

**Fair Woods Homeowners Association
Fairfax, VA**

Architectural Standards & Guidelines

Drafted by the ARB: August 1999

Finalized and Distributed to Homeowners: August 2000

Updated by the ARB: September 2017

Approved by the Board of Trustees,, October 2017

Distributed to Homeowners February 2018

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I. General Information

A. Authority

The Fair Woods Declaration of Covenants and Restrictions (January 26, 1984), and the various Supplementary Declarations of Covenants and Restrictions, herein after termed Covenants, Conditions, and Restrictions (CCRs), apply to each deeded property within the Fair Woods Homeowners Association. The CCRs require the formulation of a community Architectural Review Board (ARB). The CCRs and other community governing documents, e.g., By-Laws, Articles of Incorporation, and rules (collectively, Governing Documents) charge the ARB with the duty of regulating the external design, appearance, and/or location of each structure within the community, and all improvements and modifications thereto. This regulation is intended to preserve and enhance property values throughout the community and to maintain harmonious relationships and openness among structures and the natural vegetation and topography throughout the community.

B. Objectives

The intent of the CCRs and the Governing Documents is to assure all homeowners that the standards of design quality within the community will be maintained and equitably enforced. This, in turn, protects property values and enhances the community's overall environment. This booklet, the Fair Woods Architectural Standards and Guidelines, serves as a guide to aid members of the ARB, the Fair Woods Board of Trustees, and all residents in maintaining and enhancing Fair Woods' designated environment. The specific objectives of these guidelines are to:

1. Enhance the preservation and continuation of environmental qualities which contribute to the overall benefit of the Fair Woods community.
2. Describe the procedures and organizations involved with the architectural standards established by the CCRs and Governing Documents
3. Provide uniform guidelines to be used by the ARB in reviewing applications in accordance with the goals set forth in the CCRs and Governing Documents and guidance from the Association's Board of Trustees.
4. Increase homeowners' awareness and understanding of the CCRs and Governing Documents
5. Present design principles to aid homeowners in planning and accomplishing exterior improvements that are in harmony with the immediate neighborhood and the community as a whole
6. Assist homeowners in preparing an acceptable (complete) application to the ARB.
7. Relate exterior improvements to individual properties to the long range plans of the Fair Woods Homeowners Association.

C. Functions

1. Fair Woods Homeowners Association (FWHOA). The role of the FWHOA, of which every homeowner is a Member, is to own and maintain common areas,

and to conserve and enhance the resources of the total community. The FWHOA accomplishes these functions in a variety of ways, one of which is by ensuring, through the ARB, the retention of harmonious design qualities of the community. Surveys of other planned communities, similar to Fair Woods, show that environmental maintenance is reflected in the preservation and enhancement of real estate values and is of prime importance to homeowners.

2. Architectural Review Board (ARB). The ARB, a permanent Board of the Association, was established in the CCRs. The ARB's authority is contained in the CCRs and community Governing Documents. The ARB performs the task of ensuring and maintaining the design continuity of all homes and surrounding environs by establishing guidelines and monitoring the architectural review process. The ARB ensures that proposed exterior alterations comply with the objectives set forth in the CCRs. This involves review of all applications for exterior alterations submitted by homeowners. Additionally, the ARB must ensure that files are maintained to record all actions taken concerning specific properties. The ARB must also conduct periodic inspections of all properties to ensure adherence to the guidelines and objectives.
3. Management Company. The name and address of the Management Company servicing Fair Woods is listed at the end of this document. Throughout this document we will refer to the Management Company as "Management".

D. Items Requiring ARB Approval

1. Article VI, Section 1(c) of the Fair Woods Declaration of Covenants and Restrictions, dated January 26, 1984, states:

"No improvements, alterations, repairs, changes of paint colors, excavations, changes in grade, or other work which in any way alters the exterior of any Lot or Common Area or the improvements located thereon from its natural or improved state, existing on the date such property was first subject to this Declaration, shall be made or done without prior approval of the Architectural Review Board."

"No building, residence, or other structure, fence, wall or landscaping in lieu thereof, shall be altered, made, or done on such property without the prior written approval of the Architectural Review Board."

2. Accordingly, all changes, permanent or temporary, to the exterior of any property receive prior approval of the ARB. Please note that the ARB approval requirement is not limited to major alterations, but includes such items as change in colors or materials, and removal of existing items. Each application is reviewed and approved on an individual basis.

E. Application Process

1. General. Unless stated otherwise in Section II or III of this booklet, an application must be submitted for every desired exterior change. The method of application is by use of the Fair Woods Homeowners Association Architectural Review Board Exterior Alteration Application. A copy of this application form is provided with this booklet and on the FW HOA Web site. When there is any doubt as to whether or not an application is necessary, an application should be submitted to protect the owner. The application form must be complete in all circumstances. Application content requirements are listed on the form. In some cases, additional documentation must be submitted with the application. Specific requirements for additional documentation are described in the individual Standards and Guidelines, Section II and III, of this booklet. The information provided in the application is required for the ARB to make an objective evaluation and decision. The ARB will make best efforts to return incomplete applications to the applicant within seven business days. The application areas requiring completion or elaboration will be identified. Application forms may be obtained from ARB members, from the Fair Woods Web site listed at the end of this document, or from Management. No project may be commenced prior to ARB approval. If a homeowner begins or completes a project which subsequently is disapproved, the homeowner shall be required to remove/dismantle the modification and restore the property at his or her expense. If the removal/dismantling and/or restoration of the property is done by FW HOA, the homeowner shall be subject to a special Restoration Assessment for the cost of the same.
2. Pictures. For all architectural modifications, pictures of the existing architectural feature must be provided. For all window, door, deck, and fence applications, pictures, sketches, and/or brochures that depict the new item are required.
3. Signatures. The signatures of two neighbors affected by the proposed change are required on the application. Their signatures do not indicate approval or disapproval of the project, but merely indicate their awareness of the application, and provides a "YES/NO" check area for the neighbors to indicate if they wish to present information/considerations to the ARB concerning the proposed modification. A "neighbor affected" is defined as the one who lives adjacent (i.e., shares a wall) to the applicant or one who has a direct view of the proposed change. In instances when an affected neighbor refuses to sign the application, or is a renter, that fact, and the neighbor's address, must be included on the application form.
4. Site Plan. A site plan is a scaled drawing of the lot (site) which shows the exact dimensions of the property, adjacent properties, and all proposed improvements to the site as described in the application. A site plan is

required as part of most applications. Contour lines are required to be shown on the site plan when drainage is a consideration. In most cases, the site plan for an application may be developed from the plat plan provided to each homeowner at closure of the home purchase. Additional copies of the official plat can be obtained by contacting the Fairfax County Zoning Administration Office.

F. Application Procedures

1. **Filing.** Applications forms shall be mailed to Management. When received, the application will be reviewed for completeness and accuracy. Incomplete applications will not be accepted for review and will be returned. The ARB will make best efforts to send a dated acknowledgement of receipt (acceptance) of complete applications. However, homeowners should follow up with the ARB or Management to confirm receipt if no notice is received.
2. **ARB Review.** The ARB must act on an application within 45 calendar days after it has been accepted for review. The ARB will either meet monthly or conduct an email review of those applications accepted. An ARB approved application becomes final at the time of approval (ARB majority vote). The homeowner will receive written notification of the ARB action.

G. ARB Review Criteria

1. The ARB reviews all submissions on the individual merits of the application. In addition to evaluation of the particular design proposal, consideration is also given to the following:
 - a. Compliance with County Codes applicable to the proposed modification.
 - b. Compliance with the CCRs and Governing Documents.
 - c. Characteristics of the housing type and the individual site.
 - d. Prior ARB action on proposals of a similar nature.
 - e. Special considerations of the home owner, e.g. reasonable accommodations.
2. Judgments of acceptable design decisions made by the ARB are not based on any one individual's personal opinion or taste, but are based on the general standards contained in the Protective Covenants and specific guidance developed from previous ARB actions, FW HOA and Board of Trustees guidance, and the guidelines presented in Section II of this booklet. Such standards and guidelines include:
 - a. **Validity of Concept.** The basic idea behind the proposed modification must be sound and appropriate to its surrounding.
 - b. **Design Compatibility.** The proposed modification must be compatible with the architectural characteristics of the applicant's house, adjoining houses, and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, use of similar materials, scale of modification as related to adjacent structures, and the use of similar colors and construction details.

- c. Location and impact on neighbors. The proposed alteration should relate favorably to the landscape, the existing structure, the neighborhood, and surrounding neighborhood boundaries. Primary concerns are access, view, sunlight, and drainage.
- d. Scale. The size, in three dimensions, of the proposed improvement should relate well to adjacent structures and surroundings. For example, the planting of a tree that when mature would overwhelm a small yard would be inappropriate.
- e. Color. Color may be used to soften or intensify visual impact. Parts of the proposed improvement that are similar to the existing house, such as roofs and trim, must be similar in color.
- f. Relation to the Fair Woods “Open Space” concept. This concept relates building location, grade elevation, location of common areas, and use of existing and builder added vegetation, to visually “expand” the space available to each house unit. The removal of trees; disruption of the natural topography; and changes in the rate or direction of storm water run-off also adversely affect Fair Woods’ open space.

H. Completion of Approved Modifications

An approved application remains valid, pending project completion, for 180 days. Once started, project work should be conducted without interruption, with allowances for weather and materials delivery. In the event work suffers major interruption, (e.g. not completed within a reasonable period of time or within the deadline set by the ARB in the approval letter) the applicant must request additional time to complete the modification. A project that is not started within the 180-day period requires re-application. Modifications of an approved project require ARB action. Major modifications (e.g., size, color, design) require special re-application to the ARB detailing the necessary modification (s). Time permitting; the ARB will follow up on approved projects to ensure the projects were completed as presented in the ARB application and as approved by the ARB.

I. Appeals

The decisions of the ARB can be appealed if the applicant feels that: proper procedures were not followed during the review process; the applicant’s proposal was not given a fair hearing; the ARB decision was arbitrary and did not have a rational basis; or that all applicable information was not considered. There are two procedures for appeal:

1. Request for Reconsideration by the ARB. This is particularly appropriate if there is additional information or special considerations that may not have been clearly presented in the application or understood by the ARB. A request for reconsideration must be submitted in writing within 30 days following the date of the notice of the ARB decision. The basis for the request must be presented in the letter/email. The request will be considered by the ARB during a subsequent meeting. The homeowner involved may participate in this meeting to present new or additional information which might clarify

the original request or demonstrate its acceptability as originally presented. To the extent the ARB deems appropriate, the homeowner may be present during the discussion and deliberations. However, the ARB decision process may be held in closed session. The ultimate ARB decision will be a matter of public record.

2. Appeal directly to the Fair Woods Homeowners Association Board of Trustees (BOT). Such appeal is appropriate if the homeowner believes the ARB decision was arbitrary or capricious. Appeal to the BOT must be requested in writing within 30 days of the date of the ARB decision and/or declination of a request for reconsideration. The appeal must be presented personally by the homeowner or designated representative. A member of the ARB will participate to present the ARB's position. The BOT discussions and deliberations will typically be open but may be held in closed session if the discussion falls within the topics permitted for a closed meeting of the BOT pursuant to Virginia law. The BOT decision will be a matter of public record. Decision of the BOT will be final. Legal action, if required, will be initiated by the Board. The BOT will advise the homeowner and the ARB of the decision.

J. Estoppel Certificate/Resale Packet

An Estoppel Certificate is required by the CCRs to be completed and issued by the settlement attorney prior to the closing of the sale of any property. The certificate provides information on the current status of assessment payments and on the existence of any violation of the architectural standards. Any exterior alteration, which has been made since the builder's approved plan, must have an approved ARB application in the file pertaining to that lot (address). In addition, a resale packet is required to be provided to the purchaser pursuant to Virginia law.

The lack of an approved application constitutes a violation even though the existing alteration may fall well within the architectural standards. The Estoppel Certificate helps protect the future buyer against unknown problems with a past owner's architectural changes or past due assessments. It also helps protect the seller from potential lawsuits involving violations of the Covenants by subsequent owners. To obtain an Estoppel Certificate for your property, contact Management directly, as soon as the settlement date is known.

K. Amendments to the Architectural Standards and Guidelines

These Guidelines may be amended to provide clarification, reflect changed conditions, or technology. The ARB will endeavor to conduct an annual evaluation of the Standards and Guidelines to determine if amendments are required. Homeowners are also encouraged to submit at any time suggestions and recommendations for additions or changes to the Guidelines to the ARB.

L. Maintenance Requirements

1. Homeowners are responsible for maintaining the exterior of their dwellings and any other structures on their lots, such as decks, fences, and sheds. The

following situations represent some general conditions which would be considered a violation of the CCRs:

- a. Paint peeling or damage to the exterior of the house and/or the garage.
 - b. Fences in disrepair, to include leaning or with broken or missing parts.
 - c. Decks sagging or leaning or with broken or missing railings, decking, or in need of general repair.
 - d. Concrete or masonry block foundations in need of resurfacing or repainting.
 - e. Sidewalks or slates, not part of common area but part of a Lot cracked or broken.
 - f. Each homeowner and resident is responsible for ensuring that their lot area is protected from erosion and that storm drains are not blocked so as to cause erosion problems. Each homeowner is responsible for maintaining proper drainage through his or her property and shall not block or hinder the natural draining from adjoining properties.
2. Most homeowners and residents undoubtedly would not allow any of the above conditions to exist, as they seek to preserve and protect their investment in their homes and to limit their personal liability by keeping all improvements on their lot in good condition. The Association expects that all will do the maintenance necessary to prevent any of the cited situations from occurring in Fair Woods.
 3. In instances when maintenance problems go uncorrected, the homeowner will be notified in writing of the deficiency. If no corrective action is taken within 30 days following notification or such other deadlines as stated in the notice, FW HOA may contract for the required repairs with the costs of such repairs added to the homeowner's FW HOA assessment account. Any delinquency may result in legal actions and ultimately result in a lien filed against the property. Any open/uncorrected violation will also be reported at such time the house is sold or the title is transferred.

M. Fair Woods “Fully Fenced Yard” Policy

1. The Association and the ARB operate under the policy that homeowners are generally free to make modifications and improvements to the property and structures located wholly within fully fenced yards without submitting an application except as otherwise stated herein. However, an application is required for all fences and decks.
2. All such modification and improvement projects, however, are subject to the following requirements:
 - a. All projects must comply with County Codes and Zoning Ordinances;
 - b. Such projects must not create a “nuisance” situation as detailed in the CCRs;
 - c. Such projects must not adversely affect drainage of adjacent property;

- d. Such projects shall be exclusively within the area, in three dimensions, of the fenced yard. As fence height in the community is standardized at six (6) feet, such projects are similarly limited in height to six (6) feet; and,

Such projects are not specifically prohibited by the standards presented in Section II of this booklet unless explicitly stated so.

II. Specific Standards and Guidelines

A. Air Conditioners

1. A completed application, including a site plan, is required for ground-level exterior air conditioning units to be added or relocated.
2. Window air conditioners are not allowed.
3. Ground-level exterior units may be added or relocated only when they do not interfere with neighbors and do not intrude on adjacent properties
4. Special comment is required on the application to show the direction of the unit's exhaust discharge.

B. Antennas

Due to the availability of a variety of local television services, no exterior antennas are allowed. Exterior radio and CB antennas are not allowed..

C. Attic Ventilators and Metal Flues

1. An application is required to add or relocate these items. A site plan is not required.
2. End unit, gable mounted ventilators must be painted to match the siding color of the house. Metal flues, vents, and exhaust fans through the roof must be painted to match the roof color, or be the color, size and material of (and no larger than) the flues and vents installed by the original builder.

D. Barbecues

1. No permanent barbecues are permitted, including in fully fenced rear yards.
2. No barbecue grills (permanent or temporary) can be placed in the front yard, on the front porch of the home, in front of a garage or in the driveway.

E. Chimneys

1. An application and site plan is required. The following special information must also be provided:
 - a. Site plan must show the relation of the chimney to the house, property lines, and adjacent homes;
 - b. Picture or detailed drawing of the proposed chimney including all dimensions; and,
 - c. Style of home and color of paint and trim

2. Chimneys must be enclosed in the same material as the exterior of the house adjacent to the chimney.

F. Clotheslines

The installation of clotheslines is not permitted, including fully fenced yards. Likewise, the use of temporary clothes drying structures is also not permitted, including fully fenced yards.

G. Compost Piles and Containers

Compost piles and containers are not permitted, including fully fenced yards.

H. Decks and Patios

1. An application and site plan are required for all decks and patios, to include those located in fully fenced yards. By county code definition, a deck is a structure elevated more than eight inches from the finished grade level. A county building permit is required for either the installation of a new deck or the modification of an existing deck. A patio is defined as being eight or less inches in height from the finished grade level. A building permit is not currently required for a patio. However, all county codes must be satisfied, including obtaining a permit if required.
2. Two additional items of information must be provided with the application. These are:
 - a. The plan provided by the builder, a scale drawing, or a picture of the planned deck. All dimensions must be shown; and
 - b. A site plan of the property, showing the home location, the side and rear lot lines.
3. Decks and patios are generally to be located only in rear yards. Owners of "end units" may apply on an individual basis for a side yard location. Consideration must be given to the effect such a location will have relative to adjacent and nearby properties.
4. The appropriate sections of the Standards and Guideline must be complied with when deck or patio plans include other exterior changes such as fencing, specialized or accent lighting, plantings, sheds, built in benches, etc. The application must identify these changes.
5. The following information concerning deck design is provided as a courtesy and as extracted from the current Fairfax County Code, but owners are responsible for independently confirming current code requirements.
 - a. "Ground level" or "entry level" decks are those with thirty (30) inches or less in elevation above grade at any point. Such decks do not require guard rails. If, however, guard rails are planned, such rails must comply with code standards as presented below.
 - b. "Elevated decks" are those higher than thirty (30) inches above grade. Such decks must have guard rails. Rail height shall be between thirty-six (36) inches and forty-two (42) inches, and have no more than six (6) inch openings

- c. No elevated deck will be closer than five (5) feet from the rear property. When a “ground or entry level” deck is connected or attached by any means to an “elevated” deck, the five foot set-back rule (also) applies to the ground level deck.
- d. Stairways to decks cannot be closer than five (5) feet from the rear property line
- e. The style of the railings must be vertical balusters/pickets.
- f. No deck or patio may extend into an adjacent property or into the Association’s common ground.

Decks will remain a natural wood color, allowing clear coat or wood-colored stains defined on the ARB Web site. Composite decks will require colors to be approved by the ARB and the ARB shall make best efforts to keep a list of previously approved colors maintained on the ARB Web site. Treating a deck with a clear sealant does not require ARB approval.

I. Decorative Objects (Exterior)

- 1. An application and site plan is required. Application is required for all exterior decorative and design items, whether natural or manmade. Application is required for such items whether free standing or attached to the exterior of the structures. This provision does not apply to items placed in fully fenced rear yards, which do not exceed the fence height or violate other provisions of the Declarations or Rules. Brass kick plates may be attached to doors without application.
- 2. The application and site plan require the following special information:
 - a. Site plan must show the relation of the object(s) to the house, other structures, property lines, and other objects on the property and adjacent properties;
 - b. A picture or detailed drawing of the object(s), including dimensions, must be provided; and,
 - c. Color and material of the object(s) must be identified.
 - d. This provision does not apply to items placed in fully fenced rear yards.
- 3. Bird houses and common commercially available bird feeders do not need application. Such items may, however, be attached only to the rear of the home, at ground level, or placed in the rear yard. They are not permitted on common area.
- 4. Home address numbers and exterior lighting must be replaced with a style that is consistent with those originally furnished with the home and applications are required for both. All exterior lights/lanterns must match the examples described in the color charts located in Appendix A.

J. Dog Houses, Runs, and Animal Cages

Because of the nature of the Fair Woods town home community, animal runs, pens, and cages are only permitted in fully fenced yards. Dog houses may only be placed on ground level. In all cases, homeowners and residents must comply with the

provisions of County Code concerning animal care and the provisions of CCRs concerning animals.

K. Fences

1. An application and site plan is required for all fencing and must include the following:
 - a. Site plan must show the exact relationship of the fence to the property lines;
 - b. The application must address the style of fence and the materials to be used. Generally, all fencing must be similar to that originally installed by the builder (see Appendix B for examples).
 - c. Information as to the presence or absence of fencing on adjacent properties; and
 - d. Landscaping or planting (existing or planned) to complement and/or screen the fence.
2. Guidelines:
 - a. Height of fence is to be six (6) feet.
 - b. Fencing may not be done in front yards.
 - c. Location and placement of end unit fencing will be considered on a case by case basis. The end unit may fence to the side property line. Generally, the fence may not extend forward of the rear plane of the house. In some home units, the builder's fence extends up the side of the end unit homes. This fencing plan will be continued in these homes.
Fencing is not to be in straight runs and must follow property lines. Long neighborhood runs, where adjoining units are fenced, must generally have all rear lot line fencing on an even plane.
 - d. Tops of fences are generally to be installed so they run on the horizontal. If significant changes in elevation are involved, such change is to be accommodated by "stepping" the top of the fence.
 - e. No wall or partition may be erected (under the name of a fence) to create an enclosure to a patio or deck.
3. Materials and construction:
 - a. All fences must be of unpainted wood, treated or naturally capable of withstanding the elements. Fencing material may be prefinished with a clear natural stain, one side only, but must be constructed with the unfinished side facing out.
 - b. Gates must be similar to the fencing in design, materials, height, and color.

L. Flagpoles

1. Permanent flagpoles are not allowed
2. The use of a single temporary flagpole staff, not in excess of six feet, does not require application. Pole brackets for such staffs are to be attached at any angle only to the first level of the dwelling.

M. Garages and Carports

The only garages and carports approved for the Fair Woods community are those provided by the original home builders.

N. Greenhouses and Screened Porches

There are to be no greenhouses or screened porches within Fair Woods. Greenhouse type bay windows will be considered on a case by case basis upon application. A site plan may not be required. The use of temporary “tent frame” type screened enclosures is acceptable within rear yards, provided the period of use is not in excess of seven consecutive days. Areas beneath elevated decks cannot be screened or partitioned.

O. Gutters and Downspouts

No application is needed, provided all gutters and downspouts match existing downspouts in color and design. The placement of downspouts must not adversely affect drainage on, or off, adjacent properties.

P. Landscaping, Plantings, Gardens

1. Application is not required for “foundation plantings”. Such plantings are those within thirty-six (36) inches adjacent to the foundation of any structure. Natural edging material, i.e. wood, stone, brick, etc., of subdued color, that is used to edge foundation plantings, does not require application provided such material does not exceed six (6) inches in height.
2. In an unfenced yard, an application and site plan is required for other than the above. The application must include a description of the type and size (present and full growth) of plant material to be used. The site plan must show the relationship of the plantings to the structures and adjacent properties.
3. Applications for “major” plantings, e.g. trees, large bushes, etc., will be coordinated with the ARB to ensure that the proposed plantings are harmonious with the existing neighborhood and compatible with the long range landscaping plans for the community. The ARB will effect such coordination. The plan must show major plantings on adjacent properties. When planning major plantings, consideration must be given to the effect plantings will have on views from neighboring homes and properties. The shade pattern of all trees must be considered.
4. Outside of a fenced yard, application is also required for the use of railroad ties, landscaping timbers, and other materials (artificial materials are prohibited) which form a wall or raised planter bed that is over twelve (12) inches in height and/or in excess of eight (8) feet long. Applications must include a site plan showing the location of the wall or raised plants, information regarding present and future landscaping plans and must address any change of grade that will result from installation of the wall or planter.
5. Outside a fenced yard or a foundation planting, rock gardens require application and approval when any single rock, or the total collection of

- rocks, exceeds twenty-four (24) inches in any dimension. All rocks must remain their natural color.
6. Free standing trellis use is acceptable only in fully fenced yards. The height of such trellis may not exceed six (6) feet or the height of the fence, whichever is lower.
 7. Vegetable gardens are to be located only in rear yards.

Q. Lattice

1. Lattice may be installed to decks with less than forty-eight (48) inches elevation without application. The lattice is to be installed below the level of the deck floor.
2. All other lattice requires application. A site plan is not required. A diagram, however, must be provided in sufficient detail to show where and how the lattice will be used.

R. Lighting (Exterior)

1. An application and site plan is required. The application and site plan must provide the following specialized information:
 - a. Type of lighting, i.e. "security flood", "spot accent", or "walk way";
 - b. Wattage and color of bulbs;
 - c. Color and type of material of the lamp fixture – all 'wall' mounted exterior lights must be brass (see Appendix A for samples); and
 - d. Location of the lamps and direction of "flood" or area to be illuminated
2. Generally, no exterior lighting shall be directed outside the boundaries of the lot, or into adjacent homes.

S. Painting and/or Color Change (Exterior)

1. An application is required for a color change. A site plan is not necessary. The following specialized information is required with the application:
 - a. Complete description of the color change;
 - b. A "color chip" or sample of the proposed color; and
 - c. Information as to the present color scheme of the unit(s) immediately adjacent to that of the applicant's.
2. Color change application requirements apply not only to the siding of the house, but also to any other structure, trim, shutters, and roofing. Any color change will be considered in relation to the colors of the building unit and the adjacent neighborhood. Repainting or staining an existing item to match the original color does not require application, but homeowners are encouraged to submit an application to confirm the color has not strayed from the original color.
3. Painting of porches and/or steps should blend with the color of the house and, generally, be done only in earth tones. Outdoor carpeting is not permitted on any exterior surface.

4. Decks and privacy fences will remain a natural wood color, allowing clear coat or approved wood-colored stains. See sections H and K herein for guidelines on decks and fences and colors for the same.

T. Recreation and Play Equipment

1. No application is required. Play equipment is to be located only in fully-fenced yards. Toys, including bicycles and tricycles, should be stored neatly in the rear yard when not in use.
2. All play equipment must be maintained in good repair. The owner will be subject to a Restoration Assessment if the Association must repair/remove the equipment.
3. Consideration should be given to all neighbors with respect to the size, location, sight and sound of the equipment.
4. The ARB and/or the Association cannot rule on, or be held liable for, any safety aspects of such equipment.

U. Satellite Dishes

Satellite Dishes require an application only to the extent as to where the dish will be located. The dish should be located in the rear of the roof of the home and shall not be mounted on the ground or attached to a fence. The dish may not exceed 39" in diameter. If there is inadequate signal strength on the rear of the home, a resident may submit an application for a variance for an alternate location and such application must include certification from a licensed satellite dish installation company regarding the signal strength.

V. Sidewalks and Paths

Application and site plan is required for any new walkways and for change of materials of existing walkways and sidewalks. The site plan is to show the location of present and proposed walkways, as well as the proposed materials.

W. Signs

No signs, other than "For Sale" or "For Rent" signs, shall be displayed to public view on any lot or common area without the prior approval of the ARB. Only one such sign per lot is permitted. No permanent signs shall be approved. Approval to erect a temporary sign may be requested by a simple letter/email. Application or site plan is not required. The letter, however, must provide sufficient detail concerning the type of sign, size, location of display, and length of display. One, small election (vote for) sign may be displayed two (2) weeks prior to an election and must be removed the day after the election.

X. Skylights

Application is required for new skylights. A site plan is not necessary. The application must include house plans showing the location and size of the proposed skylight, the location of roof peaks, and a brochure or photograph of a similar unit.

Y. Storage Sheds

Permanent sheds are permitted only in fully fenced (enclosed) yards. The shed must not exceed six (6) feet in height or the height of the fence, whichever is lower. In unfenced back yards, smaller (less than 4' tall), non-permanently secured sheds are permitted only under or directly adjacent to exterior decks or under second story decks

Z. Storm Doors, Screen Doors, and Storm Windows

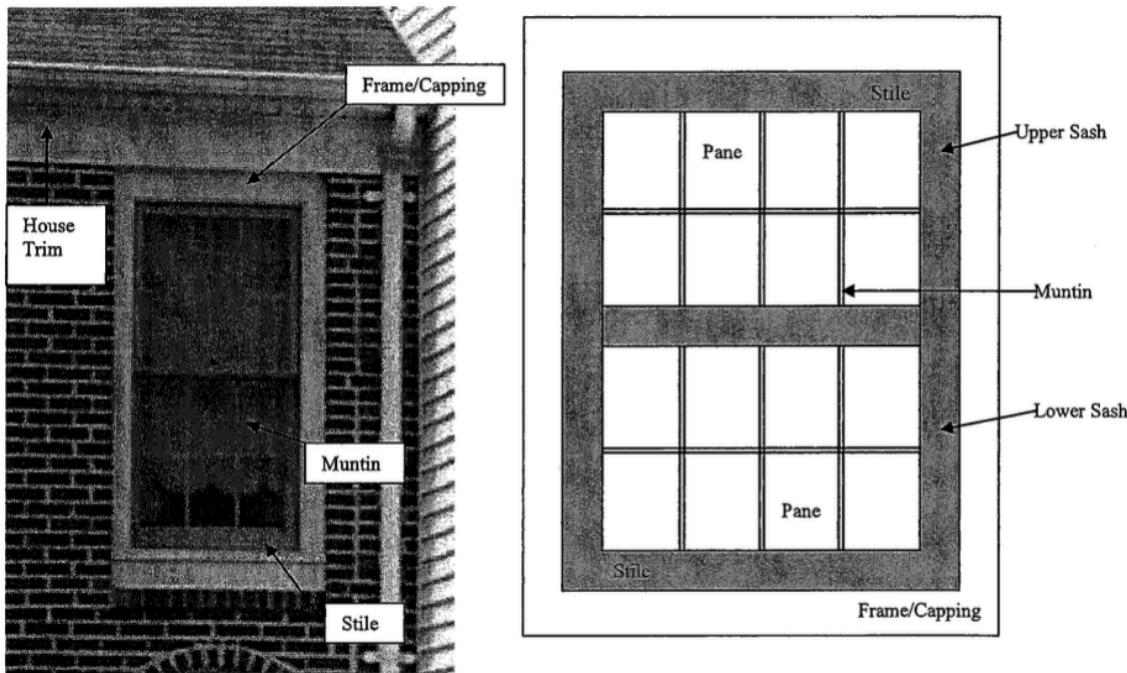
An application is required for installation of storm windows and storm/screen doors, regardless of location on the exterior of the home; front, rear, or side. Storm windows and doors are to be of “full view” style with no scroll work, bars, or other design. Preferred door color is to match the primary color of the main door at which the storm door is to be installed; or, the color of the house trim immediately adjacent to that door. Colors also acceptable for storm doors and windows are the commonly available white, dark brown, bronze, or black. The installation of mesh “child guard” screens, also commonly available at retail outlets, is acceptable. No application is required for installation of such mesh, provided it is installed on a previously approved storm door and the color of the mesh matches that of the door or window. A site plan is not necessary with the application.

AA. Windows

An application is required for installation of windows, regardless of location on the exterior of the home; front, rear, or side. Preferred Window color is to match the primary color of the existing window to be replaced. When the existing window color is not available, please follow the guidelines below for the various types of homes within Fair Woods:

- Members *may* replace their existing windows with white, beige or brown windows if the existing color is not available.
- Window replacements will only be approved when the overall appearance of the house is not changed and the replacements are in keeping with the intent of the builder and the Fair Woods neighborhood.
- The trim/capping around windows and doors must match or be painted to match the original trim color of the house. White frames or capping (e.g., vinyl or aluminum) will not be approved unless the trim of the house is white; however, vinyl or aluminum capping is allowed in the color of the existing trim. Only the sash, stile, and muntin/grid of a window will be allowed to differ from the trim color of the home.

Description of Window Parts



BB. Sun Control Devices

No exterior sun control device, awning, trellis, etc., may be attached or applied to any structure in Fair Woods.

CC. Swimming and Wading Pools

No swimming pools are allowed in Fair Woods. Commonly available portable child's wading pools are acceptable in fenced yards only without application.

III. Grounds Standards and Guidelines

A. Front Yards

1. Homeowners must maintain front yards to the extent that the yard contributes to the streetscape to which it belongs. This means that homeowners must maintain street side trees on their property by watering, fertilizing, trimming, and replacing as needed.
2. Plants and shrubs adjacent to the home must comply with these Guidelines.

B. Rear Yards

1. Rear yards are the responsibility of each resident. They are to be maintained in a manner consistent with the maintained common areas of Fair Woods, i.e. grass is to be mowed and weeds, debris, and/or discarded furniture are not to accumulate and must be removed.

2. Firewood stacks should be located in such a manner as to minimize visual impact. Firewood should be neatly stacked to the rear of the house and within the homeowner's rear property line.

IV. Other Standards and Guidelines

A. Parking

1. Overnight parking of any commercial vehicles within the community is not permitted. Recreational vehicles and related equipment, other than on a temporary (generally 24 hours) and non-recurring basis, shall be in garages or screened enclosures approved by the ARB. A recreational vehicle is defined as follows:
 - a. Any boat or boat trailer
 - b. Any motor home or other self-contained camper.
 - c. Any camper slip-ons where the camper backs are higher than the roof line of the cab of the truck
 - d. Any mobile home, trailer, or fifth wheel trailer.
 - e. Any pop-up camp/tent trailer or other similar recreation oriented portable or transportable facility conveyance.
 - f. Any snowmobile, jet skis, or associated trailer.
2. A commercial vehicle is defined as follows:
 - a. Any vehicle that is defined as such under the Fairfax County Code
 - b. Any vehicle that has commercial signs or advertising or commercial equipment visible (e.g.. tools, ladders, etc.).
 - c. Any private or public school or church buses
3. Each Lot in Fair Woods is only allotted two parking spaces. Parking spaces in all areas are numbered. Any household with more than two automobiles, or guests, should routinely park along main streets (Alder Woods Drive or Burning Bush Drive), outside of numbered spaces, designated fire lanes, and never in another residence's numbered space. Parking spaces for lots in the different builder areas shall be designated as follows:
 - a. NV Homes and Milton garage homes: the lot's garage and driveway.
 - b. Batal: the home's garage and one designated space in the off street parking area. Parking is not permitted in front of the garage.
 - c. Halle, Scarborough, Stanley Martin, NV Homes non-garage homes and Milton non-garage homes: two designated spaces in the off-street parking area.
4. Unnumbered spaces are for guests only.
5. No parallel parking is permitted behind head-in parking. Driveways for garaged units are for the use of the owner or their guests and should not be considered an unnumbered space.
6. Guests are not to park in other residence's numbered spaces. Homeowners are responsible for where their guests park.

7. Vehicles without current license plates or which meet the Fairfax County Code definition of “abandoned” may be towed by the FWHOA’s contracted vendor at the vehicle owner’s total risk and expense.
8. Resident parking is permitted in non-fire lane street space, as long as it does not impede the flow of traffic, pose a safety hazard, obstruct driveways, garages or designated head-in resident parking spaces, or violate other rules and regulations promulgated by the Board of Trustees. Fire lanes are marked with yellow curbing.
9. Violations may result in the immediate towing of the offending vehicle without notice. For the purposes of towing, this notice provision shall supersede the enforcement procedure contained in Article IV, Section E.
10. In addition to towing and any other remedies available to the Association, the Board of Trustees will have the power to suspend an owner’s common area privileges.

B. Speed Limits

The speed limit for the two major roads in the community (Alder Woods Drive and Burning Bush Drive) is 25 MPH; for all other streets, the limit is 15 MPH.

C. Pets

1. As provided in the CCRs, generally recognized house or yard pets may be kept and maintained on a lot or in a living unit, provided that such pets are not kept or maintained for commercial purposes.
2. The Fairfax County leash law will be enforced in Fair Woods. Under the law, dogs may not run at large on public property or the private property of others.
3. Residents shall not “curb” pets on the private property of other residents of Fair Woods. Residents shall use a “pooper scooper” or other disposal method to promptly remove excrement from the FWHOA common area and lots.

D. Miscellaneous

1. Use of common areas:
 - a. Any resident using the common areas shall, at the time he or she leaves the common area, remove all articles he or she brought into the areas and shall promptly clean up the common area.
 - b. No resident shall in any manner mark or deface common property. Any violation of this rule shall subject the violating party to an assessment for the cost of repair and/or restoration. Residents are responsible for the actions of their family members, guests and pets.
2. Trash shall not be put out before dusk the evening prior to trash collection day, and trash/recycling receptacles shall be removed within 24 hours following trash collection
 - a. Please note that special collections (for large items or move in/move out debris) may be arranged through the trash removal service
 - b. Recycling is encouraged throughout the community

E. Enforcement of Standards and Guidelines

1. Buildings and Grounds Standards and Guidelines – Should the yard of a homeowner be inappropriately maintained, the following shall occur:
 - a. Residents can report violations of these rules by submitting a written complaint to the ARB c/o Management.
 - b. The complaint shall specify the violation identify the person who has violated these rules or property upon which the violation exists, describe the efforts made to resolve the problem, if any, and be signed by the complaining resident. Complaints that are not in this form may be ignored by Management. In addition, obvious violations may be cited directly by the Management, without the need of a written complaint.
 - c. Upon receipt of a complaint in proper form, from a resident, an ARB or BOT member or identification of a violation by Management, Management will verify the violation and send a written warning to the homeowner. If either party so requests, and the ARB consents, the parties may present evidence to the ARB in person. In cases where the ARB has cited the violation, the resident may appeal the violation to the Board of Trustees for consideration.
 - d. If compliance does not occur within fifteen (15) days of notification or such other deadline in the notice, the yard may be landscaped, cleaned, mowed and/or cleared at the homeowner's expense upon the approval of two thirds (2/3) of the BOT.
 - e. The homeowner will be billed for maintenance. This will be added to the owners' Association dues. This Restoration Assessment is collectible in the same manner as regular assessments.
2. Other Standards and Guidelines
 - a. Residents are encouraged to attempt to resolve the problems with other residents and to correct violations of these rules by dealing directly with the person giving rise to the complaint.
 - b. If a resident is unable to resolve the problem with the other resident, or is uncomfortable contacting the resident the complaining resident shall submit a written complaint to Management.
 - c. The complaint shall specify the problem, violation or action that is the subject of the complaint, identify the person being accused of the wrongful action, describe the efforts made to resolve the problem, if any, and be signed by the complaining resident. Complaints that are not in this form may be ignored by Management. In addition, obvious violations may be cited directly by the Management, without the need of a written complaint.
 - d. Upon receipt of a complaint in proper form, from a resident, an ARB or BOT member or identification of a violation by Management, Management will verify the problem and send a written warning to the homeowner. If either party so requests, the parties may present

evidence to Management in person. In cases where Management has cited the violation, the party accused may request a hearing at the next BOT meeting and present evidence at that hearing

- e. Upon consideration of the complaint, response and evidence, Management shall report the complaint, along with any recommended action, to the BOT. BOT shall then act on Management's recommendation in accordance with the BOT's rules and procedures. The BOT will be alerted to all complaints, even if said complaints are ultimately not processed by Management.

The BOT reserves the right to suspend, modify, or dispense with these procedures if, in the opinion of the BOT, the circumstances require immediate enforcement action.

V. Contact Information

MANAGEMENT COMPANY:

SFMC, Inc., AAMC®
9464 Innovation Dr.
Manassas, VA 20110
Office – 703-392-6006
Fax – 703-392-5039

WEB SITE:

www.fairwoodshoa.org/

VI. Appendices

Unit Specifications by Street (includes exterior descriptions)

<http://fairwoodshoa.org/app/download/7119492291/Complete+Color+File.pdf>

Appendix A – Lighting samples



Appendix B – Fence samples



Appendix C – Deck samples

Decks – Please see Web site for previously-approved colors (color sample required as part of Exterior Alteration Application)