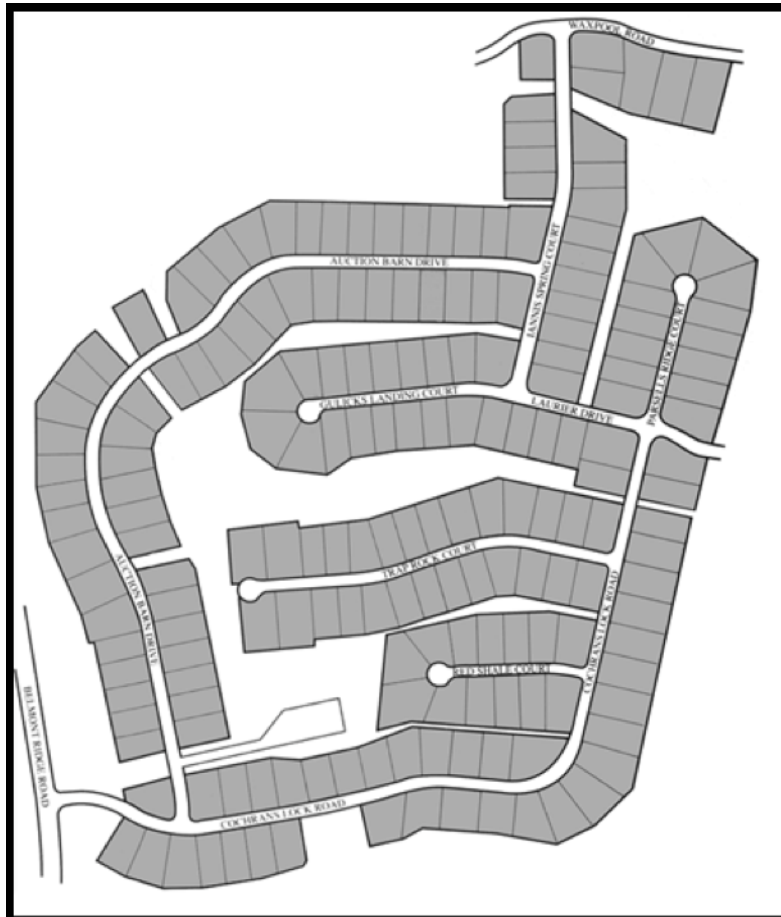




Community Association Handbook

Architectural Design Guidelines & Standards



Updated June 10, 2010

Table of Contents

Introduction and Background	5
Purpose of the Handbook.....	5
Basis for and Objectives of Protective Covenants.....	5
Role of the Architectural Review Board (ARB)	6
Modifications Requiring Review and Approval By The ARB.....	6
Design Review Criteria.....	7
Changes to ARB Guidelines & Standards	8
Applicable State and County Regulations.....	8
Application and Review Procedures	9
Application Process.....	9
Application Form.....	9
Description.....	9
Site Plan.....	9
Drawings / Photographs	10
Signatures.....	10
Time Frame for Completion of the Review.....	10
Notice of Approval/Denial.....	10
Post Approval.....	10
Commencement/Completion Date.....	11
Deviation from the Approved Design.....	11
Appeals Procedure.....	11
<i>Applicant to ARB</i>	11
<i>Non-Applicant to ARB</i>	11
<i>Applicant or Non-Applicant to HOA Board of Directors</i>	11
Enforcement Procedures.....	12
Property Maintenance Standards.....	13
<i>Exterior Structures</i>	13
<i>Driveways, Sidewalks, Walkways and Pathways</i>	13
<i>Mowing, Landscaping, and Weed Control</i>	14
<i>Trash and Debris</i>	14
Architectural Design Guidelines & Standards.....	15
Air Conditioners.....	15
Arbors.....	15
Attic Ventilators	15
Awnings.....	15
Chimneys/Metal Flues.....	16
Clotheslines.....	16
Compost Bins.....	16
Decks and Porches	17
Dogs/Dog Houses/Dog Runs.....	18
Doors.....	18
<i>Exterior Doors</i>	18
<i>Storm Doors</i>	18
Drainage	19
Driveways.....	19
Electronic Insect Traps	19
Equipment Screening.....	19
Exterior Decorative Objects	20

Exterior Lighting.....	20
<i>Landscape Lighting and Path Lighting</i>	20
<i>House Light Fixtures</i>	20
Exterior Painting and Surfaces	20
Fences.....	21
Firewood	23
Flues, Vents and Radon Fans	23
Fountains	23
Garage Doors.....	23
Gazebos.....	24
Greenhouses	24
Grills.....	24
Gutters and Downspouts.....	24
Hot Tubs and Spas.....	25
House Numbers.....	25
In-Home Businesses	25
Irrigation Systems.....	25
Landscaping (also see the “Tree Trimming & Removal” Section).....	26
Mailboxes.....	26
Painting.....	27
Parking.....	27
Patios	27
Pools, Pool Houses and Perimeter Safety Fencing.....	28
Privacy Screening.....	29
Recreation and Play Equipment.....	29
<i>Portable Play Equipment and Goal Nets</i>	29
<i>Children’s Recreation and Play Equipment</i>	29
<i>Playhouses</i>	30
<i>Courts</i>	30
<i>Basketball Setups</i>	30
<i>Trampolines</i>	31
<i>All Other Sporting Equipment and Facilities</i>	31
Retaining Walls.....	31
Roofs	32
Room Additions, Garages and Sun Rooms	32
Satellite Dishes and Antennas	33
Screened Porches	34
Security Bars.....	34
Sheds / Storage Units.....	34
Shutters.....	35
Sidewalks, Walkways and Pathways	35
Signs	36
<i>Security System Signs</i>	36
<i>Warning Signs</i>	36
<i>Real Estate Signs</i>	36
<i>Other Temporary Signs</i>	37
Skylights	37
Solar Panels.....	37
Sprinklers.....	37
Sun Control Devices.....	37
Trash/Recycling Containers	37

Tree Installation & Removal 38

Vegetable Gardens 39

Vehicle Storage 39

Recreational Vehicles 39

Commercial Vehicles..... 40

Water Fountains and Water Gardens..... 40

Window Coverings..... 40

ARB Application Form (Exhibit A) 42

Architectural Design Guidelines & Standards Suggestion Form (Exhibit B)..... 45

Introduction and Background

Purpose of the Handbook

The purpose of the Village of Waxpool Community Association Handbook is to identify and address improvements and maintenance issues that most commonly come before our community's Architectural Review Board (ARB) and to familiarize homeowners with the design guidelines & standards, which are intended to maintain the aesthetic appearance and quality of our community.

The ARB is chartered to help maintain architectural design guidelines & standards that are consistent with the original design plan, while still allowing an opportunity for individual expression and general community improvement. Architectural design guidelines & standards are published by the ARB to help the community comply in meeting the architectural standards that in turn help protect, preserve and enhance our property values. ***To help ensure that the architectural design guidelines & standards best serve our community, a Suggestion Form is provided as Exhibit-B to this handbook so that homeowners can identify and submit recommended changes.***

The primary objective of updating and publishing the Community Association Handbook are to:

1. Increase understanding and awareness of ARB Guidelines & Standards among homeowners.
2. Assist homeowners in preparing applications for desired improvements.
3. Provide formal review criteria to be used by the ARB when evaluating applications.
4. Describe the organization and procedures involved in establishing, managing, enforcing and maintaining Community Standards.
5. Educate homeowners about the procedure for submitting suggestions for improvements to the Standards, so that the Standards may function as a "living document" that evolves to more effectively meet the needs of the community.

This Handbook provides specific design guidelines and standards adopted by the Village of Waxpool Homeowners Association Board of Directors. It explains the application and review process for homeowners seeking approval for any exterior modifications or changes to their homes or lots.

Basis for and Objectives of Protective Covenants

The legal documents for the community contain covenants, including those pertaining to architectural controls. Legally, these covenants are a part of the deed for each home and are binding upon all homeowners and their successors in ownership, whether or not homeowners are familiar with such covenants.

Design covenants are established to maintain environmental and architectural design standards for the entire community, such as maintaining consistency with the overall design concept for the community, promoting harmonious architectural and environmental design qualities and features, and to promote and enhance the visual and aesthetic appearance of the

community. Enforcement of the design covenants also help to protect the physical appearance of the community and to preserve homeowner property values.

Role of the Architectural Review Board (ARB)

All homeowners are automatically included as members of the Homeowners Association (HOA). The HOA is a non-stock corporation, which owns and maintains all common properties within the community.

The HOA is responsible for the administration and enforcement of all covenants which are applicable to property owners, including design covenants and restrictions. The Declaration provides that responsibility for the enforcement of design standards shall be exercised through an Architectural Review Board (ARB), the members of which shall be appointed by the HOA Board of Directors.

The ARB consists of three or more persons appointed by the HOA Board of Directors and is responsible for reviewing and approving (or disapproving) all applications for exterior additions, alterations or modifications to the house or the property. In addition, the ARB is responsible for reviewing possible violations of the Architectural Design Standards and recommending appropriate corrective actions.

To avoid any “conflict of interest” issues, members of the ARB may be asked to abstain from approving applications when it involves their home or the home of an adjacent neighbor.

Modifications Requiring Review and Approval By The ARB

All changes, permanent or temporary, to the exterior appearance of a structure or lot are subject to review and approval by the ARB. 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.

There are exceptions to the otherwise inclusive review requirement including the following:

- Exteriors may be repainted or re-stained provided that there is no color change from the original.
- Similarly, exterior components may be repaired or replaced so long as there is no change in the type of material and color.
- Minor landscape improvements do not require an application. This includes foundation plantings, or a single specimen planting. In general, landscape improvements of a small scale which do not materially alter the appearance of the lot, involve a change in topography or grade and which are not of sufficient scale to constitute a natural structure are exempt from the design review process.

If there is any doubt as to whether or not a proposed exterior change is exempt from design review, and approval, homeowners should seek clarification from the ARB before proceeding with the improvement.

Design Review Criteria

The purpose of providing ARB Design Guidelines & Standards is to provide definitive "do's" and don'ts," with limited resort to judgment or discretion. Such specificity provides clear guidance and standards to homeowners as to whether or not contemplated improvements will be permitted.

To the extent possible, specificity has been incorporated in the design standards. However, complete specificity is neither possible nor desirable. The appropriateness and acceptability of particular improvements, particularly those of a major nature, may depend on a number of circumstances and factors, which must be evaluated on a case-by-case basis.

An improvement which is appropriate for one type of house, lot size and location may not be appropriate in another situation.

The criteria listed below provide the basis for the development of ARB guidelines & standards and the evaluation of individual design proposals by the ARB:

Design Compatibility: The proposed modification or improvement should match the architectural characteristics of the applicant's house, and be compatible with adjoining houses and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, and similar use of materials, color and construction details.

Scale: The scale of the proposed improvement should relate to the size of the applicant's home, the location and size of the lot, adjoining homes and surroundings. This criteria applies to both structural and landscape modifications.

Impact on Neighbors: The proposed improvement should relate favorably to the landscape, the applicant's home, adjacent homes and the neighborhood. Consideration will be given to both visual and functional impacts on neighbors. Visual impact refers to the aesthetic appearance of the proposed improvement, which includes consideration of design quality, scale, location and architectural compatibility. Functional impact refers to such concerns as view, sunlight, ventilation and drainage. Examples of adverse functional impacts include structural additions, which would cause a material loss of sunlight or ventilation to a neighboring dwelling, and an alteration in topography, which would change natural drainage patterns to the detriment of a neighboring property. Adjacent lot owners must be notified of proposed improvements and must acknowledge such notification by signing the design review application before it is sent to the ARB.

Color and Materials: Continuity or compatibility of color and finishing materials with the original construction and surrounding dwellings will be a specific consideration in evaluating the appropriateness of proposed improvements.

Relationship to Environment: Proposed improvements should not have a negative impact on the natural environment. The removal of trees or other vegetation, grading and other topographical alterations will be assessed for potential adverse impacts, such as a material change in the rate and/or direction of storm water run-off and soil erosion.

Changes to ARB Guidelines & Standards

The Board in accordance with the Governing Documents may amend ARB Guidelines & Standards. Any approved amendments are binding upon all owners and occupants of lots. ARB Guidelines & Standards may be changed to clarify existing rules; to augment existing rules aimed at handling new issues or situations; to address the impact of new technologies; and to add new rules and procedures as needed to effectively manage architectural improvements for the Community.

All changes to ARB Guidelines & Standards will require final adoption of the revised document, including a specific version and release date, by the VOW HOA Board of Directors. Newly adopted versions of ARB Guidelines & Standards will supersede previous versions of the document. Homeowners are encouraged to submit suggestions for changes to ARB Guidelines & Standards using the suggestion form provided in Appendix-B.

Applicable State and County Regulations

Applicants are responsible for complying with all Local, County, State and Federal laws and regulations, such as county setback requirements, right of way restrictions, etc. Applicants are responsible for obtaining all required approvals and county permits for alterations, reconstruction and new construction. Acknowledgement or approval by the ARB is not intended to indicate or represent compliance with Local, County, State and Federal laws.

Regulatory approvals do not preempt the design review authority of the ARB, and ARB approval does not represent compliance of government approvals, which shall be the sole responsibility of the lot owner.

Staying apprised of Local, County, State and Federal regulations and codes remains the responsibility of the property owner. Loudoun County offices, ordinances and codes should be considered when planning your project. General County information can be obtained by visiting www.loudoun.gov.

Locating and marking underground facilities in advance prevents possible damage to underground utility lines, injury, property damage, service outages and possible fines to the property owner. The property owner shall contact Miss Utility (1-800-552-7001) for marking underground utilities before digging or excavating. To find out answers to frequently asked questions go to www.missutilityofvirginia.com.

Application and Review Procedures

Application and review procedures used by the ARB are detailed below.

Application Process

Each homeowner is required to complete and submit an ARB Application to the management company for ARB review and approval. Applications must be complete in order to commence the review process. Incomplete applications will be denied and returned to the applicant with a statement of deficiencies, which must be remedied, to be considered for review. No application will be considered or be deemed filed until correct and complete.

All applicants must also be in good standing with the HOA – that is to say, no outstanding ARB violations, must be current with all HOA Dues, etc.

Approval by the ARB does not imply approval by Local, County, or State Agencies, and vice versa.

NOTE: If your contractor says, "I'll get all the necessary approvals", they might be referring to submitting for Local, County, State or Federal approvals. **However, only vow homeowners can apply for ARB approval.**

Application Form

All items and projects requiring ARB review and approval must be submitted in writing using the Application Form authorized by the ARB. A copy of this Form is included as Exhibit-A to this handbook and is also available on the Village of Waxpool HOA Website, www.waxpoolhoa.com.

Each project requires a separate application. A project is considered to be any set of cohesive enhancements that, if done in the same time period, would reasonably be considered a single construction effort by most people. For example, decks and fences would be considered separate projects because they can be constructed independently of one another. But a pool with a concrete patio area around it, a retaining wall, fence, and landscape screening could be considered a single cohesive project. Complete the sections of the application that are applicable to your project.

Description

The ARB application requires a completed description of the alteration or improvement. This includes a complete listing of materials and finishes to be used, overall dimensions, and height off the ground as in the case of decks, porches and structures, and colors of the proposed alteration or improvement. In addition, material and/or color samples where relevant are requested (see Drawings/Photographs). The description should also include provisions for landscaping and grading.

Site Plan

A registered site plan is a scaled drawing of your lot (plat) that shows dimensions of the property, easements, and adjacent properties. All proposed improvements described in the application must be drawn to scale, including orientation and **exact distance to property lines**. Contour lines may be required where drainage is a consideration. You should have

received a plat when you purchased your home. If you do not have a plat, you can obtain one from Loudoun County Building & Development. The ARB may request further detailed information about applications if deemed necessary, but the plat will suffice in most cases.

Drawings / Photographs

Complete drawing showing all dimensions, elevations and details of the proposed improvement or alteration are required for major additions/improvements. Drawings shall show the relation of the improvement or alteration in relation to the existing home. Drawings that are illegible or unclear slow down the review process and may be returned to the applicant for clarification. Your application may be submitted with photographs or manufacturers' brochures to provide more details.

Signatures

The applicant is required to sign the application form. In addition, signatures of neighboring homeowners (those located on both sides, across the street, and to the back of your property) shall be obtained on the completed application before submission. Note that signatures of neighboring homeowners do not constitute approval or disapproval of the proposed project. Rather they indicate that neighboring homeowners are aware that an alteration or improvement is being contemplated. Applications received without all neighboring homeowner signatures will be denied unless the applicant includes a written statement indicating that the neighboring homeowner refused to sign the application or that the neighboring home is vacant.

Time Frame for Completion of the Review

The ARB is required to provide notification to homeowners of the approval or disapproval of any proposed improvement **within forty-five (45) days after the receipt of a properly completed application**. However, the forty-five day review period will not commence until the ARB is in receipt of a complete application form, including any required exhibits. The ARB reserves the right to reject multiple unrelated applications from a single household.

It is advisable for homeowners contemplating substantial improvements to first ensure that they are aware of all required supporting documentation prior to submitting an ARB application.

Notice of Approval/Denial

Homeowners who have submitted ARB application will be given written notice of the ARB decision.

Post Approval

Once an application is approved, the applicant may proceed keeping in mind that certain permits, approvals or inspections may also be required from the County and other Governmental Agencies. The Management Company, the ARB, and the Board of Directors have the right to inspect the project work area at any time to ensure that the applicant complies with the approved plan.

Commencement/Completion Date

All alterations or improvements must be commenced within three (3) months and completed within six (6) months of the approval. Extensions may be granted on case- by-case basis, but it is the responsibility of the homeowner to request an extension. At the end of the project the homeowner must provide written notification to the Management Company about the completion of the project.

Deviation from the Approved Design

There are circumstances in which deviations from the approved design may be required. For example, it may be determined that a patio project requires a retaining wall that was not described in the original application. Any need to deviate from an approved design requires the submission of an amended application. The homeowner should mention in the application that:

- a) The project was previously approved, and
- b) Describe the scope of the revised project, highlighting any differences from the original application.

Note: Any unapproved deviations from the approved application may result in correction at the homeowners' expense.

Appeals Procedure

Applicant to ARB

An applicant may appeal a decision of the ARB by submitting a written request to the ARB within fifteen (15) days after receipt of receiving ARB notice. This request should include any new or additional information, which might clarify the requested change or demonstrate its acceptability. Applicants may be present at any ARB meeting to present their appeal. The ARB will respond, in writing, to a request for appeal within thirty (30) days from the date of receipt of such a request. However, failure by the ARB to respond to an appeal within thirty (30) days shall not constitute approval of any request made as part of such an appeal and shall not alter the prior decision of the ARB.

Non-Applicant to ARB

Upon notification of a proposed application, non-applicant homeowners may contact the ARB stating their written objection to the application within three (3) days. This will be taken into consideration in making the decision. Non-applicant homeowners may be present at any ARB meeting to present their objections or may request an appeal of a proposed application. The ARB will make every attempt to respond, in writing, to a request for an appeal. However, failure by the ARB to respond in writing to an appeal within thirty (30) days shall not constitute approval of any request made as part of such an appeal and shall not alter the prior decision of the ARB.

Applicant or Non-Applicant to HOA Board of Directors

The applicant, as well as any non-applicant homeowners with objections to the application, will be notified of the ARB's decision. Once the ARB has ruled on an appealed application the applicant and/or non-applicant homeowner may further appeal the ARB decision in writing, within fifteen (15) days of receipt of notice of the decision, to the Board of Directors. No appeal to the Board of Directors will be considered unless a prior appeal has

been made to the ARB. Upon receipt of an appeal by a non-applicant homeowner, the Board of Directors shall notify the applicant of the appeal by certified mail, return receipt requested. This notice shall inform the applicant that the Board of Directors is reviewing the decision of the ARB pursuant to an appeal and that the applicant should not proceed with any improvements until notified by the Board of Directors of their decision.

The Board of Directors will provide a written response to the applicant and non-applicant homeowner within fifteen (15) days after the next scheduled Board meeting. This response shall be sent by certified mail, return receipt requested.

Enforcement Procedures

The ARB and the Board of Directors are legally empowered to enforce compliance with the Association's architectural design guidelines & standards, rules and regulations, and association documents. The following enforcement procedures will be used to ensure compliance.

A violation may be observed and reported to the ARB by any homeowner, the Management Company, or a member of the Board of Directors. Homeowners wishing to report a potential violation should contact the Management Company or the ARB directly. If the alleged violation can be confirmed by a site visit by a member of the ARB or the Management Company, the resident in violation will be notified by letter and requested to remedy the violation. Notice will be sent by certified mail where the violation requires immediate attention or when such violation, if not remedied, will rapidly increase or enhance with the passage of time.

If the violation continues for thirty (30) days after notification to the resident in violation or if no substantial progress is made in curing the violation, where such remedy would require more than thirty (30) days, a letter will be sent by certified mail to the resident in violation. This letter will provide notice that the violation must be remedied within fifteen days from the date of mailing of the letter (or alternatively, that within fifteen (15) days the resident in violation must submit to the ARB a written plan, including timing, for the abatement of the violation within a reasonable period of time, where such violation cannot be cured within the fifteen (15) day period).

If the violation is not abated within fifteen (15) days from the date of mailing of the certified letter (or if progress is not being made to abate such violation in accordance with a plan agreed to by the resident in violation and the ARB) the Management Company will send the resident in violation a certified mailing informing the resident of the time and place of a formal hearing by the Board of Directors. Such notice should be sent fourteen (14) days prior to the hearing. The Board of Directors may reschedule any hearing within its discretion upon good cause shown by the respondent. Notice of the rescheduled hearing date will be provided to the member at his or her address of record. The respondent shall have the right to be heard at the hearing and to be represented by counsel and to present any evidence that the respondent deems relevant to the violation. Failure to attend the hearing constitutes a waiver of the opportunity to be heard.

As a result of the hearing, the Board of Directors may take appropriate actions, to include:

1. Suspending the right of the resident in question to use the Association services for so long as the violation continues.

2. Assessing a fine up to \$10 per day per violation, up to a maximum of \$900 per violation.
3. Referring the matter to legal counsel for appropriate action to secure compliance with the Association's Legal Instruments, including collection of unpaid assessments.
4. As applicable and in accordance with the Declaration, voting to have the Association enter the property of the resident in violation, correct the condition(s) which constitute the violation and impose a special assessment upon the lot for the full costs incurred by the Association in correcting the violation.
5. In accordance with the Declaration imposing a charge in the form of a special assessment upon the lot.

The above procedures do not preclude taking accelerated measures in the case of a violation which constitutes an emergency situation, provided that the resident in violation has been provided such adequate notice as the circumstances permit and that the actions are consistent with the provisions of the Association's legal documents.

The above procedures also apply to the failure of maintaining a lot in good order and repair and free of debris, as required by the Declaration. All homeowners must maintain their lots in accordance with the property maintenance standards detailed below. In the event of non-compliance with property maintenance standards, the Board may, after ten (10) days written notice to the homeowner (or such longer notice period as determined by the Board), authorize the Association to enter the homeowner's lot and to perform any required maintenance at the expense of the homeowner.

Property Maintenance Standards

A homeowner shall at all times maintain their property in good repair and in a state of neat appearance.

Exterior Structures

- The exterior of all structures, including but not limited to, homes, equipment, arbors, gazebos, greenhouses, grills, hot tubs & spas, patios, screened porches, pools and pool houses, awnings, compost bins, decks and porches, patios, fences, mailboxes, recreation and play equipment, retaining walls, sheds, storage units, shall be kept in good maintenance and repair.
- No exterior structure shall be permitted to stand with its exterior in an unfinished condition for longer than six (6) months after the commencement of construction.
- In the event of fire, windstorm, or other damage, the exterior structure shall not be permitted to remain in a damaged condition for longer than three (3) months unless expressly approved by the HOA Board in writing.
- No significant blistering or peeling of exterior painted surfaces is permitted.
- Any exterior structures of the home (i.e., siding, gutters and downspouts, roof shingles, windows and doors) that are missing, broken or otherwise in a state of disrepair, must be repaired as quickly as possible.

Driveways, Sidewalks, Walkways and Pathways

- Driveways, sidewalks, walkways and pathways shall be kept in good maintenance and repair.

Mowing, Landscaping, and Weed Control

- 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 unless Loudoun County has mandated water restrictions due to drought conditions. Any dead plants, shrubs or trees should be immediately removed.
- All hedges, trees and shrubs must be neatly trimmed and maintained and their size maintained in proportion to the lot and home through pruning.
- 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 ARB).
- No bare earth may be exposed on a lot except for flower beds or vegetable gardens with appropriate approvals as required.
- Dumping of debris or lawn clippings in the common area is prohibited.
- 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.
- Landscape beds shall be neatly maintained including the pruning of trees and shrubs and the removal of weeds, dead growth and unused/obsolete stakes.

Trash and Debris

- Trash containers, recycling containers and yard debris shall be stored out of sight at all times, except for the approved interval during which such items are placed adjacent to the street for pick-up.
- Trash containing foodstuff must be placed in covered containers
- Trash shall be secured in such a way that it is not inadvertently distributed on neighboring properties or common areas. Cleanup of any trash that is inadvertently spread is the responsibility of the homeowner whose trash was distributed.
- No accumulation of trash or debris may be stored on a lot at any time.
- Construction materials required for the improvement of a home or lot shall be neatly stored in as unobtrusive a location on the lot when not in use. All remaining construction materials shall be immediately removed from the property once the project is complete.

Architectural Design Guidelines & Standards

The following *Architectural Design Guidelines & Standards* have been reviewed and revised by the ARB and adopted by the Village of Waxpool HOA Board of Directors. They are not intended to be all inclusive or exclusive, but rather to serve as a guide to what is permissible. **An ARB application is required to be submitted by homeowners for all items or projects listed below unless otherwise specifically noted.**

Air Conditioners

The following design guidelines & standards pertain to air conditioners (ARB application is required):

- Window air conditioner units are prohibited.
- Additional exterior central air conditioning units which are typically installed on a level pad on the ground or on a metal frame on the side wall, or relocation of existing units may be considered so long as they are placed near existing units and do not have any adverse audible or visual impact on adjoining lots and open spaces.
- Screening for exterior equipment is encouraged. See the “Equipment Screening” Section if landscape or architecture screening is planned.

Arbors

An arbor is a decorative bar supported by vertical shafts for the purpose of supporting vines or hanging plants. The following design guidelines & standards pertain to arbors (ARB application is required):

- If attached to a deck, the material and color must be the same as the deck.
- Arbors as described herein are generally permitted on decks, patios, fences, gates, or can be freestanding decorative elements.

Attic Ventilators

The following design guidelines & standards pertain to attic fans, ventilators and turbines (ARB application is required):

- When mounted on the roof, they shall match the color of the roof.
- When mounted on the gable end, they shall match the siding or the trim.
- Fans, ventilators and turbines shall be mounted on the rear roof ridge so as to minimize visibility from the street and shall not extend above the ridgeline.
- Ridge vents are permitted when covered with an approved roofing material.
- Roof ventilators should not extend more than 12 inches above the roof surface.

Awnings

Awnings should be used to shade a patio or deck and are permitted on the rear of the house only and are subject to the following design guidelines & standards (ARB application is required):

- The architectural design, character, form, scale and profile of an awning must be harmonious and consistent with the design and character of the existing house.
- The awning must be fully retractable. Homeowners are encouraged to retract (close) the awning and remove any side screens when not in use.
- Awnings must have heavy-duty hardware and be painted the same color as the house or trim.

- Awnings must be maintained in good condition. The awning must be of a material, which will not fade from the sun, mildew or mold.
- Awnings must be made of fabric.
- Awnings may have stripes, but must be consistent with the existing house color.
- Scalloped awning edges are permitted.
- Awnings must not have decorative features such as fringes.
- Corrugated metal and wood awnings are prohibited.
- Individual window awnings are prohibited.

Chimneys/Metal Flues

The following design guidelines & standards pertain to the alteration, reconstruction, and new construction of chimneys and flues (ARB application is required):

- Chimneys shall be constructed of material and colors that match, or are harmonious with, the material and exterior color of the house.
- A masonry chimney shall be constructed to match stone, brick and/or other masonry materials used elsewhere on the house.
- Chimneys shall extend from the ground through the roof line located to the rear of the ridgepole of the home.
- A rooftop metal flue shall be on the side least visible from neighboring properties, be no higher than the minimum required by the Loudoun County building code, and be painted flat black or a flat finish paint to match the roof color.
- Generally, through the wall (direct vent) metal flues will not be approved on an elevation that is visible from the street.
- Direct-vent metal flues shall be painted a flat finish of the same color as the wall through which installed.

Clotheslines

Clotheslines, or similar apparatus, for the exterior drying of clothes or bedding are not permitted.

Compost Bins

If a compost bin is desired, the use of a pre-manufactured compost bin should be earth tone in color. Visual and olfactory impact on neighbors must be considered. Only tree leaves and grass clippings may be composted. Screening with landscaping may be required. In addition:

- The bin shall not be over four feet high and not exceed 16 square feet. It should be screened from the street and from adjoining and affected neighbors.
- The bin should be located to the rear center of the lot, at least ten (10) feet from the property line.
- The bin shall be of unpainted pressure treated naturally weather resistant wood or plastic with tones of black, tan or green in color.
- Compost must be properly covered and turned periodically to ensure odor control.

Note: An ARB application is not required for compost bins as long as the homeowner complies with all of the architectural design guidelines & standards as set forth above.

Decks and Porches

The following design guidelines & standards pertain to the alteration, reconstruction and new construction of decks and porches (ARB application is required):

- **Decks:** Decks shall be located in rear yards and should not extend beyond the side plane of the house. Notwithstanding the preceding sentence, minor extensions of a deck beyond the side plane of the house may be allowed on a case-by-case basis, depending on lot size and topography and the proximity to adjacent houses. Landscaping may be required to soften the effect of any such minor extension to reduce the impact on adjacent neighbors or the view from the street.
- **Open Porches:** Location and design must match the house style. The construction materials and colors shall be compatible with the same components of the house, including roof shingles. Size must be compatible with the home, lot, and surrounding homes.
- **Screened Porches:** A screened porch does not have windows. The addition of windows makes such a structure a room addition. Size must be compatible with the home, lot, and surrounding homes. The porch may be of wood left to age naturally, or may be painted to match the house or trim. Shingles shall match those of the house.
- Decks must not be closer than 12 feet from the back property line whether attached to the house or free standing.
- Decks will not be closer than 10 feet from a side property line. Generally, stairs may not extend past the side plane of the house.
- **County Standards:** Applicants are responsible for compliance with Loudoun County setback and safety requirements (i.e. – handrails, steps, etc.) and for obtaining all Loudoun County approvals and permits. A copy of the permit is required upon passing inspection and a copy should be mailed into the HOA Management Company.
- **Materials:** Decks may be made from artificial wood-like products, such as Trex, or high-quality pressure-treated wood (#2 southern yellow pine or better for structural members and #1 or better for deck railings and stair stringers). White vinyl or vinyl matching the trim color of the house may be used for deck railings and other structural components. Black aluminum may also be used for the pickets of a deck.
- Decks and porches must be maintained so as to present a good appearance.
- **Railings:** Deck railings must be of vertical pickets. Plain pickets, spindles, sunburst and Chippendale patterns are permitted. Horizontal rails or solid sides may not be used for deck railing. Horizontal rails may be used for stair railing. Solid sides may not be used for stair railing. Caps, pickets, and railings may be made of wood, aluminum, wrought iron, or plastic. Other styles may be approved on a case-by-case basis.
- **Accessory Structural Elements:** Decks may be designed to include such features as a gazebo, bench-seating areas, built-in planter boxes, trellises, lanai, plant hangers and privacy screening. Such features shall be appropriate within the context of the overall deck design.
- **Privacy Screens:** A privacy screen or lanai on a deck shall follow the design guidelines & standards provided in the section for Privacy Screens and shall not extend beyond the side plane of the house.
- **Under-Deck Storage:** A storage area may be built under a deck and will be constructed of lattice, painted or stained the same color as the deck, and surrounding the entire under deck area which can be observed by others. If an outside door to this under-deck

storage area is desired, it must be made of lattice to match the screening. The under deck area may be used to store firewood, garden/yard tools and equipment, trash cans, barbecue grills and outdoor furniture only. It may not be used to store trash, appliances, boats, vehicles, etc.

- **Water Drainage:** All natural water drainage patterns or swales on a lot shall be properly maintained and preserved so as to not impede or alter the natural drainage patterns and/or swales of a lot or which causes the discharge or diversion of water onto neighboring lots or the common area, unless satisfactory alternatives approved in writing by the ARB have been provided. If a drainage issue arises at a later time the impacts a neighbor or common land, the homeowner will be responsible to correct the problem at their own expense.

Dogs/Dog Houses/Dog Runs

Dog owners are responsible for cleaning up after their pet on common areas, their own lot and neighbor's lots. Dogs must be kept quiet so they do not create a nuisance for adjoining lot owners. The following design guidelines & standards pertain to dog houses and other facilities for housing or managing pets (ARB application is required):

- Dog runs are prohibited.
- Doghouses are discouraged, as dogs left outside tend to disturb neighbors by their barking.
- Dog houses are permitted, but only if it is attached to the rear of the house; or located fully in the rear of the house; or under a deck or screened porch. Multiple dog houses may be permitted on a case-by-case basis.
- Dog house construction materials and colors shall be harmonious with the house. Pre-manufactured dog houses may be permitted if harmonious with the house.
- Dog house dimensions shall not exceed 3 feet in width, 3 feet in length and 4 feet in height.
- The area around a dog house shall be kept free of animal waste and debris.

Doors

The following design guidelines & standards pertain to the installation or alteration of doors (ARB application is required):

Exterior Doors

- The style of the front doors shall be compatible with and complementary to the style of the home and the existing colors of the applicant's home.
- Rear doors and side doors shall be of a style that is compatible with and complementary to the style of the home and the existing colors of the applicant's home.
- New hardware shall be compatible with and complement the door. Door hardware includes, but is not limited to, door knobs, locks, hinges and kick plates.

Storm Doors

- Storm doors shall be full view, without significant decoration, ornamentation or edging. For example, cross buck storm doors with scalloping and storm doors with grilles or ornamentation are not permitted.
- Storm doors shall match the color of the entrance door or the trim around the entrance door.

Drainage

The following guidelines & standards pertain to water drainage (including french drains) within the Community (ARB application is required):

- Water Drainage: All natural water drainage patterns or swales on a lot shall be properly maintained and preserved so as to not impede or alter the natural drainage patterns and/or swales of a lot or which causes the discharge or diversion of water onto neighboring lots or the common area, unless satisfactory alternatives approved in writing by the ARB have been provided.
- If a drainage issue arises at a later time that impacts a neighbor's lot or the common area, the homeowner will be responsible to correct the problem at their own expense.

Driveways

The following design guidelines & standards pertain to driveway extensions, modifications and additions (ARB application is required):

- Extensions, modifications and additions to driveways will be considered only if there is no adverse aesthetic or drainage impact on adjoining lots or common area.
- Additions or modifications must be of the same material as the existing driveway. Under no circumstances will a driveway be permitted to wrap around the rear elevations.
- Materials: All driveways shall be constructed of asphalt. Driveway extensions and modifications shall use the same materials as the existing driveway.

Electronic Insect Traps

The following design guidelines & standards pertain to electronic insect traps (ARB application is required):

- Electronic insect traps will be regulated based on the same criteria as for exterior lighting.
- No device will be installed or maintained in such a way so as to cause discomfort to adjacent homeowners from noise.

Equipment Screening

The following design guidelines & standards pertain to the screening of equipment installed on a homeowner's property, either attached to the house or free-standing (ARB application is required). Equipment collectively refers to objects such as, but not limited to, meters, air conditioner units, satellite dishes, pool equipment, pipes and utility boxes.

- Trees and Shrubbery: The use of trees or shrubbery to screen equipment from view is encouraged. This type of screening is generally appropriate for most locations within a property.
- Fencing: The use of fencing to screen equipment may be allowed on a case-by case basis. Examples include L-shaped fence sections to screen air conditioner units and square enclosed areas attached to the inside of existing fences to screen pool equipment. If used, fencing shall match or be compatible with any existing fence. Chain link fencing is prohibited.
- Design: Screening shall be appropriate in scale, color and materials with the house, existing landscape features and existing structures such as fences. Screening shall be harmonious in the context of the overall setting.

Exterior Decorative Objects

The following design guidelines & standards pertain to exterior decorative objects, which include, but are not limited to, sculptures, free-standing poles of any type and items attached to approved structures (ARB application is required):

- External decorative objects may not be excessively displayed and will be considered based on their size, color, scale, appropriateness with the surrounding area and their visual impact on adjoining lots and common areas.
- Residents may not install any external decorative objects exceeding 30 inches in height, width or length, including natural and man-made objects without first receiving the approval of the ARB.
- External decorative objects in the front or side yard shall be located within eight (8) feet from the foundation of the house.

Exterior Lighting

The following design guidelines & standards pertain to exterior lighting, including landscape lighting, path lighting, new lighting fixtures for a house and changes to existing lighting fixtures for a house. **No exterior lighting shall be directed outside of the applicant's property. 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.**

Landscape Lighting and Path Lighting

Exterior lighting includes, but is not limited to, landscape up lighting, path lights, floodlights and motion-activated lights or lighting of decorative objects.

- The color of the light emitted shall be white, except for seasonal holiday lighting.
- Exterior lighting shall not be directed outside the applicant's property.
- Exterior lighting shall not detract from or overwhelm the overall lighting appearance of the home.

Note: An ARB application is not required for landscape lighting and path lighting as long as the homeowner complies with all of the architectural design guidelines & standards as set forth above.

House Light Fixtures

Light fixtures attached to the house or installed by the builder shall not be modified without ARB approval (ARB application is required). This includes, but is not limited to, flood lights attached to the house and light posts.

- Light fixtures that are proposed to replace existing fixtures shall be compatible in style, color and scale with the original fixtures
- Builder installed post lights may not be removed ***and must remain illuminated from dusk to dawn.***

Exterior Painting and Surfaces

The following design guidelines & standards pertain to the exterior surfaces of houses, including the colors and materials used (ARB application is required):

- Color changes apply not only to the house siding, but also to the doors, shutters, trim, roofing, gutters, downspouts and other appurtenant structures.
- Color selections and color schemes shall be harmonious with the colors and color schemes used on existing residences within the community. Changes to exterior colors

shall relate to and complement the colors of the existing house and adjacent houses in the immediate area.

- Gutters and downspouts shall match the siding or trim color.
- The exposed portion of concrete foundations shall be painted to match the color of the siding or trim.
- Brick and stone veneers shall not be painted or stained.

Note: An ARB application is not required for repainting or repairing an exterior surface to match its original color as long as the homeowner complies with all of the architectural design guidelines & standards as set forth above. However, all other changes to exterior surfaces require an ARB application.

Fences

Design guidelines & standards for the construction and approval of fences are provided below (ARB application is required):

- Only the following fencing materials are permitted:
 - Black aluminum
 - Black wrought iron

Grandfather Fence Clause: All approved fences built before the adoption of these Guidelines and Standards shall be “grandfathered”. However, if any grandfathered fences are replaced, they require a new application and must comply with the Guidelines and Standards that are currently in effect.



Examples of Fences

- Chain link fences or fencing materials will not be approved or permitted under any circumstances. No fence may be constructed of a solid appearance and used for screening, decorative, or for privacy purposes.

- Dimensions: Fences must be at least 42 inches and no taller than 48 inches. The height is measured from the ground to the uppermost rail. The vertical posts must be from 48 to 54 inches measured from the ground to the top of the post.
- Additional Materials: Wire mesh may be used in conjunction with the fence stated above. This wire mesh must be made of galvanized steel and be coated with black covering. The use of chicken wire or chain-link materials is not permitted. If using wire mesh, it must be attached to the inside area of the fence and the top of the mesh may not extend beyond the top rail of the fence.
- Gates: Gates must be of the same material as the fence, and of compatible shape and size.
- Location: All fences must be lot-line fences and are intended to fence in the backyard portion of the lot. The posts of lot-line fences must be set as closely as possible to the property line without intruding into the neighboring property. A one-foot setback is not permitted. Posts should touch or be within one inch of the actual property line.
 - *Exception* - Pool Enclosures: Homeowner may optionally enclose the pool with only a perimeter safety fence as long as it is located within the side planes of the house and is located a reasonable distance away from the lot line to avoid a potential fence-on-fence appearance.
 - Homeowners who install a perimeter safety fence around the pool may also enclose the rear yard with a lot-line fence as long as the overall effect does not create a fence on fence situation and it is harmonious in the overall context of the lot and ARB guidelines.
- Fences must adhere to any Local, County, or State codes and regulations.
- Fences may be approved for the partial enclosure of side yards in situations where; topography, house location, the location of exit doors or where the fence will serve as a rear lot-line fence for an adjoining property.
- Setbacks for fences along pipe-stems, streets and sidewalks will be determined on a case-by-case basis. Owners are responsible for yard maintenance on both sides of the fence.
- Homes on or bordering pipe-stems may have additional restrictions based on lot locations, lot sizes and neighbor concerns.
- Adjoining Fencing: There may be only one fence separating adjoining lots. Each lot owner may not erect a separate fence along the common boundary resulting in unsightly double fencing. *This prohibition exists even if one lot has a "grandfathered" fence style.*
- Fence configurations for corner lots and irregular-shaped lots will be considered on a case-by-case basis.
- Equipment Screening: Fence sections may also be used to screen equipment (see the "Equipment Screening" Section).
- Maintenance: Homeowners are reminded that fences, particularly wood fences that are being Grandfathered, shall be maintained in good repair.
- Arbors, pergolas, and trellises are permitted within the fence line and arbors and pergolas are permitted above gates.

Firewood

The following guidelines & standards pertain to the storage of firewood within the Community:

- No firewood may be stacked in a common area.
- Firewood shall be kept neatly stacked and shall be located in the backyard in such a manner as to avoid adverse visual impacts for adjoining properties.
- Firewood shall be stacked only in rear yards out of view from the street.
- If tarps are used they must be tones of black, tan or green in color.
- The use of brightly colored tarps is not permitted.

Note: An ARB application is not required for storing firewood as long as the homeowner complies with all of the architectural design guidelines & standards as set forth above.

Flues, Vents and Radon Fans

The following design guidelines & standards pertain to flues, vents and radon fans:

- Appearance: Ventilating equipment shall be selected, located and installed so as to minimize its appearance on the house and visibility from neighboring properties and the street.
- Types Not Allowed: Rotating or wind powered turbine ventilators will generally not be approved.
- Roof Installations: Radon fan vents and other mechanical devices requiring penetration of the roof shall be as small in size as functionally possible and shall be located on the back side of the roof and not extend above the ridge line.
- Colors: All ventilators shall be painted to match the siding or trim color on the house, if mounted on a gable end. If mounted on the roof they shall be painted to match the roof.

Note: An ARB application is not required for the replacement of existing approved ventilators of a similar size and appearance in the currently approved location as long as the homeowner complies with all of the architectural design guidelines & standards as set forth above. However, an ARB application is required for installation of new ventilation systems.

Fountains

See the “Water Fountains and Water Gardens” Section.

Garage Doors

The following design guidelines & standards pertain to garage doors:

- Design: Garage doors shall remain consistent with the style and color installed by the builder.
- Living Space: Garages may not be converted into living spaces.
- Usage: Garage doors shall be left in a fully closed position when not in use.
- Carports: Carports are not permitted.
- Garage Additions: For garage additions, see the “Room Additions, Sun Rooms and Garages” Section.
- Pet Confinement: Using a garage as an obvious pet confinement area (leaving garage doors partially open) is not permitted.

Note: An ARB application is not required to repair a garage door with matching materials. However, an ARB application is required if the garage door is to be changed in any way, including, but not limited to, design, color or materials.

Gazebos

The following design guidelines & standards pertain to gazebos, including free-standing gazebos and gazebos attached to other features such as decks or patios (ARB application is required):

- Design: The design of a gazebo shall be the same or compatible in design, scale, materials and color with the applicant's house and any features attached to the gazebo.
- Location: A gazebo shall be located in the rear yard of a property, not in a front or side yard, and located at least ten (10) feet away from any property line. For corner lots and irregularly shaped lots, some latitude on location may be allowed on a case-by-case basis. A gazebo may be an integral part of a deck or patio, or it may be a free-standing structure.
- Roof Pitches: Roof pitches shall be compatible with the roof slope of the existing house.
- Roof Materials: Roof materials shall match or be compatible with the existing house.
- Trim: The trim of a gazebo shall be compatible with existing house siding or deck in color, material, size and style.
- Water Drainage: All natural water drainage patterns or swales on a lot shall be properly maintained and preserved so as to not impede or alter the natural drainage patterns and/or swales of a lot or which causes the discharge or diversion of water onto neighboring lots or the common area, unless satisfactory alternatives approved in writing by the ARB have been provided. If a drainage issue arises at a later time that impacts a neighbor's lot or the common area, the homeowner will be responsible to correct the problem at their own expense.

Greenhouses

See the "Room Additions, Garages and Sun Rooms" Section.

Grills

The following design guidelines & standards pertain to grills, including barbecue pits (ARB application is required):

- Non-Permanent Grills: No ARB application is required for non-permanent grills. Grills shall be stored out-of-view from the front of the house when not in use. Grills may be used in driveways, but shall not be left there after use.
- Design: The architectural design, character, form, scale and proportion of a permanent grill shall be consistent with the character and design of the existing house. The grill shall be compatible with the house, deck, patio, gazebo or structure to which it is attached or most closely related.
- Location: Permanent grills shall be located behind the house, and shall be ten (10) feet or more from side and rear property lines.

Gutters and Downspouts

See the "Exterior Surfaces" Section.

Hot Tubs and Spas

For in-ground spas and hot tubs, refer to the Pools Section. The following design guidelines & standards pertain to free-standing hot tubs and spas, including hot tubs and spas incorporated into other features such as decks, patios and gazebos (ARB application is required):

- Design: The architectural design, character, form, scale and proportion of the hot tub or spa shall be consistent with the character and design of the existing house.
- The hot tub or spa shall be compatible with the house, deck, patio, gazebo or structure to which it is attached or most closely related.
- Location: Hot tubs and spas shall be located behind the house and not in a side or front yard. For corner lots and irregularly shaped lots, some latitude on location may be allowed on a case-by-case basis. They may be freestanding or may be an integral part of a deck, patio, gazebo or other structure.
- Privacy Screening: See the “Privacy Screening” Section.

House Numbers

The following design guidelines & standards pertain to house numbers:

- Design: Replacement of house numbers shall be compatible in style and scale with the house numbers installed by the builder.
- Location: House numbers shall be placed on the front of the house in a location where they are easily viewable from the street.

Note: An application is not required for house numbers as long as the homeowner complies with all of the architectural design guidelines & standards as set forth above.

In-Home Businesses

Loudoun County regulates in-home businesses and in certain situations permits must be obtained. ***However, customer intensive businesses which frequently attract large numbers of vehicles to resident properties or the neighborhood are not allowed.***

The following guidelines & standards pertain to in-home businesses:

- In-home businesses shall not attract large numbers of vehicles to the resident’s property or the neighborhood, or become a nuisance to nearby homeowners or the community.
- A copy of required Loudoun County permits must be filed with the Management Company.
- No sign or other advertising devices of any nature shall be placed on any lot.
- No exterior storage of business related materials is allowed.

Note: An ARB application is not required for in-home businesses as long as residents comply with all of the guidelines & standards as set forth above.

Irrigation Systems

The following guidelines & standards pertain to both permanent irrigation systems and sprinklers:

- Drainage Impact: Homeowners are responsible for ensuring that the installation and operation of irrigation systems does not have an adverse impact on their property or neighboring properties, including common areas, by exceeding the “normal” drainage

capabilities of all properties, causing standing water or over- watering existing trees and plants.

- Loudoun County Ordinances: Irrigation systems shall adhere to Loudoun County ordinances for setbacks, permits, etc.
- Location: The irrigation system shall be installed entirely within the property lines of the homeowner's lot.
- Spray: The irrigation system shall not direct the spray outside the property lines of the homeowner's lot.

Note: An ARB application is not required for irrigation systems as long as the homeowner complies with all of the architectural design guidelines & standards as set forth above.

Landscaping (also see the “Tree Trimming & Removal” Section)

The following design guidelines & standards pertain to the installation of new landscaping and the alteration of existing landscaping (ARB application is required):

- Any proposed improvement, which is of such a scale or type that alters the existing landscaping of the home. Examples include substantial or total removal of turf and replacement with another material, such as mulch or gravel, installation of paths or ponds; any landscaping plan of professional design; or any substantial redesign of existing landscaping.
- Design: All landscape beds, and the plantings within, shall be harmonious with the applicant's house and consistent with the overall character of the community.
- Total Area: The total area of non-turf landscaping elements, including landscape beds, shall not occupy more than 30 percent of the front and side yards.
- Plants: Plantings within landscape beds, at maturity, shall not encroach upon adjacent properties. Bamboo plantings, English Ivy and other predatory plants are prohibited due to their tendency to propagate uncontrollably. Creeping vines are allowed; however, the homeowner shall take care to control the spread of creeping vines into neighbor's property and common areas.
- Trees, Bushes, and Shrubs: Plantings intended to form a hedge or natural screen shall not be located forward of the front plane of the house. Plantings must be sufficiently located within the property line as to provide for mature growth to not exceed the property line. Trees, hedges and shrubs intended to form a “green fence” shall be planted in a staggered row.
- Vehicular Sight Lines: Plantings shall not restrict vehicular sight lines along roadways or driveways.
- Water Drainage: All natural water drainage patterns or swales on a lot shall be properly maintained and preserved so as to not impede or alter the natural drainage patterns and/or swales of a lot or which causes the discharge or diversion of water onto neighboring lots or the common area, unless satisfactory alternatives approved in writing by the ARB have been provided. If a drainage issue arises at a later time that impacts a neighbor's lot or the common area, the homeowner will be responsible to correct the problem at their own expense.

Mailboxes

The following design guidelines & standards pertain to mailboxes:

- Mailbox Type: A builder-installed Mailbox will be supplied with each home. Replacement must match all other mailboxes so as not to be visually distracting.
- Color: Mailboxes and posts shall be black.
- House Addresses: Mailboxes shall have house addresses on the top of the mailbox. House addresses shall be consistent in size and color with existing mailboxes in the Community.
- Please visit the Village of Waxpool Website for more information on how to order a new mailbox : <http://www.waxpoolhoa.com>

Note: An ARB application is not required for mailboxes as long as the homeowner complies with all of the architectural design guidelines & standards as set forth above.

Painting

See the “External Surfaces” Section.

Parking

See the “Vehicle Storage” Section.

Patios

The following design guidelines & standards pertain to patios (ARB application is required):

- Location: Patios shall be located in rear yards. Patios on side or front yards are not allowed.
- Size and Scale: The size of any patio shall be compatible with the size of the lot and its location within the lot.
- Level: Patios may be elevated if the overall design is compatible with the house and the lot topography.
- Patio Railings: Railings must be between 36 and 42 inches in height. Railings may completely enclose a patio if the patio is attached to the home. Acceptable materials include wood, stone, brick and wrought iron. Plastic covered white or trim matching railings may also be used. Materials can be mixed. For example, part brick and part wrought iron. Freestanding patios can only have decorative walls not railings. For color, wood or wrought iron railings must be compatible with existing house colors.
- Patio Walls: Refer to Retaining Walls Section.
- Materials: Concrete is allowed for patios, but more decorative construction materials are preferred, including, but not limited to, concrete aggregate (concrete with embedded stones), brick, flagstone, slate or decorative pavers. Patios may not be constructed of asphalt.
- Water Drainage: All natural water drainage patterns or swales on a lot shall be properly maintained and preserved so as to not impede or alter the natural drainage patterns and/or swales of a lot or which causes the discharge or diversion of water onto neighboring lots or the common area, unless satisfactory alternatives approved in writing by the ARB have been provided. If a drainage issue arises at a later time that impacts a neighbor’s lot or the common area, the homeowner will be responsible to correct the problem at their own expense.

Pools, Pool Houses and Perimeter Safety Fencing

The following design guidelines & standards pertain to permanent pools (including in-ground hot tubs and spas), pool houses, and perimeter safety fencing (ARB application is required):

- **Pool Types:** Only in-ground pools are permitted. Permanent hot tubs and spas are also permitted, either alone or integrated with a pool. For free-standing hot tubs and spas, see the “Hot Tubs and Spas” Section.
- **Temporary Pools:** Temporary pools, such as children’s pools, are permitted and do not require an application. Temporary pools shall be placed behind the house when in use and shall be drained and put away when not in use.
- **Pool Houses:** Pool houses of appropriate scale may be approved on a case-by-case basis. Visual and noise impact on neighbors must be considered. Pool houses must also be designed to match the applicants existing housing materials and adhere to other applicable County building codes and guidelines.
- **Location:** Pools (including in-ground hot tubs and spas) and pool houses shall be located in the rear yard. A location directly behind a house is preferred but other locations within a rear yard may be considered on a case-by-case basis.
- **Setbacks:** Pools (including in-ground hot tubs and spas) and pool houses shall adhere to Loudoun County ordinances regarding setbacks from property lines. It is responsibility of the homeowner to ensure adherence with current Loudoun County ordinances regarding setbacks.
- **Decking Materials:** The area surrounding a pool is referred to by pool builders as the “decking” of the pool. Decking shall be concrete, concrete aggregate, stone, brick or a similar material. Wood decking around an in-ground pool is prohibited.
- **Pool Covers:** Pool (or in-ground hot tubs and spas) covers are permitted and shall be muted colors such as black, brown, dark green, tan, gray or other muted shades to minimize their visibility.
- **Accessory Structural Elements:** Pools may be designed to include such features as retaining walls, bench seating areas, waterfalls, slides, diving boards, lighting, privacy screening and other features. Such features shall be appropriate within the context of the overall pool design and shall adhere to other applicable guidelines.
- **Equipment Screening:** Pool equipment shall be screened to limit the impact of the view on adjacent properties. See the “Equipment Screening” Section.
- **Perimeter Safety Fencing:** Pools may also be enclosed by perimeter safety fencing in lieu or in addition to being enclosed with a lot line rear fence. However, perimeter safety fencing must be located within the side planes of the house and is located a reasonable distance away from the lot line to avoid a potential fence-on-fence appearance. In addition, only the following perimeter safety fencing materials are permitted:
 - Black aluminum
 - Black wrought iron
- **Water Drainage:** All natural water drainage patterns or swales on a lot shall be properly maintained and preserved so as to not impede or alter the natural drainage patterns and/or swales of a lot or which causes the discharge or diversion of water onto neighboring lots or the common area, unless satisfactory alternatives approved in writing by the ARB have been provided. If a drainage issue arises at a later time that

impacts a neighbor's lot or the common area, the homeowner will be responsible to correct the problem at their own expense.

Privacy Screening

The following design guidelines & standards pertain to privacy screening, which includes, but is not limited to, deck privacy screening, patio privacy screening, deck lanai and free-standing lanai.

- All privacy screening shall be made of wood or an artificial wooden product that is compatible with the design of the house.
- Privacy screens shall be lattice or other open design – solid privacy screens are prohibited.
- Deck privacy screening shall not exceed a height of three feet above the railing of the deck, or a total height of six feet above the level of the deck floor. In addition, privacy screening on a deck shall not exceed a total length which exceeds fifty percent of the total perimeter of the deck, excluding the length of the side which is bordered by the exterior wall of the house.
- Patio privacy screening will be considered on a case-by-case basis.
- Privacy screening on any deck or patio shall not adversely affect light or natural ventilation of adjacent properties.
- Undercroft Screening: Decks may have lattice-work as a screening material. Lattice-work may be made of vinyl, an artificial wood product or pressure treated wood. The lattice shall be compatible with the color of the deck or the trim of the house.

Note: An ARB application is not required for trellises or privacy screening as long as the homeowner complies with all of the architectural design guidelines & standards as set forth above.

Recreation and Play Equipment

The following design guidelines & standards pertain to recreation and play equipment, including permanent and semi-permanent equipment (ARB application is required). For clarity purposes, the guidelines have been divided into several sub-sections. Note: Approval for the following items does not convey to new owners or from tenant back to owner.

Portable Play Equipment and Goal Nets

The following design guidelines & standards pertain to portable play equipment and goal nets (such as hockey, soccer and lacrosse).

- Portable play equipment does not require approval but shall be stored out of view of the street when not in use.

Children's Recreation and Play Equipment

The following design guidelines & standards pertain to semi-permanent play equipment, including, but not limited to, sandboxes, swing-sets and play-sets.

- Location: Play equipment shall be located behind the house and be placed a reasonable distance away from adjoining property lines. Persons selecting locations for such equipment should consider their neighbors enjoyment and not attempt to get such equipment as far as possible from their own view.
- Size: Structures and equipment shall be compatible with the lot in terms of size.

- Materials: Equipment constructed of wood and left to weather naturally is encouraged. Metal “A-frame” style swing-sets are not permitted. Tarps and canopies shall be a solid neutral color or can be three (3) primary colors, striped (such as red, yellow, and blue). Pre-formed plastic is allowed.
- Only one swing-set/play-set is permitted per property.

Playhouses

The following design guidelines & standards pertain to semi-permanent playhouses. A playhouse is defined as any recreational equipment that features an enclosed area.

- Location: Standalone playhouses shall be located behind and within the rear and side planes of the house, respectively.
- Materials: Playhouses shall be of a natural wood color, painted earth tone colors or match the color scheme of the house.
- Size: Playhouses shall not exceed an area of 30 square feet and a height of 6 feet.
- Playhouses shall not be used as or converted into storage sheds.

Courts

Courts (such as basketball, tennis, or other sport courts) may be approved on a case-by-case basis. Special consideration will be given to the scale and location of the court in relation to the lot and to the concerns of adjacent neighbors.

- Under no circumstances will Courts be allowed to be placed in the front or side yards.
- Permissible Hours: 9:00am until 8:30pm.
- Courts shall not be used in a manner that deprives homeowner of the peaceful enjoyment of their property by creating a nuisance, or an unreasonable disturbance.
- Water Drainage: All natural water drainage patterns or swales on a lot shall be properly maintained and preserved so as to not impede or alter the natural drainage patterns and/or swales of a lot or which causes the discharge or diversion of water onto neighboring lots or the common area, unless satisfactory alternatives approved in writing by the ARB have been provided. If a drainage issue arises at a later time that impacts a neighbor’s lot or the common area, the homeowner will be responsible to correct the problem at their own expense.

Basketball Setups

- Attached Backboards: Backboards attached to the house are prohibited.
- Poles: A backboard may be affixed to permanent, semi permanent, or temporary freestanding pole (i.e., portable type setup), which pole shall be gray, black or silver
- Backboards on Permanent Poles: A backboard affixed to a permanent pole shall be of a transparent material (i.e. glass or acrylic), not wood, wood composite, or metal.
- Location: Basketball setups shall be located on the homeowner’s property at all times. Basketball setups should be placed so that missed basketballs do not tend to go into a neighbor’s yard.
- Court Markings: No court markings may be painted on the playing surface, unless it is located behind the rear plane of the house and screened from view.
- Maintenance: The backboard, rim, pole and net shall be maintained in good condition at all times, with no evidence of peeling paint or rust.
- Permissible Hours: 9:00am until 8:30pm.

- Basketball Setups shall not be used in a manner that deprives homeowners of the peaceful enjoyment of their property by creating a nuisance or an unreasonable disturbance.
- Each home is permitted only one basketball setup unless installed as part of an approved sports court.

Trampolines

- Location: Trampolines shall be located behind the rear plane of the house and away from neighboring property lines.
- Maintenance: Trampolines and any attached safety netting or padding shall be maintained in good condition.
- Off-Season: Homeowners are encouraged to remove or disassemble trampolines during the off-season.
- Size: Trampolines do not require an application if the trampoline has no dimension that exceeds twelve (12) feet. Otherwise, an application is required for a trampoline.
- Safety-Netting: Numerous accidents occur each year in which children are severely injured or killed in trampoline-related accidents. The addition of safety netting to trampolines is recommended and highly encouraged.

All Other Sporting Equipment and Facilities

This section includes all other types of sports equipment:

- Location: All sporting equipment and facilities shall be located behind the rear plane of the house and away from neighboring property lines.
- Design: The scale, location and design shall be compatible with the lot, house and surroundings.
- Wooden Materials: Sporting equipment and facilities constructed of wood shall not be painted, but left to weather naturally; except, however, wooden play structures that are purchased pre-stained may be stained to match the original approved stain color.
- Metal Materials: Metal sports equipment shall be painted in white, gray, black or silver. Exceptions may be granted on a case-by-case basis based on the architectural design and character of the existing structure.
- Water Drainage: All natural water drainage patterns or swales on a lot shall be properly maintained and preserved so as to not impede or alter the natural drainage patterns and/or swales of a lot or which causes the discharge or diversion of water onto neighboring lots or the common area, unless satisfactory alternatives approved in writing by the ARB have been provided. If a drainage issue arises at a later time that impacts a neighbor's lot or the common area, the homeowner will be responsible to correct the problem at their own expense.

Retaining Walls

The following design guidelines & standards pertain to the installation or alteration of retaining walls, including, but not limited to, walls used to retain soil in raised landscape beds, decorative landscape walls and walls around patios (ARB application is required):

- Design: The scale, location and design of retaining/landscaping walls shall be harmonious with the applicant's house and consistent with the overall character of the community.

- **Materials:** Retaining/landscaping walls installed in the front or side yard shall be constructed of brick or stone masonry, or dry-stacked natural or man-made landscaping stones/blocks.
- **Property Lines:** Retaining walls installed along property lines will be considered on a case-by-case basis.
- **Water Drainage:** All natural water drainage patterns or swales on a lot shall be properly maintained and preserved so as to not impede or alter the natural drainage patterns and/or swales of a lot or which causes the discharge or diversion of water onto neighboring lots or the common area, unless satisfactory alternatives approved in writing by the ARB have been provided. If a drainage issue arises at a later time that impacts a neighbor's lot or the common area, the homeowner will be responsible to correct the problem at their own expense.

Roofs

The following design guidelines & standards pertain to replacement of existing roofs or installation of roofs, alterations, reconstruction and new construction (ARB application is required):

- **Materials:** Standard asphalt/fiberglass shingles, including three-tab and laminated ("architectural") shingles. Shingle colors shall be black, and be consistent with shingles on other houses in the Community.
- **Bay Windows and Porticos:** For bay windows and porticos, other roofing materials, including standing seam (tin/aluminum/steel) and copper, will be considered on a case-by-case basis based on their consistency and compatibility with the general architectural design and character of the house and other houses within the community.
- **Porches:** Roofing materials used on porches and screened porches shall match the roofing materials used on the main part of the house.
- **Style:** The architectural character and style of the proposed roofing material shall be consistent and compatible with roofing products used on other houses within the Community. In addition, the architectural character and style of the proposed roofing material shall be harmonious with any existing roofing materials on other areas of the house.
- **Pitch:** Roofs shall be architecturally compatible with the roof of the applicant's house. Exceptions may be granted on a case-by-case basis to maintain the architectural design and character of the existing structure.

Room Additions, Garages and Sun Rooms

The following design guidelines & standards pertain to any sort of room addition for a home that changes the existing footprint of the home, whether finished or unfinished space (ARB application is required). This includes, but is not limited to, sun rooms, garage expansions or any other room additions. For screened porches, see the "Screened Porches" Section.

- Detached garages are generally not permitted but may be approved on a case-by-case basis.
- **Design:** Room additions, garages, and sunrooms shall be compatible in design, scale, materials and color with the applicant's house and adjacent houses.

- **Roof Pitches:** Roof pitches shall match or be compatible with the roof slope of the existing home. Roof materials shall match or be compatible with that of the existing house.
- **Windows/Doors:** Windows and doors shall match those of the applicant's house, and shall be located in a manner which relates well to the location of exterior openings in the existing house.
- **Setback:** In considering an application for a room addition, garages, sunroom or other extension to the house, the ARB shall consider the effect of the proposed extension on the streetscape and the view of adjoining and other affected property owners. The extension shall not result in a setback from the street that is less than the minimum setback from the street of other houses on that side of that street.
- **Water Drainage:** All natural water drainage patterns or swales on a lot shall be properly maintained and preserved so as to not impede or alter the natural drainage patterns and/or swales of a lot or which causes the discharge or diversion of water onto neighboring lots or the common area, unless satisfactory alternatives approved in writing by the ARB have been provided. If a drainage issue arises at a later time that impacts a neighbor's lot or the common area, the homeowner will be responsible to correct the problem at their own expense.

Satellite Dishes and Antennas

- **Antennas:** No antenna shall be installed on any common area of the Community.
- **Satellite Dishes:** Homeowners and tenants may install on their lot a dish antenna that is one meter (39 inches) or less in diameter. Satellite dishes that are larger than one meter in diameter are prohibited.
- **Note:** Approval for Satellite Dishes and Antennas does not convey to new owners or from tenant back to owner.
- Homeowners and tenants may install a multipoint distribution service antenna that is one meter or less in diameter or diagonal measurement. Multipoint distribution service antennas that are larger than one meter in diameter or diagonal measurement are prohibited.
- In accordance with the FCC Rule, homeowners and tenants may install a regular TV antenna designed to receive local broadcast Television stations. Homeowners are prohibited from installing any type of antenna that transmits a signal of any sort or disrupts the reception of the radios and television sets of neighbors. Such antennas are prohibited.
- Local station television receiver antennas should be mounted inside the house attic if adequate signal reception is possible. If not, the preferred type antenna for outdoor installation is one designed to be mounted unobtrusively on the back of the satellite antenna. The single flat bar type can also be mounted unobtrusively on the roof.
- Any type of antenna not specifically protected by the FCC Rule is prohibited (masts, cables, supports, conduits, wires, fasteners, or other accessories necessary for the proper installation, maintenance, and use of a reception antenna shall be considered part of the antenna).
- **Sale of House:** Antenna approval does not convey upon sale of the house. When any antenna is no longer in continuous use as such, the Village of Waxpool HOA reserves the

right to require the homeowner to remove the antenna, along with all exterior wiring, prior to issuance of the disclosure packet.

- Placement: Properly screened ground installation is preferred. The homeowner should select the best possible location for the equipment while complying with the requirement for the least visible and unobtrusive location. Elevated antennas may be used if ground installation can not provide adequate signal reception, or the elevated location is the least obtrusive visually. Every attempt must be made to preclude either the satellite antenna or the broadcast receiver type antenna from extending above the ridgeline of the roof, unless there is no other reasonable location, which will provide the required signal.

Note: In compliance with the Federal Telecommunications Act of 1996, prior approval of the ARB is not required for the installation of a satellite antenna or dish and homeowners comply with all of the architectural design guidelines & standards as set forth above.

Screened Porches

The following design guidelines & standards pertain to screened porches (ARB application is required):

- Design: The design of screened porches which are attached to the home shall be the same or compatible in design, scale, materials and color with the applicant's house and adjacent houses.
- Location: Screened porches shall be located to the rear of the applicant's house.
- Roof Pitches: Roof pitches shall match or be compatible with the roof slope of the existing house.
- Roof Materials: Roof materials shall match or be compatible with the existing house.
- Siding/Trim: Siding and trim shall match or be compatible with existing siding and trim in color, material, size and style.
- Doors: Doors shall match or be compatible with those of the applicant's house.
- Water Drainage: All natural water drainage patterns or swales on a lot shall be properly maintained and preserved so as to not impede or alter the natural drainage patterns and/or swales of a lot or which causes the discharge or diversion of water onto neighboring lots or the common area, unless satisfactory alternatives approved in writing by the ARB have been provided. If a drainage issue arises at a later time that impacts a neighbor's lot or the common area, the homeowner will be responsible to correct the problem at their own expense.

Security Bars

The following design guidelines & standards pertain to security bars:

- The use of security bars or grates on windows and doors is prohibited.
- Homeowners concerned about the security of their house are advised to consider alternatives, including alarms and lock systems.
- Exceptions may be made if the security apparatus will not be visible from the street and from adjoining properties.

Sheds / Storage Units

The following design guidelines & standards pertain to sheds / storage units (ARB application is required):

- Free standing sheds are prohibited.
- Location: Storage sheds shall be located behind the rear plane of the house and must not extend beyond the side plane of the house. Storage sheds must be attached to the house or be placed under a deck.
- Landscaping shall be required to screen any shed that is visible from the street.
- Materials: The finished materials shall be the same as those used in the surface to which the shed is integrated. If integrated with a deck, the materials shall match that of the deck; if attached to the house, the materials shall match the house (including siding and roofing),
- Size: A shed shall not exceed seven (7) feet in height, and shall not exceed seventy (70) square feet.
- Roof: The roof slope, type and color shall match the roof slope, type and color of the house.
- Under-Deck Storage: A storage area may be built under a deck and will be constructed of lattice, painted or stained the same color as the deck, and surrounding the entire under deck area which can be observed by others. If an outside door to this under-deck storage area is desired, it must be made of lattice to match the screening. The under deck area may be used to store firewood, garden/yard tools and equipment, trash cans, barbecue grills and outdoor furniture only. It may not be used to store trash, appliances, boats, vehicles, etc. Plastic storage units under decks are allowed if they are neutral in color, placed next to the house and are otherwise visually unobtrusive.

Shutters

The following design guidelines & standards pertain to shutters:

- Style: Shutters shall be applied to windows only as per the builder's original design. Shutters that have been lost or damaged shall be replaced with shutters that conform to the shutters installed by the builder in size, style, and color.
- Homeowners are not permitted to remove shutters from the home, add shutters to windows that do not have shutters, or change the size, style or color of shutters without first receiving ARB approval.

Note: An ARB application is not required for the replacement of shutters as long as the homeowner complies with all of the architectural design guidelines & standards as set forth above. However, an application is required for changes relating to size, style or color.

Sidewalks, Walkways and Pathways

The following design guidelines & standards pertain to sidewalks, walkways and pathways (ARB application is required):

- Setback: Sidewalks, walkways and pathways shall be set back a minimum of 4 feet from side property lines.
- Easements and Right-of-Ways: Sidewalks, walkways and pathways shall be set back from any VDOT right of way or easement.
- Style: The scale, location and design of sidewalks, walkways and pathways shall be harmonious with the applicant's house and adjacent houses and consistent with the overall character of the community.

- **Level:** Sidewalks, walkways and pathways shall be installed flush with the adjacent ground, turf or landscape beds.
- **Materials:** Sidewalks, walkways and pathways shall be constructed of flagstone, brick, brick pavers, stepping stones, concrete, exposed aggregate, or similar durable construction material. No asphalt sidewalks, walkways or pathways are permitted. If the proposed sidewalk, walkway or pathway is to be constructed of brick or brick pavers, the color of the brick or brick pavers shall complement the existing brick of the house.
- **Width:** Sidewalks, walkways and pathways shall generally be a minimum of 3 feet and a maximum of 5 feet in width, with exceptions for wider portions at each end.
- **Water Drainage:** All natural water drainage patterns or swales on a lot shall be properly maintained and preserved so as to not impede or alter the natural drainage patterns and/or swales of a lot or which causes the discharge or diversion of water onto neighboring lots or the common area, unless satisfactory alternatives approved in writing by the ARB have been provided. If a drainage issue arises at a later time that impacts a neighbor's lot or the common area, the homeowner will be responsible to correct the problem at their own expense.

Signs

The following design guidelines & standards pertain to signs displayed on a homeowner's lot. The only signs permitted on the property shall be customary home (i.e. security signs), address signs, or real estate sale or lease signs. No more than one permitted sign shall be displayed to public view on any lot.

Security System Signs

- Two security signs are permitted per lot on a permanent basis (only one sign shall be displayed to public view on any lot)
- Security signs shall be located within 5 feet of the house.
- Security signs shall not exceed sixty-four (64) square inches in size.

Warning Signs

- Two "Beware of the Dog" signs, each not exceeding sixty-four square inches may be posted on the property. If dogs are restricted to the fenced yard, one sign should be posted at each gate. If an invisible fence is used, signs should be posted at the most logical approaches to the invisible fenced portion of the yard. Only one such sign may be posted forward of the front plane of the home.

Real Estate Signs

- Signs must only be placed in the front yard of available properties (only one sign shall be displayed to public view on any lot)
- Signs must be less than or equal to two (2) square feet in total surface area, and shall not be illuminated.
- All permitted signs advertising the property for sale or rent shall be removed with three (3) days from the date of the conveyance of a lot or the execution of the lease agreement as applicable. All signage must be in conformance with current zoning requirements.

Other Temporary Signs

- Only one temporary sign per lot is approved for display at any given time.
- Signs shall be displayed in the front yard only.
- Political signs shall not exceed 8 square feet.
- Political signs can only represent a declared candidate or referendum and shall be removed within 48 hours after the applicable voting day. Political signs shall not be displayed earlier than sixty (60) days before an election.
- Yard Sale Signs: Signs must be removed within 24 hours after the sale.
- Commercial signs: One sign may be posted by a contractor working on a home, such as building a deck or painting. The sign may be posted only during the period of the actual contract and may only be placed in the front yard of the home. Such signs must meet applicable County regulations with respect to size and content.

Note: An ARB application is not required for signs as long as the homeowner complies with all of the architectural design guidelines & standards as set forth above.

Skylights

The following design guidelines & standards apply to skylights (ARB application is required):

- Skylights shall be located such that they are not visible from the front of the house.
- Skylights are not permitted on the front side of the roof ridge line.
- Skylights shall be constructed flush with the roof line.
- The skylight frame and trim shall match the color of the roof.
- Bubble or elevated skylights are prohibited.

Note: New technologies related to skylights are becoming available in the marketplace. Accordingly, do not hesitate to submit applications for new types of products, which will be considered on a case-by-case basis.

Solar Panels

Solar panels and solar collectors are prohibited. As this is an ever changing and growing area, these may be approved on a case-by-case basis.

Sprinklers

See "Irrigation Systems" Section.

Sun Control Devices

For Awnings, see the "Awnings" Section. For Privacy Screening or a Lanai, see the "Privacy Screening" Section.

Trash/Recycling Containers

The following design guidelines & standards pertain to trash containers, recycling containers and yard debris:

- Trash containers, recycling containers and yard debris shall be stored out of sight at all times, except for the approved interval during which such items are placed adjacent to the street for pick-up.

- Trash containers, recycling containers and yard debris for pick-up shall be placed adjacent to the street on the side of the driveway.
- Items for pick-up shall not be placed at the street prior to 5:00 PM on the evening prior to pick up.
- All containers left at the street for pick-up shall be collected by 8:00 PM. on the day of pick-up and stored out of view.
- Trash shall be secured in such a way that it is not inadvertently distributed on neighboring properties or common areas. Cleanup of any trash that is inadvertently spread is the responsibility of the homeowner whose trash was distributed.
- No accumulation of trash or debris may be stored on a lot at any time.

Note: An ARB application is not required for trash containers, recycling containers or the pick-up of yard debris.

Tree Installation & Removal

The following design guidelines & standards pertain to the installation and removal of trees from homeowner's property (ARB application is required):

- Trees intended to form a hedge or natural screen shall not be located forward of the front plane of the house. Plantings must be sufficiently located within the property line as to provide for mature growth to not exceed the property line. Trees intended to form a "green fence" shall be planted in a staggered row.
- Vehicular Sight Lines: Plantings shall not restrict vehicular sight lines along roadways or driveways.
- The removal of live trees, regardless of size/species, is generally discouraged.
- Trees that are either dead or present a safety hazard shall be immediately removed by the homeowner.
- Any removal of a tree must include the removal of the stump and any exposed roots.
- Trees that meet the criteria below shall not be removed. Exceptions are at the discretion of the ARB and will be evaluated on a case-by-case basis. In certain situations where removal of a live tree that meets the criteria below is required (such as in areas that will be disturbed by building a fence, pool, patio, etc), replacement of another tree will be required.
 - No live tree shall be removed with a diameter (caliper) greater than 4 inches as measured two (2) feet from the ground.
 - No live flowering trees shall be removed (e.g., Dogwood, Redbud, etc.) with a diameter (caliper) greater than two (2) inches as measured 12 inches from the ground.
 - No live vegetation on slopes of more than 20% gradient or marked as no-cut areas or "tree-save" areas on approved plans shall be removed.
 - No developer-planted street trees shall be removed and must be replaced in-kind if they die.
 - Homeowners are not permitted to disturb or make any changes in the common area. For questions concerning the common area, please contact the Common Area Protection Committee (cap@waxpoolhoa.com).
- Water Drainage: All natural water drainage patterns or swales on a lot shall be properly maintained and preserved so as to not impede or alter the natural drainage patterns

and/or swales of a lot or which causes the discharge or diversion of water onto neighboring lots or the common area, unless satisfactory alternatives approved in writing by the ARB have been provided. If a drainage issue arises at a later time that impacts a neighbor's lot or the common area, the homeowner will be responsible to correct the problem at their own expense.

Vegetable Gardens

The following design guidelines & standards pertain to all vegetable gardens (ARB application is required):

- Vegetable gardens shall be located in the backyard within the side planes of the house.
- Vegetable gardens shall not exceed a total of 200 square feet in shape.
- Vegetable gardens shall be maintained neatly even during the non-growing season.
- Vegetable gardens shall not extend into common areas.
- Deer fencing may be acceptable in conjunction with a vegetable garden (wire mesh fencing is not permitted).
- Materials: Vegetable gardens can be constructed from rail road ties, garden timbers, or similar material; or be placed in retaining walls made from brick or stone masonry, or dry-stacked natural or man-made landscaping stones/blocks.
- Water Drainage: All natural water drainage patterns or swales on a lot shall be properly maintained and preserved so as to not impede or alter the natural drainage patterns and/or swales of a lot or which causes the discharge or diversion of water onto neighboring lots or the common area, unless satisfactory alternatives approved in writing by the ARB have been provided. If a drainage issue arises at a later time that impacts a neighbor's lot or the common area, the homeowner will be responsible to correct the problem at their own expense.

Vehicle Storage

The following guidelines & standards pertain to all vehicles:

- No vehicle may be parked on the grass or on common area.
- Inoperable, unregistered, unlicensed or uninspected vehicle may not be parked or stored in open view on homeowner property or on public and private streets.

Recreational Vehicles

The following guidelines & standards pertain to all recreational vehicles:

- No recreational vehicle may be parked in open view of homeowner property or on public and private streets, except on a temporary and occasional basis. Temporary and occasional is defined as not more than one (1) week in a thirty (30) consecutive day period.
- A recreational vehicle is defined as:
 - Any boat, boating equipment, jet ski, paddle boat, canoe, row boat, inflatable boat, motor boat, or sail boat.
 - Any trailer, motor home, self-contained camper, or camper slip-ons.
 - Any other vehicle that could not normally or regularly be used for daily transportation, including a dune buggy, horse trailer, non-operative collectible automobile or other automotive equipment not licensed for use on the highways of Virginia.

Commercial Vehicles

The following guidelines & standards pertain to all commercial vehicles:

- No commercial vehicle may be parked in open view of homeowner property or on public and private streets.
- A commercial vehicle is defined as:
 - Any private or public school or church bus, moving van, tractors, trailers, tow trucks, or hearses.
 - Any vehicle that is defined as a commercial vehicle under State or local law.
 - A normal passenger vehicle used for commercial purposes which has been permanently modified or marked for commercial purposes.
 - Normal passenger vehicles used for commercial purposes but not modified or marked for commercial purposes may be parked in the community.
- Magnetic signs on such vehicles shall be removed or the vehicle shall be parked in a garage.

Note: An ARB application is not required for vehicle storage as long as the homeowner complies with all of the architectural design guidelines & standards as set forth above.

Water Fountains and Water Gardens

The following design guidelines & standards pertain to the installation or alteration of water fountains, water gardens, or other landscape water features (ARB application is required):

- Water fountains, water gardens, or other landscape water features are permitted only in the rear yard.
- Water fountains, water gardens, or other landscape water features shall be safely and neatly maintained and shall be properly aerated to prevent undesirable odors and the accumulation of mosquitoes.
- Water fountains, water gardens, or other landscape water features shall not exceed four (4) feet in height.
- Fencing of yards which include large water fountains, water gardens or other landscape water features is strongly encouraged.
- The scale, location and design of water fountains, water gardens, or other landscape water features shall be harmonious with the applicant's house and adjacent houses and consistent with the overall character of the community.
- Water Drainage: All natural water drainage patterns or swales on a lot shall be properly maintained and preserved so as to not impede or alter the natural drainage patterns and/or swales of a lot or which causes the discharge or diversion of water onto neighboring lots or the common area, unless satisfactory alternatives approved in writing by the ARB have been provided. If a drainage issue arises at a later time that impacts a neighbor's lot or the common area, the homeowner will be responsible to correct the problem at their own expense.

Window Coverings

The following design guidelines & standards pertain to window coverings:

- Windows should have appropriate window coverings when visible to the general public.
- Curtains, blinds, and interior mounted shutters are examples of acceptable window treatments.

- In order to maintain aesthetic attractiveness of the Association, residents are encouraged to ensure that all window coverings visible from the street are neutral or lined with a neutral backing.
- No aluminum foil, reflective tint, paint, cardboard, newspaper or similar covering shall be applied to windows or doors.
- Neutral colored sheets or blind material made from paper may be used as temporary window coverings for a reasonable amount of time after the Close of Escrow, pending installation of permanent window coverings.

Note: An ARB application is not required for the placement of permanent or temporary window coverings as long as the homeowner complies with all of the architectural design guidelines & standards as set forth above.

ARB Application Form (Exhibit A)

SUBMIT ONLY ONE IMPROVEMENT PER APPLICATION

Mail To: Village of Waxpool Homeowners Association, Inc.
c/o GHACM
3020 Hamaker Ct., Ste. 300
Fairfax, VA 22031
E-mail: jrosa@ghacm.com

Name: _____

Address: _____

Section: _____ Lot: _____

Home Telephone: _____ Work Telephone: _____

E-mail: _____

Type of Improvement (i.e. deck, fence, landscaping, etc)

Detailed Description (Refer to Required Exhibits Checklist on next page)

Distance of improvement to property line at:

Back _____ Left of house _____ Right of house _____ Front or street _____

Does improvement extend beyond the side plane of house? _____

Does improvement meet ARB Architectural Design Guidelines & Standards as specified in the Community Handbook? _____ (If not, please justify variance as a separate attachment).

(This section to be completed by the ARB)

_____ Approved as Submitted

_____ Approved Subject to: _____

_____ Denied Due to: _____

_____ Suspended Due to: _____

ARB Chairperson

Date

Final Inspection - ARB Representative

Date

REQUIRED EXHIBITS CHECKLIST

Applications without required exhibits will be considered to be incomplete and be denied.

Site Plan: A registered site plan (plat) of the property showing the location and dimensions of the proposed improvement drawn to scale, including orientation and exact distance to property lines. Contour lines may be required where drainage is a consideration.

Architectural Drawings (if applicable): Detailed drawings must be provided to include front and side elevations, dimensions, and a complete view of the proposed improvement.

Paint or Stain Colors (if applicable): Photo's of proposed colors must be submitted.

Finish Materials (if applicable): A photo or detailed description of material to be used for the exterior surface must be provided (siding, shingles, doors, hardscaping, etc.)

Landscaping (if applicable): Provide summary of the size of the planting material at maturity

Other Exhibits: Submit any other exhibits, photographs, or drawings which will help the committee evaluate your request.

****All exhibits should be in 8 ½ x 11 letter size including site plans and architectural drawings.***

NOTIFICATION OF SURROUNDING LOT OWNERS

A homeowner submitting a design review application must provide notice of the application to all surrounding lot owners. Neighbor's signature indicates an awareness of your proposed project and DOES NOT constitute approval on their part.

Lot behind proposed project:

Printed Name	Section LOT # Address	Signature
--------------	-----------------------	-----------

Lot in front of proposed project:

Printed Name	Section LOT # Address	Signature
--------------	-----------------------	-----------

Lot to the right of proposed project:

Printed Name	Section LOT # Address	Signature
--------------	-----------------------	-----------

Lot to the left of proposed project:

Printed Name	Section LOT # Address	Signature
--------------	-----------------------	-----------

APPLICANT ACKNOWLEDGEMENT

Applicant must be in good standing with the HOA (homeowner association dues must be current and there shall be no pending HOA violations).

Applicant understands and agrees that no construction or exterior alteration shall commence until written approval of the ARB has been received. Any alterations undertaken prior to receiving written approval, and subsequently disapproved, will require restoration of the property to its former condition, and any restoration and legal expenses associated therewith are the responsibility of the homeowner.

Applicant understands that all required permits must be obtained prior to start of the project. ARB approval in no way indicates a waiver of Local, County, State and Federal building codes or laws.

Applicant understands that ARB members, members of the Board of Directors, and the Management Company are permitted to enter the property to inspect the proposed project, project in progress, and completed project.

Applicant shall assume full responsibility for all landscaping, grading and or drainage issues relating to the improvements.

Applicant shall assume full responsibility for any property damage (including common area) or injury to third persons associated with the proposed application.

Applicant hereby acknowledges that they have read the ARB Design Guidelines & Standards and agrees that all work performed will be in compliance with ARB Design Guidelines & Standards.

Approved applications must commence within three (3) months and be completed within six (6) months of the approval date or application will be automatically revoked.

Applicant must notify the Management Company upon project completion.

Homeowner's Signature: _____ **Date:** _____

