Contacts** to add or update your contact information, and Click on **Permanent Visitors** to add your approved visitors.

More detailed instructions and information is provided below:



Resident & Contact Information

The **Account** tab is where you can update your login user name, and your account password. The account holder's name and property address are set by the Administrator; please contact the management office for your community to have your name changed. It is **critical** for your security to use a unique password for Gate Key Plus, and not a password you use to log into other systems.

The **Additional Residents** tab is where you can list all the residents in your home, and describe what relationship they are. Residents will be allowed access to the community without restrictions.

Relationship options are: Spouse, Child, Family Member, Roommate, Care Giver, Property Owner, Tenant, and Other. To add a Resident to your account, please click on the Add New User button and enter the information.

They will also have access to your Gate Key Plus account. You may select which privileges each user has. They will have their own **username** and **password** that is chosen when they are added as a

Resident. You can choose whether they will be listed in the community directory, and set them to Active or Inactive. Be sure to click Save.

To delete a Resident simply click on their name, and then Delete Resident. The Resident will immediately be deleted from the system.

The **My Contacts** tab is where you can add additional land-line phone numbers, email addresses, and mobile (cell) phone numbers. This is the information Gate Key Plus, the Gate House, and the community will use to try to contact you. Please note that the First email address and the First Mobile number you enter will be the Primary ways you will be notified in the event of a problem or emergency. To change your Primary contact, you can select the contact you would like to change it to and then click Make primary Contact. You can add additional contact information for yourself and each resident, if you add contact information for other residents make sure you indicate whose contact it is in the description field, such as: "Sally's Cell Phone". When you add guests, you can select arrival notification from this list of contacts.



If you want to be notified on guest arrival, be sure and list at least one mobile phone number and email address in Contacts!

Call Restrictions, this sets time limits on when the Gate House is allowed to contact you. If no restrictions are entered, the Gate House may contact you at any time. You can find this in the **Account** tab.

Call In Pin, please enter a secret word or phrase, which needs to be verified to the Gate House personnel should anyone call the Gate House representing themselves as being from your residence. Another way to think of this is a "Pin Number" for the Gate Key system. You can find this in the **Account** tab.



Email & Text Message Notification

The **Options and Settings** tab contains Mobile, Email, and Blast Notification settings.

You can choose whether you would like to receive mobile notifications when your visitors arrive.

You can choose if you would like to receive blast notifications through email or text message when they are sent out by your community, and whether they would be received by only the primary contact or by all contacts.

You choose whether you would like to receive push notification blasts through the mobile app when they are sent out by your community.



Adding or Editing Visitors

There are four types of visitors to choose from:

- **Temporary Visitor** - Temporary visitors have date limits that will expire based upon what you specify. This would generally be a one time guest or service personnel such as Housekeeping, Pool/Yard Service, or Child/Healthcare. You can also set up specific days and times in which they are allowed access, and place any pertinent notes for the Gate

House to view. When entering service personnel or contractors, please be sure to use the drop down box for Pass Type and select Service.

- Permanent Visitor - These are permanent visitors, such as relatives, care workers, or close friends that you always want to allow access to. You can later delete them if needed. You can set up specific days and times in which they are allowed access, and place any pertinent notes for the Gate House to view.
- Event Guest - More than four (4) people that have been invited into the community for a special event or party by a resident.
- Denied Visitor - Individuals or Companies that you do not want to allow access at any time. (Please note that neither Gate Key Plus, your community, nor your Gate House personnel can guaranty the safety of yourself, your residents, or your home).

To Add a Visitor:

1. Select the tab for the appropriate type of visitor (**Temporary Visitors**, **Permanent Visitors**, or **Denied Visitors**) and click on the Add New Visitor button.
2. Enter Company name or full name (first and last) of an individual.
3. If the visitor is one you have previously entered their name will appear in a drop down box as you start typing. You can click on this to autofill some of the fields based on their previous entry.
4. Select the Pass Type for this visitor. Visitor and Pass Types are set up by your community, and generally include: Guest, Event/Party, Resident, and Service. Additional types may include Real Estate, Golf, or Social, etc. (Does not apply to a Denied Visitor.)
5. Enter Start Date and End Date that you wish to allow access to the community. (Does not apply to Permanent or Denied Visitors.)
6. Enter Start Time and End Time that you wish to allow this guest access to the community .(Does not apply to Denied Guests).
7. Enter Visit Days, click on the box next to the appropriate day(s) temporary access is being granted (Does not apply to Denied Visitors.)
8. If you know the license plate of the vehicle your visitor will be driving, please enter it in under License Plate. This will help speed your visitor through the check in process.
9. If you know the Drivers License Number of your Visitor, please enter it in under Drivers License Number. This will also help speed your visitor through the check in process.
10. Enter Notes to Gate House if you want or need to, such as: "Plumber to repair sink".
11. For Temporary Visitors only, if you only want to allow the visitor to enter the community one time, check "One time entry."
12. If you know the Visitor's E-Mail, enter it under Visitor E-Mail. With this an e-pass can be sent to the visitor via e-mail. This will also help speed your visitor through the check in process. (Does not apply to Denied Visitors.)
13. The contact information you listed under Contacts will be listed under Arrival Notifications; if your community uses these features, the system will notify you by sending a text message to your mobile phone, and/or by sending you an email when a pass is printed for your guest upon arrival. Please select all contacts you wish to be notified upon the guest's arrival.
14. Click the Save or Cancel button.

To Create an Event Guest List:

1. Click on the **Event** tab, then click the Add New Event button, if you have not already scheduled your event. If you have done so already, skip to step 6.
2. Name your event in under Event Name.
3. Choose Event/Party in the Pass Type drop down menu.
4. Select the Start Date and End Date, as well as the Start Time and End Time.
5. Click the Save or Cancel button.

6. Find your event entry and click Edit Event.
7. Select View Event Guests.
8. You can enter the party and guest information manually by using the Add New Guest to Event button, or you can enter the information into an excel compatible spreadsheet and upload into Gate Key.
9. If you would like to use the spreadsheet option please select Import Spreadsheet of Guests click Download Event Guest Import Spreadsheet to download the template. Please note that certain browsers or operating systems may generate error messages, ignore the error messages and save the file to your computer. After entering your guests save the file, return to the import screen and upload the completed spreadsheet using Choose File. Please note there is a 200 person limit.
10. If you wish to be notified of a visitor's arrival, click there name and select your preferred contacts under Arrival Notifications.

To Edit or Delete Guests:

1. Click on the appropriate type tab (**Temporary Visitors**, **Permanent Visitors**, **Event**, or **Denied Visitors**).
2. To Edit a visitor, simply click on their name.
3. To Delete the visitor, click on the Delete button at the bottom of the Edit Visitor page.



When entering Visitor such as married couples or siblings, create a separate guest record for each person. By example, John & Mary Smith should be entered as two guests; John Smith, and Mary Smith.



Personal Information

The **My Information** tab contains Health, Pets, your Emergency Contacts, and Notes for Guard.

Health Information, where you can list information regarding your health that the Gate House and administrators can have access to.

Pet Information, where you can list your pet's name, breed, and description.

Emergency Contacts, where you can list who you would like contacted in the event of an emergency or in the event you are not able to be reached. You may enter up to five emergency contacts.

Resident Note for Guard, where you can list information you would like the guards to be aware of, that may not fit into one of the defined categories. For example: "I'll be out of town until September 1st."



Vehicles

The **My Vehicles** Tab allows you to view the vehicles registered to your residence. Unless enabled by your community, you are not allowed to add, edit or delete vehicle information; only the Community Administrator has authorization to do this.



Community Directory

The **Community Directory** Tab allows you to view and search the online directory of residents.

- Search Bar. You can use this to search by name or address. Partial name or address searches bring up everything containing what you search for.

Note: The Community Directory may be disabled for your community.



Visitor History

The **Previous Visitors** tab allows you to see all visitors that you have entered in the past.

The **Access History** tab allows you to see all visitors that have entered. It lists the date and time that they were given access. You can click on an entry for further details.

Make sure to **save** any changes!

**LAKE MANASSAS RESIDENTIAL OWNERS ASSOCIATION
2025 POOL PASS APPLICATION**

Property Address _____

Applicant Name _____ Phone Number _____

Email Address _____
(LMROA may use this information to contact you, but will not be shared with persons or organizations outside of Lake Manassas)

Names of All Persons Occupying Residence (Including Applicant)	Date of Birth (if under 18 years of age)

Facilities passes will not be issued without at least one emergency contact.

In Case of Emergency Contact (at least one emergency contact MUST be provided):

Name	Phone Number
Name	Phone Number

IN CONSIDERATION OF USING THE LAKE MANASSAS RESIDENTIAL OWNERS ASSOCIATION FACILITIES, THE MEMBERSHIP HOLDER(S) AGREE(S) TO ABIDE BY THE ASSOCIATION RULES AND REGULATIONS REGARDING THE FACILITIES. Please drop off your completed registration form in the drop box next to the HOA office door or email to concerns@LMROA.com.

Passes will not be mailed; you can pick up your passes from the lifeguard at the pool.

Two passes are initially issued at no cost to each residential unit for all household members to share. Passes have no expiration and are intended to be used year-after-year; they are not re-issued annually. In the event of a lost key card, please notify the onsite office at concerns@LMROA.com.

The cost to replace your key card is \$50 - no exceptions.

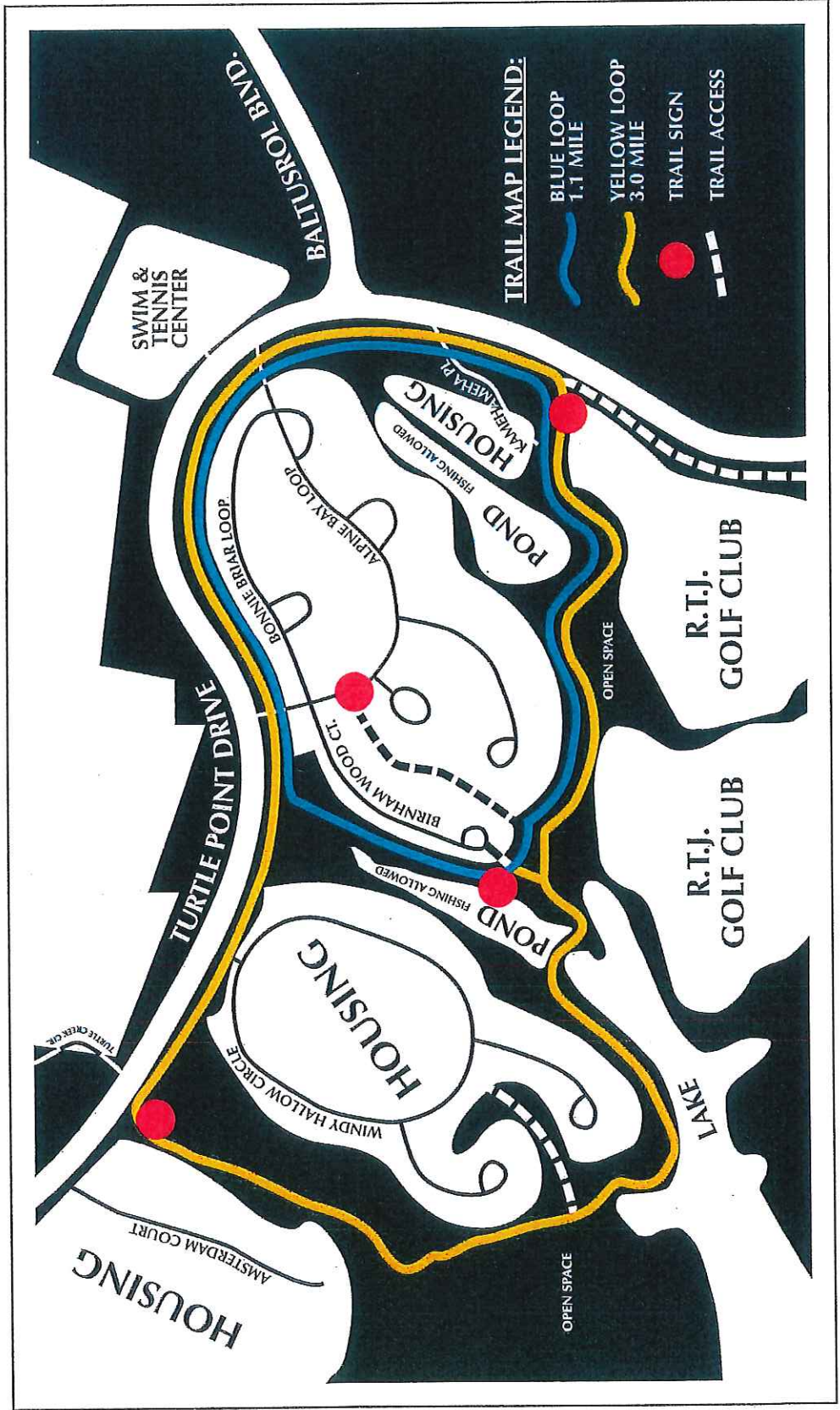
Signed: _____ Date: _____

FOR OFFICE USE ONLY

Key Card Number(s): _____



Lake Manassas Trail System



TRASH AND RECYCLING INFORMATION

- The trash removal company for Lake Manassas is American Disposal.
- Trash is picked up on Mondays and Thursdays.
- Recyclables are picked up on Mondays.
- Lawn debris (grass clippings, branches, etc.) is picked up on Monday.

Please do not place trash cans, recyclables or yard waste containers at the curb for pick up until the evening prior to the scheduled pick up day. Please store your trash can out of site and remove from the curb the evening of pick up.

Recycling:

Beginning October 1, 2021, plastic bags should no longer be used to gather recycling materials; they should be placed loose in your recycling tote for collection. Prince William County dictates materials that can be sent to recycling centers. Below are guidelines from the County and American Disposal on what is accepted for recycling:

- Plastics bottles and jugs: **#1 and #2** containers with necks including soda, water, juice, milk and detergent containers. Rinse out containers. Bottle caps may be replaced after rinsing. No bottles that previously contained hazardous materials (such as oil, flammable materials, chemicals, etc.).
- Aluminum and steel food and beverage cans and empty aerosol cans. Empty and rinse out cans.
- Newspapers, magazines, catalogs, junk mail, office paper and paperboard boxes, such as cereal, cookie, cracker and tissue boxes.
- Cardboard (flattened and cut down to sizes up to 2 ft. X 2 ft. in size if taking to the drop-off trailers.) Please Note: large boxes may be taken to the County Landfill or Balls Ford Road Compost Facility. Do not include cardboard with food residue or plastic liners.

They do not accept:

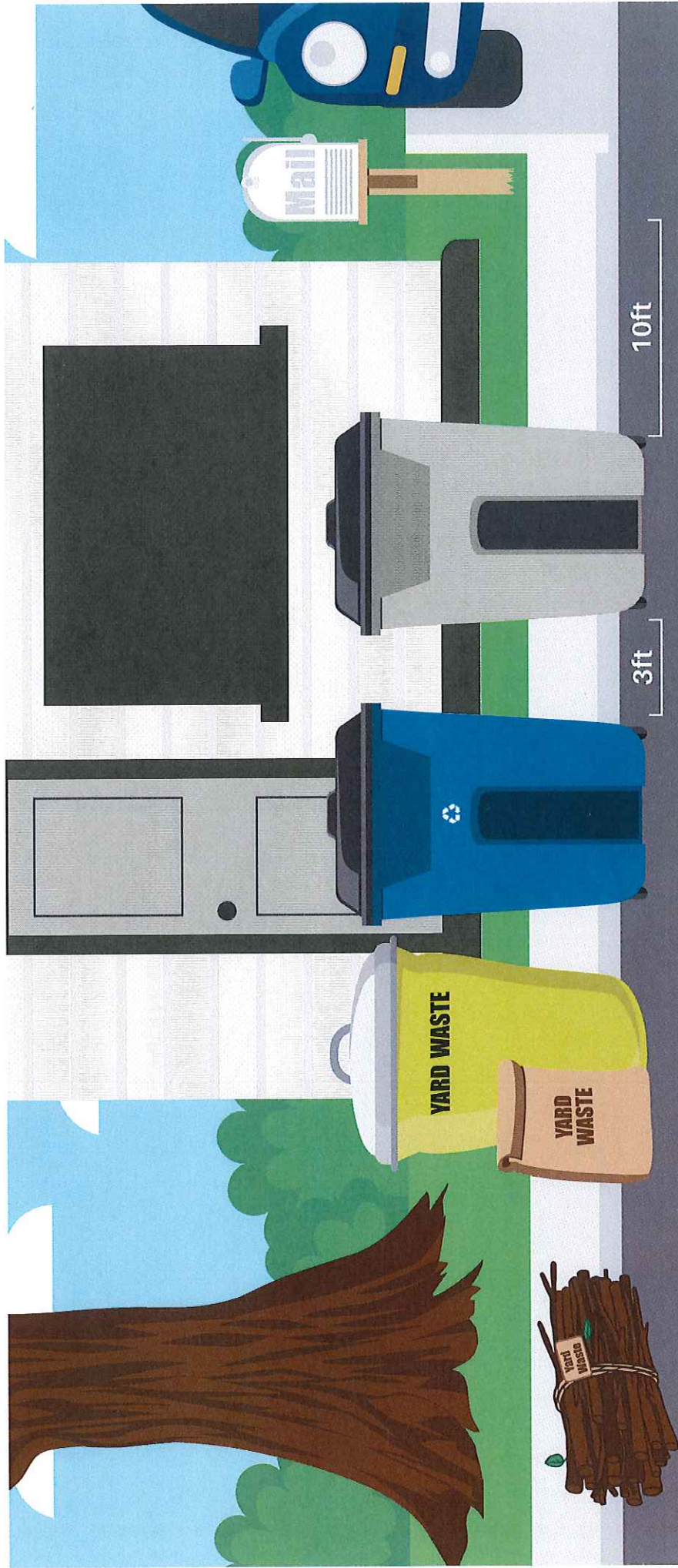
- Plastic bags - accepted at most grocery stores.
- Glass containers and jars, window glass, mirrors, light bulbs or ceramics.
- Plastics 3 through 7 (such as yogurt, margarine, and wide-mouthed containers and buckets, Styrofoam, bubble wrap, air pillows, etc.)

Yard Waste:

Beginning October 1, 2021, Prince William County started a new yard waste collection program. Yard waste will be collected weekly on Mondays, separate from both trash and recycling. Below are guidelines from the County and American Disposal on yard waste collection:

- Yard waste includes leaves, plants, flowers, grass clippings, wood chips, and shrub, tree and yard trimmings.
- Yard waste must be placed in compostable paper yard bags or loose in a personal container labeled "Yard Waste". Labels are available at the PWC Landfill and the Balls Ford Road Compost Facility, however, self-made labels are also acceptable.
- Yard waste in plastic bags will no longer be acceptable
- The yard waste collection program is seasonal and will run from March through December each year.
- Christmas trees will be collected during the first 2 weeks of January.

If grass clippings or other yard waste is mixed in with garbage, American Disposal will not collect garbage and for that household. Repeated instances may result in monetary charges, as American Disposal has the right to pass county-mandated fines onto the Association and the Resident.



Tree Limbs or Brush

These should be bundled with rope or twine. Limbs can be no longer than 4ft in length and 3in thick in diameter.

We will collect up to 10 bundles of brush per customer per pickup.

Grass Clippings and Leaves

Please place in rolled-up biodegradable bags **OR** un-bagged in a personal container clearly marked as "Yard Waste".

We will collect up to 10 bags per customer per pickup.

Trash and Recycling Toters

It is important to keep your toters 3ft apart and 10ft from any obstacles such as mailboxes, cars, lamp posts, or power lines.

THESE ITEMS ARE NOT ACCEPTED!



ROCKS



CONCRETE



DIRT



SOD



TREE STUMPS



MULCH

ITEMS THAT ARE BAGGED OR BUNDLED ARE NOT TO EXCEED 50 LBS!



VISITOR PASS REQUEST FORM

INCLUSIVE DATES OF VISIT: _____ through _____
Day/Month/Year Day/Month/Year

RESIDENT HOST'S NAME: _____

RESIDENT'S ADDRESS TO BE VISITED:

Number and Street

NAME AND VEHICLE DATA OF VISITOR:

Visitor's First and Last Name

Visitor's Vehicle License Number and State

Visitor's Vehicle Color, Make, Model and Year

RESIDENT SIGNATURE AND DATE

Resident to complete and submit via email to concerns@LMROA.com , mail, or drop off at the Site Office

Lake Manassas Residential Owners Association
Rules Violation Complaint Form

Today's Date: _____

1. Name of person(s) violating rules:

2. Address of person(s) violating rules:

3. To the best of your knowledge, are the person(s) names above tenants or owners?

4. Describe in detail how and where the rules were violated. Include as much detail as possible, including what rules you believe were violated (use reverse side if additional space is needed):

5. When did the violation(s) occur?

Date: _____ / Time: _____
6. Have you personally requested the owner or tenant to cease the rules violation?

☐ Yes ☐ No
7. If you answered "yes" to the above, by what means did you make such request to the owner or tenant?

☐ Verbally ☐ Written Request ☐ Other _____

When? _____
8. Name, address and email address of person(s) making this complaint:

You may submit this form to Management Staff by email at concerns@lmroa.com, or by dropping off or mailing it to the site office at 14900 Turtle Point Drive, Gainesville VA 20155



Sec. 118-64. - Protection of the city's reservoir (Lake Manassas).

- (a) This section is primarily designed to protect Lake Manassas ("the lake") as a public reservoir and, to the extent practically consistent with protection of the reservoir, provide enjoyable and safe recreation for the public.
- (b) The City of Manassas reserves the right to restrict use in any easements conveyed to the city and city-owned areas in, on or around the lake by use of buoys, markings, signs and other postings. Use contrary to buoys, markings, signs or postings constitutes trespassing. Tampering with any of these buoys, markings, or signs is prohibited.
- (c) At the present time, all boating on the lake is prohibited with the exception of boats on official business approved in advance by the city superintendent for water and sewer. This includes, but is not limited to, City of Manassas Police Patrol, City of Manassas Water and Sewer Department surveillance, the Occoquan Watershed Monitoring Laboratory and any state or federal agency.
- (d) Users of the lake shall comply with all applicable local, state and federal laws and regulations.
- (e) No structures, motor vehicles, boats or equipment may be placed, parked, built or operated on city-owned property or flood easement without the approval of city council.
- (1) For purposes of this section, "structure" has the meaning of an assembly of materials forming a construction for occupancy or use including stadiums, gospel and circus tents, reviewing stands, platforms, stagings, observation towers, radio towers, water tanks, storage tanks (underground and aboveground), trestles, piers, wharves, swimming pools, amusement devices, storage bins, and other structures of this general nature but excluding water wells.
- (2) For purposes of this section, "flood easement" means easements of the city for the operation of the reservoir where the applicable deed gives the city the right to control usage. Generally, this includes property around the lake from the 300-foot elevation contour line down to the 285-foot elevation contour line.
- (3) The city may remove unpermitted structures, motor vehicles, boats or equipment at the adjacent landowner's expense.
- (f) The following is prohibited on the lake and on city-owned property and flood easements surrounding the lake:
- (1) Discarding of cans, bottles, rubbish or other trash.
- (2) Alcoholic beverages.
- (g) No swimming or other water contact by persons or pets is permitted in the lake.
- (h) In accordance with the Nonindigenous Aquatic Nuisance Species Act, it is unlawful to introduce the Zebra Mussel or any other non-indigenous aquatic nuisance species to Lake Manassas. Accordingly, all boats and equipment that could harbor Zebra Mussels or other aquatic nuisance species must be inspected and approved by city personnel or agents before contacting waters of the lake.
- (i) Brush or trees may be cleared from city property upon the written approval of submitted plans by the Water and Sewer Superintendent for the City of Manassas, provided all applicable county permits (including permits for open burning) are obtained. Clearing shall be in strict accordance with approved plans.
- (j) Bank fishing is permitted on the lake with strict adherence to the following requirements:
- (1) Bank fishing is permitted during daylight hours only.
- (2) Appropriate fishing licenses must be obtained in accordance with the Virginia Department of Game and Inland Fisheries.
- (3) Bank fishing is permitted only in accordance with Virginia Game and Inland Fisheries Regulations.
- (4) Fishing is not permitted between the dam spillway and markers, buoys and other warning devices installed by the City of Manassas.
- (5) The public does not have the right to cross private property to gain fishing access to the Lake without the permission of the property owner. Otherwise lawful access to the Lake constitutes trespassing if obtained across private property without property owner's consent.
- (k) Any person violating any provision of this section, or any order of the city council or its designee, issued pursuant to the authority granted under this section, shall be guilty of a Class 1 misdemeanor. (Ord. No. O-2005-05, § 1, 9-29-2004)

ANIMAL RELATED LAWS

Prince William County Animal Control

In Prince William County it is against the law to:

- Allow within the County prolonged or intense barking or other harsh or excessive noises to be made by animals and pets under one's ownership, at any time (Section 14-5.1, [Prince William County Code](#)).
- Allow your animal to trespass on someone's property after being requested by the owner of the property not to trespass (Section 4-4, [Prince William County Code](#)).
- Allow your animal to run at large within the County unless engaged in supervised, formal or science training classes, or show, or during formally sanctioned field trials or while engaged in lawful hunting during open hunting season (Section 4-23, [Prince William County Code](#)).
- Allow your animal to knowingly or willfully urinate or defecate on private property of other persons or on publicly owned property except parts of parks posted as dog run areas (Section 4-11 & 4-26).
- Own a dog four months or older and not obtain a County dog license that your dog is required to wear, and a collar bearing said license (Section 4-46, [Prince William County Code](#)).
- Have knowledge of an animal which has bitten someone and not immediately notify an Animal Control Officer (Section 4-64, [Prince William County Code](#)) at 703-792-6500.



What About Cats?

- Most of the above laws apply to cats as well as dogs.
- There is no leash law for cats, but they DO fall under the same trespass laws as dogs: (Section 4-4, [Prince William County Code](#)).
- Cats may be allowed outdoors but they must be current on their rabies vaccinations



SNOW REMOVAL POLICY

- Snow removal begins once the depth of snow reaches two inches on the roads (as reported at Dulles Airport). While the Association does not begin plowing until the two inch mark is reached, our contractor is prepared to handle any potential large snow storms.
- Salt and sand is applied on an as needed basis.
- Main roads are plowed first followed by secondary roads, cul-de-sacs and pipe stems.
- It is recommended that you shovel your driveway **after** a plow comes through. If you must shovel before a plow comes through, always shovel to the right, facing the street.
- Skating or playing on any frozen pond or lake area is dangerous and prohibited!
- Weather can change throughout the day. Always use caution when walking on sidewalks.
- Please do not approach any vendors.

*Contact the LMROA Onsite Manager,
Michelle Wingo with any questions
or concerns at 703.753.7745 or by
email at mwingo@cmc-management.com*

LAKE MANASSAS RESIDENTIAL OWNERS ASSOCIATION, INC.

EXTERIOR MODIFICATION REQUIRED INFORMATION LIST

To be used when submitting an exterior modification application for review by the Modifications and Construction Committee (MCC). Please refer to the Design Guidelines to assist in completion of paperwork. The reviewing committee may require additional information during the review process.

General Requirements:

- Every proposed modification shall be located on a house location survey (site plan, recorded plat). The distance from all edges of the addition/project to the property line must be noted.
- For any excavating/digging or changes in slope or grade a lot grading plan with drainage flows must be submitted.
- For any submittal requiring a decision specific to a color (whether paint or materials), accurate samples of colors other than those on the approved palette need to be submitted
- All modifications to be built will require drawings (plans and elevations with all three dimensions (length, width, & height) as appropriate
- For any modification to be planted/installed: length, height, width, and spacing (distance) is required
- Drawings must be done to scale

Decks:

- Location on survey (site plan) and distances to lot lines.
- Plans with dimensions, stairs, railing style, and material to be used
- Elevations noted with dimensions
- Copy of estimate/proposal showing all contractor notes, including color
- Screening, as required per the Lake Manassas Resident Guidelines; this include screening below the deck
- Photo, picture or drawing that is representative of proposed deck
- Photograph of existing elevations
- List of proposed material(s) and samples for those not already having ARB approval per Guidelines*
- If lighting is being used, submit pictures of fixtures, wattage output information, and locations
- Plans for any benches, pergolas, trellises or structures attached to the deck or railings.

Landscaping:

- Plantings located on survey (site plan) with distance to lot line clearly marked
- Planting plan: plant types, height in feet and inches, spacing (distance apart) and height at maturity.
- If lighting is being used, submit pictures and specifications of fixtures, wattage output information, and locations
- Copy of estimate/proposal showing all contractors notes, including colors

Patios:

- Location on survey (site plan) with distances to lot line clearly marked
- Drawing of plan with elevations and dimensions
- Copy of estimate/proposal showing all contractor notes, including colors and designs/patterns
- Screening/landscaping requirements, as required per the Resident Guidelines
- List of proposed materials and samples for those not already having ARB approval per Guidelines*

Pools:

- Provide sketch the location of the pool on a house location survey and show setbacks to the nearest property lines.
- Provide a detailed plan view drawing of the pool, pool decking, landscaping and associated features (such as fence, retaining walls, mechanical equipment, lighting, etc...). The plan shall have detailed dimensioning.
- Submit a detailed grading plan showing elevations, spot shots, flow of drainage and silt controls. Said plan shall be of sufficient quality for Prince William County submission.
- Provide fencing type and location.
- Submit material colors and samples.
- Submit a pool equipment screening and enclosure plan.
- Submit a copy of estimate/proposal showing all contractor notes, including colors and designs/patterns.
- Address screening/landscaping for fenced areas, and screening or housing for pool equipment.

Playground Equipment:

- Location on survey with distances to lot line clearly marked
- Specifications of equipment to be installed: type of equipment, the material, size, and color; product pictures
- Screening as required per the Resident Guidelines.
- **If lot is near golf course the equipment must be completely screened from being seen on the course; submit plan showing such screening**

Sheds (or additional structures): (Note: prohibited in the new section, aka Western Peninsula)

- Location on survey with distance to lot line clearly marked
- Specifications of structure: type, dimensions, and material with colors of walls and roofing
- Copy of estimate/proposal showing all contractor notes if being contracted out
- Screening requirements, as required per the Resident Guidelines
- Color photographs of existing home
- List of proposed material(s) and samples for those not already having ARB approval per Guidelines*

**Materials not having MCC approval means construction/building materials, colors, or designs not listed as approved per the Resident Guidelines (for example: decking colors other than those listed in the approved palette, ornate railing designs, atypical posts, etc.).*

FEE SCHEDULE

Application fees are designed to cover costs of processing: consultant costs, communications with homeowners, copying, travel, and any added costs reasonable related to the application. This fee schedule is not all inclusive because it is not possible to predict all the types of applications and their complexity levels with complete specificity.

Tier 0 (Zero) – No fee

This tier encompasses simple projects for which special circumstances apply because of equitable concerns or government regulations.

- Satellite dish screening
- Applications to correct an error in the records, such as exterior structures original to the property, but not recorded in the lot file
- Vegetable gardens
- Applications proposing modifications with a value of less than \$200

Tier 1 – Fee \$35

This tier encompasses simple projects that generally may not require a final inspection upon completion, and require no detailed analysis of plans or the lot. Inspections, when required, are conducted by the Community Management Staff and not consultants.

- Air Conditioner (HVAC) Units / Heat Pumps
- Arbors
- Awnings
- Attic Ventilators, Turbines and Metal Flues
- Basketball Hoops
- Chimneys
- Compost Bins
- Decorative stone / landscape edging
- Dog Houses and Animal Entry Doors
- Doors
- Exterior Decorative Objects / Statuary
- Fences
- Fire Pits (Outdoors)
- Fireplaces (Outdoors)
- Firewood
- Flagpoles
- Generators
- Greenhouse Windows
- Gutters and Downspouts
- Heating Devices (outdoor)
- Minor Landscaping (less than 10 plants and no hardscape)

- Exterior Lighting
- Mechanical Equipment
- Painting and Exterior Surfaces – change in color
- Playground Equipment
- Roofing
- Security Bars
- Security Devices
- Shutters
- Skylights
- Tree Removal – less than 3 trees
- Sun Control Devices
- Vegetable Gardens
- Walkways – material changes
- Windows

Tier 2 - Fee \$150 / Deposit \$250 (returned after final satisfactory inspection)

This tier encompasses projects that require some analysis of architectural or construction plans, and will usually require an initial on-site visit to see how the project will affect the neighborhood and the project's compatibility with the existing structure. Minor drainage and grading issues may also be present. Final inspection will be completed by the MCC and consultants. Projects may include:

- Audio / Visual Systems - Televisions
- Barbecue Grills and / or Outdoor Kitchens
- Cabanas
- Decks and associated screened or unscreened enclosures (aka porches and/or gazebos, etc.)
- Driveways / Parking Pads
- Gazebos / Pool Pavilions / Cabanas / Permanent Pavilions and Screened Porches
- Hot Tubs / Spas
- Kitchens (outdoors)
- Large Landscaping Projects
- Exterior Surfaces – Major façade revision or material change
- Patios
- Pergolas
- Garden Ponds
- Retaining Walls
- Solar Panels, Wind Turbines, Wind Mills and other Green Technologies
- Large recreation projects such as a sport court.
- Walkways – new locations

Tier 3 - Application Fee \$1,500 (Base Fee) / Deposit \$5,000 (returned after final satisfactory inspection, minus billed amounts for extensive outside professional consultation). The final inspection is conducted by MCC and consultants. Projects may include:

- Additions / Exterior Alterations
- Garages
- Pool Decking
- Pools
- Pool Equipment
- Pool Pavilions
- Projects with extensive grading
- Projects with significant drainage issues
- Projects with extensive structural issues that require outside professional assessment by licensed professionals, such as large room additions, and unusual architectural features
- New homes
- Projects that required a grading plan or site plan
- Projects which propose clearing of wooded areas

Notes:

1) An Applicant may combine several related items together on one Application. In this scenario the fees are not cumulative; however, the highest fee shall apply. Unrelated items should be filed on separate applications.

2) For Tier 3 applications, the most complex, homeowners will be responsible for any costs incurred above the application fees. The homeowner will be given detailed billing information for any fees in addition to the Tier 3 base fee.

3) The Tier 3 process takes longer than a standard application. The following general procedures apply to all Tier 3 applications:

- *The Applicant submits an Application under the normal process.*
- *The Architectural Coordinator for CMC reviews the Application for completeness / readiness for review.*
- *The Architectural Coordinator works with the Applicant to resolve any basic deficiencies. (Note: being complete / ready for review does not mean the Application is approved or that the MCC will not request additional information.)*
- *Once ready, the Application is sent to the MCC.*
- *The Applicant shall attend the next regularly scheduled MCC meeting to present the Application.*
- *The MCC, the Applicant and any consultants then schedule an onsite meeting to discuss the Application.*
- *The Applicant then works with his / her contractor to re-submit and revisions and / or supplemental materials to the MCC*.*
- *The MCC then votes on the Application at the next regularly scheduled meeting.*

**Since there is one month in between meetings, it is very important that the Applicant and his / her Contractor use this time to work with the Committee to make sure the next submission is ready for Approval so that the approval is not postponed to the following month's meeting.*

Lake Manassas Resident Owners Association

(Office Use Only)

Date Received: _____

Response Due: _____

APPLICATION FOR EXTERIOR MODIFICATION

Please submit a Processing Fee of \$ _____ and a Construction Deposit of \$ _____. Each fully completed application (an incomplete application will result in a delay in processing) should be sent to Lake Manassas ROA, Attn: Architectural Administrator, 14900 Turtle Point Drive, Gainesville, VA 20155

Unit/Home Owner(s): _____

Street Address _____

City, State, Zip Code _____

Block: _____ **Lot:** _____ **Builder:** _____

Telephone, Day: _____ **Email Address:** _____

Telephone, Eve: _____

Proposed Improvement/Modification:

Style: _____ **Dimensions:** _____

Color: _____ **Materials:** _____

Location of Modification/Improvement:

Schedule for Installation of Modification/Improvement (Date/Month/Year):

Start: _____ **Completion:** _____

Est. Total Cost (inc labor and materials): \$ _____

Other Pertinent Details (color scheme of home, etc.)

NOTE: An approved Prince William County Building Permit does not constitute an approval by the Lake Manassas Modification and New Construction Committee.

I hereby certify that the information I have provided is accurate to the best of my knowledge. I further certify that the proposed exterior modification:

1. Meets the requirements of the Prince William County Zoning/Building Codes.
2. Meets the minimum setback requirements of the Lake Manassas Design Guidelines (25 ft front & rear – 12 ft each side.
3. Will be constructed according to the plans, specifications, and schedule approved by the Lake Manassas Modifications and Construction Committee (MCC) *(project must be commenced within 6 months and completed within 12 months of the approval or your deposit will be forfeited).*

Permission is hereby granted to members of the LMROA Board of Directors and the members of the MCC, and their representatives, to enter on my property as necessary to review the proposed project.

Owner Signature: _____ **Date:** _____

Mailing Address: _____
(if different from Property Address)

Send all completed applications to the office of Community Management Corporation as follows:

Lake Manassas ROA
Attn. Architectural Administrator
14900 Turtle Point Drive, Gainesville, VA 20155

REQUIRED INFORMATION

All applications must be accompanied by specific information pertaining to any proposed modification. The required information for each of the most common types of improvements or modifications are attached for your convenience. Any questions regarding submittal requirements should be forwarded to LMROA Management.

It is the responsibility of the homeowner (or in the case of a tenant, the resident) to ensure that the application is completed in its entirety prior to submission. If the application is submitted by a tenant, the owner of the property must signify their approval to make this modification. In addition, the applicant is responsible for ensuring that each of the required information items specific to the proposed modification is included with the application. Failure to submit a complete application will result in a processing delay and additional fees, as incomplete applications will not be reviewed; instead, they will be returned denied. All drawings, sketches, photographs, or pictures shall be submitted to scale.

Owners' Acknowledgments: (initial each item)

I/we understand:

1. _____ that approval by the Committee shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
2. _____ that approval by the Committee shall in no way be construed as to pass judgment on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of the county in which the property is located.
3. _____ that approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the Committee to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance.
4. _____ that no work on the proposed change shall begin until written approval of the Committee has been received by me; that, if work is begun prior to approval, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and I may be required to pay all legal expenses incurred.
5. _____ that there shall be no deviations from the plans, specifications, and location approved by the Committee without prior written consent of the Committee; any variation from the original application must be resubmitted for approval.
6. _____ that I authorize members of the Committee or managing agent to enter upon my property to make one or more routine inspection(s).
7. _____ that construction or alterations in accordance with the approved plans and specifications must commence within 6 months of the approved date of this application and be completed within 12 months of the approved date, otherwise the approval by the Committee shall be deemed conclusively to have lapsed and to have been withdrawn and my deposit will be forfeited.
8. _____ that it is my responsibility and obligation to obtain all required building permits, to contact *Miss Utility*, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.
9. _____ that I am responsible for any damage and all cost to repair green space or community property those results from the proposed modification.
10. _____ that I have consulted the Required Information list and the Design Guidelines prior to submission

Owner/Applicant Signature: _____ Date _____

Co-Owner/Applicant Signature: _____ Date _____

NEIGHBORS' ACKNOWLEDGMENTS

This application must be acknowledged by property owners who are most affected by this change because they are adjacent and/or have a view of the change. Insufficient acknowledgments may result in application denial or processing delay.

To affected property owners: Your signature indicates that you are aware of and have reviewed the plans and application for this project. *Your signature is not approval or disapproval of the proposed change.* If you have concerns, immediately express these to the management office, preferably in writing.

Name: _____ Address: _____

Signature: _____

Name: _____ Address: _____

Signature: _____

Name: _____ Address: _____

Signature: _____