

FAIR OAKS CHASE HOMEOWNERS ASSOCIATION

Architectural Review Board (ARB) Guidelines Policies and Regulations

Revised June 2010

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1.0 Introduction

1.1 Objective

The objective of this document is to help homeowners understand their responsibilities in the community and to understand the role of The Fair Oaks Chase Architectural Review Board, hereafter referred to as the **ARB**.

1.2 Background

Fair Oaks Chase is a community of 95 units built on 40 acres. The units are made up of 85 single-family homes and 10 townhouses along the West Ox corridor.

1.3 Terms Used

The following terms are in this document:

- POA ACT - refers to the Virginia Property Owners Association Act.
- ARB - refers to The Fair Oaks Chase Architectural Review Board.
- The Fair Oaks Chase HOA Covenants - refers to the *Declaration of Covenants, Conditions, Restrictions and Reservation of Easements* for The Fair Oaks Chase HOA.
- The Fair Oaks Chase HOA Board of Directors - refers to the Board of Directors of the Fair Oaks Chase Homeowners Association.
- The Fair Oaks Chase HOA - refers to The Fair Oaks Chase Homeowners Association.

2.0 Guideline Developments

2.1 Development of Guidelines

Fair Oaks Chase was designed to provide all members with quality amenities, while preserving peaceful open landscaped areas. A primary goal of those who were involved from the onset in the development and management of Fair Oaks Chase was to maintain a uniform, high quality external appearance of member properties and common areas so that the community could be enjoyed by all and real property values would be sustained or increased. Such a goal requires a coordinated effort and the cooperation of all members. To achieve this goal, the responsibilities of membership are spelled out in the *Declaration of Covenants, Conditions, Restrictions and Reservation of Easements* for the FOC and in the *Covenants, Conditions, and Restrictions*. These documents, and others, are made available to all in accordance with the ACT at the time of settlement/purchase.

2.2 Development of ARB Guidelines

The Fair Oaks Chase HOA Homeowners Association is hereafter referred to as **The Fair Oaks Chase HOA**. The Fair Oaks Chase HOA did the following to help homeowners in these sections understand how the overall goals of the community related to them:

- Appointed an ARB with the purpose of maintaining, preserving and architecturally controlling the residential lots in The Fair Oaks Chase HOA.

- Developed Guidelines to help members understand how the responsibilities contained in association governing legal basis documents affected them and to help the ARB carry out its purpose.
- Establishes the following restrictions and regulations hereinafter referred to as the “rules,” which shall be binding upon all homeowners and their family members, tenants, occupants, successors, heirs and assigns who currently or in the future may possess any sort of property interest in a lot within the community, and which shall serve to supplement any current restrictions and guidelines of record or previously adopted rules on the same subject matter (e.g. Section 23 of Declaration of Covenants, Conditions and Restrictions)

Initial Guidelines were developed in the April 1999 while The Fair Oaks Chase HOA was still under builder control. This revision is issued with interpretations and clarifications of association governing legal basis documents: the *Declaration of Covenants, Conditions, Restrictions and Reservation of Easements* for the PCA; the *Articles of Incorporation of The Fair Oaks Chase HOA*; the *Declaration of Covenants, Conditions, and Restrictions* for The Fair Oaks Chase HOA; the *Bylaws of The Fair Oaks Chase HOA*; and the *Virginia Property Owners Association Act*, hereafter referred to as the **Act**.

To ensure that the Guidelines are meaningful to all members, procedures are developed for application, review, appeal, and enforcement. Enforcement procedures follow limitations and criteria set forth in the Act and, simply stated, call for the limited monetary fines allowed to be added to normal association assessments after all forms of due process by the ARB and The Fair Oaks Chase HOA Board of Directors, hereafter referred to as **The Fair Oaks Chase HOA Board of Directors**, have been exhausted.

These Guidelines supplement the Declaration of Covenants, Conditions and Restrictions for The Fair Oaks Chase HOA.

While it would be impractical to address each specific design possibility, these Guidelines are intended to present the principal factors that should be considered when developing a design for which approval shall be requested. More specifically, these Guidelines attempt to define the standards by which all applications shall be considered regarding size, quality, location, materials, and color of any architectural modification. They are also the standards against which all properties shall be measured during the annual review of the community by the ARB.

The ARB will apply the Guidelines to all member properties fairly and consistently. Homeowners may notice some inconsistencies in the community that were introduced by the developer prior to The Fair Oaks Chase HOA control. While homeowners are encouraged to correct these inconsistencies, Architectural Modification Application Form request and reviews are required for all approvals as noted in appropriate sections of the Guidelines. To ensure that inconsistencies are not duplicated by other homeowners, the ARB reminds all homeowners that no existing structure may be altered or externally

improved or addition to a structure be erected or placed upon a property until the plans and specifications including elevation, material, color, and texture and a site plan showing the location of all improvements with grading modifications is filed with and approved in writing by the ARB.

2.3 Amendments to Guidelines

The ARB shall review the Guidelines periodically to determine if there is a need for amendments. It is anticipated that any changes would be primarily additive and would not involve substantive changes to The Fair Oaks Chase HOA Covenants.

2.4 Conformance to Guidelines

The properties in The Fair Oaks Chase HOA are reviewed periodically to ensure adherence to these Guidelines. Generally, properties are reviewed:

1. During a formal walkthrough of the entire community that is conducted by ARB members semi-annually.
2. During ad hoc reviews by ARB members and/or Property Management.
3. Prior to preparing a *Resale Disclosure Packet* for a seller.

Deficiencies noted at these times are brought to the attention of the homeowner so that corrective action may be taken. All administrative charges for notices to homeowners of nonconformance shall be borne by the homeowner. Additional penalties shall be borne by the homeowner of \$10 per day, not to exceed \$900.00, for every day past the stated due date in the notice to the homeowner that the homeowner does not correct the nonconformance.

3.0 Application Processing

3.1 Submission of Application

When considering making changes, the following procedure shall be followed for ARB approval. All appropriate local ordinances and building permit approvals shall be the responsibility of the homeowner, but such approval shall not be a substitute for approval of the ARB.

1. Obtaining the Required Approval Form
The ARB Approval Form shall be used to request any applicable changes to your property. A copy is attached to these Guidelines as Exhibit A. Copies are also available from Property Management during normal business hours.
2. Complete the Form
Fill-in the form and attach necessary information. Generally, the following should be a part of every application:

Site Plan	If appropriate for the request, a site plan shall be submitted that clearly identifies location of the proposed change, its dimension and distance from adjacent properties. A site plan is most easily prepared from a copy of the property plat, which homeowners should have received at time of settlement.
Identification of Material and Color	If appropriate for the request, information about the materials and color shall be submitted. This includes: <ul style="list-style-type: none"> • Description of materials and colors to be used. • Description of existing colors and materials. • Samples, where materials and/or colors are compatible but different from those currently in use. If an exact match of the existing color is to be used, samples need not be included.
Drawings and/or Photographs with a Written Description	If appropriate for the request, a sketch, diagram or photograph shall be provided along with a written description. This may be in the form of manufacturer's literature or photographs as well as freehand or mechanical drawings. The amount of detail shall be consistent with the complexity of the proposed change (i.e., more complex, more details). Relationship of major architectural features such as existing and proposed roof lines, roof slopes, window sizes and alignment, building height(s), exterior elevations for the proposed structure, and, if appropriate, plans or provisions for landscaping or grading, etc., shall be shown as they affect the applicant's house, and as they relate to adjacent properties.

3. Obtain signature(s) from Adjacent Property Owner(s)
For an application to be considered complete, the signatures of any and all adjacent homeowners affected by the proposed change shall be included. When appropriate, this may include homeowners to the rear and across the street of the subject property. Obtaining the signature of adjacent homeowners does not constitute that homeowner's approval of the proposed change, but rather obtaining the signature will serve as notification of the proposed change. In the case of multiple owners of adjacent properties, one authorized signature will be sufficient.
4. Submit the Application Package
The application package shall be submitted to Property Management. The ARB reviews applications on a monthly basis.

3.2 Processing of Application

1. Application Package Checked for Completeness

Property Management will submit the application package (the ARB Approval Form and any supporting information) to the ARB. The package will be reviewed by the ARB for completeness.

If Package is...	Then...
Incomplete or contains insufficient information to process it	Package will be returned to the applicant with a request for additional information
Contains sufficient information to clearly understand the request	ARB will proceed in reviewing it.

2. Request Reviewed by ARB

The ARB will review the request and shall approve or disapprove it. The ARB has forty-five (45) days from the date of acknowledged receipt by Property Management to act upon the request. Failure by the ARB to do so will result in the request automatically being approved unless the proposed modification is in conflict with the existing rules and regulations as stated in The Fair Oaks Chase HOA Covenants.

3. Board of Directors Notified

At the conclusion of its review, the ARB will provide notification to The Fair Oaks Chase HOA Board of Directors of the status of each application.

4. Applicant Notified of ARB Decision

Property Management will notify the applicant of the ARB decision in writing. A letter will be sent to the applicant's address of record.

3.3 Appealing the ARB Decision

An appeal may be made to the Board if it appears that any of the following situations occurred:

- Proper procedures were not followed during the administration and review process.
- Decision was arbitrary and had no rational basis.

To initiate the appeals process, the applicant or other affected property owner(s) shall do the following:

1. Submit Written Request for Appeal

Appeal initiators shall submit a written request for an appeal to Property Management within fifteen (15) days of the receipt of notification of the ARB decision.

2. Appeal Referred to Board

Property Management will present the appeal to The Fair Oaks Chase HOA Board of Directors for review at its next meeting. The decision of the Board shall be final.

3. Property Management Notified

The Fair Oaks Chase HOA Board of Directors will notify Property Management of its decision.

4. Appeal Initiator Notified

Property Management will notify the appeal initiator of the Board's decision. A letter will be sent to the appeal initiator's address of record.

4.0 Guidelines

4.1 House/Structures

4.1.1 Satellite Dish and Exterior Antennas

Reference Declaration of Covenants Conditions and Restrictions, Section 24 h for guidelines.

1. Definitions

- a. Antenna: any device used for the receipt of video programming services or high speed internet, including direct broadcast satellite dish (DBS), television broadcast antennas, and multipoint distribution service antennas (MDS).
- b. Mast: structure to which an antenna is attached that raises the height of the antenna.
- c. Transmission-only antenna: any antenna used solely to transmit radio, television, cellular or other signals.
- d. Owner: any party named in a deed of record as a homeowner of a lot in the community or any party who acts with the written permission of the Homeowner to install an antenna.
- e. Telecommunications signals: signals received by DBS satellite dishes, high speed internet, television broadcast and MDS signals.

2. Application/Notification Guidelines

- a. Homeowners need submit an application to ARB for approval of their proposed antenna before installation.
- b. When a Homeowner submits an application to the ARB for an antenna approval the ARB will review the application on an expedited basis. The Homeowner will receive written notification of approval. Variance requests shall be given the same approval time frame, requirement and guidelines as all other approvals.
- c. If a Homeowner submits a Notice of Intent to Install an Antenna to the ARB. The notice must be filed before the installation. After receipt the ARB shall

make arrangements of an installation compliance inspection. In such case, the Homeowner bears all risk of non approval due to a lack of compliance with the guidelines stated herein. If the antenna does not comply with the guidelines, The Fair Oaks Chase HOA reserves the position of compelling the Homeowner to comply with the guidelines whether or not the antenna installation has been completed.

3. Installation Guidelines

a. Antenna Size and Type

- Homeowners (or anyone acting with the Homeowner's written Permission) may install a DBS dish that is one meter (39 inches) or less in diameter. Satellite dishes which are larger than one meter in diameter are strictly prohibited.
- Homeowners may install a MDS antenna that is one meter (39 inches) or less in diameter. MDS antennas which are larger than one meter in diameter are strictly prohibited.
- Pursuant to the FCC rule, Homeowners may install a regular TV antenna designed to receive broadcast stations.
- Homeowners may not install any type of antenna, which transmits a signal of any sort or disrupts the reception of the radios and television sets of neighbors. Such antennas are strictly prohibited.
- Any type of antenna not specifically protected by the FCC rule is strictly prohibited.
- Homeowners may install no more than two antennas for each type of service.

b. Location

Homeowners must install their antenna in one of the following designated locations:

- On the rear side of the roof.
- At ground level in the rear yard screened or decorated with natural landscaping or flowers.
- Inside a window within the home.
- Above the walking surface of a railed deck, provided that no portion of the device projects more than 6 inches above the height of the deck railing.
- If installed with a mast, entirely within and below the height of approved privacy fencing which fully encloses the rear yard.
- Installation of antennas in the front or side yards is prohibited.
- Installation of antenna on the front or side facades is prohibited.

- Antennas not currently in the proper locations **shall not be grandfathered** and relocation to the approved area is expected within 21 days of notification, and will be at the Homeowner's expense.

No alternative locations shall be permitted without (i) a written certification from the Homeowner that installation of the antenna in the approved locations would not afford sufficient signal strength for adequate reception and (ii) a precise written statement describing the alternative location where sufficient signal strength would be adequate for reception.

In such cases, the ARB shall reserve the power to grant a variance from the guidelines expressed herein, but shall endeavor to protect the community from architectural blight to the greatest degree possible. The ARB shall strive to ensure that all concerns over safety are satisfied.

- Antennas are not to be installed such that they encroach upon any common area, another Homeowner's lot or the airspace of another Homeowner's lot.
- Homeowners must locate their antenna in a place and manner, which shields it from view from the nearest street(s) or from other lots in the community to maximum extent possible.
- The installation of antenna on the common areas is strictly prohibited.

c. Installation

- Antennas shall not be larger or installed higher than is absolutely necessary for reception of an acceptable quality signal.
- Antennas must be properly secured so they do not jeopardize the safety of any passerby.
- Antennas shall be installed and secured in such a manner that complies with all applicable Virginia building codes and manufacturer's instructions. Prior to installation, Homeowners shall provide the ARB with a copy of any applicable governmental permit if a government agency requires the permit for safety reasons.
- Antennas shall not be placed anywhere near power lines (above ground or buried). Homeowners must not cause the antenna to collide with a power line.
- Homeowners are required to exercise their best efforts, subject to reasonable cost limitations, to install their antenna in such a manner and location where they can obtain an adequate signal with the least amount of adverse impact upon the lot's aesthetic appearance.
- Antennas shall be permanently grounded to minimize the possibility of electrical and fire damage.

d. Maintenance

- Homeowners who install or maintain antennas are responsible for all associated costs, including, but not limited to, the costs to:
 - Place (or replace), repair, maintain, and move or remove the antenna.
 - Reimburse residents of The Fair Oaks Chase HOA for costs incurred to correct damage caused by the Homeowners failure to properly install, maintain or use the antenna.
- Owners shall have a continuing duty to prevent their antennas from falling into disrepair or becoming a safety hazard. Homeowners shall be responsible for antenna maintenance, repair and replacement, and the correction of any safety hazard.
- If an antenna becomes detached, the Homeowner must remove or repair such detachment within 72 hours. If the detachment threatens anyone's safety, The Fair Oaks Chase HOA may remove the antenna at the Homeowner's expense.
- Homeowners shall be responsible for repainting or replacing the antenna if the appearance of the exterior surface deteriorates or is damaged in any material way.

4. Antenna Camouflaging

- a. The Fair Oaks Chase HOA reserves the power to require owners to paint any portion of the antenna that it matches or is reasonably compatible with the structure to which it is attached. If such a requirement would void the warranty from the manufacturer, the Homeowner must submit a copy of the warranty to the ARB in order to be absolved of the requirement.
- b. The Fair Oaks Chase HOA reserves the power to require Homeowners to install visual screening, natural or otherwise around the antenna in order to diminish any material adverse effect which may be caused by the installation of the antenna.
- c. Homeowners must install exterior wiring for the antenna in the least obtrusive manner.

5. Mast Installation

- a. Mast height may be no higher than absolutely necessary to receive acceptable quality signals.
- b. Licensed and insured contractors must install masts.

6. Installation by Tenants

- a. These guidelines shall apply in all respects to tenants. Those tenants who desire to install an antenna permitted under these guidelines must obtain prior written permission of the Homeowner/landlord and furnish the ARB with a copy of this permission with the application form.

4.1.2 Enforcement

- a. If these guidelines are violated, The Fair Oaks Chase HOA reserves all of its

legal remedies, including, but not limited to the due process procedures set forward in Virginia Code Section 55-513.B.

- b. If any antenna installation poses a serious immediate safety hazard of threat to property, The Fair Oaks Chase HOA reserves the power to remove the antenna without notice to the Homeowner. The Fair Oaks Chase HOA shall provide advanced written notice to the Homeowner of The Fair Oaks Chase HOA's concerns for safety and its request of the Homeowner to remove, relocate or re-secure the antenna.

1. Severability

- a. If a court of law rules any provision herein to be invalid, the remainder of these guidelines remain in full force and effect.

4.1.3 Chimneys and Chimney Caps/Screens

All new chimneys or chimney modifications shall require prior ARB approval. All chimneys shall be installed on the back or side of the house. The chimney or flue shall extend above and behind the ridgeline to the same height as adjacent chimneys and flue enclosures. Chimneys shall be of construction materials that match in texture and color the current construction materials used on the house. Chimney repairs shall be exactly consistent with the initial chimney installed on the house.

Chimney caps/screens, used to keep animals out of the chimney, shall be consistent with those used in the community.

4.1.4 Doors

4.1.4.1 Brass Kick Plate

A brass kick plate, no more than eight (8) inches high, may be allowed.

4.1.4.2 House Doors/Garage Doors

The replacement of existing house or garage doors may be permitted without ARB approval provided the replacements are the equivalent architectural design as those originally installed by the builder. Any installation other than the original size, style and color shall require prior ARB approval.

Reference 5.3.2 Changes to Exterior Surface Materials and Colors for guidelines on surface materials and colors.

4.1.4.3 Screen and Storm Doors

The installation of screen or storm doors on the exterior of the house meeting the following criteria shall be permitted without ARB approval: Only full-view, straight-line framed doors painted to match the existing front door color or house trim color shall be allowed. Frame shall be a flat and smooth surface. Top and side bars shall not exceed five (5) inches in width. A horizontal center support bar shall be permitted, but it shall be one (1) inch to three (3) inches in vertical width if present.

Variations may be permitted only on the rear of the house with ARB approval.

4.1.4.4 Security Doors

Security door bars shall be prohibited.

4.1.5 Driveways

Driveways shall be properly maintained. Maintenance shall include such efforts as sealing cracks and filling in areas that have experienced sinking at a level lower than the majority of the driveway. Driveway extensions and/or other changes to the driveway shall require prior ARB approval.

4.1.6 Exhaust Ducts and Ventilation Devices

Exhaust ducts or other mechanical devices requiring penetration of the side of the house may be installed with prior approval from the ARB. Such devices shall be as small in size as functionally possible and shall be screened by landscaping, where practical.

Attic ventilators or other mechanical devices requiring penetration of the roof shall be permitted and may be installed without prior approval from the ARB. Such devices shall be as small in size as functionally possible and should match the roof, the color of the chimney duct or be mill-finished. They shall be located on the backside of the roof and not extend above the ridgeline of the roof.

4.1.7 Exterior House Light Fixtures/Lighting

Exterior light fixture design shall be compatible with the building architecture and appropriately located. The type, color and quality of new/replacement light fixtures shall be consistent with other light fixtures on the house and be of a quality that is, at a minimum, with those originally installed.

The use of colored lights in front light fixtures shall be prohibited.

The following conditions shall be unacceptable: Exposed conduits or wiring; glare of such intensity as to adversely affect the use of adjacent properties; commercial/industrial type fixtures; or sodium or mercury vapor fixtures.

Reference 4.2.7 Landscape Lighting for guidelines on the use of light fixtures and lighting in the yard.

4.1.8 Front Walkway, Steps, and Porch

The painting of the front walkway, steps and/or porch concrete shall be prohibited.

The use of outdoor carpeting on the front walkway, steps and/or front porch shall be prohibited.

4.1.9 Gutters and Downspouts

The replacement of existing gutters and downspouts shall be permitted without ARB approval provided the replacements are the same design as those originally installed by the builder. Any installation other than the original size, style and color shall require prior ARB approval.

In no instance shall the replacement or addition of gutters and downspouts be permitted to adversely affect drainage on adjacent properties. Gutters shall be contiguous with the roofline. Downspouts shall not bisect a wall. The color of gutters, downspouts and any supporting structure or attachments shall be the same as the exterior trim.

4.1.10 House Numbers

4.1.10.1 Use and Location

House numbers are used in the community and shall be clearly visible from the street to comply with Fairfax County code. The recommended location is above the front entrance door.

For those houses where the recommended location does not work, the house numbers should be located above or beside the front entry. House numbers are not to be placed or painted on the street, curb or sidewalk.

4.1.10.2 Size and Type

House numbers shall be three and half (3.5) inches to four (4) inches in height and shall be black. Deviations shall be prohibited.

4.1.11 Patios and Decks

4.1.11.1 Installation

The installation of any patio or deck requires the approval of the ARB before installation is undertaken. Appropriate landscaping to soften the effect of the installation is encouraged.

4.1.11.2 Construction Materials

In ground patios shall be constructed of poured concrete, brick, stone or commercial paver tiles. Above ground patios or decks shall be constructed of wood or wood like materials.

4.1.11.3 Workmanship

Proper workmanship to guarantee sound construction and attractive appearance shall be required.

4.1.11.4 Drainage

Drainage shall not be adversely affected. The patio or deck shall be constructed so that there is proper drainage and so no ground level drainage problems are created on either

the adjacent properties or on Common Area. Should drainage problems occur, as a result of patio or deck installation then the homeowner causing such is responsible for all corrections and associated expense.

4.1.11.5 Access from House/New Doors or Windows

Plans for patios or decks shall show access from the house to the patio or deck, including the design for any new doors or windows. Should new doors and/or windows be required, they shall match those already existing on the house.

4.1.11.6 Location, Size and Type

A patio or deck may be installed on the rear of the house. A patio or deck shall be wholly erected inside the line of sight of the exterior side walls of the house and shall be contiguous with the house so as not to be visible from the street, except where sighting shields the patio or deck from view from the street.

Patios and decks shall maintain a setback from all property lines by eighteen (18) inches or as required by Fairfax County regulation, whichever is greater, unless the ARB and the County approve a smaller setback.

Deck size shall be compatible with existing standards and acceptable aesthetics. Deck area may be constrained by elevation such that a ground level deck may be allowed to occupy a greater area than an elevated deck.

4.1.11.7 Awnings, Screens, Trellises, Arbors, Siding or Enclosure

ARB approval shall be required for awnings, screens, trellises, arbors, siding or any type of enclosure above or below an elevated deck or above a patio or ground level deck.

4.1.11.8 Staining/Painting

A deck may be stained; however, prior approval shall be received from the ARB if the color to be used is different than the original color or is not compatible to the color of the house.

4.1.12 Planter Boxes

No planter boxes shall be affixed to the front or side of the property without ARB approval.

4.1.13 Solar Panels

Solar panels must have prior approval by the ARB.

4.1.14 Windows

4.1.14.1 House Windows

The replacement of existing windows shall be permitted without ARB approval, provided the replacement windows are the equivalent architectural design as those originally

installed by the builder. Any installation other than the original size, style, color and materials shall require prior ARB approval.

4.1.14.2 Screen and Storm Windows

The replacement or of screen or storm windows shall be the same as original architecture. Any changes from this standard shall require prior ARB approval.

4.1.14.3 Security Windows

Security window bars shall be prohibited.

4.1.14.4 Wrought Iron Style Window Grills

The installation of window grills shall require prior ARB approval.

4.1.14.5 Window Air Conditioners

Window air conditioners shall be prohibited.

4.1.15 Wrought Iron Style Railings

The installation of new railings shall require prior ARB approval.

Only black paint shall be used on wrought iron style railings. Prior approval to paint existing installations shall not be required from the ARB.

4.2 Yard

4.2.1 Changes to Drainage Patterns

Any change that diverts ground water onto the adjacent properties or Common Area or otherwise substantially changes existing drainage patterns shall be submitted to the ARB for approval. This includes, but is not limited to, changing the slope of the land, using landscaping timbers or stones, erecting retaining walls or other structures.

Efforts to improve drainage through the use of underground drainpipes, which do not show above ground, shall not need to be approved by the ARB.

4.2.2 Changes to Elevation

Any change to the ground elevation of a lot shall require approval by the ARB.

4.2.3 Compost Piles

Compost piles shall be prohibited.

4.2.4 Decorative Lawn Materials/Coverings

Any decorative modification to front or side yards shall require ARB approval.

Only stones in earth-toned colors may be used as decorative accents in front and side yards. Decorative stone installed as of the date of these revised ARB Guidelines must be reasonably maintained and kept weed and debris free or they must be removed at the

expense of the homeowner. No new decorative stone may be installed as a replacement for lawn grass or mulch beds.

4.2.5 Edging

Plastic or wooden fencing or lattices used as edging or for other decorative purposes shall be prohibited in front and side yards, except with ARB approval. Boundary edging of brick laid end-to-end, treated wood, rubber/plastic molding or scalloped concrete pieces shall be prohibited, except with ARB approval.

4.2.6 Fencing and Gates

4.2.6.1 Use of Fencing and Gates

Fencing is usually an intrusion on the open character of The Fair Oaks Chase HOA property and may have both a visual and a physical impact on adjacent properties. Careful consideration shall be given to the fencing concept and execution so that the open nature is preserved.

Any fence shall require the approval of the ARB before installation is undertaken. New fencing for properties currently without fencing may be approved on a case-by-case basis.

Gates shall match the fencing in design, material, height, and natural color and maintained in “new” condition as with fencing. The top of the gate shall be flush with the top of the fence.

4.2.6.2 Material and Design

Only wood or wrought iron fencing and gates shall be considered in general conformity with the architectural design of the community. Chain link or other metal fencing shall not be permitted.

Replacement fencing shall be of identical material and design as existing fencing.

4.2.6.3 Height, Position, Location

Fences shall not exceed four (4) feet in height. The unfinished side of the fence (the side showing the posts and other supporting members) shall face the interior of the property on which the fence is erected. Metal caps on the fence posts shall not be allowed.

No part of the fence may be installed on Common Area, which is the property of The Fair Oaks Chase HOA.

If the ground slopes, the entire fence shall follow the contour of the ground.

No building, fence, wall or other structure shall be commenced, erected or maintained upon the property, nor shall any exterior addition, change or alteration therein be made

(including change in color) until the plans and specifications showing the nature, kind, shape, height and location of the same shall have relation to surrounding structures and topography by The Fair Oaks Chase HOA. Under no circumstances shall a Homeowner install a fence past the rear plane of the dwelling unit (e.g., front and side yard fencing is prohibited).

4.2.6.4 Painting/Staining

All wood fencing/gates shall be left unpainted and unstained (except for clear preservatives) on both sides. Color preservatives shall require ARB approval.

4.2.6.5 Maintenance of Fencing/Gates

All fencing/gates shall be maintained in “new” condition and straightened as required. Should fencing/gates not be properly maintained and kept upright and straight by homeowners, The Fair Oaks Chase HOA may make necessary notification of repairs to be completed by homeowner and at homeowner’s expense and in a timeframe as indicated by the Board.

4.2.7 Landscape Lighting

The use of landscape lighting shall require prior ARB approval. Lighting shall be designed to be directed or away from direct sight, diffused, shielded and of low voltage.

Fixtures shall be no more than twelve (12) inches above the ground.

The following conditions shall be unacceptable: Exposed conduits or wiring; glare of such intensity as to adversely affect the use of adjacent properties; commercial/industrial type fixtures; and sodium and mercury vapor fixtures.

Reference 4.1.7 Exterior House Light Fixtures/Lighting for guidance on house light fixtures and lighting.

4.2.8 Ornaments and Other Decorative Objects

Unpainted ornaments no more than six (6) inches in height and no more than twelve (12) inches in length may be permitted, with no more than three (3) in number. Other lawn and bedding ornaments, including but not limited to statuary, bird baths, bird feeders, bird houses, decorative balls, rocks, ceramics, wishing wells etc., shall be prohibited in front and side yards and in rear yards visible from the street, except with ARB approval.

4.2.9 Plantings and Lawns

4.2.9.1 Replacement of Existing Plantings

Replacement of existing planting material shall be permitted without ARB approval.

4.2.9.2 New Landscaping

Plans for new landscaping, which constitute a major change to the open portion of the property, shall be submitted to the ARB for approval. Due to the close proximity of the

properties in The Fair Oaks Chase HOA it is important for each Homeowner to remember that nothing shall be done or placed on a property that may become an annoyance or a nuisance to the neighborhood.

All trees and shrubs shall be located so as not to obstruct public walkways or overhang onto adjacent properties.

Any tree or scrub used as an architectural fencing shall require ARB approval.

4.2.9.3 Maintenance of Plantings and Lawn

Proper maintenance of all plant material installed by the homeowner becomes and remains the responsibility of the Homeowner. Flowers, plants, shrubs, trees and lawns shall be neatly maintained. Lawns shall be maintained, subject to drought restrictions, at a standard that precludes weeds, clover, and bare spots. All lawn areas shall be kept mowed and shall not be permitted to grow beyond a height of six (6) inches. Proper edging of lawns and the removal of grass clippings is the responsibility of the Homeowner and must be regularly maintained.

After notification The Fair Oaks Chase HOA may cause lawns that are not maintained to be cut at the Homeowner's expense. All administrative costs, reasonable and limited, associated with the violation shall also be borne by the Homeowner.

No tree, hedge or shrub planting shall be maintained in such a manner as to obstruct sight lines for vehicular traffic. The Fair Oaks Chase HOA may cut back or remove any trees, hedges, or shrubs that restrict sight lines for vehicular traffic, or obstruct sidewalks at homeowner's expense.

All open property areas shall be maintained as grass lawns.

4.2.10 Recreational and Play Equipment

Recreational and play equipment shall be located in rear yards no closer than ten (10) feet to the nearest property line.

The equipment shall be made predominately of wood and left to weather naturally or painted a solid dark green or dark brown color with a flat paint.

Tree houses, playhouses, skateboard ramps, and permanently installed basketball goals shall be prohibited. Portable basketball goals are permissible in driveways for the purpose of active use. Any permanent storage of these units while out of use shall not be permitted in the front or sides of the property.

4.2.11 Sprinkler Systems

All permanent outdoor sprinkler systems must be "in ground" with minimal to no above ground piping or fixtures. All above ground material must be black or dark green and

inconspicuous from the street. Any deviations from these guidelines shall require approval of the ARB.

4.2.12 Storage Sheds

Storage sheds shall be prohibited.

4.2.13 Swimming Pools, Hot Tubs, Spas

Above ground swimming pools shall be prohibited. In ground swimming pools, hot tubs and spas shall require ARB approval.

4.2.14 Walls or Structures

All landscaping involving the erection or maintenance of a wall or structure shall be submitted for ARB approval. All landscaping timbers and retaining walls shall be constructed in such manner as to not divert ground water onto the adjacent properties or Common Area or to otherwise substantially change drainage patterns.

4.2.15 Water Displays

Permanent water displays such as ponds, fountains, waterfalls, etc. in any part of the yard shall require ARB approval.

4.3 Other

4.3.1 Benches and Chairs

The placement of bench and/or chairs on the front porch shall be permitted without ARB approval. All benches placed on the front or side of the yard shall require ARB approval.

Plastic benches or furniture shall be prohibited. In general, hard wood benches with a natural wood stain shall be approved. These benches shall not exceed forty-eight (48) inches in width and thirty-two (32) inches in height. Decorative cement benches shall not be more than forty-two (42) inches in width and eighteen (18) inches in height. Wrought iron style benches shall not exceed the dimensions identified for a wood bench.

4.3.2 Clotheslines

Exterior clotheslines shall be prohibited. No clothing, laundry or wash shall be aired or dried on any exterior portion of the property.

4.3.3 Decorative Lighting

Decorative holiday seasonal lighting (e.g., Christmas lighting) may only be installed during the holiday season and shall be removed at the conclusion of the season. The winter holiday season shall be defined as the week of Thanksgiving through the middle of January.

4.3.4 Electronic Insect Traps

Electronic insect traps shall be prohibited because of the noise and light emitted.

4.3.5 Firewood

The amount of firewood stored outside the house shall be limited to one (1) cord of wood. Firewood shall be stored neatly on the patio, deck or near the house in the rear yard. To avoid attracting termites, it is recommended that firewood not be stored next to the exterior house wall. No firewood shall be stored so as to be visible from the street.

4.3.6 Hanging of Inappropriate Items

No homeowner shall hang or display inappropriate items such as sheets, rugs, clothing or similar items so that they are visible from the street, whether through windows, doors, porches, or decks.

4.3.7 Mailboxes and Mailbox Numbers

Maintenance of mailboxes is the responsibility of the homeowner. Deviations from the standard mailboxes (and the standard mailbox numbers) installed by The Fair Oaks Chase HOA shall be prohibited.

Nameplates on mailboxes shall not be permitted.

4.3.8 Poles

Flagpoles or tetherball type poles permanently mounted in the ground shall be prohibited.

4.3.9 Signs

Signs of any kind shall be prohibited, except as noted below. No illuminated sign of any kind shall be permitted.

No signs of any kind shall be displayed to the public view on any Lot or inside the dwelling except for one (1) real estate "For Sale" or "For Rent" sign not to exceed six (6) square feet in size and one (1) security system sign for each Lot, not to exceed two (2) square feet in size.

Homemade signs of any type shall be prohibited. All signs advertising the property for sale or rent shall be removed within three (3) days after contract acceptance.

No signs, advertisements or messages shall be displayed on the lot which offer or imply commercial or professional products or services, or which may constitute any other kind of business solicitation in or from any residence or residential property.

Signs required by law, by Fairfax County code, or for traffic control shall be permitted.

4.3.10 Storage of Items in Yard

Storage of bicycles, trash or trashcans, snow shovels, tires, work tools, boxes, building supplies, etc., in the yard shall not be permitted. Storage items shall be stored out of public view.

5.0 New Buildings, Alterations, Additions, Detached Structures, External Installations and Appearances

5.1 Use of Property

The homeowner's property shall be used for residential purposes. No building shall be erected, altered, placed or permitted to remain on any lot other than one dwelling unit, garage.

No structure of a temporary character, trailer, basement, tent, shack, garage, barn or other out-building shall be used on any Lot at any time as a residence either temporarily or permanently. Garages may not be converted to living space for any other use other than for parking and storage of vehicles.

5.2 Changes to Property

No existing structure shall be altered or externally improved or addition to a structure be erected or placed upon a property until the plans and specifications including elevation, material, color, and texture and a site plan showing the location of all improvements with grading modifications is filed with and approved in writing by the ARB.

Any new building, addition to an existing building, exterior project, modification or change to an existing building, or any new detached structure shall have the approval of the ARB before any work is undertaken and shall be compatible with the design character of the original building.

No alterations, additions or improvement shall be made to any garage that would defeat the purpose for which it was intended.

No electrical or telephone wire or other machine, device or permanent improvement shall be installed on the exterior of any house or upon any deck or patio without the prior written approval of the ARB.

5.3 Repairs and Maintenance

Homeownership includes the responsibility for maintenance of all structures and grounds that are a part of the property. This includes, but is not limited to, items such as maintaining and mowing grass, removal of trash and structural maintenance. Maintenance affects the visual character and economic values of the property and neighborhood and, in some cases, safety. Homeowners shall be responsible for maintaining the exterior of their dwellings and any other ARB approved structures on their properties. Homeowners shall at all times maintain their property and all appurtenances thereto in good repair and in a state of neat appearance.

ARB approval shall not be necessary for any repairs and maintenance to existing structures, provided it is consistent with the original design.

5.3.1 Painting of Exterior Surfaces

5.3.1.1 Painting of Doors, Shutters, Exterior Trim, and Foundation

Only approved colors for exterior paint shall be used. ARB approval shall not be necessary for painting of doors, shutters, exterior trim and foundations, exposed more than one (1) foot above grade, when the color of the paint to be used is exactly the same as the original color used on the house by the builder. No homeowner shall paint the exterior of any house or structure a color different than the original color without prior approval by the ARB.

Reference Exhibit B – Builder Exterior Surface Materials and Colors for guidelines.

5.3.1.2 Painting/Staining of Other Areas

In general, only those areas that are painted shall be repainted and only those that are stained shall be re-stained. Brick exterior shall remain unpainted except with prior approval of the ARB. Painting of walkways, steps and porches shall be prohibited.

5.3.2 Changes to Exterior Surface Materials and Colors

Existing exterior surface materials and colors have been designed to present a consistent architectural theme and appearance. Therefore, changes to the exterior surface appearance of roofing, siding, garage door, front door, trim, shutters, and to the exterior colors shall be prohibited unless approved in advance by the ARB. In the event there is a general unavailability of the materials or color or a problem exists with any material, the ARB may designate another compatible exterior material and/or color.

5.3.3 Wrapping/Covering of Exterior Surface Materials

The wrapping or covering of trim areas with vinyl or aluminum materials shall be allowed without prior ARB approval, provided it is architecturally consistent with existing color, style, design and detail.

6.0 Rules and Regulations

The following guidelines are under the control of The Fair Oaks Chase HOA Board of Directors.

6.1 Bicycle Riding on Sidewalks

Full size bicycles shall not be operated on the sidewalks. Any bike having a wheel size of 20" or larger shall be considered to be a full size bicycle.

6.2 Carpool Parking

Carpool parking on the street shall be strictly prohibited and shall be enforced by towing at the homeowner's risk and expense.

6.3 Common Area

6.3.1 Use of Common Area

Obviously, it is important for each homeowner to be aware of the precise boundaries of his/her lot. Property in The Fair Oaks Chase HOA that is not within private lots is considered Common Area. This includes the following:

All homeowners shall be entitled to use and enjoy the Common Area without infringing on the rights of others. However, no individual homeowner shall convert any portion of the Common Area for his/her exclusive use. For example, homeowners may not plant flowers, plants, trees, shrubbery and crops of any type or tether pets in the Common Area.

6.3.2 Implementation of Changes that Affect Common Area

No changes shall be made to a homeowner's property that will alter drainage and create drainage problems on the Common Area.

6.3.3 Maintenance of Grass Strip in Front of House

The land between the curb and the sidewalk in front of the homeowner's property is Common Area and is governed by the guidelines for common areas. However, homeowners are required to maintain the grass strip between the sidewalk and curbs in front of their houses. Recommended maintenance includes proper lawn care such as liming, watering, mowing and edging at appropriate schedules to maintain a neat, uniform, green grass strip throughout the community. Grass shall be the only acceptable planting material to be used in this area.

One exception to the above description about usage of the grass strip shall be allowed. An area around the mailbox post may be landscaped with plants other than grass. This area is bound by the sidewalk, curb and driveway edge and extending up to two (2) feet from the mailbox post on the side opposite the driveway. Plants and shrubs within the mailbox strip shall not be higher at maturity than the bottom of the mailbox. Shrubs in this area shall

not extend beyond the sidewalk edge and curb. Vines such as clematis or morning glory may cover the mailbox and post but shall be properly manicured so as to maintain visibility of mail box number and present a neat appearance. Boundary edges of brick laid end-to-end, treated wood or rubber molding defining the bed shall not extend more than one (1) inch above the sidewalk, curb edges or ground. Plans that exceed these guidelines shall require approval from the ARB. The homeowner is responsible for proper maintenance of this landscaped bed, including watering, weeding, pruning and edging.

6.4 Damage to Association Property

Any defacing or deliberate damage to the recreational facilities, Common Area, or equipment installed thereon caused by any person including a homeowner, his/her family, tenants, servants, employees, agents, visitors and guests, invitees or licensees shall be promptly repaired at the expense of the homeowner.

6.5 Disturbances

No noxious or offensive activity shall be conducted in any house or on the Common Area nor shall anything be done therein which may be or become an annoyance or nuisance to other homeowners or occupants. No homeowner shall make or permit any disturbing noises or do or permit anything to be done that would interfere with the rights, comforts or convenience of other homeowners. All homeowners shall keep the volume of any radio, television, sound system or musical instrument in their houses and in their vehicles on the premises sufficiently reduced at all times so as not to disturb other homeowners.

6.6 Dumping

Dumping or the disposal of oil, grease or any other chemical, residual substances or any substance or particles from holding tanks of vehicles of any type (as a result of repair, maintenance or carelessness) shall not be permitted on the property or in the storm drain. The dumping of motor oil and other petroleum products into the storm drain is a direct violation of the State Water Control Law and may lead to civil penalties and cleanup costs for the responsible person(s).

6.7 Pets/Animals

As stated in Section 24d of The Fair Oaks Chase HOA Declaration, No livestock, including, without limitation, horses, poultry, or reptiles of any kind shall be kept or bred in any Lot; however, common household pets such as dogs and cats may be kept or maintained, provided that they are not kept, bred or maintained for commercial purposes and do not create a nuisance or annoyance to surrounding Lots or the neighborhood and are in compliance with applicable County ordinances. Fairfax County requires that pets must be leashed while on the Property and all waste collected and disposed by the Owner.

Specific rules and regulations governing pets are as follows:

1. No more than two (3) pets (dogs and/or cats) per household shall be permitted.
2. Homeowners shall abide by the Fairfax County Ordinance which requires annual licenses and current vaccinations for dogs over four (4) months of age, prohibits

animals from running loose on public property (or common areas of a community), requires that pets be kept under control at all times when off their owner's property and prohibits animals from trespassing, damaging or fouling another's property. Additionally, it prohibits keeping vicious, wild, exotic animals as pets. These Rules and Regulations authorize the County Animal Warden to enter the community to investigate complaints and to enforce the County ordinance. Any residents of The Fair Oaks Chase HOA may report Ordinance violations to the County Animal Control Office.

A dog or cat shall be deemed to run at large while roaming, running, self-hunting, or when not restrained by a dependable leash and controlled by a dependable person.

3. No kennels for breeding or for multiple pets shall be allowed on the property.
4. Doghouses shall not be permitted.
5. Pet owners shall be responsible for the immediate cleanup and proper disposal of pet wastes deposited in the Common Areas, in the yards of other homeowners as well as in their own yards. Pet owners shall be responsible for any and all costs incurred in the repair of damages caused by their pet(s) to the Common Areas as well as the property of other homeowners.
6. Homeowners who own pets, or have guests visiting with pets, shall ensure that the pets do not become a nuisance to other homeowners in the community. Actions that may constitute a nuisance include, but are not limited to, barking, crying, scratching, digging or being hygienically offensive. Pets shall not be habitually chained or tethered over an extended period of time in the homeowner's yard, patio or deck. Chaining/tethering a pet on the Common Area is prohibited.
7. Fairfax County requires that all pets must be leashed while on the property.

6.8 Playing in Streets and Common Area

Streets and non-designated Common Area islands may not be used as play areas. For safety reasons, it is especially important that children not operate their play equipment (scooters, bikes, skateboards, portable basketball goals, etc.) on "through" streets; or in cul-de-sac streets without parental supervision.

6.9 Trash and Trash Removal

No waste or litter shall be deposited on the Common Area.

No accumulation or storage of litter, new or used building materials or trash of any kind shall be permitted on any lot. Each homeowner is responsible for picking up litter on his/her property and preventing windblown debris from originating there.

6.10 Trash/Garbage/Recycling Containers

Trash, garbage and recycling containers shall not be permitted in public view earlier than sundown the evening before pickup and shall be removed from public view no later than the end of the day of pickup.

6.11 Unattended Items

Baby carriages, bicycles, playpens, wagons, toys, benches, chairs or other personal articles or property shall not be left unattended in public areas, lawns, sidewalks or the Common Area.

6.12 Use of Pesticides and Herbicides

Pesticides and herbicides may be applied according to label instructions for the specified problem. Emphasis should be placed on organic/biodegradable materials in order to ensure the least harm to the natural environment. Care in application is extremely important. The use of pesticides and herbicides should be avoided if at all possible, but when necessary use with caution and follow instructions to avoid run-off problems.

6.13 Vehicles

6.13.1 Liability for Damage

Owners of vehicles shall be held liable for all costs to repair damages to the Common Area and the private property of homeowners caused by negligence, repair, operation of the vehicle, or storage of any combustible, dangerous or otherwise hazardous material on the Common Area (regardless of the type of the container).

6.13.2 Vehicle Operation

All motor vehicles shall not exceed the posted speed limits while operating in the community and all vehicles shall be operated on the paved streets and parking areas only.

No unlicensed vehicles, including but not limited to motorized bicycles, mini-bikes, go-carts, etc., shall be operated upon the Common Area. Neither homeowners nor their contractors shall drive vehicles on the Common Area.

6.13.3 Vehicle Parking or Storage

No unlicensed vehicles, including but not limited to motorized bicycles, mini-bikes, go-carts, etc., shall be parked upon the Common Area.

No trailer, boat, camper, commercial vehicle, unlicensed vehicle or disabled vehicle may be parked on the Property (including any public streets within the Property) without written consent of The Fair Oaks Chase HOA Board of Directors.

No recreational vehicle, commercial truck, commercial bus or other commercial vehicle of any kind shall be permitted to be kept or parked overnight upon any portion of the property within The Fair Oaks Chase HOA.

No junk, inoperable or unlicensed vehicles, recreational vehicles, house trailers or commercial or industrial vehicles, such as but not limited to, moving vans, trucks, tractors, trailers, vans, wreckers, hearses, buses, boats, boating equipment, travel trailers, camping trucks or camping equipment shall be regularly or habitually parked on any streets within the community, or otherwise within the boundaries of the community, including the Common Areas, except upon the written approval of The Fair Oaks Chase HOA. The Fair Oaks Chase HOA shall not be required to provide a storage area for these vehicles.

Due to limited street parking areas, homeowners should park their vehicles in their garage and/or driveway, leaving curbside parking for guests, emergency vehicles, deliveries, etc.

No vehicle shall be parked so as to block sidewalks or driveways or encroach upon fire lanes, lawns or landscaping.

No homeowner shall secure a space for his/her own parking use on a permanent basis except in designated areas (e.g. Townhouse section). Homeowners are encouraged to work out parking arrangements on an “as needed” basis as opposed to permanent agreements that may impact the community at large.

6.13.4 Vehicle Repairs or Servicing

Vehicle repair or extensive servicing shall be prohibited in driveways or on the streets.

Exhibit A

Fair Oaks Chase Homeowner's Association, Inc. Architectural Modification Application Form

Homeowner's Name: _____

Address: _____

Unit/Lot #: _____

Telephone: (H): _____ (W): _____

In accordance with the Declaration of Covenants, Conditions & Restrictions referred to in the deed covering the property described above, I/we hereby apply for written consent to make the following modification(s) or addition(s).

Step 1. DESCRIPTION OF MODIFICATION OR ADDITION: The description must include complete information necessary to thoroughly understand anticipated modifications or additions such as the height, width, size, shape, color, etc. Please submit photographs, sketches, brochures, county building permits, and a copy of your plat with the location of the improvement(s) indicated on it.

Homeowner's Signature: _____ Date: _____

Step 2. Acknowledgement by all surrounding property owners is needed. Their signatures (below) indicate awareness of intent and do not constitute approval or disapproval. (Use additional sheet if necessary).

Signature: _____ Print Name: _____

Address: _____ Lot # _____

Signature: _____ Print Name: _____

Address: _____ Lot # _____

Signature: _____ Print Name: _____

Address: _____ Lot # _____

Signature: _____ Print Name: _____

Address: _____ Lot # _____

Step 3: Owner's acknowledgement: I/we understand that:

1. Material herein contained shall represent alternations which comply with the zoning and building codes of the County of Fairfax. Further, nothing contained shall be construed as a waiver or modification of such ordinances. I/we are responsible for obtaining necessary building permits prior to commencement of construction.
2. No work shall commence until written approval of the Board of Directors has been received by me/us. Any alteration completed before approval of the application is not permitted and if alterations are made, I/we understand that we may be required to return the property to its former condition at my/our own expense; and that I/we may be required to pay all legal expenses incurred.
3. All approved alterations must be completed within 6 months of final approval.
4. Approval is contingent upon all work being completed in a workmanlike manner. Members of the Board of Directors may make a routine inspection.
5. This request is subject to restrictions by the covenants and a review process as established by the Board of Directors. Any variation from the original application must be resubmitted for approval. A copy of this request will be returned to me/us after review by the Board.

Homeowner's Signature: _____ Date: _____

Step 4: Architectural Committee Review Date Received by Architectural Committee: _____

Note: Architectural Committee Final Approval/Disapproval must be completed not later than 45 days from receipt from TWC.

- ☐ Final approval as requested.
- ☐ Final approval subject to the following conditions/modifications. (See Comments)
- ☐ Disapproved for the following reasons. (See Comments)

Comments:

Signature – Architectural Review Committee Date

- ☐ Final approval as requested.
- ☐ Final approval subject to the following conditions/modifications. (See Comments)
- ☐ Disapproved for the following reasons. (See Comments)

Comments:

Signature – Architectural Review Committee Date

- ☐ Final approval as requested.
- ☐ Final approval subject to the following conditions/modifications. (See Comments)
- ☐ Disapproved for the following reasons. (See Comments)

Comments:

Signature – Architectural Review Committee Date

INSTRUCTIONS FOR APPLICATION FOR ARCHITECTURAL CHANGE

1. Read the Architectural Guidelines thoroughly, paying close attention to the sections relevant to the proposed change.
2. Applications, drawings, plats, pictures, etc. must be submitted in duplicate.
3. Drawings should be to scale.
4. Provide all dimensions, including height, roof slope, etc. on new construction.
5. Certified plats will be required for new construction, including additions to a present structure, new structures on the lot, fences, etc. Area of proposed construction must be indicated on the plat. Plats ARE NOT required for paint changes, storm windows, or other such modifications.
6. Provide a list of all materials to be used in the proposed construction.
7. Present colors and any proposed colors must be indicated. Applications for colors which are not the original color must be accompanied by actual color samples, not photos of colors.
8. Photographs of existing conditions are helpful to the AC for determining approval of exterior modifications.
9. The signature and lot number of four abutting neighbors is necessary. Their signatures indicate awareness of intent and do not constitute approval or disapproval. **Applications will not be processed without such signatures.**
10. Return completed application(s) to:

FAIR OAKS CHASE HOMEOWNERS ASSOCIATION
C/o Teresa Whitmore, Property Manager
TWC Association Management
12110 Sunset Hills Rd #60
Reston, VA 20190
11. **Applications not meeting these instructions and the procedures set forth in the Architectural Guidelines may be returned without processing.**

Exhibit B

Building Exterior Surface Materials and Colors

[The document attached on this is page specific to each homeowner's location. In additional to the Homeowner's copy, a duplicate is maintained with the ARB and TWC Association Management]