

# **Mount Woodley Manor Homeowner's Association**

## **Architectural Guidelines**

**PURPOSE OF THESE GUIDELINES:** The primary purpose of these guidelines is to familiarize Mount Woodley Manor homeowners with the specifics, objectives, scope, and application of architectural guidelines and standards, which will be employed to maintain the aesthetic appearance and environmental quality of the Mount Woodley Manor community.

This document will serve as a valuable reference source and will assist homeowners in preparing acceptable applications for review by the Architectural Review Committee (ARC). All homeowners are encouraged to familiarize themselves with its content and to retain this document for future use.

**BASIS FOR AND OBJECTIVE OF PROTECTIVE COVENANTS:** MWMHOA legal documents contain Covenants and restrictions, 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, irrespective of whether or not these homeowners are familiar with such covenants.

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

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

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

**ROLE OF THE ARCHITECTURAL REVIEW COMMITTEE:** All homeowners in Mount Woodley Manor are members of the MOUNT WOODLEY MANOR HOMEOWNER'S ASSOCIATION. The association is a non-stock corporation, which owns and is responsible for the upkeep and maintenance of all common properties within the Mount Woodley Manor community.

The corporation is also responsible for the administration and enforcement of all covenants, which are applicable to homeowners, including design covenants and restrictions. The Bylaws for Mount Woodley Manor (**Article XII**) provide that responsibility for the enforcement of design covenants shall be exercised through an Architectural Review Committee, the members of which shall be appointed by the MWMHOA Board of Directors.

**MODIFICATIONS REQUIRING REVIEW AND APPROVAL BY THE ARCHITECTURAL REVIEW COMMITTEE:** The general conditions of the design review requirement are stated in **Article VI, Section 10** of the Declaration of Restrictive Covenants for Mount Woodley Manor, May 26, 1981.

"No structure or addition to a structure shall be erected, placed, altered or externally improved on any Lot until the plan and specifications, including elevation, material, color and texture and a site plan showing location of improvement with grading modifications shall be filed (sic) with and approved by the Architectural Review Board. Structure shall be defined to include any building or portion thereof, fence, pavement, driveway or appurtenances to any of the aforementioned."

Essentially, all changes, permanent or temporary to the exterior appearance of a dwelling or lot are subject to review and approval by the Architectural Review Committee. The review process is not limited to major additions or alterations, such as adding a room, deck or patio. It also includes items such as changes in color and materials. Approval is also required when an existing item is to be removed. There are a number of exceptions to this otherwise inclusive review requirement, which are described elsewhere in these guidelines.

If there is any doubt as to whether or not a proposed exterior change is exempt from design review and approval, homeowners should first seek clarification from a member of the ARC or BoD.

**DESIGN REVIEW CRITERIA:** There is an advantage to architectural guidelines, which provide definitive "dos" and "don'ts" with no resort to judgment or discretion. Such specificity provides clear guidance to homeowners as to whether or not contemplated improvements will be permitted.

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

The criteria listed below provide the basis for both the development of design guidelines and the evaluation of individual proposals by the Architectural Review Committee.

**Design Compatibility.** The proposed modification or improvement 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, and similar use of materials, color and construction details.

**Scale.** The scale of the proposed improvement must relate to the size of the applicant's home, the location and size of the lot, adjoining homes and surroundings. This criterion applies to both structural and landscape modifications including ornamentation.

**Impact on Neighbors.** The proposed improvement must 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 and includes consideration of design quality, scale, location and

architectural compatibility, etc. 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.

**Color and Materials.** Continuity or compatibility of color and finishing materials with the original construction and surrounding dwelling is a specific consideration in evaluating the appropriateness of proposed improvements.

**Relationship to Environment.** Proposed improvements must 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.

**STANDARDS:** The Board of Directors and the Architectural Review Committee have developed standards for many commonly requested architectural modifications.

**THERE ARE NO "PRE-APPROVED" MODIFICATIONS!**

**ANTENNAS:** Exterior antennas are discouraged. However, if a homeowner wishes to install an exterior antenna, it must comply with the guidelines set forth herein governing the installation of satellite dishes.

**ATTIC VENTILATORS/FANS:** Attic ventilators and turbines are permitted. They shall be painted to match the surface to which they are attached. Roof location shall be on the rear of the house and below the roof ridge.

**CHIMNEY STACKS:** Homeowners must repaint the metal chimney stack if paint starts to peel or rust begins to appear. Failure to take care of this exterior maintenance could result in rust stains weeping onto the siding causing a greater maintenance expense for the homeowner. All roof stacks, flashing and metal chimney stacks are to be maintained. It is recommended that metal be primed with a galvanized metal primer and then painted. Refer to the "ARC Approved Paint Chart" for colors.

**CLOTHESLINES:** Clotheslines or similar apparatus for the exterior drying of clothes are not permitted in any area except the rear yard and must not exceed the height of the fence.

**COPPER OVERHANGS:** On homes so equipped, the copper overhang above the front door/bay window will not be painted. These are designed to age naturally, but may be re-polished to the original bright copper finish. Any replacement of the copper overhang (other than an exact replacement) must be approved by the ARC in writing.

**COMMON AREA:** Homeowners are not allowed to alter, by any kind of planting or building of any structure, any common area, easement or right of way located next to or close to their property. Such alterations include but are not limited to storing of personal property, firewood, gardening implements, machinery, or installation of semi-permanent play equipment. Other modifications are such things as allowing the accumulation of debris of any kind, establishment

of gardens, and/or otherwise adding, removing or modifying any trees, shrubs or other plantings located in the areas referred above.

**DECKS:** The Architectural Review Committee must approve all decks, other than those which are exact replacements of an existing deck. The Architectural Review Committee will use the following criteria in determining whether to approve an application to construct a new or modified deck:

**Location:** Decks must be located in rear yards. End-unit decks, whether elevated or at ground level, will be located only to the rear of the main body of the house, with the exception of units whose rear yard fences extend beyond the width of the house, wherein such lower level decks can extend to the fence line.

**Scale and Style:** Decks, particularly elevated decks, must be of a scale and style which are compatible with the home to which they are attached, adjacent homes and the environmental surroundings.

**ENCROACHMENTS:** Encroachment onto MWMHOA property by a Mount Woodley Manor homeowner or resident is expressly prohibited.

For the purpose of these guidelines, encroachment is defined as any act by a Mount Woodley Manor homeowner or resident to alter MWMHOA property to include the installation, construction, or placement of any of the following on MWMHOA property:

- \*\*any outdoor lighting
- \*\*any outdoor speakers, sound systems, surveillance systems, or alarm systems
- \*\*any planters, pots, or troughs, whether planted or empty
- \*\*any flower bed edging, plant liners, or tree wells made of brick, plastic, rubber, or non-native rock
- \*\*any playground equipment
- \*\*any storage bins or sheds
- \*\*any compost bins, compost heaps, or discarded trash
- \*\*any stored construction materials, firewood, or lumber, including wood piles
- \*\*any removal or clearing of grass, trees, shrubs, or undergrowth
- \*\*any water features, to include, but not limited to, pools, waterfalls, and fountains

Acts of minimal impact not considered to be encroachment on MWMHOA by the Mount Woodley homeowner or resident include:

\*\*the seeding or planting of non-invasive grasses or low ground cover for the specific purpose of preventing erosion of bare ground or slopes adjoining the individual homeowner or resident's property.

\*\*the limited addition of top soil as needed to support the seeding or planting of grasses or ground cover as described above.

**EXTERIOR AIR CONDITIONERS:** Individual air conditioning units extending from windows are prohibited.

**EXTERIOR COLORS:** Applications are not required for any repainting or re-staining which does not changed a unit's current colors. However, homeowners must obtain approval before changing the color of any externally visible portion of any unit, including doors, shutters, trim, or roofing. New colors must be selected from the list of MWMHOA approved paint colors.

**Note that No two adjacent doors can be of the same color.**

**EXTERIOR DECORATIVE OBJECTS:** All exterior decorative objects , unless placed in back yard ,whether natural or man-made, which were not part of the original construction design as either a standard or optional feature, require ARC approval, except as noted. Examples of such objects requiring approval include (but are not limited to) bird baths, bird feeders, bird houses, garden decorations, fountains and other water features, installed landscape features such as rock or driftwood, and lawn or garden sculpture.

The ARC will evaluate all proposed or installed exterior decorative objects solely in terms of design, execution and general appropriateness in order to prevent such objects from having a significant negative impact on adjoining homes, the neighborhood setting, and the Mount Woodley community at large. The ARC will not judge the individual aesthetic or artistic merits of any object, but rather will make its evaluation solely on the object's impact. The ARC will consider the following items in its evaluation:

**Location:** The ARC will apply a more narrow set of standards to objects located in front yards or positioned where they can be fully viewed from the street or sidewalk fronting the applicant's property.

**Color:** Objects must not contain colors or color combinations considered excessively bright, garish, jarring, overly reflective or luminescent. The color or colors of an object must compliment the overall appearance of the home and not distract from it in a way that draws excessive attention to the object.

**Design:** Items must be compatible in general style and in quality of materials and workmanship with the architectural characteristics of the applicant's home, adjoining homes, and the neighborhood setting.

**Intrusiveness:** Objects must not substantially intrude by sight, sound, or smell upon adjoining homes or the neighborhood setting.

**Materials:** Objects must be made of suitable natural or man-made materials capable of withstanding outdoor weather conditions and must be capable of maintaining an attractive appearance. An object may be allowed to become mossy, rusty or weathered only if it is appropriate to such an object and only if it presents an attractive appearance compatible with the home, adjoining homes, and the neighborhood setting. Objects constructed of fiberglass, plastic, rubber, or similarly highly artificial mass-produced materials are generally prohibited unless the ARC determines that they are of high quality and a natural, unobtrusive appearance.

**Relationship to the environment:** Objects shall not create an adverse impact on the natural environment by their installation or location. The ARC will consider such issues as an alteration in the rate or direction of water runoff, the removal of trees or other substantial plants, and/or the creation of attractions, which are hazardous to wildlife by their nature or location.

**Safety:** Objects shall not create a hazard to public safety or become an "attractive nuisance."

**Size, scale, and number:** Objects must be of an appropriate size and within an acceptable scale which is harmonious with the home and its location. Items must not be so numerous so as to present a cluttered or overwhelming appearance.

**Taste:** Objects must avoid using words and designs that are, by their nature, inflammatory, offensive, or vulgar to the community.

**The following objects do not require ARC approval if these standards are met:**

\*\*door knockers must be solid brass, polished/bright or "brushed" finish and must be installed in the center of the door from left to right and in the top third of the door;

\*\*peep hole must have a brass out case and installed in the center of the door from left to right and in the upper third of the door;

\*\*kick plates must be of brass or silver and not exceed 12 inches in height, measuring from the bottom of the very door;

\*\*flagpole staffs, which do not exceed six feet in length and are attached at an incline to the wall or pillar of the dwelling unit.

While ARC approval is not required for removable exterior decorative objects, including small flags or banners, that are of a temporary nature and are displayed for seasonal holiday duration or special occasions, residents should consider these guidelines when choosing such objects.

**EXTERIOR LIGHTING:** Exterior lighting, which is a part of the original structure may not be altered or added to without prior approval of the Architectural Review Committee. The ARC is authorized to approve applications for light fixtures that have previously been approved for use by other homeowners.

**Materials and Color:** All exterior lighting fixtures must appear to be constructed of a traditional lamp metal such as brass, iron, bronze, copper, silver, or pewter and may be a powder-coated finish in black. The choice of lamp metal and color must be harmonious and complimentary to the exterior color and design of the home. Exterior lighting fixtures may not appear to be rusty or in poor repair, but may be allowed to acquire a natural patina. All exterior lighting fixtures installed on the front and side of a home must present a similar appearance in materials, color and style; backyard lighting fixtures may differ in appearance from those located in the front and side of the home, but all backyard fixtures must be of similar appearance.

**Style and design:** Modernistic or futuristic globes, rustic lanterns, or fixture styles that are complex, ornate, or extreme are prohibited.

**Size and Scale:** All exterior lighting fixtures must be of a size and scale appropriate to the home.

**Glass:** Glass panels in lighting fixtures will be colorless and clear; glass may not appear colored, tinted, stained, or opaque. Metal inlays or appliqués on glass are not allowed.

**Wattage and bulb color:** The general wattage and bulb color in exterior lighting fixtures must appear similar when compared to other visible neighborhood lighting fixtures (does not include garden lights). No extremely bright or extremely dim lighting, whether caused by bulb size, visual device, decoration, or the number of bulbs per fixture, is allowed. No bulbs other than white in color are allowed in lighting fixtures located in the front or side of the home; colored bug lights are allowed in back yards or on rear decks.

**Area of illumination:** Any lighting which illuminates either common areas or private property other than that on which it is installed, including reflected "backwash" behind houses, is prohibited.

**General guidelines for the construction and approval of fences are provided below:**

**Materials, Color and Visible Appearance:** Chain link fences will NOT be approved under any circumstances. All fences must be constructed only of cedar, redwood, pressure treated lumber or composite materials. Fences constructed of composite materials, such as Trex, are acceptable as long as the color is that of natural wood including brown and gray. Wooden portions may not be painted or given an opaque coating. They may be treated only with a stain and/or wood preservative that allows the natural, original wood grain to remain visible, and which does not change the wood's color to other than that of natural wood of the types cited above (new or weathered appearance). The application of any stain and/or preservative treatment to wooden portions of these structures shall not give the appearance of a solid, opaque finish. Homeowners are cautioned to follow the manufacturer's recommended product application methods to assure the wood grain remains visible. Over-application in excess of the recommended number of coats of a product may create an opaque appearance, which is not permitted.

Fences must be located only on the lines bordering the area defined as Rear Yard by Fairfax County Code. Such fence cannot extend forward past the rear of the house. The fences must be 6' in height as measured from the ground level, regardless of the location of the fence. Changes, additions or replacements thereto must be of style, construction, and overall appearance identical to that originally constructed by the builder.

**FIREWOOD:** Firewood shall be kept neatly stacked only on the rear ground level of the homeowner's property within the yard. Firewood should be stacked in piles which do not exceed six feet in length and four feet in height for both aesthetic and safety considerations. Other than a limited quantity of firewood intended for immediate use, firewood shall not be stacked on patios or decks.

**FLAGS:** Homeowners may display a flag without prior ARC approval under the guidelines: Homeowners may display seasonal, decorative, state, or national flags of an appropriate size and good condition when the flag is attached at an incline to the wall or column of the homeowner's home or to the deck by means of a temporary flag pole or staff no more than 6' in length.

**Permanent freestanding flagpoles on homeowner properties within Mount Woodley Manor are prohibited**

**GARDEN ARCHITECTURE:** The ARC may approve gardening structures such as arbors, trellis, pergolas and similar structures that exceed the fence height by no more than 2' to provide adequate head space.

**HAND RAILS/RAMPS:** All steps with 4 or more risers shall have a handrail on one side. Ramps leading from the sidewalk to the home are subject to ARC approval.

**HAZARDOUS WASTE:** All hazardous waste must be disposed of properly. Hazardous waste includes, but is not limited to, motor oil, antifreeze, tires, paint and batteries. These materials must be disposed of at proper facilities; i.e., service stations or Fairfax County hazardous waste facilities. Do not spill any oil, gasoline, antifreeze or other industrial or automotive fluids on any ground or pavement in the Mt. Woodley Manor community.

**HOT TUBS/SPAS:** Exterior hot tubs or spas must be located in the rear yard. The incorporation of hot tubs as an architectural feature of decks and/or patios is encouraged. The exterior finish of an elevated hot tub should blend with the exterior finish of the home, deck, or patio to which it is attached or most closely related.

**HOUSE NUMBERS:** House numbers within Mount Woodley Manor are regulated for reasons of security and public safety as well as for aesthetic appearance and community standards. House numbers will be placed in a location easily visible from the street and sidewalk, and will be of similar appearance and location standard to the neighborhood.

**LANDSCAPING:** Ongoing improvements and maintenance of existing landscaping for individual residences in Mount Woodley is greatly encouraged. In general, an architectural review application is not required for minor landscape improvements such as foundation plantings and single specimen plantings. Any alteration, including re-grading, which changes the existing flow of water, must not detrimentally affect neighboring properties or common areas. Plant materials should be appropriate in character, habit, species, size (both installed and mature size), number and arrangement for their purpose and environment. Stone or brick, whether used as accent elements, ground cover, paving material, walls, bed edging or "dry creeks," should be chosen so that its color, size, and installation complement the architecture of the house, its natural environment, and the associated plant material. The color of the rock, river stone, or gravel used in landscaping should be neutral earth tones (such as gray, blue-gray, brown, brownish-red, tan, or a mixture of these colors.) Such landscaping materials must not contain colors or color combinations considered excessively bright, garish, jarring, overly reflective or luminescent. Accordingly, the use of any rock, river stone, or gravel that has been painted, dyed, or otherwise treated to appear a bright or unnatural color (such as pink, green, jet black or pure white) is prohibited.

**LEAD WALKS:** All lead walks (walks leading to a home's main entrance) must be repaired or replaced with the original material. The ARC may consider resident applications to replace or repair an existing lead walk with new building materials not previously available to homeowners when the home was originally constructed, provided such new building materials are similar in appearance to the existing lead walk materials.

**MAINTENANCE OF PROPERTY:** The appearance of each and every Property in Mount Woodley Manor affects not only the overall look of the community but the individual property values within it. Property ownership in Mount Woodley Manor includes the responsibility for continued maintenance of all structures and grounds, which are part of each homeowner's lot. This includes, but is not limited to, keeping buildings and structures in good condition and repair, removing all debris, pet excrement and unsightly materials and keeping all shrubs, trees, grass and other plantings neatly trimmed, properly cultivated and free of weeds.

All homeowners are responsible for inspecting their own property periodically to ensure that there is no faded or peeling paint, rotting wood, loose mortar or cracked concrete.

It is recommended that all wood surfaces such as door and window trim, bay windows, shutters, rake board, soffit and fascia be sanded and repainted every few years to keep them in good condition.

All decks, fences and other exterior structures such as sheds and children's recreation/play equipment must be kept in good repair. The homeowner must replace rotted, damaged or warped wood. It is strongly recommended that all wooden portions of decks, fences, landscaping constructions, and other wooden structures such as storage sheds, children's recreation/play equipment, be periodically pressure washed and then a stain and/or wood preservative be applied to maintain and enhance their condition. Wooden structures may not be painted or given an opaque coating. They may be treated only with a stain and/or wood preservative that allows the natural, original wood grain to remain visible, and which does not change the wood's color to other than that of natural wood of the types cited above (new or weathered appearance). Fences with visible mold/mildew will require cleaning and homeowners can determine the appropriate means to resolve this recurring problem.

The application of any stain and/or preservative treatment to wooden portions of these structures shall not give the appearance of a solid, opaque finish. Homeowners are cautioned to follow the manufacturer's recommended product application methods to assure the wood grain remains visible. Over-application in excess of the recommended number of coats of a product may create an opaque appearance, which is not permitted.

**MAINTENANCE OF GROUNDS:** Homeowners/residents are also responsible for the continued maintenance of all grounds and landscaping within their lot. The homeowner/resident must keep grass, shrubs and trees neatly trimmed, properly cultivated and free of weeds, pet excrement and other debris. Homeowners/residents may not allow trees, shrubs or plantings of any kind to overhang or otherwise encroach upon the sidewalk, street, common area or another homeowner's property.

**MAINTENANCE SUMMARY:** It is impossible to list and describe each and every component of a homeowner's lot that must be maintained and how it should be maintained. Suffice it to say that all exterior finishes, whether brick, metal, wood or any other material, should be maintained in a state of good repair. A state of good repair consists of ensuring that the Property and its entire component parts look as good as it did when it was new. Siding must be kept clean and free of significant warp, mildew or bubbling. Peeling paint and rotting wood evidenced by cracks, mold or soft areas must be sanded, caulked and repainted. Homeowners must replace or, if possible, repair any rotted wood components. Paint on doors, trim and shutters fade with time and even if it is not peeling, these items should be repainted on [average every 2 years](#). You can save yourself many costly repairs and possible fines if these areas are inspected and routine upkeep is performed every year.

These guidelines are designed to insure not only that all units look their best but also that costly repairs are not necessary because routine maintenance is performed in a timely fashion.

If you have any doubt about the need for repairs or repainting, please contact the ARC or the BoD.

**PATIOS:** Patios must be located in rear yards and can extend to the fence line.

**PORTABLE STORAGE/MOVING CONTAINERS:** Portable storage/moving containers (commonly known as pods) or any similar units designed for the temporary storage or transportation of a homeowner's or resident's personal household goods must be located in the assigned reserved parking space, for no more than 10 consecutive days. Use of such containers for commercial or home business storage is prohibited.

**PRIVACY SCREENING:** To protect adjacent neighbor's sight lines, owners may not screen the rear of their deck nor install side screening which extends more than eight feet (8') from the rear wall of the house, except that variances may be granted if the application includes a description of extenuating circumstances and the approving signatures of adjacent homeowners.

**RAKE BOARDS:** Located at the roof line and just under the shingles (at a slope) should be periodically checked for paint condition. Often paint is faded or peeling in these areas. Deteriorated rake boards are one of the most common items found during the annual inspection.



**Rake board**

**REAL ESTATE SIGNS:** Only signs advertising a property for sale or rent may be displayed. Such signs must meet applicable County regulations with respect to size, content and removal. Signs may only be placed in the front yard of properties. Signs must be removed within three (3) days after a property is sold or rented.

**RECREATION AND PLAY EQUIPMENT:** Semi-permanent play equipment, which either constitutes a structure or is appurtenant to an existing structure, requires approval. Examples include sandboxes, playhouses, swing sets, etc. The following factors will govern approval of such equipment.

**Location:** Generally, such equipment must be placed in rear yards. All elements of the equipment must be within the homeowner's lot boundaries.

**Scale and Design:** The equipment must be compatible with the lot size. The design and any individual screening are additional considerations in evaluating whether or not there will be an adverse visual impact.

**REPLACEMENT WINDOW:** Replacement windows must be white or the color of the immediately surrounding trim. The mullion design must be compatible with the existing or neighboring windows.

**SATELLITE DISHES:** Homeowners have two options: An application may be submitted to the ARC for approval of the proposed antenna/satellite dish or notification may be submitted of the installation of antenna/satellite dish. The following criteria will govern the installation of satellite dishes within Mount Woodley Manor:

**Satellite dish must be 39" or less in diameter.**

MMWFOA has designated certain locations as preferred locations for the installation of a satellite dish. Such locations are in areas of the lot where it is compatible with the natural setting of the home and the neighborhood, these locations are:

1. Entirely within and entirely below the height of approved privacy fencing which fully encloses the rear yard or;
2. Mounted on the roof of the house with its highest point below the peak of the roof line and preferably as close to the chimney as possible, or;
3. Above the walking surface of the deck, providing that no portion of the device projects no more than 6" above the height of the deck railing, or;
4. Attached to the back outside railing of the deck, providing that no portion of the device projects more than 6" above the height of the deck railing.
5. The device does not adversely affect the safety of others or interfere with the reception of radios and television sets of neighbors.

The ARC reserves the right to recommend alternate locations for satellite dishes installed in other locations (if needed to receive sufficient signal strength for adequate reception) than those set forth in the paragraphs above.

In such an instance, the homeowner shall inform the committee in the application/notification of (a) the problem with signal strength and (b) the desired alternate location. Under such circumstances, the committee shall review the alternative location proposed by the resident to ensure that it is necessary to afford sufficient signal strength for reception and causes the least amount of visual intrusion in the neighborhood. The committee may require the homeowner to install visual barriers, such as lattice or landscaping, around the device in order to diminish any adverse visual effect which may be caused by the installation of the device or may require the resident to locate the dish in another setting so long as the dish is still capable of receiving sufficient signal strength for adequate reception. Satellite dishes that are not operational should be removed as soon as practical. Any associated wiring should also be removed.

**SECURITY BARS:** The use of security bars or grates on windows and doors is prohibited. Homeowners concerned about the security of their homes are advised to consider alternatives, including alarms and sophisticated lock systems.

**SIDING:** Homeowners may replace or overlay existing siding, which comprises the exterior surface material of their home with siding (vinyl, aluminum, vinyl-faced steel) only. Overlay means that siding and trim may be installed directly over an existing exterior surface material. The ARC will consider the following in its evaluation:

All trim work must be comparable to existing trim work in terms of color scheme(s). New trim work required incidental to the installation of siding shall match the existing installed trim. Corner posts, flat trim, soffits, fascia, rake boards, dentil moldings, door and window features, gable vents, fixture mounts, etc., may be aluminum coil wrapped around wood, vinyl, PVC, high density polyurethane or wood painted to match the siding, as appropriate and physically and aesthetically consistent with the siding to be installed.

Considerations for approval include comparability or improved quality of appearance, durability, and aesthetic harmony with the neighborhood.

**STORAGE SHEDS:** Storage sheds are defined as exterior enclosures capable of hiding or storing equipment, materials or supplies for protection from theft, visibility or weather. Because sheds not specifically designed or located for consistency can detract from an otherwise visually harmonious residential environment, the installation of prefabricated or freestanding sheds is prohibited, except as permitted by paragraph below.

**Location:** A shed must be located so that one side of the structure abuts, or is formed by, either the rear wall of the house or the interior of privacy fencing. At no point may shed height exceed that of adjacent fencing.

**Materials and Finish:** The exterior walls and doors of sheds attached to fencing must be constructed of either wood whose color and finish is similar to that of the fence or of siding whose color, style and finish match that of the exterior materials of the house. Metal sheds are prohibited. Shed roofs must be similar in color and materials to that of the house.

**Removable Storage Sheds:** Heavy duty rubber or unbreakable plastic or composite storage sheds that are portable and temporary in nature, (i.e., not permanently attached to the house or a fence) may be approved providing that they are; (1) not visible from common areas; (2) minimally visible by neighbors, (3) secured under decks with screening; and (4) aesthetically harmonious with the home in terms of color and texture/finish (e.g., pebbled/muted/dull). Applicants must include signatures of affected neighbors with their application.

Signatures by "affected neighbors" merely signify that they have received notice of the application. The mere signature of an affected neighbor shall not signify consent, nor shall any affected neighbor's refusal to sign the form constitute automatic grounds for a denial of the application.

**STORM/SCREEN DOOR:** Homeowner installed storm or screen doors must be individually approved prior to installation, regardless of location on the house, (front or side entrances). This

guideline does not apply to sliding glass/screen doors. The objective of this guideline is to describe doors that will have minimal and complementary visual and aesthetic impact on the appearance of the home.

Doors must be full view, with kick plates no greater than 12 inches in height and no panels other than glass or transparent screening intended to impede insects. "Full view" is defined as allowing an uninterrupted view of the underlying door, but may include so called "split full view" doors with two separate removable panels, provided that the cross bar securing the panels is no greater than two inches in width. The latter does not include "self-storing" doors which have screening permanently installed behind the glass (like a storm window), because that would diminish the "full view" of the underlying door. Discreet decorative etching on the (glass) border of single panel glass doors will generally not disqualify the door as "full view".

Storm or screen doors must closely match the color of the underlying door or that of the immediately surrounding trim.

**SUN ROOMS:** A sun room may be an approvable structure in Mount Woodley Manor under the conditions identified below. The term "Sun Room" is defined as a fully enclosed exterior addition to the rear of a home, constructed of wood (or high quality, durable, man-made framing such as coated metal or composite material) and glass windows. The addition, including any exterior door to the structure, must be composed primarily of glass. Other terms for Sun Room include solarium, conservatory, garden room, or greenhouse. For purposes of this guideline, freestanding structures, or external additions essentially building out existing rooms to enlarge living space, shall not constitute sun rooms (also see **Substantive Review Standards** set forth below).

**Approval Process:** Construction of a Sun Room as contemplated by this Guideline constitutes a major alteration of the original construction and design of the home. The application for approval process is therefore more extensive than is required for a lesser alteration.

**Substantive Review Standards:** In order to satisfy the criteria for approval, the application for the proposed structure must demonstrate compliance with the following characteristics:

**\*\*As proposed, the structure is comprised of three enclosed sides with the fourth side consisting of the rear facade of the house, to which the three enclosed sides and related structure are integrally attached.**

**\*\*As proposed, the size, scale, color, design, quality, and materials of the structure are architecturally and aesthetically compatible with the home, the lot, and the neighborhood.**

**\*\*Affected neighbors have not submitted any compelling complaints (in the opinion of the ARC) regarding the prospective impact of the proposed structure.**

**\*\*As proposed, the structure is predominantly comprised of glass windows or panels, framed and secured to withstand any reasonably expected wind or weather without becoming a danger or a nuisance (in terms of reflected sunlight or any other valid reason) to homeowners, neighbors or passersby. Jalousie or slatted windows are prohibited.**

**\*\*As proposed, the roof structure, gutters, downspouts and splashguards associated with the structure are i) functional and ii) appropriate to mitigate water run-off and potential drainage impact on neighboring properties or common areas. If the applicant does not propose to install new gutters or downspouts, the application shall fully address the rationale for this omission.**

**All construction must comply with applicable Fairfax County Building Code requirements, and permits shall be obtained and displayed or proffered upon request.**

**Note:** In general, if a Sun Room is proposed to be located on an elevated deck, and the applicant needs or desires additional elevated deck space to construct the proposed structure, the portion of the deck not containing the proposed structure may be extended if the deck, as extended, otherwise complies with the DECKS Guideline (e.g., size, scale, compatibility with neighborhood).

**Procedural Review Standards:** Applications for Sun Rooms must contain the following exhibits or information in order for a complete and appropriate review by the BoD and ARC:

Architectural plans and drawings, which must include all pertinent dimensions, and, at a minimum, a floor plan, roof plan, and all exterior elevations;

1. If available, a picture or photograph of a similar structure (installed), to help the ARC visualize the improvement;
2. A survey or plat of the lot, clearly showing the location of the proposed addition; Photographs of the existing house and site conditions;
3. Identification of all exterior materials to be used and treatment of those materials, including type and color/tint of glass, framing, and roof, if other than glass;
4. Technical description of integration with existing house;
5. Explanation of how water runoff and drainage will be mitigated (e.g., gutters, downspouts, splashguards, French drains) and;
6. Signatures from all affected neighbors\* signifying that they have received a copy of the application or informed notice of the application.

\* The term "affected neighbors" means homeowners who are in sight of the proposed improvement, and who may experience a visual or sight-line impact, or may be affected in other ways, such as changed drainage, effective use of property, etc. For attached homes, the term "affected neighbors" shall include, but not necessarily be limited to, all of the neighbors in the row. If the applicant has any questions about who constitutes an "affected neighbor" in their specific circumstance, they should contact the BoD for assistance. If an applicant cannot obtain the signature of an affected neighbor for whatever reason, then the applicant must document their good faith effort to notify the party and provide this information with the application.

Signatures by "affected neighbors" merely signify that they have received notice of the application. The mere signature of an affected neighbor shall not signify consent, nor shall any

affected neighbor's refusal to sign the form constitute automatic grounds for a denial of the application. Informed "affected neighbors" have until the next ARC meeting (allowing a minimum of one calendar week from effective notice) to provide to the ARC any comments about the application they wish (in person, or via e-mail, fax or U.S. Mail, to the ARC Administrator).

**Review Process:** The ARC will review each application on a case-by-case basis and will take all facts it deems relevant into consideration. As with all such applications, the ARC reserves the right to visit the home site and to consider, in making its decision, the unique characteristics of the applicant's home and neighborhood, and the setting of the home within the community. Any prior decision by the ARC to approve (or deny) an application for a particular type of sunroom does not necessarily mean that the ARC will approve (or deny) an application for a similar type of sunroom on another home. Certain factors, including, but not limited to, the location, type, or configuration of the home, or neighbor reaction, may convince the ARC to render a different ruling from a prior case.

**Time Limits:** If an applicant receives approval from the ARC for construction of a Sun Room, the applicant must complete construction of the proposed structure within 180 days of the date of receipt of the written approval. If an applicant encounters delays due to the following reasons, the applicant may file, with the BoD, a request for an extension of time to complete the construction. For good cause shown, the BoD will extend the required completion date:

**\*\*Delays in obtaining building permits through Fairfax County.**

**\*\*Start of construction and similar delays due to contractor's non-availability.**

**\*\*Acts of nature beyond the control of the homeowner(s).**

**TRASH/RECYCLING CONTAINERS:** Trash and recycling located outside residences will be kept only within covered, rigid metal or plastic containers manufactured specifically for trash/recycling purposes, or in tightly closed heavy-duty trash bags manufactured specifically for exterior use. Containers must be kept out of view at all times, except when placed at curbside no earlier than sunset before the day of regularly scheduled trash and recycling pick ups.

**TREE MAINTENANCE:** Homeowners are responsible for continued maintenance of the grounds, which are part of a homeowner's lot, which includes trees and plantings. Trees in urban settings depend on our help. The most likely cause of tree damage is human negligence, other than natural calamities. Inadequate care at the proper time makes trees susceptible to disease and lacking in strength to survive severe weather conditions. By giving a little care and following correct tree care practices; homeowners can make sure that their trees are protected and ready to face nature's fury.

**Look at your trees:** Trees show signs of stress. Changes in the tree's appearance can tell you a lot of things. Look for change in leaf color, misshapen leaves, cracks in the trunk or major limbs, hollow or decayed areas, and the presence of extensive dead wood and early loss of leaves.

**Hire a professional:** Sometimes it is difficult to take care of your trees with limited knowledge. Hire a professional arborist, and beware of "fly-by-night" individuals. Ask for insurance, references, estimates and professional affiliations. Do not hesitate to get a second opinion.

**Topping and "Lion Tailing" are forbidden:** Never, ever, top your tree. By doing so, you are inflicting irreparable damage to your tree, such as ruining the tree structure and destroying the tree's appearance and value. There are numerous ways by which the canopy of the tree can be thinned without topping.

**Prepare your trees for the next season:** It is important that you monitor the growth of your trees so they will be prepared for the upcoming season. No one can change the course of a storm, but you can give your trees a better chance of survival by performing a health check. Seek professional advice if needed. Preventive maintenance is less expensive than trying to fix a problem, or remove a fallen tree off of your house.

**Timing is very important:** Trees react differently in each season; hence the timing of various tree operations is critical. Fertilization and planting and disease control are examples of time-sensitive tree care operations.

### **Some maintenance practices:**

Pruning can be an important part of tree maintenance. The idea of pruning live growth is to restrict growth in one area and encourage in the other area, as well as remove the damaged or dead limbs. Pruning encourages growth, improves flower and fruit production, improves plant health, repairs damage and helps add aesthetic appeal to a tree. Pruning at the right time can be very critical as it is possible that you can kill the tree by not doing so. Arborists have the capability to make the tree look more attractive as they prune.

Timing of pruning is very important to the health of your tree. Pruning some trees at the wrong time of the year can be detrimental to their health. On the other hand, many trees can be pruned year-round. Late Fall- early winter is generally ideal time to prune most trees. You should consult a local arborist to find out the proper time to prune your trees.

Good follow-up watering helps promote root growth. Drip irrigation systems and water reservoir can facilitate watering.

Mulch, but don't over mulch newly planted trees and shrubs. Two to three inches of mulch is best, less if a fine material, more if coarse. Use either organic mulches (shredded or chunk pine bark, pine straw, composts) or inorganic mulches (volcanic and river rocks).

Don't use black plastic beneath mulch around trees and shrubs because it blocks air and water exchange. For added weed control, use landscape fabrics that resist weed root penetration but permit water and nutrients to penetrate. Apply only one or two inches of mulch atop fabrics to prevent weeds from growing in the mulch.

Only stake newly planted trees with large crowns, or those situated on windy sites or where people may push them over. Stake for a maximum of one year. Allow trees a slight amount of flex rather than holding them rigidly in place. Use guying or attaching material that won't damage the bark.

To prevent trunk girdling, remove all guying material after one year. Trees in the urban/suburban landscape have traditionally been valued for their aesthetic qualities and shade they produce. Trees have many other important benefits. Trees enhance property values. Research shows that

the value of your property could increase, depending on the size, type, location and health of its trees. Mature trees are particularly valuable. Therefore, it makes sense to protect your tree investment with proper maintenance.

Have a professional arborist evaluate the trees you own. Doing this will help you determine potential weaknesses and dangers. Ask the arborist to look for signs of potential hazards, such as stress cracks, weak branches and other subtle indicators of potential hazards. Check the tree for dead or partially attached limbs hung up in higher branches that could fall and cause damage or injury during a storm.

To locate a professional arborist in your area, or to get information on the care and maintenance of trees, contact the National Arborist Association, 1-800-733-2622 or by a zip code search on the NAA's web site [WWW.NATLARB.COM](http://WWW.NATLARB.COM). The NAA is a 60-year-old public and professional resource on trees and arboriculture. Its more than 2,000 members all recognize stringent safety and performance standards, and are required to carry liability insurance.

**TREE REMOVAL:** ARC approval is required to remove any live tree regardless of species with a trunk in excess of four inches in diameter when measured twelve inches above grade. Any tree over four inches in diameter removed without prior approval may be required to be replaced with a replanting at the owner's expense.

**There should be valid reasons for the removal of trees. Examples might include:**

Disease or damage

Potential damage to people or property that cannot be corrected by trimming or pruning

Detrimental effect on other desirable plant material

Blockage of paths or vehicular sight lines that cannot be corrected by trimming or pruning

So overgrown that pruning will not solve the problem

Too large for space

Invasive roots which could affect adjacent structures

Blockage of lighting/windows that compromises security and cannot be remedied by pruning

The ARC may require a statement from a certified arborist to substantiate the application. The ARC may require the installation of an appropriate replacement tree, as a condition of approval to remove a tree.

Dead trees must be removed within **45 days, or sooner**, if deemed high risk. If replacing with a tree on the above suggested tree list, approval is not required.

**WINDOW TREATMENTS:** Interior window treatments can affect exterior appearance. Some guidelines are necessary to maintain uniformity. Improper or unsuitable window treatments may not be installed at any time. Improper window treatments include, but are not limited to: aluminum, foil, bed sheets, laundry, plastic, blankets, cardboard, flags, newspaper, etc. Torn or broken window treatments, i.e., blinds or shades are all considered improper window treatments.

**WIRES AND CABLES:** Wires or cables, including those installed to convey internet or television signals, shall be hidden or buried so as to minimize their visibility and potential hazard. MWMHOA is not responsible for any unburied cable that may be cut or destroyed by its contracted landscaper. The

contractor also has no liability for any damage to unburied cable. Homeowners are responsible for ensuring that cable is promptly buried after installation of service.

These Architectural Guidelines were presented to the Board of Directors at their March 20, 2012 meeting and were approved unanimously.