

# SECOND MEADOW HALL COMMUNITY ASSOCIATION ARCHITECTURAL GUIDELINES April 2010

These architectural guidelines are provided to give homeowners an idea of what types of exterior additions or modifications will be approved or disapproved by the Architectural Review Board (ARB). The guidelines should be looked upon as protective rather than restrictive because they are designed to enhance the quality of life for persons living in Second Meadow Hall by protecting the property values and the safety of all residents.

Unless otherwise noted in the attached guidelines, all exterior additions or modifications to the existing property must be submitted to the ARB on the attached Architectural Modification Form (AMF) and must be accompanied by detailed plans and specifications.

The ARB will consider all additions or modifications using the guidelines set forth in this document. The AMF should be completed in full or it will be returned with a request for appropriate information. Submissions may be given to any ARB member.

Plans for the construction of decks, patios, sheds, and other structures must meet applicable Fairfax County building codes, and appropriate building permits must be obtained before beginning construction. Projects must be completed within 6 months after construction begins.

Upon receipt of an Architectural Modification Form, the ARB will determine whether the request is (a) governed by these guidelines or (b) outside the scope of these guidelines.

If the request is covered by these guidelines, the ARB will either approve the request or will state, in writing, why the request was not approved. Approval or disapproval notices, including the specific guideline with which a disapproved request did not comply, will be provided to the homeowner within 45 days.

If the request is not covered by these guidelines, the ARB will discuss the request and vote to approve or disapprove. Approval or disapproval notices will be provided to the homeowner within 45 days. The ARB may make recommendations for how a disapproved request could be modified to achieve approval.

Homeowners who receive disapproval notices may either make required changes to meet the guidelines and resubmit the request or elect to appeal to the Board of Directors. The homeowner must notify the ARB and the Board of the appeal within 10 days of receipt of disapproval. The ARB and the Board will then consider the appeal. No request that conflicts with the Declaration of Covenants, Conditions and Restrictions can be approved.

**Rapid Response.** For last-minute modification requests, please indicate on the AMF that it requires a rapid turnaround. The homeowner should make 3 copies of the request and deliver them to an ARB member. The ARB member will take responsibility to distribute the forms and obtain the decision of the Board. Provided all information is proper and correct, the requester will receive a decision within 7 days.

If the ARB fails to approve or disapprove a request within 60 days of receipt, then the request is

considered to be approved, provided such approval shall not be deemed to be a waiver of any provision of the Declaration of Covenants, Conditions and Restrictions.

#### **Optional Notification of Neighbors**

The AMF contains a section that may be signed by three adjacent property owners who are affected by the requested modification. This is intended to provide a way for homeowners to let the ARB know that affected neighbors have been made aware of requested modifications. Homeowners of adjacent properties who have a concern about a modification should contact a member of the ARB and explain their concern or request to attend the meeting when the request will be considered so they can voice their concern to the ARB.

Signature on the form indicates that the neighbor is aware of the requested modification; it does not indicate or constitute approval or disapproval. Only the ARB and/or the Board of Directors can approve or disapprove requests for modification.

Certain modifications require notification of adjoining neighbors. Such modifications are noted in these guidelines under the specific headings.

The ARB strongly encourages homeowners to notify their neighbors about plans for exterior modifications or additions.

#### **Procedures for Enforcement of Guidelines**

The ARB will notify homeowners, in writing, of any violation of the procedures for obtaining approval of an addition or modification, of any violation of the guidelines, or of any violation of the plans approved by the ARB and/or the Board of Directors that are not covered in the guidelines.

If the owner is a non-resident, a copy of the violation notice will be sent to the tenant at the unit address and to the owner by mail.

In any instance where the violation presents a health or safety hazard, the Board of Directors, as representatives of the Homeowners Association, may take legal action, at the owner's expense, to correct the violation. Notification to the owner of the action taken and the costs incurred will be made by certified mail, return receipt requested.

Homeowners may appeal violation notices to the Board of Directors. For any violation notice appealed by the homeowner to the Board of Directors, the Board must produce a statement of findings, conclusions, and action taken to include sanction, relief, or denial of the violation. A copy of each decision will be provided to all parties in the proceeding and to the ARB.

If the homeowner does not bring the violation into compliance within 45 days or submit a request for appeal within 10 days of receipt of the violation notice, legal action may be taken by the Association, and the homeowner will be held liable for all costs incurred in connection with the correction of the violation.

As provided by the Declaration of Covenants, Conditions and Restrictions, the letter notifying the homeowner of a proposed legal action will contain the following information.

The estimated cost of repair, as determined by the contractor who the Board of Directors proposes will do the work if the homeowner fails to take corrective action.

A statement that the Board of Directors will have the work done if the homeowner does not correct the problem within 45 days or does not provide evidence to the Board of Directors that the corrective action has been initiated.

A statement that the amounts expended by the Association, including the estimated cost to correct the problem and all legal expenses, will become part of the homeowner's assessment and that such assessment constitutes a lien upon the property.

FAILURE OF THE BOARD TO ACT TO ENFORCE ANY RIGHT, PROVISION, COVENANT, CONDITION, RULE, OR REGULATION DOES NOT CONSTITUTE A WAIVER OF SAID

A statement that a majority of the Board of Directors supported the position being taken and that the Association's attorney concurred.

## Table of Contents

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\*So long as you do not deviate from the requirements set forth in the guidelines, no prior approval is necessary for these items.

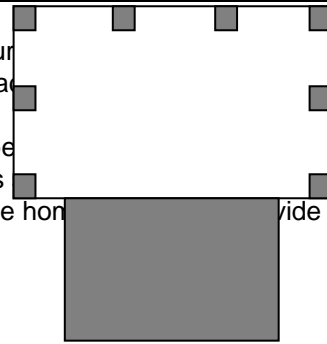
The section that was previously included in the Guidelines regarding installation of streetlights was removed because Fairfax County no longer offers the Night Watch program that was once available for the free installation of street lights.

## GUIDELINES

### Fences Between Yards or On Yards That Do Not Border the Common Area

Homeowners must submit a picture of the style of the fence and a plat that shows where the fence will be placed. Homeowners must be notified.

Location: Should adjoin the property. Fences should not be permitted in front yards. Fences should begin at the back of the house as shown. If the fence is to begin at any point other than the back corners of the house, the homeowner must provide justification for the exception.



Fence with posts on inside

House

Figure 1

Style: Board on board, alternate board, or picket are allowed. Stockade, split rail, and metal are not allowed. Vertical spaces between pickets cannot be wider than 3-1/2 inches. Fence sections between posts should be either six or eight feet.

Fences that have one finished side must be built with the finished side out (posts on the inside) as shown in Figure 1. Homeowners are responsible for maintaining all styles of fencing by ensuring that posts are plumb and securely planted and that sections are properly affixed to posts.

Height: Minimum of 48 inches and maximum of 72 inches.

Color and Material: Wooden fences must be natural wood without stain or paint. Vinyl fencing materials must be either almond, grey or white to match either the vinyl siding or the trim color on the house. Metal is not allowed.

### Fences Bordering the Common Area Along Monroe Street

The builder-installed fence that runs between the neighborhood and the common area along

Monroe Street belongs to each homeowner whose yard borders the fence. Each homeowner who owns a portion of this fence must obtain approval to replace his or her portion of the fence.

Location: Any replacement fence must be placed exactly where the existing fence is located.

Style for Wooden Fences: If the replacement fence is made of wood like the existing fence, the replacement fencing must be of the same style and height as the existing fence. The new fence should have a scalloped top between posts the same as the existing fence. Fence sections between posts should be either six or eight feet. Homeowners are responsible for maintaining the fence and for ensuring that posts are plumb and securely planted and that sections are properly affixed to posts.

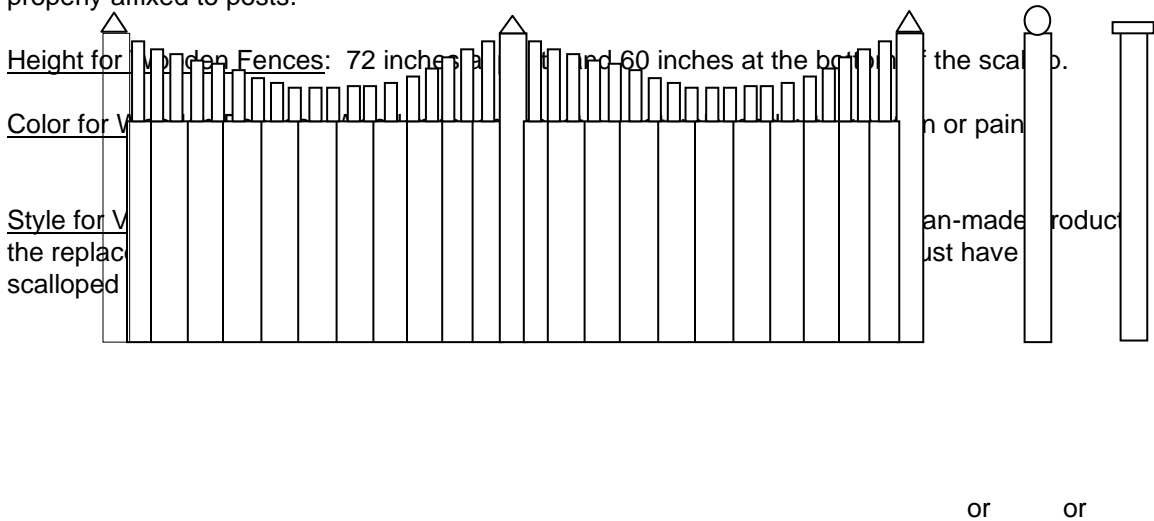


Figure 2

Fence sections between posts should be either six or eight feet. Homeowners are responsible for maintaining the fence and for ensuring that posts are plumb and securely planted and that sections are properly affixed to posts.

Height for Vinyl Fences: 72 inches at posts with a scallop between the posts. The depth of the scallop is different for different suppliers.

Color and Material for Man-Made Fence Products: The fence material must be vinyl or other types of poured resin material. Metal is not allowed. The color must be almond, grey or white to match either the vinyl siding or the trim color on your house.

**Landscaping**

Lawns must be kept mowed. Plans for major landscaping must be submitted to the ARB for

approval. Planting flowers or small shrubs or replacing existing landscaping with comparable items is not considered major landscaping. Major landscaping would be such items as stone or wood retaining walls or plantings that would cover more than 25 percent of the existing lawn.

No tree or shrub can obstruct lines of sight for vehicular traffic.

Requests for garden trellises or other free-standing decorative structures require approval.

### **Storm and Screen Doors (Front Doors)**

Storm and/or screen doors must match the color of the existing front door or the house trim. Figure 3 shows examples of the approved storm/screen door styles.

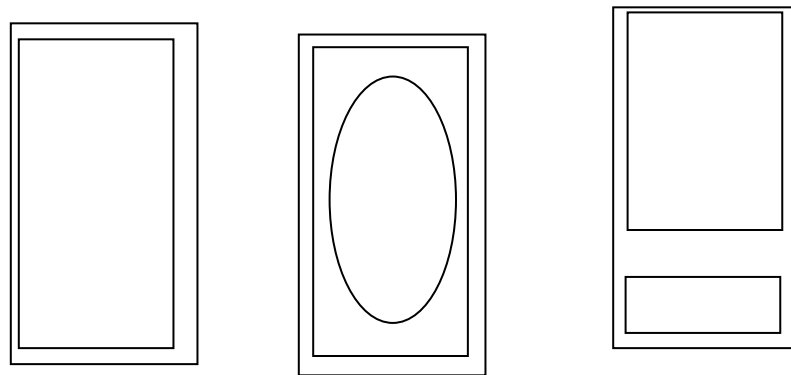


Figure 3

The storm/screen doors must be made of metal with a durable surface. AMF submittal is not required so long as the door matches the approved styles and materials. Deviation from the approved styles and materials does require approval.

### **Doors and Windows**

No plastic covering is permitted on exterior doors or windows. Replacement doors and windows must match the existing style and color.

### **Replacement Door Hardware**

Replacement hardware should be compatible with the style and finish of what is being replaced. AMF submittal is not required.

### **Exterior Painting**

Homeowners are not permitted to paint any portion of the exterior of a house any color other than the original color of the unit without prior written approval from the ARB. AMF submittal is not required unless you are changing the colors.

Paint and siding shall be maintained up to a level that is appropriate for the neighborhood.

Homeowners are responsible for timely upkeep and repairs.

New colors must be compatible with present siding and roof color and with the color combinations on adjacent properties.

### **Screened Porches**

Screened porches should be consistent with the architecture in the neighborhood. A request for approval of a screened porch must include:

1. plans and specifications for the construction, including materials to be used
2. a plat that shows the location of the porch in relation to the house and lot

All construction must meet Fairfax County building codes and lot line restrictions. Homeowner must obtain a Fairfax County building permit, which must be posted during construction.

Roof styles should be pitched to be compatible with the main house roof line.

Materials: Screened porches must be constructed with pressure treated or rot- and weather-resistant lumber. Roof shingles must match the existing house roof shingles.

Paint: If painted, posts, rails, pickets, and trim on screened porches must be painted to match the house trim color.

Privacy: The ARB recommends that homeowners who are planning additions take the privacy of their neighbors into consideration. Adjacent homeowners must be notified.

### **Additions and Sun Rooms**

Additions and sun rooms should be consistent with the architecture in the neighborhood. A request for approval of an addition must include:

1. detailed plans and specifications for the construction, including materials to be used
2. a plat that shows the location of the addition in relation to the house and lot

All construction must meet Fairfax County building codes and lot line restrictions. Homeowner must obtain Fairfax County building permit, which must be posted during construction.

Roof styles should be pitched to be compatible with the main house roof line.

Materials: Windows and doors in the addition must match the existing windows and doors. Roof shingles must match the house shingles.

Siding and Trim Paint: Siding must match existing house siding. Trim must be painted to match existing house trim. Foundation must be painted to match existing foundation.

Privacy: The ARB recommends that homeowners who are planning screened porches take the privacy of their neighbors into consideration. Adjacent homeowners must be notified.



## **Facades**

No approval is necessary for door knockers, security viewers, door kick plates, and temporary holiday decorations. Window boxes, if added, should be painted to match the house trim color.

## **Awnings**

The addition of awnings must be submitted to the ARB for approval.

## **Decks**

Deck construction should be consistent with the architectural style and appearance of the neighborhood. A request for approval of a deck must include:

1. plans and specifications for the construction, including materials to be used
2. a plat that shows the location of the deck in relation to the house and lot

All decks must meet Fairfax County building codes and lot line restrictions. Homeowner must obtain a Fairfax County building permit, which must be posted during construction.

Drawings should include all exterior changes that will be made in conjunction with the deck; for example, lighting or landscaping. These items must be consistent with the appropriate sections in these guidelines.

Materials: Decks must be constructed with pressure treated or rot- and weather-resistant lumber, or a man-made vinyl product can be used.

Paint: If painted, the color must match the house trim color. If vinyl is used, it must match the house siding or trim color.

Pickets: Deck pickets must be vertical

Privacy: The ARB recommends that homeowners who are planning decks take the privacy of their neighbors into consideration. Adjacent homeowners must be notified.

Under Deck Storage: If the under-deck area is to be used for storage, special screening or landscaping may be required to maintain a neat, uncluttered appearance. Homeowners must submit plans or drawings that show how the storage area will be arranged.

## **Patios**

Homeowner must submit a picture or drawing of the patio and a plat that shows where it will be placed. Drawings should include all exterior changes that will be made in conjunction with the patio; for example, fencing, lighting, or landscaping. These items must be consistent with the appropriate sections in these guidelines.

Materials: Patios must be constructed of materials that have natural weathering qualities, such as brick, pavers, or stone.

Location: Patios must be located in back yards.

Drainage: Patios cannot create drainage problems for adjacent properties.

## **Sheds**

Shed designs should be consistent with the architecture of the neighborhood. A request for approval of a shed must include:

1. plans and specifications for the construction, including materials to be used
2. a plat that shows the location of the shed in relation to the house and lot

All sheds must meet Fairfax County building codes and lot line restrictions. A Fairfax County building permit is not required for sheds that are smaller than 150 square feet.

Drawings and plans should include all exterior changes that will be made in conjunction with the shed; for example, lighting or landscaping. These items must be consistent with the appropriate sections in these guidelines. The ARB may require additional landscaping or fencing to screen sheds based on their proximity to neighbors. Adjacent homeowners must be notified.

Size: Sheds must be one story and cannot be larger than 8 feet by 12 feet.

Materials: Sheds must be 2x4 and plywood construction. Siding must match house siding. Roof shingles must match house roof shingles.

Color: Shed walls must match the house color, and trim color must match the house trim color.

## **Play Equipment**

Play equipment can be placed only in back yards. Homeowners should ensure that equipment is well maintained and in good working condition. Any equipment that is in disrepair or is unsightly will be brought to the attention of the homeowner. The ARB may request removal of the equipment if an unsafe or unsightly condition exists. Plastic and rust-proof material is recommended for minimal maintenance.

It is recommended that homeowners seek approval from neighbors in cases where close proximity may present aesthetic or noise problems. Landscaping may be required based on proximity to neighbors. Adjacent homeowners must be notified.

## **Attic Fans and Heat Ventilators**

Attic fans and heat ventilators or turbines that protrude through the roof must be located on the back of the house and must match the roof color. Any alternative attic ventilation systems require submission to the ARB for approval.

### **Mail and Paper Boxes**

Mailboxes can be painted to match the house trim color or a complementary color that is in keeping with the character of the neighborhood. They must be standard metal or plastic, US Mail, single-residence mailboxes. Once painted, the paint must be well maintained. Posts must remain natural or painted black as turned over from the builder. ARB approval is required when homeowner wishes to use a color other than the house trim color.

### **Lighting**

Addition of lights on posts, decks or houses, adjacent to sidewalks, or to emphasize landscaping must be submitted for approval. New and replacement light fixtures must be compatible in style and scale with original light fixtures. Request must include wattage, placement of light, and height/size of fixture. Lights must be directed so they do not shine into neighbors' houses or yards. Seasonal lights must be removed within 30 days of the holiday.

### **Basketball Hoops**

Basketball hoops that are permanently installed on poles or attached to garages are prohibited. Portable hoops must be kept out of public view when not in use.

### **Chimneys**

If a fireplace is added, the chimney must be of the same type that was offered as a builder option. Homeowners must submit a drawing that shows the type of chimney and where it will be located. All fireplaces must meet Fairfax County building codes. Homeowners must obtain a Fairfax County building permit, which must be posted during construction.

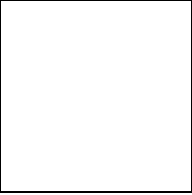
### **Digital Satellite Dishes**

Digital satellite dishes (DSDs) are permitted within the following guidelines:

1. an AMF with plat must be submitted showing placement of the DSD
2. the DSD must be 18 inches in diameter or smaller
3. a roof- or house-mounted DSD must be placed on the rear or side of the house so it is not visible from the street or front of the house; that is, below the roof ridge line
4. a DSD can be mounted on a post in the garden beds at the rear or side of the house so long as it is no taller than an air conditioning unit and is placed among the foundation plantings to hide the post
5. if the DSD is attached to a painted surface (siding or trim) it must be painted the same color

### **Antennas, Clothes Lines, Exterior Machines, Window Air Conditioners, etc.**

Installation of wiring, television or radio antennas, window air conditioners, or clothes lines on the



exterior of a building (protruding from the roof, windows, or the walls of the building) or on common areas is prohibited.

**Skylights, Solar Panels, Pools, and Items Not Covered in Guidelines**

Addition of skylights, solar panels, in-ground pools, or any item not covered in these guidelines must be submitted to the ARB and will be considered on a case-by-case basis. Above-ground swimming pools will not be considered.