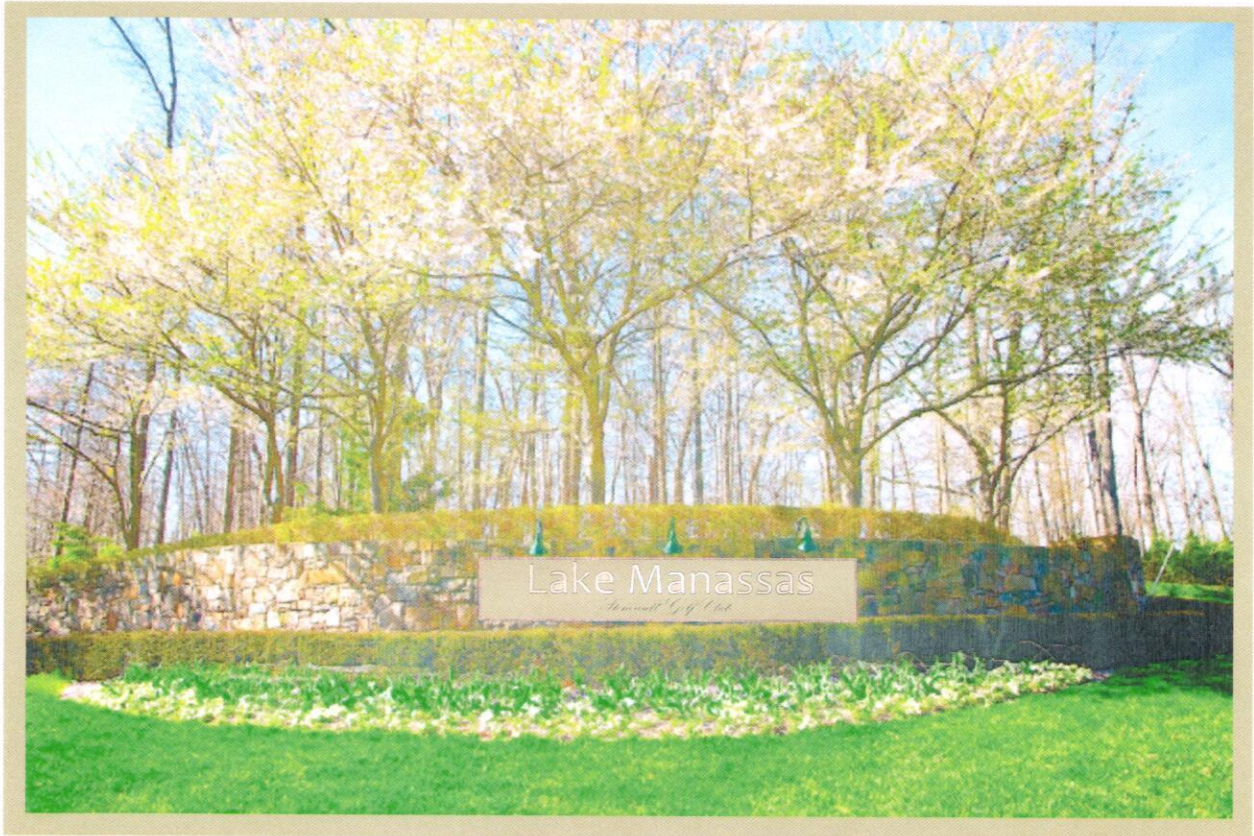


# Lake Manassas

---

## Residential Owners Association



A HANDBOOK FOR LAKE MANASSAS HOMEOWNERS  
*Includes Design Guidelines, Use Restrictions, Property  
Maintenance Standards and Enforcement Procedures*

Revised: June 2014

# **Lake Manassas Residential Owners Association**

Attachment A to Amended Design Guidelines  
Resolution Number  
2014-060114

Revised: June 2014

# LAKE MANASSAS RESIDENTIAL OWNER'S ASSOCIATION

## POINTS OF CONTACT

### A. Professional Management Agent - Community Management Corporation

#### Portfolio Manager -

Adrienne Harper  
Community Management Corporation  
P.O. Box 10821  
Chantilly VA 20153  
Telephone: 703-631-7200  
Fax: 703-631-9786  
Email: [AdrienneH@cmc-management.com](mailto:AdrienneH@cmc-management.com)

#### Community Coordinator -

Michelle Wingo  
The onsite office is located adjacent to the community pool  
Email: [mwingo@cmc-management.com](mailto:mwingo@cmc-management.com)  
703-753-7745

#### Account Assistance-

CMC Customer Service  
703-631-7200

### B. Trash Removal- American Disposal Services

Please contact American Disposal Services to arrange trash removal; they can be reached at 703-368-0500. (Trash and Recycling on Monday, Trash on Thursday)

### C. Mailbox Installation - Main Street Mailboxes

Main Street Mailboxes can manufacture and install the approved mailboxes; their telephone number is 703-753-5521.

### D. Speed Passes/Remotes – Michelle Wingo

Please contact her at 703-753-7745 to purchase speed passes for access to the gates.

### E. Pool Entry Cards - Please contact Michelle Wingo at 703-753-7745

### F. Gate Houses – Baltusrol Gate – 703-754-9465 Stonewall Gate – 703-754-9951

### G. Fire/Rescue – If an emergency use 911

Other numbers:

Fire/Rescue 703-754-1112  
Police 703-792-6500

**LAKE MANASSAS RESIDENTIAL HOMEOWNERS ASSOCIATION**

**Community Handbook**

**Table of Contents**

I. INTRODUCTION..... 4  
    General..... 5  
    Purpose Of The Handbook..... 5  
    Basis For And Objectives Of Protective Covenants ..... 6

II. COMMITTEES AND THEIR ROLES ..... 8  
    Modifications And Construction Committee (MCC) ..... 9  
    Covenants Committee..... 9

III. DESIGN GUIDELINES AND MODIFICATION PROCEDURES ..... 10  
    The Design Criteria Used To Assess Applications ..... 11  
    Design Guidelines..... 12  
    Alterations Requiring Review And Approval ..... 43  
    By The MCC: General Policy..... 43  
    Fee Schedule ..... 44  
    Application And Review Procedures ..... 47

IV. USE RESTRICTIONS ..... 49

V. PROPERTY MAINTENANCE STANDARDS ..... 57

VI. ENFORCEMENT PROCEDURES..... 59  
    General Enforcement Procedures ..... 60  
    Special Provisions Regarding Lot and Yard Maintenance..... 63

APPENDIX I APPLICATION AND LIST OF REQUIRED INFORMATION ..... 64

APPENDIX II MAILBOX ORDER FORM..... 71

APPENDIX III RULES VIOLATION COMPLAINT FORM..... 72

APPENDIX IV LAKE MANASSAS TURTLE POINT TOWNHOMES ARCHITECTURAL STANDARDS..... 73

# I. INTRODUCTION

## GENERAL

This Handbook is intended to make it as easy as possible for the Lake Manassas Modifications and Construction Committee (MCC) and each homeowner to follow the design guidelines. For any modifications and improvements to the exterior of your home, it is required that you apply for such modification/improvement and supply as much documentation as possible so that the MCC is able to make a proper determination. They will not just review it based on the Guidelines, but also on the appropriateness to the contiguous properties and aesthetics. If a modification application is denied by the MCC you may appeal the decision to the Board of Directors who will make the final decision.

This Handbook also sets forth all property use restrictions and policies, and maintenance requirements contained in Association Covenants or adopted by the Board of Directors. Due Process Enforcement Procedures (for all Design Guidelines, Use Restrictions, and Property Maintenance Requirements), are outlined in this document and are used in those cases where violations of the Covenants occur. Finally, the functions of the MCC, and the Covenants Committee are explained.

## PURPOSE OF THE HANDBOOK

### Design Standards and Guidelines

This handbook is intended to familiarize homeowners at Lake Manassas with the objectives, scope and application of design standards and guidelines which are intended and will be employed to maintain the aesthetic appearance and environmental quality of the Lake Manassas community.

The handbook enumerates specific design standards and guidelines which have been adopted by the Board of Directors of the Lake Manassas Residential Owners Association (LMROA). It also explains the application and review process which must be adhered to by homeowners seeking approval for any exterior modifications or changes to their homes or lots which are subject to approval by the Association. These guidelines are specific to modifications of existing structures and not for room additions or new construction. **The original "Design Guidelines" Lake Manassas Residential Community Development Code And Land Use Standards for each section in Lake Manassas as well as the governing proffers for the rezoning of Parcel B-2-B (70 Townhomes) remain in effect for any large/new construction projects. Please refer to these documents for the guidelines required of new construction projects.**

For all other modifications/changes the MCC will evaluate the completed application based on the information below. Submission according to the guidelines does not provide an automatic approval. The Committee may at its discretion deny a project or ask a member to revise a submission based on location and aesthetics as well as the criteria in the Design Guidelines. All properties in such a case will be treated on a case-by-case basis and decisions may vary. The design guidelines are applicable to all owners of single-family homes and the townhomes of Lake Manassas.

## **Use Restrictions and Property Maintenance Requirements**

The Declaration of Covenants, Conditions and Restrictions for Lake Manassas, and policies adopted by the Board of Directors pursuant to the Declaration impose certain property maintenance and use restrictions on all homeowners in Lake Manassas. These use restrictions and property maintenance requirements are set forth in this Handbook. It is incumbent upon each homeowner or tenant of a homeowner to comply with each of these restrictions and maintenance requirements.

### **Enforcement Procedures**

There are notification and hearing procedures in place that ensure due process in the enforcement of all covenants as provided for in Article II of the Amended and Restated Declaration of Covenants, Conditions, and Restrictions for Lake Manassas Residential Owners Association (“Declaration”), Section 55-513 of the Virginia Property Owners Association Act (the “Act”), and Article III, Section 22 of the By-Laws of Lake Manassas Residential Owners Association, Inc. (“Bylaws”). Violations of the 1) design standards, and 2) the property maintenance requirements and use restrictions, will be handled under these Due Process procedures. These procedures are set forth in the Handbook.

## **BASIS FOR AND OBJECTIVES OF PROTECTIVE COVENANTS**

All homeowners at Lake Manassas are automatically members of the Lake Manassas Residential Owners Association. The Association is a non-stock corporation which owns and is responsible for the upkeep and maintenance of all common properties within the community.

The Association is also responsible for the administration and enforcement of all covenants which are applicable to property owners. The legal documents for the Lake Manassas Residential Owners Association contain covenants, Use Restrictions, Maintenance Requirements and Enforcement Procedures, including those pertaining to design standards. Legally, these covenants are a part of the deed for each home and are binding upon all initial homeowners and their successors in ownership, irrespective of whether or not these owners are familiar with such covenants.

The primary purpose of design covenants is to maintain environmental and architectural design standards for the entire community. The promulgation and enforcement of design standards is intended to achieve the following objectives:

- Maintain consistency with the overall design concept for the community;
- Promote harmonious architectural and environmental design qualities and features;
- Promote and enhance the visual and aesthetic appearance of the community.

The enforcement of design standards, use restrictions, and maintenance requirements not only enhances the physical appearance of a community, but protects and preserves property values. Homeowners, who reside in association communities which enforce covenants and standards are protected from actions of neighbors which can detract from the physical appearance of the

community and, in some cases, diminish property values. In fact, surveys of homeowners living in association communities consistently reveal that this was an important consideration in their decision to purchase a home.

To facilitate enforcement the Association has the Board of Directors, and two very important Committees that serve Lake Manassas:

- The Modifications and Construction Committee (MCC) operates the application process for exterior modifications, whether small or large. It also supervises new home (including townhome) construction. The Design Guidelines in this handbook are promulgated by the LMROA Board of Directors and govern the MCC's work. The MCC also makes recommendations to the Board for changes to the Guidelines. Appeals of MCC decisions go directly to the Board.
- The Covenants Committee serves as the enforcement arm to ensure residents adhere to and comply with the documents. As such, this Committee will act as the Hearing tribunal. They will cover all issues with the exception of appeals of decisions made by the MCC on applications for Exterior Modifications, which will go directly to the Board. The following section defines the two committees.

The roles of these two committees are discussed in detail in the next section.

## **II. COMMITTEES AND THEIR ROLES**

## MODIFICATIONS AND CONSTRUCTION COMMITTEE (MCC)

The Declaration of Covenants, Conditions and Restrictions for the Lake Manassas Residential Owners Association provide that the Board of Directors may establish an MCC, the members of which shall be appointed by the Board.

**The MCC** is to consist of at least three and no more than five persons appointed by the Board of Directors.

The Committee has exclusive jurisdiction over modifications, additions, or alterations made on or to existing improvements or structures within the Properties, as proposed by residential owners. The Committee reviews, evaluates, and approves (or disapproves) applications for changes, additions or alterations to an existing property submitted by lot owners for visible exterior additions. The review process is governed by the standards, procedures, and Design Guidelines promulgated by the Association's Board of Directors. The Committee is to ensure all submitted changes, alterations, and/or additions conform to the existing guidelines and the spirit of the Lake Manassas community.

As part of its responsibilities, the MCC makes recommendations to the Board with respect to the modification of the Design Guidelines initially approved by the Board.

The MCC also oversees construction of new homes (including townhomes) within Lake Manassas. Further, it serves as a conduit for the community with regard to any new commercial development within Lake Manassas.

## COVENANTS COMMITTEE

The By-laws of the Lake Manassas Residential Owners Association provides that Board may appoint a Covenants Committee. **The Covenants Committee** is to consist of at least five and no more than seven persons appointed by the Board of Directors.

The **Covenants Committee** (CC) is the hearing tribunal of the Association and will conduct all hearings held as pursuant to Article III, Section 22 of the Bylaws and Section 55-513 of the Act, with the exception of violations of the Community Development Code and Land Use Standards (CDC-LUS) under the jurisdiction of the MCC. The Covenants Committee will serve as a committee to review and thereafter recommend to the Board the revision, addition and/or deletion of any rules as necessary that govern the LMROA as provided for in the DCCR.

The **CC** will assist the Association Management Company, the Managing agent in compiling, publishing, and disseminating use restrictions and regulations to residents. The **CC** will not have purview over the Modifications and Construction Committee (MCC).

The Covenants Committee will review all violations and approve the imposition of sanctions, including monetary charges as described in the notice, pursuant to Article II(e) of the Declaration and Section 55-513 of the Act.

The Covenants Committee will review all cure extension requests by residents in response to violation notices to determine if extenuating circumstance are present that warrant an extension.

**III. DESIGN GUIDELINES  
AND  
MODIFICATION PROCEDURES**

## THE DESIGN CRITERIA USED TO ASSESS APPLICATIONS

The MCC relies on the Design Guidelines in assessing modification requests. But guidelines cannot fully encompass the huge variety of issues that arise during the application process. Hence the MCC relies on general Design Criteria as well. When preparing an application, keep in mind that the following general Design Criteria are important.

**Relation to Environment and Open Space** — The design should be in harmony with the surrounding environment. Modifications should blend in and appear natural to the landscape. Tree removal, disruption of the natural topography, and changes in drainage and run-off also may negatively affect the environment both in terms of aesthetics and function.

**Design Harmony** — The proposed modifications must be consistent with the architectural characteristics of the applicant's house, adjacent houses, and the neighborhood setting overall. The MCC looks for similarity in architectural style and details, quality of workmanship, similar materials use, and color compatibility. An addition to a home should look as if it was original to the house.

**Location, Effect on Neighbors** — The proposed changes should relate in a positive way to the landscape, the existing structure and the neighborhood. The MCC examines access, view, sunlight, ventilation, and drainage. For example, additions may create shadows on a neighbor's property or generate privacy issues. A cluttered look may be visually displeasing to neighbors.

**Size** — Project scale (especially the three dimensional aspect) should relate harmoniously to adjacent structures and properties. Overly large additions, for example, may look out of place.

**Color** — Color is used to soften or intensify visual impact. Generally, additions should match the house in color, design and architectural details. New colors for a house should not be visually jarring.

**Materials** — Visual harmony often requires that projects utilize the same or compatible materials found in the original house.

# DESIGN GUIDELINES

## 1 - ADDITIONS / EXTERIOR ALTERATIONS

All Additions / Exterior Alterations require approval of the MCC.

Additions / Exterior Alterations are generally considered to be those that alter the existing structure by either subtraction or addition or represent a structural addition to the lot. When a specific guideline is not provided for an intended addition and / or exterior alteration, then the following design considerations shall apply:

- Location- The location of additions / exterior alterations should not unreasonably impair views or the amount of sunlight and natural ventilation on adjacent properties. They must meet applicable County setback requirements. Unless otherwise specifically noted in the Guidelines below, they must follow the “Structural Setbacks” guidelines within this document. The MCC will not approve variations to these setbacks. The Applicant may choose to submit an appeal of any denial to the LMROA Board of Directors.
- Design and Materials- additions / exterior alterations should be the same or compatible in design, scale, materials, quality and color with the Applicant’s home and adjacent homes. Roof pitches must match or be compatible with the roof slope on the applicant’s existing home. Roofing materials must match that of the existing home; siding must match existing siding in color, material, size and style. Windows and doors must match or be compatible to those used in the existing home, and should be located in a manner which relates well to the location of other exterior windows and doors in the existing home.
- Drainage - If changes in grade or other conditions, which will affect drainage, are anticipated, they must be indicated. The Applicant must indicate how storm drainage will be controlled and demonstrate that offsite properties will not be negatively impacted by storm drainage.
- Colors- The colors of all such improvements must match or be compatible with the colors used on the existing home.
- Construction Materials - must be stored so that impairment of views from neighboring properties is minimized. Excess material should be immediately removed after completion of construction. No debris may be allowed to accumulate during construction.

## 2 - AIR CONDITIONER (HVAC) UNITS/HEAT PUMPS

Air conditioner units require approval of the MCC if they are relocated from their original location and / or change in the total number of units.

Air conditioner units do not require approval of the MCC if they are installed in the same exact location of the existing units.

It is preferred that the units remain in their original location. However, the relocation of existing

units will be considered so long as they are placed near existing units and do not have an adverse audible or visual impact on adjoining lots or open spaces.

All air conditioner units – existing or proposed – are required to have landscape screening consisting of evergreen plant material at a minimum height of 24 inches at the time of planting and a maximum spacing of 42 inches on center. Taller plant material measuring 36” minimum height shall be required for all units exceeding 48” in height as measured from the ground surface.

Mounting brackets are discouraged since they raise the units off of the ground and cause them to become more visible. In the event mounting brackets are required due to excessive slope or stability issues (as demonstrated by the Applicant), the seating base of the units shall not exceed 18” in height at its highest point above the existing grade elevation.

Window mounted and through the wall units are not permitted.

### **3 - ANTENNAS AND SATELLITE DISHES**

Antennas and satellite dishes less than four (4) feet at its longest dimension do not require approval of the MCC.

Satellite dishes measuring over four (4) feet at its longest dimension, are prohibited.

**Installation of dishes less than four (4) feet in diameter does not require an application, but a post-installation notice showing the location of the equipment and provided screening (if any) should be submitted to the MCC for information only.** Devices are not to be installed in the front of the lot or on the front facade of a residence so long as another location exists on the lot or residence from which an acceptable quality signal can be received. They are to be located so as to be as visually screened and as unobtrusive as possible, without unreasonably increasing the cost of installation, maintenance and use, and without precluding the reception of an acceptable quality signal.

- Ground level installation - Devices should be completely screened on three sides. Where front or side yard locations are necessary, all equipment should be installed near other utility equipment or among shrubbery when possible.
- Roof mount - Should be located on the rear of the roof, below any ridge or peak. If a front roof mount is necessary, all equipment should be installed to one side of the roof, rather than in the center. Equipment may be painted to match the roof (as long as warranties are not voided).
- Structure mount - Should be located so the equipment is adjacent to a chimney or other structure on the home; if on a deck, the equipment should be installed off to one side of the deck or adjacent to the house. Screening should be provided where possible.
- No antenna, dish or mast may encroach upon the common area or the property of another owner.

- Wiring for dishes shall be secured, hidden to the extent possible and run along roof lines, gutter lines and downspouts so as to minimize visual impact.

If the installing company has to locate the device in a way that conflicts with these guidelines, then the resident shall have them document this on the installation papers and include this information with the informational submission to the MCC with a plan for screening the devices.

Nothing herein shall be intended to cause the Applicant to not receive an acceptable signal, to unreasonably increase the cost of installation, maintenance or use, to void a manufacturer's warranty, and / or to cause an unreasonable delay. The Applicant may adjust the installation accordingly.

#### **4 - ARBOR**

Arbors require approval of the MCC.

For the purpose of these guidelines, an Arbor is defined as a walk-thru garden structure typically made of wood or metal which serves as a framework to support climbing shrubs or vines. The Arbor shall not exceed eight (8) feet in height as measured from its base and shall be setback a minimum of eight (8) feet to any lot line. Acceptable materials are wood, wood composite, aluminum or wrought iron. PVC is not permitted. The color shall be a natural earth tone or an alternate color may be submitted when the Applicant can demonstrate that it will be harmonious with its surroundings. The location shall be limited to rear yards, but considered on a case by case basis for side yards when the Applicant can demonstrate that it will not negatively impact a neighboring home.

#### **5 - ATTIC VENTILATORS, TURBINES AND METAL FLUES**

Attic Ventilators, Turbines and Metal Flues require approval of the MCC.

Attic ventilators, turbines and metal flues must be located on the least visible side of the roof – typically the rear roof ridge line. They must be painted to match the roof color.

#### **6 - AWNINGS (RETRACTABLE)**

All retractable awnings require approval of the MCC.

Awnings on individual windows are not permitted. Awnings should be harmonious with and enhance the architecture of the house. The style, size, material and color of the awning must be compatible with the architecture of the house. Retractable awnings must meet the following criteria:

- Location – The location of any awning should not adversely affect views, light, or natural ventilation of adjacent properties. Awnings must be located in the rear yard and incorporated into a deck or patio design. Side yard locations are discouraged, but will be considered on a case by case basis where the Applicant can demonstrate that a side yard location will not negatively impact a neighboring homeowner. Setbacks shall follow that of the associated deck or patio.

- Material and Color – Fabrics must be heavy duty and weather resistant. Fabrics must be either solid colors or stripes (two, one of which must be white), which are compatible with the color scheme of the house. Photographs demonstrating the color scheme of the home must be attached to the Application. Pipe frames and mechanical devices for awnings should be painted to match trim or dominant color of the house.
- If awnings are removed for winter storage, frames should be secured or removed to the extent possible. All awnings must be maintained in good condition.

Non-retractable awnings shall not be permitted.

## **7 - BARBECUE GRILLS AND / OR OUTDOOR KITCHENS**

All permanent barbecue grills and /or outdoor kitchens require approval by the MCC.

They may be permitted provided that they are integrated into either an existing or planned deck or patio. The design, architecture, size and color scheme of the permanent barbecue grill and / or outdoor kitchen should be compatible and complement the existing features and architecture of the home.

Outdoor kitchens and Barbecue Grills are restricted to rear yards, shall be setback a minimum of eight (8) feet from any property line and shall not exceed six (6) feet in peak height. Note that setbacks for townhomes will be determined on a case by case basis.

Temporary / non-permanent Barbeque Grills are permitted and shall be covered when not in use. Temporary / non-permanent Barbeque Grills do not require approval if the above guidelines are met.

The Applicant assumes all responsibility for the safety and maintenance of barbecue grills and / or outdoor kitchens.

## **8- BASKETBALL HOOPS**

An Application must be submitted to the MCC prior to the installation of a semi-permanent or portable basketball hoop. **Note: Basketball hoops are prohibited on townhome lots.**

- Basketball hoops permanently anchored to the ground are prohibited. However, semi-permanent hoops (using a sleeve pipe into the ground to anchor the goal pipe) are permissible upon application as long as they are maintained in a state of good repair with nets fully secured to the rim. The MCC will assess the goal placement and its interaction with the neighboring lots. Signatures of all adjacent neighbors are required. The placement restrictions and permissible usage hours as detailed below are also in effect for this type of hoop.

- Portable hoops, weighted (with sand recommended) are permitted without application as long as they are maintained in a state of good repair with nets fully secured to the rim. They must be located adjacent to or in the owner's driveway. Hours of play are restricted to no earlier than 9 am and no later than 9 pm. The hoop shall not be placed on the road right of way, on the street, or so that the play takes place in the street, sidewalks or common areas. The backboard must be positioned so that missed shots will land in the goal-owner's lot and not the neighbors' property.

## **9- CARPETING**

Indoor/outdoor carpeting and synthetic grass on any exterior (outside of the home within a lot) are prohibited.

## **10 - CABANAS**

**See – Gazebos**

## **11 - CHIMNEYS**

Chimneys require approval by the MCC.

Chimney additions should be planned and designed with the same care as initial construction and should be visually integrated with the architecture of the house. The design and location must be compatible with the house in style, scale, materials and colors. The following guidelines apply:

- All perimeter chimneys must be full foundation based chimneys in accordance with the predominant material of the foundation limited to brick, stone or stucco. The material should extend the full vertical length of the chimney.
- Wood siding chimneys are not permitted.
- All chimneys for interior fireplaces may not penetrate the roof on a front elevation and must be painted to match the roof color.
- Fully detailed chimney caps are required.
- Through-the-wall (direct-vent) metal flues will not be approved.
- Cantilevered and / or Direct-vent metal flues shall not be permitted.
- Setbacks to follow County requirements.

## **12 - CLOTHES LINES**

Clothes lines or similar apparatus for the exterior drying of clothes are prohibited.

## **13 - COMPOST BINS**

Compost bins require approval of the MCC.

Small compost bins will be considered on a case-by-case basis and located in a manner so as to minimize any impact on adjacent homeowners or property. If a compost bin is desired, the use of a pre-manufactured compost bin, which is earth tone in color, is required. Bins must be located in the rear yard and must be fully screened from the street, open space and adjoining and affected neighbors. All compost bins shall be setbacks a minimum of ten (10) feet to the nearest property line.

All active compost must be treated at all times to prevent odors from escaping. Failure to maintain a satisfactory compost bin and/or the point at which the compost becomes a public nuisance shall indicate an abandonment of the compost bin and violation of these guidelines.

#### **14 - DECKS AND ASSOCIATED SCREENED OR UNSCREENED ENCLOSURES (AKA PORCHES AND / OR GAZEBOS, ETC.)**

All Decks and associated enclosures must be approved by the MCC. Note that decks within the Turtle Point Townhome Section (10 units) are restricted to the same type, style, location, materials and colors as originally provided by the builder.

The following guidelines shall apply:

- **Location:** Decks and associated enclosures should be located in rear yards and may not extend beyond the side plane of the home. No part of the deck may be closer than ten (10) feet from the nearest side or rear property lines and must also meet all County setbacks. Note: Townhomes will only be subject to County setbacks. Enclosures associated with a deck shall be setback a minimum of 10 feet to any side property line and 15 feet to a rear property line. Note: Enclosures are prohibited on townhome lots.
- **Scale and Style:** These structures, particularly for elevated decks, should be of a scale which is compatible with the home to which attached and the surrounding environment.
- **Materials:** These structures shall be constructed with high quality woods: pressure treated wood (#2 grade southern yellow pine or better) and cedar. High quality Synthetic, Composite and / or Vinyl may be approved on a case by case basis where it is found that the product matches the architectural style of the home. These alternative materials will not be permitted on joists or any structural components of the deck. High quality metal balusters / pickets may be approved on a case by case basis where it is found that the product matches the architectural style of the home. Shingles and gutters / downspouts must match the home in style and color. Side walls (“knee-walls”) and enclosed roof ends on enclosures must match or be compatible with the siding / trim materials of the home. Any roof overhang must be a minimum of eight (8) inches. Prefabricated enclosures are not permitted.
- **Color:** All vertical elements of decks, including rails, pickets, horizontal trim boards, beams, posts, floor supports, etc. must be painted, stained or originally colored white or a light color which matches the trim of the house. All colors will be reviewed on a case by case basis including variance requests to the MCC for darker colors which must include a written justification and must match or complement the color scheme of the home as determined by the MCC.
- **Under-deck Screening:** Underside deck views must be screened with lattice for decks greater than 30 inches in height. The exception to the lattice rule shall be when windows or doors would be covered. A written variance request may be submitted to the MCC to eliminate the lattice requirement and provide landscaping instead when the existing architectural detailing presents a more appealing view as determined by the MCC. A condition of such approval shall be that no storage of any items may occur which would detract from the appealing view. Lattice should be a minimum of one inch wide, have a diagonal or other complementary pattern, and

must be box framed. The storage of any items below a deck is prohibited, unless the screening guidelines listed above are implemented. The ground plane under decks must be covered by mulch, river jack stones (1½” diameter min.), grass, a patio or other alternative material submitted for consideration by the MCC.

- **Landscaping:** Landscaping around decks and screened enclosures is required to soften predominant corners, stair landings and to soften lattice greater than eight (8) feet in height. Additionally, the MCC requires that existing foundation planting be revised to tie into the proposed improvement.
- **Privacy Screens/Walls:** All privacy screening (man-made) above the level of the deck railing, or, if no railing, above the level of the deck floor, will not be permitted. Built in benches and planter boxes which do not extend above the height and rear plane of the deck railing may be permitted.
- **Under-deck Drainage Systems:** Under-deck drainage systems may be provided if the Applicant can demonstrate that the system will not negatively detract from the overall appearance of the deck. In essence, the system should be un-noticeable. End sections of drainage channels should have a finished treatment and shall not be left exposed. Downspouts shall match existing downspouts on the home. The Applicant shall demonstrate how the additional drainage will be treated and shall confirm that an adverse drainage condition will not occur on adjacent properties as a result in the increased runoff.
- **Pre-fabricated Gazebos:** Pre-fabricated Gazebos are those enclosures typically referred to as “Gazebos”, sold by large retailers and are mass produced. They are typically boxed, sold as a kit and ready for assembly. High quality pre-fabricated enclosures that are found to be compatible with the existing architecture and colors of the home may be permitted when located on a deck, found to be logically positioned and does not detract from the overall appearance of the home. It is recommended that you receive approval of the MCC prior to making a purchase commitment.

## **15 - DECORATIVE STONE / LANDSCAPING EDGING**

All decorative stone and / or landscape edging projects require approval of the MCC.

Stone and/or edging samples or pictures shall be provided. Neutral colors such as natural light gray and or beige are preferred. Such decorative or edging shall match the architectural style of the home. Edging shall not exceed six (6) inches in height. Application proposing heights greater than six (6) inches shall follow guidelines for retaining walls.

## **16 - DOG HOUSES, ANIMAL ENTRY DOORS AND DOG RUNS**

Dog houses and Animal Entry Doors require approval by the MCC.

Doghouses must be located in the rear of the property and must be screened from view of the street, adjoining lots and shall not be visible from the golf course. The Doghouse shall not be closer than 10 feet to any lot line for single family detached homes and two (2) feet to any lot line for

townhomes. The placement should be coordinated with the landscaping of the home. Animal Entry doors are restricted to the rear of the home.

Doghouses and Animal Entry Doors are required to match the existing home in materials and / or colors. Doghouses should not exceed 20 square feet or be higher than five (5) feet above ground level.

Dog runs are prohibited. A dog run is defined as an area enclosed on one or more sides by a fence, boards or any other material and intended for holding dogs or other animals for any length of time or restricting the area or space within a yard to limit the movement of a dog or any other animal.

## **17 - DOORS**

All Door modifications including color changes require approval by the MCC.

Doors shall be compatible in style with the architecture of the house. Doors shall be of high quality material and workmanship, and shall be consistent in proportion, detailing and style with the existing home. The style, material, color, detailing and installation of a new or replacement door and hardware must be compatible and complimentary with the existing home.

The following additional guidelines shall apply:

- Sliding Glass Doors - are not permitted except within The Oaks (Section 6).
- Front Entrance Doors – are to be paneled and may be of high quality wood, fiberglass or metal as approved by the MCC. Side or rear doors may be of a high quality embossed steel panel construction. Façade flat doors are not permitted. Stained glass window doors, natural finished or custom style doors must be submitted for approval. Replacement doors for townhomes shall be similar and compatible with the surrounding units.
- Storm / Screen Doors - Storm / screen doors must not distract from or alter the appearance of the home. Storm / screen doors must be full-view. A full-view door is constructed of one solid piece of glass or screen (covering at least 80 percent of the door surface) with no panels or cross/bars/vertical bars. Storm / screen doors should be straightforward without ornamentation such as scrolls, imitation gate hinges, ornamental grillwork, or scallops. No kick-plates are allowed. Doors shall be white or painted to match the color of the home entrance door behind the storm door or trim. Storm doors with retractable or replaceable screen inserts (self storing storm doors) will be considered in the rear yard. Such doors can have no more than one cross bar/vertical bar visible on the door at any time. If such a door is used, the screen or window that can be raised or lowered must be either raised or lowered in its entirety.
- Garage Doors – two car garages with separate single garage doors for each parking spot is required. Three car garages may have one double door and one single door. Townhomes are limited to the type and style of garage door (single or double) as provided with original construction. Detached garages require a covered walkway to the home. Replacement garage doors may be of high quality wood, fiberglass or metal as approved by the MCC. Detailing should not be overly ornate. Note: If a garage door replacement is substantially the same as the original door (e.g., a

white wooden door is being replaced by a white fiberglass door of the same basic design) no application is needed. However, color changes or design changes require approval.

## **18 - DRAINAGE**

No improvement or modification will be approved where it is obvious and anticipated that it may adversely affect drainage on the Applicants property or on adjoining lots. It is solely the responsibility of the Applicant to provide a remedy for any expected or unforeseen adverse affect on drainage on the Applicant's property or on adjoining lots caused by construction of a proposed modification.

Erosion and sediment controls must strictly adhere to Prince William County Requirements.

## **19 – DRIVEWAYS / PARKING PADS**

Driveways / Parking Pads require approval of the MCC.

Extensions, modifications or additions to driveways will be considered for single family detached homes and only if there is no adverse aesthetic or drainage impact on adjoining lots. In general, the size of the driveway / parking pad shall be appropriate for the size of the property on which it is located. It should be constructed on natural grade using a material that is consistent with the existing driveway. Driveway extensions must be of a size and scale, which will complement the property, rather than become a focal point. Extended driveways may not be used for parking inoperable, commercial, recreational, or unused vehicles.

In general, Driveway / parking pad extensions are discouraged and may only be approved when all of the following criteria are met:

- Design and location should minimize the removal of trees and significant vegetation.
- More than one driveway will not be approved on any one property.
- Overall size shall be minimized.
- Driveways shall only connect to the street where curb cuts have been provided.
- A driveway / parking pad in the rear yard is not permitted.
- Landscaping shall be provided to soften and to screen the driveway / parking pad.
- The Applicant must receive County approval or confirmation of acceptability prior to construction.

Driveway extensions and re-surfacing with a different material than that provided by the original builder will not be permitted for Townhomes.

Driveway materials may consist of asphalt, brick, exposed aggregate concrete, or stone interlocking concrete pavers. Basic / plain concrete (colored or not) for single family detached homes is not permitted. Driveway re-surfacing with asphalt stamping and / or concrete pavers will be considered on a case by case basis.

Driveway access to corner lots shall be from the least traveled street. Driveways shall provide positive drainage away from the house and garage.

Note that a standard culvert detail is required for the homes located along Valdarrama Court (“Estates”) as noted in the Guidelines for New Construction.

## **20 - EXTERIOR DECORATIONS/HOLIDAY/SEASONAL**

**See Use Restrictions**

## **21 - EXTERIOR DECORATIVE OBJECTS/STATUARY**

Approval by the MCC will be required for all exterior decorative objects, whether natural or man-made, which were not part of the original construction design, either as a standard or optional feature.

Exterior Decorative Objects / Statuary will be evaluated in terms of their general appropriateness, size, location, compatibility with architectural and environmental design qualities and visual impact on the neighborhood and the surrounding area.

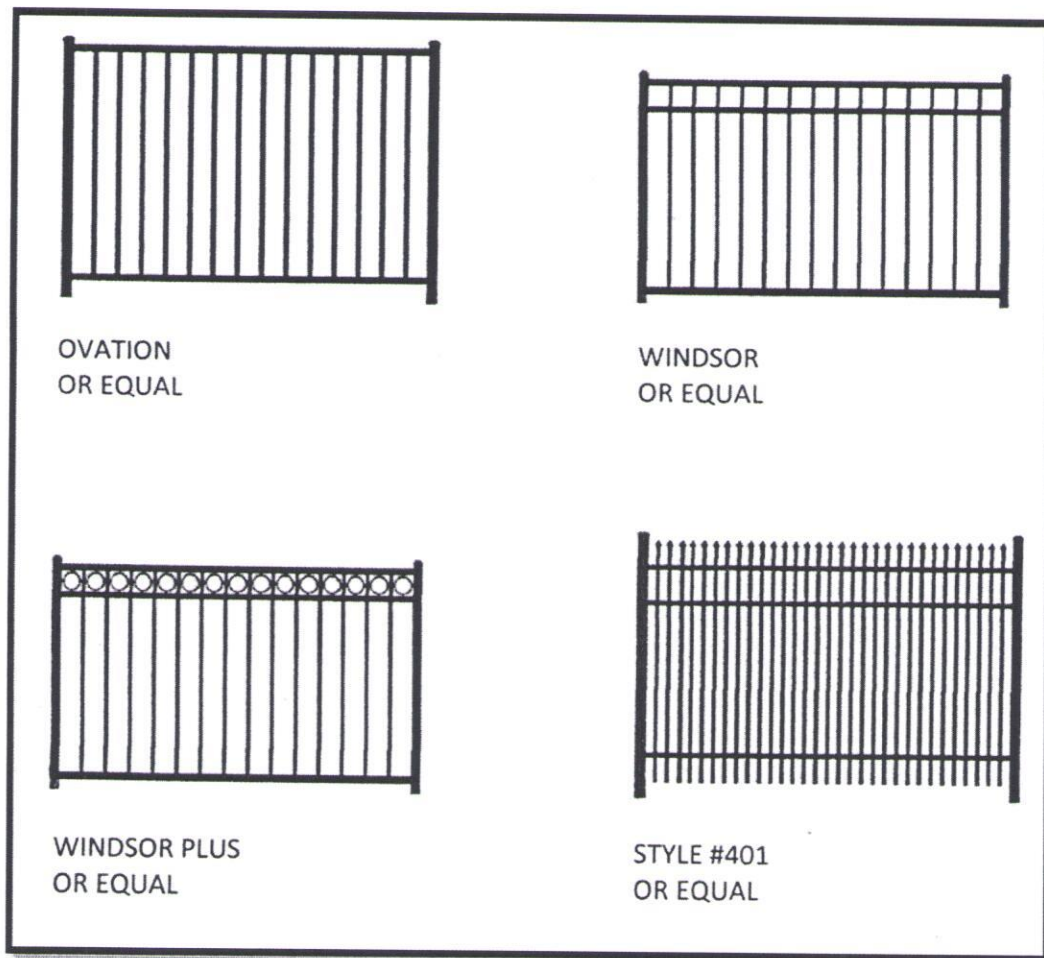
- Artificial vegetation in the form of decorations on doors does not require an application.
- Movable exterior sculptures less than 36 inches in height and width are permitted without application as long as they are not in a substantial quantity so as to make the property look disorderly, unsightly or unkempt.

## **22 - FENCES**

All fences require approval of the MCC. Note that fences within Townhome lots are restricted to the fence type, style, color and location as originally provided by the builder.

The following guideline shall apply to single family detached homes:

- Style - The style of fencing permitted for perimeter fencing is a black powder coated fence, of a height of 48" above grade. The ONLY fence styles permitted are Jerrith brand “Style #401”, the “Windsor”, the “Windsor Plus” and the “Ovation” or a comparable brand of substantial quality and matching / equal style to the four fences styles noted above and pictured below. Pool fences must meet Prince William County requirements and shall be a choice of the same styles noted above where such meets County criteria. For Golf Course lots, fences shall have a gate along the rear property line to allow access for the exterior or interior.



- Location - Fencing is not permitted in front yards past one-third forward of the distance from the rear corner of the residence. Fencing in pipestem lots cannot break the plane of the side elevation or block the front elevation view of the lot behind. Pipestem lot fencing may not be located within the ingress-egress easement. Fencing shall be located along perimeter lot lines and back to back fencing (two different fences run parallel along the same property line) shall not be permitted. On a case by case basis, the MCC may allow fencing to deviate from a property line when the property line is not adjacent to another residence's property line. In such a scenario, there must be a compelling reason for the deviation request. The MCC may also consider fencing to be located internally from the adjacent property lines for pools where the fencing is located immediately around the pool and the lot is large enough that pool fencing is not located within 10 feet of an adjoining residential property line. Note that fencing that is not run along boundary property lines is discouraged – softening with landscaping may be required.
- Landscaping – The MCC may require that fencing should be screened from the street and/or adjoining properties and / or to soften the impact of fencing.

Fences must be maintained in good condition at all times.

### **23 - FIRE PITS (OUTDOORS)**

Permanent Fire pits require approval by the MCC. Non-permanent / temporary fire pits that meet the location criteria stated below do not require approval.

Fire pits are permitted in rear yard locations and shall be part of a patio or fire pit seating area design. They shall be setback at least ten (10) feet from the nearest property line, but consideration of a reduced setback may be permitted for Townhome lots as determined on a case by case basis. Fire pits must be fully contained or enclosed by a non-combustible hardscape element such as metal or stone to prevent accidental spread of fire. All fires must be put out when not in use and fires may not be left unattended. Applicant assumes all responsibility for the safety and maintenance of the Fire Pit.

### **24 - FIREPLACES (OUTDOORS)**

Outdoor Fireplaces require approval by the MCC.

Fireplaces are permitted in rear yard locations and shall not exceed eleven (11) feet in peak height from the proposed patio and any existing adjacent grade. When integral to a roofed structure, the chimney may extend to the height necessary to meet County or other applicable codes. They shall be setback at least eight (8) feet from the nearest property line. Fireplaces must be fully contained by a non-combustible hardscape element such as metal or stone to prevent accidental spread of fire. All fires must be put out when not in use, fires may not be left unattended. Gas fireplaces are allowed where applicable. Applicant assumes all responsibility for the safety and maintenance of the Outdoor Fireplace.

### **25 - FIREWOOD**

Firewood does not require approval by the MCC if the following Standards are met:

- Firewood shall be kept neatly stacked and is restricted to rear yards
- Piles must not be longer than eight (8) feet long, one row wide and must not exceed 4' in height for safety
- Firewood shall not be located in highly visible yards or locations and shall not be visible from an adjacent roadway.
- It shall be stored in such a manner as to avoid adverse visual impacts for adjoining properties or open space.
- The use of brightly colored tarps or covers will not be permitted. Where such a cover is required the color shall be a muted brown or tan and shall be securely affixed to the woodpile. Firewood may not be stored on community open space.
- Screening may be required to meet the above Standard.

- Other than a limited quantity of firewood intended for immediate use, firewood shall not be stacked on patios or decks.
- Shall not be stored in common areas.

## **26 - FLAGPOLES**

Permanent, free standing flagpoles are prohibited. Flagpole staffs which do not exceed six feet in length and are attached at an incline to the wall or pillar of the home do not require approval by the MCC. The American Flag may be displayed and does not require approval if the flagpole complies with the Design Guidelines. Other flags (such as decorative seasonal flags) while not requiring approval via application are subject to the requirement that they not be offensive to the community. All others require approval.

## **27 - GARAGES**

Garages may not be converted from use as vehicle storage to any other use including living space. Plans for structural and or aesthetic alteration of a garage must be submitted to and approved by the MCC under the guidelines of “Additions / Exterior Alterations”.

**See also “Doors – Garage Doors”**

## **28 - GAZEBOS / POOL PAVILIONS / CABANAS / PAVILIONS AND SCREENED PORCHES (NOT ASSOCIATED WITH A DECK)**

Gazebos / Pool Pavilions / Cabanas / Pavilions and screened porches require approval of the MCC.

Gazebos / Pool Pavilions / Cabanas / Pavilions and screened porches are not permitted on townhome lots.

Note: For the purpose of these guidelines, a Cabana and Pavilion (including a Pool Pavilion) may be thought of in general as an outdoor shingle roofed structure that is typically not enclosed and is typically supported by four to six posts or columns. They do not have internal rooms. The structures are typically custom built.

The following Standards shall apply:

- **Size and Scale** - these structures should be appropriate to the size of the home as sited on the lot. Sizes shall not exceed 220 square feet maximum. The maximum height to the peak of the roof shall be 13 feet.
- **Location and Style** - these structures are restricted to the rear yards of single family detached homes. They should be setback a minimum of ten (10) feet to a side property line and fifteen (15) feet to a rear property line. The Applicant should demonstrate that views from adjoining and adjacent lots are not adversely impacted.
- **Materials and Color** - these shall be constructed of wood and / or composite materials (PVC

is discouraged) and must be painted or stained white, off-white or to match the light colored trim of the home. All colors will be reviewed on a case by case basis including variance requests to the MCC for darker colors which must include a written justification and must match or complement the color scheme of the home as determined by the MCC. Masonry accents are desirable when such matches the style of the home. Roofing materials shall be the same as that of the existing home and a minimum eight (8) inch overhang shall be provided. Screen material must be a dark nylon or aluminum type. Columns, posts, etc. shall be substantial and shall provide sufficient detailing to match the minimum standards of the existing home. Overall these structures shall be the same or compatible in design, scale, materials, quality and color with the Applicant's existing home and adjacent homes. Foundations must be treated with the same quality as for the existing home as appropriate. For example, exposed concrete would not be permitted – instead, a brick or stone treatment would be provided. Gazebos should have an enclosed foundation with boxed in lattice or masonry.

- Landscaping - Landscaping around these structures shall be required to soften and screen these structures from adjoining properties.

- Pre-fabricated Gazebos: Pre-fabricated Gazebos are those enclosures typically referred to as “Gazebos”, sold by large retailers and are mass produced. They are typically boxed, sold as a kit and ready for assembly. High quality pre-fabricated enclosures that are found to be compatible with the existing architecture and colors of the home may be permitted when located on a deck, found to be logically positioned and does not detract from the overall appearance of the home. It is recommended that you receive approval of the MCC prior to making a purchase commitment. The MCC may impose additional screening standards for those lots that are highly visible or adjacent to the golf course.

## **29 - GENERATORS (PERMANENT)**

All generators require approval of the MCC.

The design, scale, and materials (of any proposed enclosure or screen) should complement the existing home. Approved devices must be kept in the location shown as part of an approved Application. The location is restricted to the rear foundation or under a deck in a position that minimizes impact to any neighbors. The Applicant must demonstrate a plan to minimize noise and visibility impacts to adjacent neighbors.

## **30 - GREENHOUSES**

Greenhouses are not permitted.

## **31 - GREENHOUSE WINDOWS**

Greenhouse windows require approval of the MCC.

Greenhouse Windows are clear enclosures which may be attached to an existing window which have a shelf or shelves on which to place plants.

One greenhouse windows may be installed on the rear elevation of a home so long as the color and materials in the window match those in the existing home. They shall not exceed the size of the existing window or extend more the 18” off of the home. Maximum size shall be 30” wide by 60” tall. They shall not be located higher than the second floor level.

### **32 - GUTTERS AND DOWNSPOUTS**

Aluminum gutters painted the color of or matching the trim is permissible. All gutters and downspouts, including replacements, must conform in color and design to those installed originally. Any addition of new gutters or downspouts, or a change in location of an original gutter or downspout, requires approval by the MCC. Gutters and downspouts must be located in such a manner as to not adversely affect drainage onto neighboring properties. Black tubing used for additional drainage purposes must be buried underground and directed away from adjacent properties. Splash blocks should be black or green plastic or unpainted concrete.

### **33 - HEATING DEVICES (OUTDOOR)**

All permanent outdoor heating devices require approval of the MCC.

Construction design, scale and materials should complement the existing home. Approved devices must be kept in the location shown on the plat as part of an approved Application, or are otherwise subject to removal.

### **34 - HOT TUBS/SPAS**

Exterior Hot Tubs / Spas require approval of the MCC.

Exterior hot tubs or spas must be located in the rear yard and setback a minimum of 10 feet to any lot line. The incorporation of hot tubs as a design feature of a deck, pool or patio is encouraged. The exterior finish of an elevated hot tub or spa should blend with the exterior finish of the home, deck or patio to which attached or most closely related. Hot tubs or spas which are recessed into decks (when the underside can be completely screened with lattice) are preferred over those which are free standing. If free standing, a hot tub or spa shall be screened with landscaping and architectural privacy screening (as determined by the MCC) in order to minimize its visibility. Recessed Spas shall also be screened with landscaping, but architectural screening may not be required.

### **35 - HOUSE NUMBERS**

House numbers meeting the guidelines below do not require approval and should complement the architectural style of the house. House numbers should be compatible in design to the existing home and surrounding environment and located to be clearly visible. The installation of house/unit numbers shall be in accordance with the following Standards:

- Internally lit numbers are not permitted.

- House numbers must be legible, Arabic numerals, no taller than 5 inches and should contrast with the color of the background to which attached.
- Custom designed house numbers may be permitted if they are simple, appropriate, and relate to the architecture of the house.

### **36 - IRRIGATION**

Approval by the MCC is not required provided the Applicant follows the applicable “Use Restrictions” found in this handbook.

No sprinkler or irrigation system is permitted that draws water from creeks, streams, rivers, lakes, ponds, wetlands, canals or other ground or surface waters within the Property. Irrigation wells are also prohibited.

### **37 - KITCHENS (OUTDOORS)**

See - “BARBECUE GRILLS AND / OR OUTDOOR KITCHENS”

### **38 - LANDSCAPING**

An Application is not required for the following modifications:

- Planting of annuals or perennials in existing beds.
- Installation of new beds less than four (4) feet wide and at the existing grade around the perimeter of the house foundation (and deck, patio, or fence if present) provided that plants installed have a mature height of less than eight (8) feet.
- Installation of new beds less than three (3) feet wide and at the existing grade adjacent to walks from the driveway to the front of the home, provided that plants have a mature height of less than three (3) feet.
- Installation of new beds less than two (2) feet wide and at the existing grade around a mailbox post and around transformer/utility boxes, provided that plants have a mature height of less than three (3) feet, utility guidelines are followed including maintenance access. Applicant will be responsible for obtaining permission from the appropriate utility company for any planting around transformers and existing utility easements as well as any right-of-way.
- The installation of one individual tree on the lot, provided that such planting at maturity is in scale with the home, is adequately setback from adjacent properties and does not interrupt designed drainage patterns and swales.

Approval by the MCC is required for all other landscaping projects.

**General Guidelines:**

- All front yards must be irrigated by an automatic underground irrigation system. An exception may apply to Townhomes if the original builder did not provide irrigation.
- All disturbed areas must be finished graded to provide smooth and even grades.
- All front and side yards shall be of sod. Grass which is replaced as part of a construction project shall be replaced by sod when sod is required by this guideline. When seed is permitted (rear yard of a non-golf course lot) it shall be fully grown and established prior to inspection approval by the MCC.
- Natural areas within a Homeowner's property must be kept free of weeds, dead limbs, dead trees and trash.
- All building or structure edges (perimeter of the home) shall have continuous planting beds, shrubs, flowers or ground cover.
- Ground cover should provide 90% to 100% coverage within two years of installation.
- Topsoil or equivalent planting medium shall be used to create raised beds (typically 4"-6") within planted areas.
- No overhead or above ground utility lines, including those for low voltage exterior lights, fountains, waterfalls, ponds, cable television/internet, shall be permitted.
- All property located at street intersections shall be landscaped so as to permit safe sight across the street corners. No fence, wall, hedge, or shrub planting shall be placed or permitted to remain where it would create a traffic or line-of-sight problem.

**Mulch Guideline:**

- Mixtures of mulch types are not allowed. Hardwood shredded mulch in its natural state or dyed black or brown is the only type of mulch permitted for use on residential lots in Lake Manassas.

**Shrubs and Landscape Bed Guidelines:**

- Shrubs and ground covers generally should be planted in masses of one type per mass and in sufficient numbers to create beds or drifts of plants.
- All shrub and ground cover areas shall be mulched with a minimum 2" layer of mulch.
- Foundation plant spacing shall be a maximum of 42". Minimum foundation shrub size is 24" in height with an 18" spread and shall be evergreen/non-deciduous.

**Tree Guidelines:**

- Existing hardwood tree preservation is encouraged whenever possible.
- Unstable pines should be removed from site by the homebuilder or owner at his or her discretion. The Association takes no responsibility for unstable pines in "save" areas on individual lots.
- Trees over 6" in diameter may not be cleared prior to approval by the MCC unless posing an immediate hazard.
- The planting of new trees is encouraged. However, careful attention should be taken to make sure the right tree is selected for the long term, to limit conflict with drainage and to avoid conflict with adjacent properties and / or existing structures.

**Garages / Driveways – Landscape Guideline:**

- Garage doors and driveway-parking areas facing adjacent lots shall be screened with a minimum of five tall evergreen shrubs (minimum height 30" at planting) and trees near property line. This guideline does not apply to townhomes.

**Front Walk - Landscape Guideline:**

- The walkway that leads from the driveway to the front door should be landscaped. At a minimum the portion of the walk that ties into the driveway and the portion that tie into the front stoop shall be landscaped. As a rule of thumb, a minimum of 25% of the outer perimeter of the lead walk should be landscaped.

**Utility Boxes – Landscape Guidelines:**

- Landscaping to screen utility boxes is encouraged and normally requires no application as referenced above. However, where the utility boxes abut or cross a neighbor's property line an application is required. Neighbors are required to submit an application for approval of the work on their property.

**Landscape Guidelines -*Additional Standards for Single family detached homes contiguous to a Golf Course:***

- The front, sides and rear of each lot shall be irrigated by an underground irrigation system. Said system shall spray (be directed towards) the lot, as no irrigation spray shall be permitted on to the Golf Course property.
- The front, sides and rear of each lot shall be of sod. . Grass which is replaced as part of a construction project shall be replaced by sod when sod is required by this guideline. For golf course lots, this means sod only.
- The following plant material shall be required along the contiguous/rear property line

adjacent to the Golf Course: Three (3) evergreen trees with a minimum height, at the time of planting, of 10 feet and two (2) deciduous shade trees with a minimum size at the time of planting of 2.5 to 3 inch caliper. This tree planting shall be coordinated with the Golf Course Superintendent at time of planting with plantings provided on the Golf Course. The Golf Course Superintendent at his discretion may permit variances to the above requirements. Homeowners obtaining such variances are responsible for contacting the managing agent and providing written documentation (signed by the Superintendent) of such variance.

### **Landscaping Setbacks – Guidelines:**

Plants should be appropriately setback from adjacent property lines in order to allow proper room for growth without negatively impacting a neighboring property. This may vary depending

on the way the lots adjoin and whether it adversely affects a neighbor's view or for safety concerns. The following guidelines shall apply:

- Small shrubs – a minimum of two (2) feet.
- Small Trees and large shrubs – a minimum of three and one-half (3 ½) feet.
- Large Trees – a minimum of five (5) feet.

These are minimum setbacks and provisions of greater setbacks are encouraged where it would allow necessary room for mature growth. (For example, the MCC would require a greater setback for a large tree such as a Leyland Cypress or Norway Spruce when planted adjacent to an adjoining lot line since these trees grow relatively fast and occupy a lot of space). The Applicant is responsible for all maintenance and conformance with current laws applicable to the encroachment of landscaping on neighboring properties.

Evergreen trees may require an increased setback and stipulation of approval will be to maintain the growth of the tree within the applicant's property.

### **Landscape screening:**

The Covenants Committee at their discretion may require landscaping or screening to soften the impact of any approved use as a condition of approval of an Application.

### **39 - LAWN FURNITURE**

Lawn furniture does not require approval as long as it is in the rear of the home or on a covered front porch. Any other Lawn Furniture uses require approval of the MCC.

Furniture left outdoors must be kept in good repair and must be of a scale and style, which does not detract from the appearance of the area.

#### **40 - LIGHTING (EXTERIOR)**

Lighting which is part of the original structure may not be altered without prior approval of the MCC.

Proposed replacement or additional fixtures must be compatible in style and scale with the Applicant's house as well as working and maintained. Any exterior lighting shall be installed in a manner so that it will not interfere with any neighboring property to the extent possible and/or reasonable as determined by the MCC.

No exterior lighting shall be directed outside of the applicant's property to the extent possible and/or reasonable as determined by the MCC. Proposed additional lighting shall not be approved if it will result in an adverse visual impact to adjoining neighbors due to location, wattage or other features. Framing or sleeves for light posts are permitted, but a detailed drawing must be submitted. Creating a brick or stone enclosure around existing light posts will be approved on a case by case basis and approved when it is found that the improvement matches the architectural style of the home as determined by the MCC.

Any LED lighting, including converted use within existing features, requires approval of the MCC. LED lighting should be softened.

All lighting shall be maintained in proper working condition and like-new visual appearance.

#### **41 - MAILBOXES**

Mailboxes do not require the approval of the MCC. Mailboxes for single family detached homes must be installed and maintained in accordance with the following specifications.

Mailboxes are specified by Lake Manassas Residential Association and must be ordered through the Association (see Appendix II). Mailboxes must be kept in good repair and appearance at all times. Mailbox color for mailboxes with wooden posts (older style) is PMS Green 330 for the receptacle, and post color is Duron #5910 Latex Oyster White. Alternatively, older style mailbox posts may be painted all bright white. At the owner's option, the dark green striping found at the top of the older wooden posts may be painted the same color as the rest of the post.

#### **42 - MECHANICAL EQUIPMENT**

All mechanical equipment applications require approval of the MCC.

The following guidelines shall apply:

- All mechanical equipment servicing buildings, above-ground tanks and other equipment and other similar items shall be located or screened so as to be concealed from view of neighboring lots, streets and property located adjacent to the Lot.
- At a minimum the MCC will require landscape barriers to soften the appearance.

- Where possible, equipment should be painted to blend in with the adjacent siding and / or water table.

### **43 - PAINTING EXTERIOR (AND EXTERIOR SURFACES)**

**Painting** - An Application is not required in order to re-paint or re-stain an object to match the original color. However, all exterior color changes must be approved by the MCC. If you are unsure of the original color of your home, please contact the management office as some homeowner files contain the names of the original colors.

As stated, all exterior color changes must be approved. You may contact the management office for an acceptable color palette. This requirement applies to siding, doors, shutters, trim, roofing and other appurtenant structures. As a general rule, dark colors are used for shutters and doors while the lighter colors are applied to trim and siding. The MCC will consider colors that are not on the approved palette if they are muted colors and substantially similar to those on the palette. Change of exterior color should be harmonious and compatible to the colors of the houses in the immediate area. The color scheme should not match immediately adjacent homes.

**Exterior Surfaces** - All exterior surface alterations require approval of the CC.

Exterior materials and colors were originally selected by the builder to present a compatible and harmonious architectural theme for the community. Any partial replacement roofing, siding, trim, etc., must match the existing. In the event a material or color is not available or if there is a problem with any material, the MCC may approve a similar alternate material and/or color. Ideally, painted surfaces should be painted; stained surfaces should be stained; and unstained surfaces (brick, siding, etc.) should be replaced with like material and should only be left unpainted or unstained.

Exterior surface changes will be reviewed on a case by case basis. The MCC will require a colored rendering, Photoshop image, etc. to demonstrate the effect of the proposed change in materials. Note, that vinyl and / or aluminum siding is not permitted except within Section 6 – the Oaks.

The color scheme should not match immediately adjacent homes.

### **44 - PATIOS AND POOL DECKING**

All patios and pool decking require approval of the MCC.

The following guidelines shall apply:

- Patios and Pool decking must be located in rear yards and shall be setback a minimum of eight (8) feet to any property line for patio that are two (2) feet or less in height. Patios that are elevated (retained) to a height of over two (2) feet, but less than four (4) feet must be setback a minimum of 10 feet to any property line. Patios above four (4) feet shall be setback a minimum of 10 feet to a side property line and 15 feet to a rear property line.
- For townhomes, patios shall be setback in accordance with County requirements. Pools are not permitted.

- Any adverse drainage impacts, which might result from the construction of a patio shall be considered and remedied.
- Patios shall be constructed with high quality materials such as natural stone, concrete pavers, brick pavers, stone pavers, stamped or exposed aggregate concrete. Plain (uncolored or colored) concrete is not permitted. Other materials will be considered on a case by case basis and approved where the MCC finds that said materials is of a high quality and will match the architecture of the home.

#### **45 - PAVILIONS (PERMANENT)**

**See – Gazebos**

#### **46 - PERGOLAS**

Pergolas require approval of the MCC.

Pergolas are not permitted on Townhome lots.

For the purpose of these guidelines, a pergola is generally defined as a structure with typically four to six support posts if free standing or as few as two posts if attached to a home. The roof consists of ledger beams which support spaced decorative rafters run perpendicular to the ledger. A series of battens which run perpendicular to the rafters provides support. While the roof may be open, the rafters provide shade for the area below.

Pergolas will be permitted in rear yard locations only and must adhere to Prince William County setback requirements for accessory structures - at a minimum, however, a pergola shall not be located closer than ten (10) feet to any adjacent property line and the height shall not exceed 11 feet for a freestanding unit. Note: The MCC will grant a variance for up to 2 additional feet in height when the unit is attached to a home and the additional height is needed to extend above a transom window. The design, architecture, and color scheme of the pergola shall follow the existing features and architecture of the home, and shall be appropriately sized and scaled as to not overwhelm the yard space that it occupies. Adverse draining impacts which might result from the construction of a pergola should be considered and remedied.

Shading material accessory to the pergola will be considered on a case by case basis. The color shall be solid with no stripes and shall be soft and complimentary to the home. Bright and bold colors shall not be permitted.

#### **47 - PLAYGROUND / RECREATION EQUIPMENT**

Any and all permanent play equipment must be approved by the MCC.

**DO NOT MAKE PURCHASE PRIOR TO SEEKING APPROVAL.**

All applications shall include:

- A description and rendering of the equipment including size, height, color and materials.
- A plan showing the proposed location of the equipment, property line, and locations of adjacent homes.
- Indicate the setbacks to the nearest property lines.
- Provide a landscape plan showing how the equipment shall be screened.

Guidelines:

- All permanent playground equipment must be located in the backyard with any portion of the playground equipment, regardless of its nature, no closer than 5 feet to the nearest property line. It may have to be setback farther to allow room for landscaping – if required.
- The MCC shall consider lot size, neighboring lot view, visual screening material and size of equipment. The equipment size must be in scale with the lot, the home size and neighboring home size.
- Placement of playground equipment further in from property lines than the minimum setback is recommended; screening from neighboring yards is encouraged, though not required, for the mutual privacy of contiguous lot owners.
- Golf Course Lots. Playground equipment on golf course lots must not be visible from the golf course. Complete screening is required, or the application will be denied. Acknowledgment by the General Manager of Stonewall Golf Club of receipt of a copy of the application will be required by the MCC prior to approval.
- **Trampolines are not permitted in Lake Manassas.** Note that several existing Trampolines in Lake Manassas are grandfathered under an application filed on or before May 14, 2012. Such trampolines must be removed with the sale of the home.
- All applications for permanent playground equipment shall include the signature acknowledgment of all contiguous lot owners. Applications submitted with no signatures or with signatures from less than all contiguous lot owners will not be considered and will be returned without refund of processing fee, unless applicant can demonstrate to the satisfaction of the MCC that one or more signatures is/are being unreasonably withheld. An additional processing fee will be required for all applications so returned and resubmitted thereafter for review and approval.
- Equipment consisting of predominately natural materials is preferred but other high quality materials are acceptable. A picture of the equipment and description of the materials shall be provided. It is preferred that the predominant color of the equipment be in earth tones.

- Equipment must be maintained in good visual condition and in proper working order or must be removed. Owners may remove playground equipment at their discretion without further approval.
- **Tree Houses and skateboard ramps are prohibited.**
- Note that large recreation projects such as sport courts or other extensive projects may require greater setbacks, landscape screening and shall be reviewed on a case by case basis.

#### **48 - PONDS**

Decorative garden ponds require approval of the MCC.

Garden ponds must be located in rear yards. All garden ponds shall be setback eight (8) feet (or more as may be determined by the MCC where the pond is raised) from the nearest property line on single family detached lots to allow for adequate separation from adjacent property and to provide room for landscaping and / or screening. A one (1) foot setback (or County minimum) is required for Townhomes. Ponds should not create a noise nuisance to adjacent properties. Prefabricated molded pond basins should be decorated with natural stones and the basins shall not be seen from adjacent properties. The height of any waterfall shall not exceed three (3) feet and the size of the pond shall not exceed eight (8) feet long x eight (8) feet wide.

Any adverse drainage impacts, which might result from the construction of a pond should be considered and remedied – this includes when draining the pond. The water in the pond shall be maintained and kept clean. Failure to keep the water clean and fish healthy (if applicable) shall be considered a violation of the terms of approval and removal of the pond may be requested.

All ponds must meet County standards for free standing bodies of water, and homeowner assumes all liability of water's potential of becoming an attractive nuisance.

#### **49 - POOLS**

Above-the-ground swimming pools are not permitted in Lake Manassas. All in-ground pools require approval of the MCC. Pools are not permitted on townhome lots.

Applications for pools are typically multi-faceted projects which require adherence to a number of different guidelines which may include, but are not limited to:

- “Barbecue Grills and Outdoor Kitchens”
- “Exterior Lighting”
- “Fences”
- “Fire Pits”
- “Fireplaces”
- “Gazebos / Pool Pavilions / Cabanas et al”
- “Hot tubs and spas”
- “Landscaping”

“Landscape Screening”  
“Lawn Furniture”  
“Patio and Pool Decking”  
“Pool Equipment”  
“Retaining Walls”  
Etc...

Therefore, it is important that an Applicant for a pool read and be familiar with all of the Guidelines which may apply to the pool project.

The following are additional specific pool guidelines:

- Pool decking patio material shall blend with the house style. Exposed concrete (colored) may be used in minimal quantities, but only when the concrete, may not be visible in the horizontal plane.
- Lighting within the pool shall be positioned such that light does not travel into adjacent properties. The lighting shall not be overly bright and shall not cause adjacent areas to glow in the reflection of the pool lighting. Pool lighting must be turned off at the end of the day when the pool is no longer in use.
- Setbacks for the pool shall match the requirements for pool decking. If decking is not provided along a portion of the perimeter of the pool, then the setback shall be measured from the outer pool perimeter – the point at which the pool structure meets the grass and / or landscape bed.
- Fountain walls shall be considered part of the pool structure and as such shall meet the same setbacks. Fountain wall shall be composed of high quality masonry materials that are compatible with the home. Any lighting on a fountain wall should be minimized and pointed downward and / or shielded from offsite view. The height should be minimized – taller walls shall meet the same additional setbacks as raised patios.
- Play features such as slides as discouraged. If proposed, they shall be provided in light natural colors such as light tan, light grey, off white, etc., but not overly bright colors such as yellow or blue. They shall be fully screened with landscaping to minimize views from adjacent residences or the golf course.
- Pool covers shall be provided in natural colors which blend well with the surrounding materials such as light tan, light brown or light grey, but not overly bright colors such as yellow or blue. If the cover cannot be seen from adjacent view, than the color choice is less important.
- Temporary play accessories such as rafts, beach balls, etc... should be stored out of sight when not in use.

## **50 - POOL EQUIPMENT**

All pool equipment enclosures must be approved by the MCC.

The following standards shall apply:

- All pool equipment must be screened from view from the street, adjacent lots and/or from the golf course (in the case of golf course lots).
- Where possible, all pool equipment shall be grouped into one area.
- The area and height required for pool equipment shall be minimized to the extent possible.
- Pool equipment enclosure shall be located along the rear foundation of the home. (The can be made to appear as an extension of the water table on the home where applicable). If the Applicant proposes or has an existing deck with a lattice enclosed storage area, the equipment may be placed under the deck where feasible. Note, that additional landscaping shall be required along the perimeter of the storage area where needed to minimize visibility. A side yard location for a pool equipment enclosure will be considered where there are no adjacent homes.
- A masonry wall shall be provided around the equipment on three sides. A gate (matching the pool fence preferred) may be provided on a fourth side which is not directed toward an adjacent outdoor living area. If the Applicant can demonstrate that there are no adjacent residences within 100 feet of the edge of the enclosure than the Applicant may suggest an alternative material will provide adequate noise reduction and screening. Materials shall match housing materials and colors. The height of the enclosure shall extend approximately two (2) inches above the top of the equipment. It is also preferred (not required) that the grade (ground elevation) be lowered within the wall such that the top of the wall is no higher than the water table around the home. (This is sometimes necessary for taller equipment.) The Applicant shall ensure that all building codes and utility requirements are met for the equipment and any adjacent utilities.

### **51 - POOL HOUSE**

A Pool House requires approval of the MCC.

A Pool House is generally defined as a structure with rooms, bathrooms and / or changing rooms which is intended to be accessory to a pool.

Pool houses shall meet the requirements of “Additions / Exterior Alterations” and shall meet the setbacks defined under “Structural Setbacks”.

### **52 - POOL PAVILIONS**

**See – Gazebos**

### **53 - RADON EXHAUST REMEDIATION SYSTEMS**

The installation of radon exhaust/remediation systems after final construction does not require MCC approval. However, screening of exterior equipment is required.

## **54 - RETAINING WALLS / STEPS / PAVERS**

Retaining walls and steps require approval of the MCC.

Railroad Ties and / or Wood Timbers are not permitted for retaining walls or steps.

Retaining wall and step materials shall be brick or stone. High quality alternative materials such as concrete products (EP Henry, Techobloc, etc...) will be considered where it is demonstrated that the product does not conflict with the existing architecture. Applicant shall ensure that all proposed improvements will meet applicable governing regulations. Drainage guidelines apply.

Retaining walls and steps (height per step) under two (2) feet in height may be located in any yard and shall be setback a minimum of two (2) feet to any property line. Retaining walls above two (2) feet may be located in side or rear yards and shall be setback one (1) inch in distance for every one (1) inch in height (For example, a three (3) feet high retaining wall would have a minimum setback of 36 inches). Retaining walls over four (4) feet in height are discouraged except in cases where an Applicant can demonstrate that they are absolutely necessary and that they do not negatively impact adjacent properties.

## **55 - ROOFING**

All Roofing projects require approval of the MCC.

The following Standards shall apply:

- The roofing material and color should be compatible with the existing home and other approved roofing in the neighborhood.
- When replacing roofing, the entire structure should be re-roofed at one time. Partial re-roofing is generally not allowed unless the additional/replacement roofing exactly matches the existing roofing.
- Replacement roofing material and associated elements (such as trim or vents) should be similar in appearance, color and quality to the existing approved roofing. The requirement is #1 blue label cedar shingles (Cedar Shakes are not permitted), architectural grade asphalt or fiberglass shingles of 300 lbs or greater, textured shingles of 240 lbs or greater, concrete shingles, natural or artificial slate, pre-coated terne metal or copper or a mix thereof.

## **56 - SAFETY RAILINGS**

Temporary Safety railings on doors and door frames used to prevent access (such as when decks or patios have not yet been built) must be painted or stained. Colors may be white or a light color which matches the trim of the house.

## **57 - SECURITY BARS**

Security Bars require approval of the MCC.

In general, the use of security bars or grates on windows and doors will be prohibited. Exceptions may be made through use of the application process where the security apparatus will not be visible from the street and from adjoining properties. Homeowners concerned about the security of their residence are advised to consider alternatives, including alarms and sophisticated lock systems.

## **58 - SECURITY DEVICES**

Security Devices require approval of the MCC.

Any exterior security equipment including cameras, fixtures and conduits shall be designed, located and installed so as to be an integral part of the architecture of the home and not detract from the homes design and appearance. Two security signs are permitted, one in the front yard and one in the rear yard.

## **59 - SHUTTERS**

Shutters should be harmonious with the architecture of the existing house regarding the style, size, material and color of the shutters. No Application is required for the replacement of existing approved shutters with shutters that are the same in style and color. A change in the shutter type or color will require approval of the MCC.

The following Standards shall apply:

- New shutters should be applied to all windows (currently with shutters) on an elevation, on both sides of a window, matching the size and configuration of the existing shutters.
- Shutters shall be made of wood, high quality heavy weight vinyl or high quality fiberglass.
- Shutters must be in proportion to the windows and located as if operable. For windows greater than 32 inches wide, the shutters must be at least 15 ½ inches wide - each.
- Removal of existing shutters without replacements is discouraged.
- On Townhomes, if the color is being changed, it shall not match adjacent units.

## **60 - SKYLIGHTS**

Skylights should be located such that they are not visible from the front of the dwelling unit or a street. Skylights are not permitted on the front side of the roof ridge line. Skylights which are constructed flush with the roof line are preferred.

**61 - SOLAR PANELS, WIND TURBINES, WIND MILLS & OTHER GREEN TECHNOLOGIES**

All Solar Panels, Wind Turbines, Wind Mills and other Green Technologies require approval by the MCC.

Green Technology Products must be inconspicuous from the street, public areas, neighboring properties and generally located in rear yards. The scale must be small, inconspicuous and residential in nature. When mounted to a home, they should be compatible in color and located on the rear roofline or elevation – hidden from adjacent view. They should be well integrated into the architecture and landscaping. Each Application for Green Technology Products will be reviewed on a case by case basis.

**62 - STORAGE SHEDS**

Storage sheds are prohibited in Lake Manassas.

**63 - STRUCTURAL SETBACKS**

The following are the setbacks for all principle single family detached dwellings. These setbacks shall also apply to any and all associated structures that do not have specific guidelines. The setbacks are as follows:

- |                  |   |                                    |                |
|------------------|---|------------------------------------|----------------|
| 1. The Woodlands | 2. The Estates<br>(Lots #1- #9)                     | 2. The Estates<br>(Lots #10 - #14) | 3. The Timbers |
| Front: 25 Feet   | Front: 40 Feet                                      | Front: 40 Feet                     | Front: 25 Feet |
| Side: 12 Feet    | Side: 20 Feet                                       | Side: 20 Feet                      | Side: 12 Feet  |
| Rear: 25 feet    | Rear: 25 Feet                                       | Rear: 50 Feet                      | Rear: 25 Feet  |
| 4. The Oaks      | 5. Western Peninsula<br>(Section 2A, 2B, 2C, 1A, 3) |                                    |                |
| Front: 25 feet   | Front: 25 Feet                                      |                                    |                |
| Side: 12 Feet    | Side: 12 Feet                                       |                                    |                |
| Rear: 12 Feet    | Rear: 25 Feet                                       |                                    |                |

Note: Townhomes shall meet County Requirements.

**64 – TELEVISIONS / AUDIO – VISUAL SYSTEMS**

Televisions / Audio – Visual Systems require approval of the MCC.

These systems, including sound systems, televisions, video monitors, gaming systems, etc. must be located so that they are not obtrusive to neighbors, streets and common open spaces. Sound levels shall not exceed Prince William County noise regulations. These systems shall be restricted to rear yards and shall not extend beyond the side plane of the home. These systems

must be completely screened from adjacent view. The MCC may require additional placement restrictions on those lots with a highly visible rear yard.

### **65 – TOWNHOME REZONING**

The Turtle Point Townhomes (70 lots) are subject to rezoning proffers which include Architectural Standards as found in Appendix 4. These standards shall supersede the Design Guidelines when and if a conflict occurs.

### **66 - VEGETABLE GARDENS**

All in ground vegetable gardens must be approved by the MCC.

Vegetable gardens must be located in the rear of the home and must not be visible from the street. The garden should be no greater than 100 square feet (10' x 10') and must be setback three (3) feet to any adjacent property line. Vegetables are not to be grown in landscaped planting beds. If approved, proper maintenance of the vegetable garden must continue throughout the year.

See Use Restrictions for additional guidelines.

### **67 - VINYL SIDING/TRIM**

Vinyl is not allowed as a main house trim/finish product, nor as a “covering/cladding” product over existing wood trim (with the exception of homes built by Winchester on Windy Hollow Circle, Cancun Ct, Willingboro Ct and Acadian Shores Ct in Section 6), and except as permitted for vinyl clad windows/doors.

### **68 - WALKWAYS**

Approval by the MCC is required for a change in an existing walkway or the construction of a new walkway.

Materials to be used should be compatible with existing materials in the community (e.g., flagstone, brick, exposed aggregate concrete and / or stamped concrete). Plain concrete is not permitted unless for replacement of originally constructed concrete. Walkways of wood decking will generally not be approved. An application is not required where an original walkway is being replaced with the same materials and design.

Front walks must have a minimum width of at least 3 feet.

### **69 - WINDOWS**

MCC approval is required to add new windows in walls. Approval is not required to replace existing windows provided that replacement windows are substantially the same as the original window and meet the guidelines below.

### General Guidelines:

- 1) Window glass which is frosted, colored or of glass blocks is discouraged, but may be considered on a case by case basis.
- 2) New windows must substantially match the existing house windows.
- 3) The size of the window trim and frame must match that of the other windows as closely as possible. All trim details must be duplicated.
- 4) The color of the window frame and trim must match the existing windows.
- 5) All windows – new or replacement shall be wood, vinyl clad wood or aluminum clad wood.
- 6) Approval of exceptional high quality alternate materials (such as Anderson Fibrex) will be considered by the MCC on a case by case basis for new and/or replacement windows.
- 7) Storm windows are not permitted.

Windows must match the existing house windows. The size of the window trim and frame must match that of the other windows as closely as possible. All trim details must be duplicated. The color of the window frame and trim must match the existing windows. Approval is not required to replace existing windows provided that replacement windows are substantially the same as the original windows.

Storm windows are not permitted.

### **70 - WINDOW DIVIDERS**

Window dividers (also called grids, mullions, or muntins) installed in original windows must be retained and replaced with a comparable divider if damaged or missing. The developer permitted windows without dividers for “custom, feature view windows” on a case-by-case basis at original construction. Residents desiring non-gridded rear-facing “custom, feature view windows” post-construction must file an application.

## ALTERATIONS REQUIRING REVIEW AND APPROVAL BY THE MCC: GENERAL POLICY

Essentially, all changes, permanent or temporary, to the exterior appearance of a building or lot are subject to review and approval by the MCC. The review process is not limited to major additions or alterations, such as adding a room, deck, or patio. It includes such minor items as changes in color and materials. Approval is also required when an existing item is to be removed.

EXCEPTIONS: There are exceptions to this otherwise inclusive review requirement, such as:

- Building exteriors may be repainted or re-stained provided that there is no color change from the original. A color palette is available at the on-site management office. Similarly, exterior building components may be repaired or replaced so long as there is no more than a minor change in the type of material and color. However, if there is a question, it is suggested that an informal request be made to review.
- Minor landscape improvements will also not require an application (as qualified in the Design Guidelines).
- It is not necessary to obtain approval for removing basketball or playground equipment.
- In rare circumstances an emergency may require an immediate change to a building for purposes of safety and structural integrity. This might include, for example, the collapse of a garage door or replacement of a window or door caused by storm damage. In such case the owner shall informally notify the management office in writing of the proposed emergency change, and then proceed to undertake the regular application process. The MCC shall consider the good-faith prompt notification of the emergency in reviewing the application.

The following emergency procedures shall apply:

- Repair with the same or like kind of material or product shall be permitted with no Application required.
- Repair with a different material or product shall be permitted with an Application submitted concurrent or after the repair. However, the different or new product must be in strict conformance with the Design Guidelines. The Applicant assumes all risk. It is highly recommended that the Applicant make all efforts to receive preliminary feedback from the MCC. In this situation, the MCC will make all efforts to be available to perform a preliminary review of the material or product change prior to installation.

**If there is any doubt** as to whether or not a proposed exterior change is exempt from design review, and approval, **homeowners should first seek clarification** from the MCC, manager, or the Architectural Covenants Administrator at the management company before proceeding with the improvement.

## **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.*

## APPLICATION AND REVIEW PROCEDURES

Application and review procedures which will be used by the MCC are detailed below. **Obtaining a Permit from Prince William County does not constitute approval of the project by the MCC. The changes must be in accordance with the Design Guidelines of Lake Manassas.**

Applications - Owners wishing to make any of the changes requiring approval must submit a proper written application to the MCC on the approved application form.

All applications must be accompanied by an approved processing fee (if applicable - dependent on type of construction requested) and (for other than Tier 1 applications) a deposit fee which will be determined by the management office upon first review of the project. Applications must be complete in order to commence the review process. Incomplete applications will be returned to the applicant with a statement of deficiencies which must be remedied in order to be considered for review. Completed applications must be received by the management company at least four (4) business days before the next scheduled committee meeting or action will be deferred until the following monthly meeting. Unless notified to the contrary, homeowners shall mail applications to:

**Lake Manassas Residential Owners Association  
c/o Community Management Corporation  
P.O. Box 10821  
Chantilly, Virginia 20153-0821**

Supporting Documentation - The application must include a complete and accurate description of the proposed improvement(s). In order to permit evaluation by the MCC, supporting exhibits will frequently be required. Examples include: a site plan showing the location and dimensions of the proposed improvement drawn on the plat with the distance from the lot lines clearly defined; architectural drawings or plans with all dimensions – height, length, width, as applicable; landscape plan; material and/or color samples, etc. The design guidelines and application form (See Appendix I of this handbook) provide guidance with respect to the supporting documentation required for various types of improvements.

Time Frame for Completion of the Review - The MCC shall act on the submission and give notice to the applicant within forty-five (45) days from receipt of the complete application. The forty-five (45) day review period shall not commence until the Managing Agent has received a complete application, including any required exhibits and the deposit required.

If an applicant fails to receive a reply from the MCC either indicating a decision, or requesting additional information, within thirty (30) days they should contact the Managing Agent to inquire as to the progress on their application. In the event the application is not approved or disapproved, and no additional information is requested by the MCC within forty five (45) days from receipt of the complete application and submissions, the request shall be deemed approved.

Notice of Approval/Disapproval - Homeowners who have submitted complete design review applications will be given written notice of the decision of the MCC. The project must then be

started within six (6) months of approval and completed no later than twelve (12) months or the deposit will be forfeited and the owner will need to re-apply again for approval and submit a new deposit. If the work has begun, but is incomplete the Board or its Delegate will send a letter to inform the owner the deposit is considered forfeited and the owner has fifteen (15) days to complete the project or submit a reasonable response for extension and a plan for a completion time. If there is no response or an extension is granted and the time has passed, the owner will be given opportunity for hearing and may be assessed \$10 a day, up to 90 days (\$900) until the Board is notified by the owner that the approved project is complete.

Appeals Procedure - If a proposal is rejected or denied, the reason(s) for disapproval shall be stated as part of the written decision.

The applicant may request reconsideration by the Board of Directors of an application rejected or denied by the MCC, within ten (10) days after the date of the Committee's decision. This request should include any new or additional information which might clarify the request or demonstrate its acceptability. The Board may, at its discretion, conduct an informal hearing related to the appeal. The Board shall respond to an appeal, in writing, within sixty (60) days from the date of receipt of the request for appeal.

## **IV. Use Restrictions**

The following outlines the Rules and Use Restrictions contained in the Lake Manassas Residential Association's Declaration of Covenants, Conditions and Restrictions; and those rules adopted by the Board of Directors pursuant to the Declaration and By-Laws.

**Artificial Vegetation, Exterior Sculpture and Similar Items** - No artificial vegetation shall be permitted on the exterior of any portion of the Properties. Exterior sculpture, fountains, flags and similar items must be approved by the MCC. (*Declaration of Covenants, Article XII, Sections 16*)

**Basketball Hoops –**

- **Permanent hoops** anchored to the ground are prohibited. However, several homeowners have opted to place a sleeve pipe into the ground below ground level into which another pipe can be inserted with the basketball goal attached. This has been allowed, but must be applied for as a modification so the MCC can approve the placement and interaction with the neighboring lots. Each homeowner should get the signatures of their neighbors to show they are aware of the desire to install the equipment as such. The placement and hours as detailed below are still in effect for this type of hoop.
- **Portable hoops** weighted (with sand recommended) shall be permitted in the property as long as they are maintained in a state of good repair with nets fully secured to rim, and located adjacent to or in the owner's driveway. Hours of play are restricted to no earlier than 9am and no later than 9pm. The hoop shall not be placed on the road right of way, on the street, or so that the play takes place in the street or on the sidewalks. The backboard must be positioned so that missed shots will land in the goal-owner's lot and not the neighbors. (*Policy Resolutions 02-2 and 05-1*)

**Business vs. Residential Use** - Each residence shall be used, improved and devoted exclusively for residential use. Public or private auctions, garage sales, yard sales and similar events and activities are prohibited. No residential unit shall be subdivided or its boundary lines changed except with the prior written approval of the Board of Directors of the Association. No residence shall be used for hotel or other lodging or transient service or purpose. No residential unit shall be made subject to any timeshare or similar program whereby the right to exclusive use of the residential unit rotates among members of the program on a fixed floating time schedule over a period of years. No residence shall be leased or rented for a term of less than one (1) year. The homeowner shall inform the Managing Agent of the name of the tenant and a written and signed copy of the lease shall be filed with the Management Company.

No trade or business may be conducted in or from any residential unit, except that any Owner or occupant residing in a residential unit may conduct business activities within the residential unit so long as: 1) the existence or operation of the business activity shall not be apparent or detectable by sight, sound or smell from outside the residential unit; 2) the business activity will conform to all zoning requirements for the Properties; 3) the business activity does not involve persons coming onto the Properties who do not reside in the Properties or door-to-door solicitations of residents of the Properties, and 4) the business activity is consistent with the residential character of the Properties and does not constitute a nuisance, or a hazardous or offensive use, or threaten the security or safety of other residents of the Property, as may be

determined by the sole discretion of the Board. (*Policy Resolution 02-2 and Declaration of Covenants, Article XII, Sections 9 and 19*)

**Garage Doors** - All garage doors shall be kept closed at all times when not in use if they are visible from the street. All garage doors shall be closed at night (*Declaration of Covenants, Article XII, Section 2*)

**Golf Ball Easement** - The Common Area is burdened with an easement permitting golf balls unintentionally to come upon the Common Area, Residential Units or common property immediately adjacent to the golf course, and for golfers at reasonable times and in a reasonable manner to come upon the Common Area or the exterior portions of a Residential Unit to retrieve errant golf balls. The existence of this easement shall not relieve golfers of liability for damage caused by errant golf balls. (*Declaration of Covenants, Article XIX, Section 7*)

**Guests, Occupants, and Invitees** - Homeowners are responsible for the conduct of their occupants, guests, and invitees. All guests shall be registered with the gatehouse by the resident (Baltusrol Gate 703-754-9465, Stonewall Gate – 703-754-9951) prior to their arrival. For regular and repeat guests (i.e. service professionals such as landscapers, cleaners, dog walkers etc), the resident must call the gatehouse and notify guards that this visitor has a standing order and will be allowed access until further notice by the resident. Non-registered guests will be turned away so please be sure to call the gatehouse. Residents must notify gatehouse of any cancellation of privileges to reduce access to the property. All provisions of the Declaration, By-Laws, the Community Development Code-Land Use Standards and of any rules and regulations or use restrictions promulgated pursuant thereto which govern the conduct of Owners and which provide for sanctions against owners shall also apply to all occupants, guests and invitees of any Member or Residential Unit. Every Owner shall cause all occupants of his or her Residential Unit to comply with the Declaration, By-Laws, the Community Development Code-Land Use Standards and the rules and regulation adopted pursuant thereto, and shall be responsible for all violations and losses to the Common Areas caused by such occupants, notwithstanding the fact that such occupants of a Residential Unit are fully liable and may be sanctioned for any violation of the Declaration, By-Laws, the Community Development Code-Land Use Standards and rules and regulations adopted pursuant thereto. (*Policy Resolution 02-2 and Declaration of Covenants, Article XII, Section 3*)

**Guns** - The discharge of firearms within Lake Manassas is prohibited. The term 'firearms' include BB guns, pellet guns, paint ball guns and other firearms of all types, regardless of size. (*Declaration of Covenants, Article XII, Section 10*)

**Holiday/Seasonal Decoration and Lighting** - Homeowners may display seasonal/holiday decorations and lighting following the guidelines herein. No application is required as long as they are in compliance with the Holiday/Seasonal Guidelines policy. At no point should the decorations unreasonably interfere with an adjacent homeowner's enjoyment of their property, be excessive in number, size or brightness or draw excessive traffic or cause a dangerous condition to exist. No decorations are permitted on common areas without prior approval and decorated as part of an approved association community activity.

Winter Holiday (including but not limited to Christmas, Hanukkah, and Kwanza): decorations may be up from Thanksgiving through January 31. If live decorations are used prompt removal of dead vegetation is required prior to the end of the holiday season.

All other holidays as subject to interpretation by the board – decorations may be up 2 weeks before the holiday and must be removed within 2 weeks after the holiday.

Seasonal decorations (wreaths, flags etc) - decorations must reflect the present season.

**Irrigation** - All front yards are required to be irrigated by an automatic underground irrigation system. Residents are encouraged to follow all Prince William County Service Authority guidance regarding the use of irrigation systems and water consumption. Currently PWCSA requests that those residents whose address ends in an odd number limit use of irrigation systems to Tuesday, Friday and Sunday and those residents whose residence ends in an even number limit use of irrigation systems to Monday, Thursday and Saturday. From time to time there may be additional water restrictions put in place due to drought conditions.

Use of low demand plant material (drought resilient plants) along with the proper use of mulch in non ground areas will also help retain soil moisture and help with water conservation.

As part of routine maintenance residents should turn on their irrigation systems and walk the property looking for broken sprinkler heads, heads that have been moved and are no longer watering the correct area, saturated and boggy spots as a result of overwatering, and insuring that rain gauges are working. Systems may require reprogramming during different portions of the growing season.

In no case should irrigation systems be used so as to cause drainage issues on neighboring properties from excessive runoff due to overwatering or a defective system.

**Noise** - Residents will abide by the Prince William County Noise Ordinance contained in the County Code Chapter 14, Noise, or as revised. (*Policy Resolution 05-01*)

**Nuisance** - No noxious or offensive activity shall be carried on upon any portion of the Properties, nor shall anything be done thereon tending to cause embarrassment, discomfort, annoyance, or nuisance to any person using any portion of the Properties. There shall not be maintained any plants or animals or device or thing of any sort whose activities or existence in any way is noxious, dangerous, unsightly, unpleasant, or of a nature as may diminish or destroy the enjoyment of the Properties.

No portion of the Properties shall be used, in whole or in part, for the storage of any property or thing that will cause it to appear to be in an unclean or untidy condition or that will be obnoxious to the eye; nor shall any substance, thing, or material be kept upon any portion of the Properties that will emit foul or obnoxious odors or that will cause any noise or other condition that will or might disturb the peace, quiet, safety, comfort, or serenity of the occupants of surrounding property. (*Policy Resolution 02-02 and Declaration of Covenants, Article XII, Section5*)

**Parking-Towing and Vehicle Policy** - Vehicles of occupants and guests of Residential Units shall be parked only in the garages or in the driveways serving Residential Units. An exception may be made for large gatherings at a residence for a limited time period. Notification of the

management office is required prior to the gathering. Any resident needing an exception must call or e-mail the Managing Agent office during regular office hours. Where exceptions are granted, cars may remain only until 8:00 am the following day unless the exception authorizes a longer period. Vehicles that continue to violate this rule after proper notification and imposition of fines and/or penalties will be subject to towing. All garage doors shall be kept closed at all times when not in use if they are visible from the street. All garage doors shall be closed at night. Vehicles shall be repaired only in a property owner's own garage so as not to be visible from any neighboring property. Commercial vehicles, tractors, mobile homes, recreational vehicles, trailers (either with or without wheels), campers, camper trailers, boats and other watercraft, and boat trailers must be garaged or stored off site. Recreation vehicles brought in by resident owners for the purpose of unloading or loading may not remain over night.

- **A Commercial vehicle** - any motor vehicle which is designed or used to carry, deliver, handle or move goods or to transport one or more persons who perform services in commerce, industry or trade and which has painted or displayed upon it any sign identifying or advertising any business or commercial venture of any kind. A commercial Vehicle additionally includes but is not limited to trucks over 2.5 ton GVW, vehicles in excess of 19 feet in length or 8 feet in width, vehicles with logos, vehicles with ladders or other items that are not contained completely within the vehicle. Examples of commercial vehicles include dump trucks, moving vans, service vehicles, vehicles with business names or logos, construction vehicles, taxicabs, and rental moving trucks.
- **Recreational Vehicles** - Recreational vehicles (RV's) brought in by resident owners for the purpose of unloading or loading may not remain overnight. RV's brought in by residents for the purpose of unloading or loading may not remain on-site for longer than 8 hours and in no case remain over night. Every effort should be made to park the RV in the resident's driveway so as not to obstruct the flow of traffic.
- **Unlicensed Vehicles** - Mini-bikes, go-carts, golf carts or any unlicensed motorized vehicle shall not be operated on any common area-or on any road or trails within Lake Manassas; except those providing a service to the Association, Declarant, or Golf Course. *(Policy Resolutions 02-2 and 05-1, and Declaration of Covenants, Article XII, Section 2)*

**Pets and Animals** - No animals, livestock, or poultry of any kind shall be raised, bred, or kept in any portion of the Association, except that dogs, cats, or other usual and common household pets may be permitted in a residential unit. However, those pets which are permitted to roam free, or, in the sole discretion of the Association, endanger the health, make objectionable noise, or constitute a nuisance or inconvenience to the Owners of other Residential Units or the owner of any portion of the Properties shall be removed upon request of the Board; if the owner fails to honor such a request, the pet may be removed by the Board. No pets shall be kept, bred, or maintained for any commercial purpose. Dogs which are household pets shall at all times whenever they are outside the confines of a Residential Unit (yards that are part of a Unit shall be considered part of the confines of a Residential unit) shall be confined on a leash held by a responsible person and cannot commit a trespass or leave behind excrement in the Common Areas or other Properties. Residents and guests must follow all applicable Prince William County ordinances. *(Policy Resolution 02-2 and 05-1, and Declaration of Covenants, Article XII, Section 4)*

**Recreational Play Equipment** - All permanent recreational equipment must be approved by the MCC in accordance with current guidelines. Examples of permanent recreational play equipment include but are not limited to jungle gyms, playhouses, sandboxes, and swing sets. Tree houses and skateboard ramps are prohibited. Trampolines are prohibited except for those approved under an application filed on or before May 14, 2012 with the MCC and must be removed upon the sale of the home.

All portable recreational play equipment should be removed from view by 9:00 p.m. Examples of portable recreational play equipment include but are not limited to bicycles, golf nets, inflatable kiddie pools, lacrosse nets, moon bounces plastic playground sets, scooters and soccer nets.

### **Rental of Property -**

1. Owners who lease their property are legally responsible for ensuring that their tenants, guests or invitees comply with Association rules and regulations or with decisions of the Board ("rules"). Off-site owners shall provide the onsite management office with their phone number, address, and e-mail address, and keep such information updated. This is in part to ensure that such owners can promptly be notified of rule violations.
2. Owners/lessors are not exempted from following the rules merely because they have tasked a management company or tenant with property maintenance. Ultimate legal responsibility resides with the owner/lessor.
3. *No residential unit shall be subdivided or its boundary lines changed except with the prior written approval of the Board of Directors of the Association. No residence shall be used for hotel or other lodging or transient service or purpose. No residential unit shall be made subject to any timeshare or similar program whereby the right to exclusive use of the residential unit rotates among members of the program on a fixed floating time schedule over a period of years. No residence shall be leased or rented for a term of less than one (1) year. The homeowner shall inform the Managing Agent of the name of the tenant and a written and signed copy of the lease shall be filed with the Management Company.*

**Signs** - No sign of any kind shall be erected within the Properties except in accordance with guidelines adopted by the Association or otherwise with the written consent of the Board of directors. The Board of Directors or Declarant shall have the right to erect signs as they, in their discretion, deem appropriate. All signs shall be approved by the Community Manager or the Board prior to installation, except for the approved standard sign for homes being sold or rented, which do not need approval. Signs for home sales or rentals are to be a white background with green or black lettering no more than 24" by 36" on a single or double metal post placed only on the lot being sold or rented. Only one sign will be permitted on the property being sold, except two signs will be permitted for properties immediately adjacent to the golf course. No additional signs or other forms of advertising are permitted, except "open house" signs are permitted the day before and the day of the open house. *(Policy Resolution 02-2 and 05-1 and Declaration of Covenants Article XII, Section1)*

**Soliciting and Other Advertisements** - Soliciting is not allowed except in those cases approved by the Board of Directors. If you receive a flyer on your door or if a solicitor comes to your home, please contact the managing agent immediately. Likewise, contractors (i.e. painters, electricians, plumbers) hired by homeowners cannot erect company signs in the homeowners yard, and are not permitted to solicit the neighbors. *(Policy Resolution 02-02 and 05-1)*

**Storage Container (Temporary)** - Residents must submit in writing a notification of intent to the Onsite Community Manager a minimum of 7 days prior to the delivery of a temporary storage container (PODS or similar container). The notification must specify the delivery and removal dates. The Manager is authorized to approve requests not to exceed 72 hours. Extensions may be requested but require approval by Management. It is incumbent upon the resident to plan accordingly. Temporary storage units must be positioned entirely within the confines of the resident's driveway or legitimate parking space, container must not impede traffic flow, it must be secured when not in use and it must not endanger another resident's vehicle or property.

**Swim and Tennis Center Use** - No skateboarding or any activity other than tennis and basketball is permitted on the tennis and basketball courts or the parking lot area adjacent to the Swim and Tennis Center unless approved by the Community Manager or Board of Directors. No overnight parking is allowed. Please refer to the Pool Regulations and the Pool Party Function Rules which are distributed with pool passes for rules governing the pool and any parties/functions to be held at the pool. *(Policy Resolution 05-01)*

**Tents, Trailers and Temporary Structures** - Except as may be permitted by the New Construction Committee during initial construction within the Properties, no tent, utility shed, shack, and trailer or other structure of a temporary nature shall be placed upon a Residential lot or any part of the Properties. *(Declaration of Covenants Article XII, Section 12)*

**Trails/ Golf cart paths/Ponds** - The trails are for the use of residents for walking, jogging, and casual cycling. Pedestrians and joggers have the right of way. Motorized vehicles are not permitted on the trails except those engaged in the upkeep and maintenance of common areas for the Association. The golf cart paths are the private property of the Golf Course(s). The use for any purpose or reason of these paths is not a right or a privilege belonging to residents and creates a risk of injury. The use of these paths is restricted to the golf course. The ponds are for the enjoyment of the residents, however entering the pond for any purpose, including, but not limited to, swimming, ice skating, and boating is not permitted. Fishing for residents and their guests only is permitted from the sides and perimeters of the ponds or from the piers. Any fishing must be in strict compliance with all applicable State and Federal licensing requirements. The Association shall not be responsible for any loss, damage, or injury to any person or property arising out of the authorized or unauthorized use of lakes, ponds, or streams within the properties. *(Policy Resolution 0202 and 05-5, and Declaration of Covenants Article XII, Section 17)*

**Trash Collection** - In no event shall trash or recycle containers be stored so they are visible from the street or neighboring property -- except to make them available for collection. Currently, garbage is picked up on Mondays and Thursdays and the recyclable items are collected on Mondays. These containers can be put out on the curb the evening before collection (after sundown), and must be stored out of sight prior to sunrise the day after collection. All rubbish, trash, and garbage shall be regularly removed from the Properties and shall not be allowed to

accumulate thereon. The Association will arrange for trash pickup service, if necessary, and the cost of such service may, at the option of the Association, be treated as a Common Expense or charged directly by the provider of such service to each Residential Unit that is served. *(Policy Resolution 02-2 and Declaration of Covenants, Article XII, Section 3)*

**Unsightly or Unkempt Conditions** - It shall be the responsibility of each Owner to prevent the development of any unclean, unhealthy, unsightly, or unkempt condition on his or her lot. The pursuit of hobbies or other activities, including specifically, without limiting the generality of the foregoing, the assembly and disassembly of motor vehicles and other mechanical devices which might tend to cause disorderly, unsightly or unkempt conditions, shall not be pursued or undertaken on any part of the properties. *(Declaration of Covenants, Article XII, Section 6)*

**Vegetable Gardens** - The following are guidelines to help residents properly maintain vegetable garden. Vegetables are to be grown only between April 1 and October 31. Outside this time, plants are to be removed, support stakes removed and the ground tilled. Gardens must be kept weed free. Tall plants must be staked/supported. Dead plants must be immediately removed. The vegetable garden must not attract animals/rodents so as to be a nuisance to the community.

Failure to properly care for the vegetable garden will result in the revocation of the homeowner's permission to maintain the vegetable garden. The homeowner will be required, at their expense, to immediately remove the garden and replace with acceptable landscaping approved by the MCC.

## **V. Property Maintenance Standards**

## Property Maintenance Standards

- All portions of a lot which are not improved by an impervious surface or a structure must be maintained with grass (or other vegetation installed by a builder or approved by the MCC). No bare earth may be exposed on a lot (except for flower beds with appropriate approvals, as required).
- All turf areas on a lot must be kept neatly mowed during the growing season. Grass should not be permitted to exceed six (6) inches in height.
- Turf areas and other vegetation should be watered during dry periods on a regular basis to insure that turf and vegetation does not burn and die. Residents should follow any relevant Prince William County Service Authority watering guidelines if drought conditions exist. Any dead plants, shrubs or trees must be immediately removed and replaced with the same or similar plants and dead turf areas reseeded.
- Turf areas should be kept as weed free as possible. At no time should weed cover exceed more than twenty-five percent (25%) of the total turf area.
- No trash or debris may accumulate or be stored in a visible location on a lot. Construction materials required for the improvement of a home or lot should be neatly stored in as unobtrusive a location on the lot as possible when not in use.
- All hedges, trees and shrubs must be neatly trimmed and maintained and their size maintained in proportion to the lot and home through pruning.
- The exterior of a home must be maintained in an attractive manner. No significant blistering or peeling of exterior painted surfaces is permitted.
- Any exterior building components (i.e., siding, gutters and downspouts, roof shingles, windows and doors) which are missing, broken or otherwise in a state of disrepair must be repaired as quickly as possible.
- Residents are responsible for maintaining all of their property to the roadside curb on the front and side of lots and the plat property line on non curb sides and backs of lots. This also includes property that falls within easements, rights of way and property setbacks. Curb and sidewalk areas must be kept trimmed and free of debris.
- Planted beds must be kept in a neat and orderly manner. The areas shall be mulched with a minimum 2" layer of mulch (*hardwood shredded mulch in natural state or dyed black or brown*), with a clearly defined edge between the bed and the adjoining turf.

## **VI. Enforcement Procedures**

## GENERAL ENFORCEMENT PROCEDURES

*(as set forth and explained in Resolution No. 2010-05: Creation of Procedures to Ensure Due Process in Enforcement Matters)*

### I. Background and Recitations

WHEREAS, the Virginia Property Owner's Association Act (Virginia Code, Section 55-508, et seq.) empowers property owners associations to suspend services and the use of common area facilities and to assess monetary charges against members responsible for violations of the governing documents and rules and regulations of associations, provided that the Association provides certain notices and an opportunity to be heard to the member against whom enforcement is sought, and;

WHEREAS, the Declaration of Covenants, Conditions and Restrictions and Bylaws for the Lake Manassas Residential Owners Association ("Association") provides certain powers and duties to be carried out for the Association, including:

- The Board of Directors "shall be responsible for the affairs of the Association and shall have all powers and duties necessary for the administration of the Association's affairs and, as provided by law, may do all acts and things as are not by the Declaration, Articles, or [the] Bylaws directed to be done and exercised exclusively by the Members." Bylaws, Art. III, Sect. 17.
- The Board shall have the power to enforce "by legal means the provisions of the Declaration, [the] Bylaws, and the rules and regulations adopted by it and bringing any proceedings which may be instituted on behalf of or against the Owners concerning the Association." Bylaws, Art. III, Section 11(i).
- The Board may "make and enforce reasonable rules and regulations governing the use of the Properties, which rules and regulations shall be consistent with the rights and duties established by this Declaration. Sanctions may include reasonable monetary fines and suspension of the right to vote and the right to use any recreational facilities on the Common Area." Declaration, Art. IX, Sect. 3; Bylaws, Art. III, Sect. 22.
- The Board, if it imposes monetary charges or other sanctions, shall follow certain procedures as outlined in the Bylaws prior to said imposition. Bylaws, Art. III, Sect. 22, and;

WHEREAS, the Board of Directors believes it is for the benefit and protection of all members to formally adopt a policy resolution to set forth a process for enforcement of the governing documents and regulations, as set forth herein.

NOW, THEREFORE BE IT RESOLVED THAT the Board adopts the following procedures and rules:

## II. Procedures

- **Initial Actions to Secure Compliance.** Any owner, resident, officer, or agent of the Association has the authority to request that an owner or resident cease or correct any act or omission which appears to be in violation of the governing documents or rules and regulations.
- **Issuance of Citation.** The Board of Directors, or its delegates on behalf of the Association may issue a citation to any owner whose behavior, use of property or omission does not conform to Association rules or regulations or who fails to comply with a decision submitted by the Board.
- **First Notice.** A first notice of citation shall be issued in writing to the owner at the address listed in Association records and also to the property address if it is different. The first notice of citation shall generally advise the nature of the violation; cite the provision within the Association's governing documents or rules and regulations which has allegedly been violated or identify the decision submitted to the Board or committee with which the Member has not complied; specify the remedy required; and state the number of days within which corrective action must be commenced or completed, depending on the circumstances ("Grace Period"). The first notice will also indicate what monetary assessment, or other sanction, can be imposed for non-compliance. The first notice shall inform the owner of his/her right to request in writing a hearing within ten (10) days of the date of the First Notice, pursuant to Article III, Section 22 of the Bylaws, before the Board of Directors or the Covenants Committee, if any, to contest the citation. The notice of citation shall be delivered by hand or mailed 1<sup>st</sup> class US mail, to the Owner at the address listed in the Association records and also to the property address if it is different.
- **Second Notice/Hearings.** If the offense is not remedied within the number of days requested in the first notice, and the owner has not requested a hearing in writing by or before the hearing confirmation date, the owner shall be deemed to have waived the right to a hearing and the Board, or the Covenants committee, if any, shall have the power to impose the proposed sanctions, including monetary charges as described in the notice. The Board of Directors, or Covenants Committee, if any, shall not be required to conduct a hearing unless the owner requests a hearing in writing by or before the deadline set forth in the first notice. The Board or Covenants Committee, in its discretion, may decide to send a second notice setting forth another deadline for compliance.
- The Board of Directors, or Covenants Committee, if any, shall set the time, date, and place of the hearing at its discretion. Written notice of the time, date, and place of the hearing shall be delivered to the owner by hand or registered or certified mail, return receipt requested, at least 14 days in advance of the hearing date and shall include a general description of the nature of the violation, including the citation to the specific rule or covenant, and what monetary assessment or other sanction may be imposed.
- **Conduct of Hearing.** If a hearing is held, the Board of Directors or the Covenants Committee, if any, shall provide the owner with a reasonable amount of time to present defenses and information regarding the allegations in the citation. The owner may present evidence and witnesses and may have counsel present at the hearing, and the Board may further examine or cross-examine witnesses and accept documents and other evidence into its record of the hearing.

At the discretion of the Board, the hearing and its related deliberations may be held in closed session.

- Decision of the Board or its Delegate. Following the hearing, the Board of Directors, or the Covenants Committee, if any, shall meet in executive session to determine whether satisfactory proof of alleged violation was presented, and if so, whether the monetary charges or other proposed sanctions should be imposed. Decisions by the Covenants Committee may be appealed to the Board pursuant to Article III, Section 22 (c) of the Bylaws. Decisions must be in writing and delivered to the member in question within seven days of the date of the hearing and sent via certified mail, return receipt requested.
- In the event a same or similar violation is repeated within twelve (12) months of the First Notice, the violation process will begin without the Grace Period aforementioned in paragraph C. The First Notice for a repeat offense shall otherwise include all information described in paragraph C.

### **III. Applicability**

- **Affect of Ruling Adversely to Owner.** All assessed charges shall be considered and collected as assessments. When the Board's or Covenants Committee's, if any decision is to assess charges against the owner, the Board shall undertake the actions required to collect the monetary charges as an assessment against the owner's lot. Monetary charges may not exceed \$50.00 for a single offense or \$10.00 per day for any offense of a continuing nature, up to ninety (90) days, or such amounts provided for in Section 55-513.B of the Virginia Property Owners Association Act.
- **Applicability of Decisions to Actions of Tenants, Guests, etc.** The Board of Directors reserves the power to hold owners legally responsible for ensuring that their tenants, guests or invitees comply with Association rules and regulations or with decisions of the Board in response to submissions.
- **Applicability of these Procedures.** These procedures may be applied to all violations of Association governing documents, rules and regulations or decisions following submission to the Board. Nothing in this Resolution shall be deemed to preclude the Association from exercising other enforcement procedures consistent with applicable law. Nothing herein precludes the Board's utilization of other remedies authorized by Association legal documents, including but not limited to, the initiation of suit or self-help remedies.
- **Interpretation.** This Resolution is intended to serve as a protection to owners and residents to ensure that their rights are protected and to serve as a guideline for the Board or Covenants Committee as it carries out its duties to enforce the Declaration, Bylaws and Rules and Regulations. The Committee may determine the specific manner in which the provisions of this Resolution are to be implemented, provided that notice and opportunity to be heard are afforded. Any inadvertent omission or failure to conduct any proceedings in exact conformity with this Resolution shall not invalidate the results of such proceeding, so long as a prudent and reasonable attempt has been made to ensure due process according to the steps set forth in this resolution.

## **Special Provisions Regarding Lot and Yard Maintenance** *(as set forth and explained in Policy Resolution No. 2010-02)*

Lot and Yard Maintenance - The Declaration states that each owner shall be required to maintain his or her structures, parking areas (and other improvements) and yards in a manner consistent with community wide standards and applicable covenants. If any owner fails to properly perform this maintenance responsibility, the Association may perform it and assess all costs incurred by the Association against the owner, provided that the Association notifies the owner of the alleged failure and provides a "reasonable time period" to cure such failure.

- Rule - All grass and mulch beds shall be maintained in a neat and orderly appearance, including regular weeding of mulch beds as well as mowing and trimming of grass. Grass shall not exceed 6 inches in height.
- Notice of Violation - If grass exceeds 6 inches in height, or if the condition of the grass and/or mulch beds is otherwise in violation of the Association Documents, the Board of Directors or its designee shall send written notice to the Lot Owner of such violation. This notice of violation shall contain the following: (1) notice of the violation of this Rule and the Declaration; (2) a demand for the Owner to mow the grass and/or weed mulch beds to bring the grass and mulch beds into compliance within **10 days** of the date of the notice. The notice of violation shall be hand delivered or sent by first-class mail, to the Lot address or such other Lot Owner's address on file with the Association.
- 48 HOUR Notice of Intent to Mow and/or weed mulch beds - If the Owner fails to correct the violation within 10 days of the date of the notice of violation, then the Board of Directors or its designee shall give the Owner 48 hours notice of its right to enter the Lot to mow the grass and/or weed mulch beds to correct the violation, and to charge all costs of mowing and correcting the violation to the Lot Owner. This notice of intent to mow shall be hand delivered, posted at the front door of the residence on the Lot or sent by first-class mail to the Lot address or such other Lot Owner's address on file with the Association.

If the Lot Owner fails to mow the grass and/or weed mulch beds within 48 hours of the Notice of Intent to Mow and/or Maintenance the Board of Directors or its designee may enter the Lot to mow and trim the grass and/or weed mulch beds. All charges incurred in mowing the grass and/or weeding the mulch beds shall be charged to the Lot Owner's assessment account, and may be collected by the Association in the same manner as all other Association assessments.

Failure or refusal to accept delivery of any Association notice shall not defeat these notice requirements, but shall be considered acceptance of such notice.

In the event that the same yard maintenance violation occurs more than two (2) times within a calendar year, on the third (3<sup>rd</sup>) such violation, the Association may forego the sending of the initial Notice of Violation.

This Resolution shall not be considered an election of remedies. The Association reserves all its rights and remedies to enforce the provisions of its Association Documents, including but not limited to, the imposition of monetary charges and the suspension of membership privileges, following all requisite due process procedures.

**APPENDIX I**

**APPLICATION**

**AND**

**LIST OF REQUIRED INFORMATION**

*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:** \_\_\_\_\_

LAKE MANASSAS RESIDENTIAL OWNERS ASSOCIATION, INC.  
APPLICATION FOR EXTERIOR MODIFICATION (CONTINUED)

**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: \_\_\_\_\_

# ***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.).*

# APPENDIX II

## MAILBOX ORDER FORM

The LMROA requires that mailboxes be ordered directly from Main Street Mail Boxes & More to assure consistency. Main Street Mail Boxes & More will build, label and install your mailbox once your home is finished, or if you need a replacement.

Please indicate below what you wish to have written on your mailbox.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Mail completed form to:

MAIN STREET MAIL BOXES & MORE  
4641 A. Sudley Rd.  
Catharpin, VA 20143  
PH 703-753-5521  
FAX 703-753-5594

Please allow two weeks for installation.

# APPENDIX III

## Rules Violation Complaint Form

Today's Date: \_\_\_\_\_

1. Name of person(s) violating rules (if known):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Address of person(s) violating rules:

\_\_\_\_\_  
\_\_\_\_\_

3. To the best of your knowledge, are the person(s) named 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. When did the violation(s) occur? Please include date and time of day:

\_\_\_\_\_  
\_\_\_\_\_

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 and address of person(s) making complaint:

\_\_\_\_\_

# APPENDIX IV

## Lake Manassas Turtle Point Townhomes Architectural Standards

### ATTACHMENT B

#### Lake Manassas Turtle Point Townhomes Architectural Standards

January 26, 2012  
Rev. April 24, 2012  
Rev. May 14, 2012  
Rev. July 16, 2012

**APPROVED**  
**PROFFER/DEVELOPMENT PLAN**  
  
7/17/12  
Date  
**OFFICE OF PLANNING**

#### THEME

1. A traditional design theme with classical elements consistent with the homes generally existing within Lake Manassas shall be implemented in the Turtle Point Townhomes.
2. All plans and architectural details must be approved by the Lake Manassas New Construction Committee ("NCC").

#### DEFINITIONS

1. Building – a structure containing multiple townhouse units.
2. Unit – a single townhouse unit within a building containing multiple units.

#### GENERAL

1. All exterior mechanical equipment shall be screened. The builder will submit a plan using landscaping or structural screening. The builder shall minimize the visual impact of utility and cable boxes to the extent feasible.
2. A unified consistent landscape plan will be submitted for the Property, including common areas, for review and approval by the NCC. The plan shall include an irrigation plan designed to maintain the appearance of the landscaping. The plan shall also include house foundation and lot landscaping. The composition and structure of any retaining walls used in the landscaping shall be submitted with the landscaping plan.
3. A single style of fence shall be utilized for all units on the Property. Rear yard fencing is not permitted on a unit by unit basis; however, a building may submit a plan for a common fence for all units in the building to be approved by the NCC.
4. Residential units shall be a minimum of 24' wide and 42' deep.
5. An elevator will be included as an option on at least one floor plan offered by the builder. Compliance with this requirement shall be evidenced by the presentation of the unit option to the NCC.
6. Interior (gas) fireplaces must vent through the rear roof. The vent shall adhere to all building Codes, and be painted black, dark gray or a color to match the roof shingle color. All exterior chimneys shall be masonry and shall extend from the foundation to above the roof line. Exterior masonry chimneys are optional, but either a chimney or patio/veranda must be provided on all end units of Buildings 1, 2, 3, 4 and 11.
7. A plan for the receipt of mail shall be submitted to the NCC after the builder has discussed delivery options with the US Postal Service. Design of the mailbox feature shall conform to the style and quality of the townhouses and must be approved by the NCC, said approval not to be unreasonable withheld.

**EXTERNAL DETAILING**

1. Exterior walls of all units shall consist of brick, stone, hardiplank or equal quality material, or a combination thereof.
2. Primary Building Materials
  - a. The front, side and rear facades on Buildings 1 thru 4, both inclusive, and Buildings 12 thru 17, both inclusive, shall include a minimum of 95% brick and/or stone and a maximum of 5% hardiplank or equal quality material. Calculation of the primary building façade material shall exclude trim, cornice, crown moulding, windows, doors, garage doors, pediments, shutters, functional louvers, columns and other similar architectural features.
  - b. The front and side facades of Buildings 5 thru 11, both inclusive, shall include a minimum of 95% brick and/or stone and a maximum of 5% hardiplank or equal quality material. Calculation of the primary building façade material shall exclude trim, cornice, crown moulding, windows, doors, garage doors, pediments, shutters, functional louvers, columns and other similar architectural features.
3. Exterior paint colors of architectural elements, trim, doors and non-brick or stone features will be limited to traditional colors of a white derivative, black or dark green. All exterior paint colors must be submitted with the plans and approved by the NCC and all colors shall be consistent from building to building.
4. Front stoops and exterior stair risers will be approved on a case by case basis; however, no plain concrete is allowed on any part of the stair or stair case including the step. The predominant material used on the building of brick or stone will be required for vertical components of the stair and stair case. Horizontal step treads may not be plain concrete.
5. Stair railing material shall be submitted to the NCC for approval on a case by case basis. An architectural grade, low maintenance material that is consistent with the architectural design of the residential unit will be required.
6. Aluminum or vinyl exterior products are not permitted, except that gutters and downspouts are permitted in aluminum; flashing is permitted as provided by industry standards. See Exceptions under **"WINDOWS AND SHUTTERS"**.
7. The size shape and materials for all entrance door treatments and features must be submitted with the plans for approval by the NCC.

**ROOF**

1. Roofs shall include architectural grade shingles or equivalent.
2. Roof materials shall be consistent from building to building.
3. All roofing materials must be submitted to the NCC for approval.
4. Roof stacks, vents, or other roof penetrations must be painted black, dark gray or other color to closely match the roof color.
5. Gutters shall be painted to match the trim color
6. All interior units on Buildings 1, 2, 3, 4 and 12 shall have a mix of dormer windows, gables, hip or other features on both the front and rear roof line in order to provide variety visual interest.
7. Notwithstanding #6 above, a minimum of 3 units in each of Buildings 1, 2, 3 and 4 must have dormer windows on both the front and rear elevation of the units, whether functional or not.

**APPROVED**  
**PROFFER/DEVELOPMENT PLAN**  
*Stephen L. Lauer*  
\_\_\_\_\_  
7/17/12  
Date  
**OFFICE OF PLANNING**  
Signed

8. Bubble skylights are prohibited on all units. Flat skylights are prohibited on the front elevations of all Buildings and shall be allowed on the rear elevations of Buildings 5, 6, 7, 8, 9, 10, 11, 12, 13 and 14. No skylights of any kind are allowed on Buildings 1, 2, 3 and 4.

**APPROVED**

**PROFFER/DEVELOPMENT PLAN**

*Stephen L. Davolio*

7/17/12      Signed

Date

**OFFICE OF PLANNING**

9. Roof pitch of less than 5:12 shall be prohibited.

**DOORS AND GARAGES**

1. Two car garages are required for all units.
2. A main entry, separate from the garage entrance, shall be required for every Building. Buildings 1 and 11 shall have a side entry (which will be optional on all other end units), except that units with a Charleston porch will have a "false" front door (not recessed) which provides access to the patio, from which there shall be an entry to the ground floor from the side. The side entry located inside the patio area will not be recessed.
3. Main Entry must be covered by a portico or be recessed a minimum of 36 inches, except as provided for in subparagraph 2 above.
4. Sliding Glass Doors are not permitted.
5. All front entry door(s) are to be paneled. Rear entry doors may be paneled or glass. Size, style, finish must be submitted to the NCC for approval.
6. All exterior door finishes and treatments, such as architectural glazing, must be submitted to the NCC for approval.

**WINDOWS AND SHUTTERS**

1. Storm windows and doors are not permitted.
2. All windows shall be energy efficient thermal glass, wood frame, aluminum or vinyl clad. Standard "Builder's Grade" all-vinyl windows are not permitted. High quality/up-grade vinyl window units may be submitted to the NCC for review and approval on a case by case basis.
3. All windows must have grills sized in proportion to the window.
4. Windows shall be recessed from the exterior to produce a shadow line.
5. Awnings and canopies are not permitted
6. The NCC may require window shutters on certain building elevations to enhance the architectural integrity and aesthetics of the building. If used, shutters must be of an architectural grade standard and the specific type, brand, style and quality shall be submitted to the NCC for approval on a case by case basis.
7. Brick window trim may be allowed on a case-by-case basis, and must be submitted to the NCC for approval.

**DECKS / PORCHES / PATIOS**

1. All units must have a rear deck. All decks shall be consistent in materials, design and aesthetic quality. The details of the decks will be reviewed by the NCC at the time the project Architectural Plans are reviewed.
2. Decks may be constructed of an architectural grade synthetic material or wood but must be painted or be of a color consistent throughout a building and from building to building. Unpainted wood decks and/or railings are not permitted.

?

3. All patios and lead walks must have an applied finish. This finish may be either exposed aggregate concrete, stamped concrete, stone, faux stone, masonry pavers, slate/flagstone, or other similar material to be approved by the NCC. No plain concrete will be permitted.
4. All framing lumber must be trimmed so that no end pieces of lumber are exposed.
5. Unattached structures (sheds, etc.) are prohibited on lots of individual units.

{P0282833.DOC / 1 Attachment B.Architectural Standards Rev 8 001538 000051}  
7/16/12

**APPROVED**  
**PROFFER/DEVELOPMENT PLAN**  
*Stephen L. Dando*  
\_\_\_\_\_  
7/17/12  
Date  
**OFFICE OF PLANNING**