

PINEWOOD GREENS HOMEOWNERS ASSOCIATION

ARCHITECTURAL and MAINTENANCE GUIDELINES

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**Pinewood Greens Homeowners Association
2731 Hyson Lane
Falls Church, Virginia 22043**

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SECTION I. INTRODUCTION TO THE GUIDELINES

Pinewood Greens is a colonial style townhouse community neighborhood made up of 306 homes built along the Jefferson District Golf Course in Fairfax County, Virginia. Our townhouses are typically 3-story homes, 20 feet wide, constructed of brick and aluminum siding with painted wooden trim and shutters. Colors are reminiscent of colonial Williamsburg. We have three townhouse models: the Pinehurst, the Oakmont, and the Doral. Each townhouse has a small privately maintained front and back yard. Privacy fences enclose the back yards of most Pinewood Greens homes.

Pinewood Greens has been a well-maintained townhouse community of neighbors and has depended on volunteers to help lead the neighborhood since its beginnings in 1971. Two Association goals have been to 1) preserve its original colonial architecture and style, and 2) to ensure a high standard of property maintenance. These goals aim to maintain the value of our homes as investments and ensure that Pinewood Greens continues to be a family-oriented community.

According to the Declaration of Covenants, Conditions, and Restrictions (Covenants), a primary purpose for which Pinewood Greens Homeowners Association exists is "to provide for maintenance, preservation and architectural control of the resident lots and common areas...."

Toward this end, the Board of Directors established the **Architecture Committee (AC)**. The AC's purpose and function are mandated in Section II of the Covenants (Responsibility and Authority for Architectural Standards). Specifically the Covenants require the AC to review exterior modifications and to ensure proper maintenance of properties. Please refer to Section VII of these Guidelines for a description of the AC.

We invite each homeowner to join the AC.

The Pinewood Greens Homeowners Association Architectural and Maintenance Guidelines have been assembled and periodically updated to preserve the colonial architectural standards of the townhouses, to serve as a guide in the review of all exterior modifications, to ensure proper maintenance of each home, to define the responsibilities of each homeowner, and to define the responsibilities of the AC.

If you would like a printed copy of the Guidelines, please call the Association office. We will be glad to provide you a copy. Amendment of these Guidelines requires a majority vote of the Board of Directors. All amendments will be added to the Guidelines and will be reasonably published or made known throughout the Association.

Please keep in mind that this manual serves only as a guideline for proper maintenance and architectural standards. Not all possible exterior modifications on the exterior of the home can be predicted. Specific situations often involve interpretations by the AC. These guidelines provide a basis for continuity and uniformity in the decisions of the Committee.

SECTION II. ASSOCIATION RESPONSIBILITIES AND AUTHORITY

A. Townhouse Communities as Cooperative Ventures

The Commonwealth of Virginia regards townhouse communities as a cooperative venture by the homeowners. Fairfax County encourages written covenants to ensure preservation of the architectural style and proper maintenance, including provisions for setting and enforcing standards.

B. Declaration of Covenants, Conditions and Restrictions

Pinewood Greens has such a document entitled **Declaration of Covenants, Conditions and Restrictions (Covenants)**.

1. The Covenants are recorded in the Fairfax County, Virginia deed books. The Covenants are part of the deed to everyone's property in Pinewood Greens. Each owner is bound by the Covenants as a result of having purchased property in Pinewood Greens.
2. By law the Association has the responsibility to enforce all architectural and maintenance requirements of the Covenants as explained in the shaded box below. By law each homeowner has the responsibility to abide by both the architectural standards and the maintenance standards required by the Covenants, as explained in Section III.

C. Association Responsibility

Articles VIII and IX of the Pinewood Greens Homeowners Association Covenants provide the two underlying mandates for architectural standards and maintenance.

1. Article VIII of the Covenants requires the homeowner to **obtain written approval from the AC before making changes to the exterior of the property**.
2. Article IX of the Covenants requires the homeowner to **maintain the property** "in a manner satisfactory to the Board of Directors."

D. Association Authority.

To ensure that these two mandates are carried out, the Covenants provide that the Board may enter upon the property to repair, restore, or maintain the exterior of any home in Pinewood Greens if architectural or maintenance violations are

not remedied by the homeowner. Additionally, the Board may initiate court action to repair, restore, or maintain the exterior of any home in Pinewood Greens if architectural or maintenance violations are not remedied by the homeowner. Under the Virginia Property Owners Association Act costs for these actions, including legal fees, may be added to the homeowner's assessments.

SECTION III. HOMEOWNER RESPONSIBILITIES AND RIGHTS

A. Homeowner Responsibility

1. Pinewood Greens homeowners are responsible for exterior maintenance of their homes. Pinewood Greens homeowners are responsible for abiding by the architectural standards of these Guidelines. Pinewood Greens homeowners must submit an Application for Architectural Review before any change is made to the exterior of their home. Homeowner rights of appeal are explained in Section I below..

B. Homeowner Responsibility for Maintenance Standards

2. All Pinewood Greens homeowners are responsible for appropriate and timely maintenance of their individual properties. Section V more fully overviews typical maintenance items you must attend to in a timely manner. Section VI overviews maintenance notices that will be sent by the AC if violations occur.

C. Homeowner Responsibility for Architectural Standards

All Pinewood Greens homeowners must follow the architectural standards in these Guidelines (see Section IV). You must apply for written approval before making exterior changes (modifications) to your property. Section VI overviews architectural standard notices that will be sent by the AC if violations occur.

D. Exterior Modifications Defined

1. Almost all work done to the exterior of the home, including many changes made to the yard, is an exterior modification.
2. Changing any of the following characteristics of your home or yard is considered a modification:
 - a. Materials
 - b. Construction design
 - c. Size
 - d. Shape
 - e. Color
 - f. Dimension

- g. Style
- h. Location

E. Making Exterior Modifications

1. Any modification to the exterior of the property must be compatible with the colonial architectural design originally used on the townhouse, or subsequently approved, and must conform to the architectural standards set forth in the Architectural and Maintenance Guidelines.
2. Each homeowner must have AC written approval prior to an exterior modification, a replacement , or the construction, replacement, or addition of any detached structure. You must obtain the required written approval before the work starts.
3. To ensure that the exterior work you are planning to do on your home meets the architectural standards of these Guidelines, it is strongly suggested that you wait to sign any contract or purchase materials until written approval from the AC is received. It may take up to 30 days for the initial response to your application, and in many cases additional information is required, so please include the application process in your planning. (See below for step by set instructions on completing the application process.)
4. You must apply for a modification even if you have noticed that your neighbor has made a similar change. Each homeowner must apply for modifications to his/her house.
5. If you are unsure if your planned project requires prior approval, please contact the Association office before starting any work or signing the contract. We will help you review the Guidelines and help you submit the Application.
6. Since our homes are over 40 years old, it is often impossible to find replacements that are the same as original equipment. If you are replacing an exterior component of your home, prior AC written approval is required. You must submit an Application before you begin the work.
7. Individual alterations and permanent fixtures on the common grounds are not permitted. Storing or depositing hazardous debris on the common grounds (such as fence construction debris with protruding nails) is not permitted. Damage to common property must be repaired within two (2) weeks of completion of any project causing the damage.

F. Where to Find the Guidelines

1. The most up to date guidelines are available on the Pinewood Greens website at www.pinewoodgreens.com. A copy of the general Application for Architectural Review form is included on the last page of these Guidelines.
2. The AC has also developed specific applications for some of the more common exterior modifications. Please check the list of applications to see if there is a tailored application for your proposed modification. Using a tailored application, when available, will help ensure all the relevant information the committee needs to make an assessment has been provided and generally reduces the time it takes to receive a response.
3. You can also request a copy of the guidelines and an Application for Architectural Review form from the Association office at 2731 Hyson Lane, Falls Church, Virginia 22043.

G. How to Submit an Application for Architectural Review.

1. A completed Application for Architectural Review form describing any proposed exterior modification may be emailed, hand delivered, or mailed to the Pinewood Greens office. If you wish, you may also present the application to the AC at any of its regular meetings. As indicated below, please be specific.
2. **Check the Guidelines.** Before you start to fill out the application, you must first review the architectural standards in Section IV, Architectural Standards of these Guidelines.
 - a. Before you submit your application, you must review and attach an initialed copy of the guideline(s) relevant to your proposed work to your application. See Section IV for architectural guidelines standards.
 - b. Each guideline is provided in checklist format with blanks for you to initial. Before you submit your application, you must initial each item on the appropriate checklist. You can print the guidelines to initial them or do it electronically.
3. **Be Specific.** Your application must include all information needed for the AC to review the proposed work including, but not limited to:

- a. Materials: Include a complete and detailed list of the materials you will use.
 - b. Dimensions: Include all relevant dimensions, such as height, width, and length. Please indicate these dimensions on a diagram.
 - c. Color: If you are painting or repainting, include the name of pre-approved paint color or the manufacturer's paint chip(s). If you are painting with an existing color, please list the manufacturer's paint colors that you used previously. Colors of pre-built manufacturer's products (for example, siding, shutters, front doors, storm doors, or sheds) must be included.
 - d. Location: Include a diagram depicting the location of the proposed modification on your house or in your yard.
 - e. Brochures: Include brochures depicting doors, storm doors, windows, sliding glass doors, storm windows, or any other pre-built manufacturer's product.
 - f. Sketches: If brochures are not available or applicable, include sketches or diagrams. Photographs of similar projects/materials on a neighboring townhome are also allowed.
 - g. Web brochures: If a brochure or picture of a manufacturer's product is available on the web, include a link or web address in your application.
 - h. Drainage. If the proposed change will affect the existing drainage pattern, the proposed drainage must also be included.
 - i. Model/Elevation: You must list the model/elevation of your home on your application. Consult [Appendix 16](#) for diagrams of models and elevations of homes in Pinewood Greens.
4. **Written Applications Required.** The AC will act only on written requests submitted on an Application for Architectural Review form.
5. **Incomplete Applications.** If the AC determines that an application is incomplete because of lack of information, specificity, or clarity, the application will be denied, and then returned to you for completion and re-submission.

H. Architectural Application Review and Approval Process

1. **AC Acknowledgment.** No application shall be deemed received until acknowledged in writing by the AC. This will generally be an email that is automatically generated.
2. **Approval Process.** The AC will respond to applications as promptly as possible. Three (3) committee members are required to approve each application.
3. **Response Time.** The AC has 30 days to respond to an application.
 - a. If the AC fails to reply to you within thirty (30) days of the acknowledged receipt of a completed written request, then your application is considered to have been approved.
 - b. If your application is considered to be incomplete, you will be notified within 30 days of submission that additional information is required, and the 30 days will not begin to run until the acknowledged receipt of the requested additional information.
 - c. All of these notifications are automatically generated emails . Please look for these emails, and if you don't receive one, check with the office before proceeding, as the email may be in your bulk mail.
4. **Time Limit for Completion of Approved Projects.** Homeowners have one (1) year to complete the proposed work. After one year the approval for the application will expire. If you have not completed the proposed work and more than one year has elapsed since the date of approval, you must submit a new Application for Architectural Review
5. **Modification Acceptability.** A modification not completed or constructed in accordance with the specifications submitted in the application and approved by the Committee is an Unapproved Exterior Modification. You (and your contractor) must ensure that the exterior work is completed using the specifications in your application. If you do not, the work is subject to removal or substantial reconstruction at your expense. An Unapproved Exterior Modification is also subject to action as specified in Section VI below.
6. **Compliance with Governmental Building Codes.** It is the responsibility of the homeowner to ensure that the proposed work is in compliance with all governmental permits and codes and appropriate for use. Homeowners may not rely upon approval of the Association for this purpose.

I. Homeowner's Right of Appeal

A homeowner may appeal any decision of the AC. Appeals must be presented in writing to the AC to clarify or present new or additional information. The homeowner may also attend the AC meeting at which the appeal is discussed.

1. The AC must respond in writing to an appeal within a maximum of sixty (60) days of its receipt.
3. If the appeal is rejected, the homeowner may then appeal in writing to the Board of Directors at either of the next two public Board meetings. The homeowner is encouraged to attend the Board meeting at which the appeal is to be reviewed.

SECTION IV. ARCHITECTURAL STANDARDS

The items listed (alphabetically) below are subject to review by the AC. You must submit an Application for Architectural Review and receive approval from the AC before you begin any work.

The guidelines are formatted in checklist style to help you submit your application. Please print a copy of the relevant guideline, initial the checklist, and attach the checklist to your application. If you do not have access to the internet, or need help with printing, please bring your application to the Association office. We will be glad to help.

We also have provided diagrams of key architectural components of your home (such as fascia boards, soffits) in the [Appendix 15](#) of the Guidelines to help you with your application.

It is important to understand that the items listed in this section are **not** the only exterior modifications or replacements requiring modifications that are subject to prior approval by the AC. The items listed below are a subset of potential work possible on any home. The items listed in these guidelines represent exterior work most frequently addressed by the AC.

Air Conditioners, Window

- _____ Window air conditioners that protrude out of the window are not permitted.
- _____ Portable air conditioners (compressor/coolant unit operates inside the house through an exhaust tube installed in a window) may be approved.

Aluminum Wrap for Fascia Boards

- _____ Prior written approval is required before aluminum wrap is installed over fascia trim boards.
- _____ The wrap must be installed in a workmanlike manner to match the existing appearance of the fascia boards originally installed in the community.
- _____ Aluminum wrap with wrinkles or bends that do not replicate the smooth finish of the original boards are violations and will be cited for removal or replacement.
- _____ The wrap must be white, with a flat or semi-gloss finish. High gloss finishes are not allowed.
- _____ The aluminum wrap may have a wood grain pattern or appearance.

American Flag

- _____ Homeowners who wish to fly the American flag are asked to do so with a small wall-mounted flag holder.

Antennas, Outdoor

- _____ Attic antenna , installed on the inside of the house rather than on the roof, are recommended.

Asphalt and Blacktopping

- _____ Asphalt and/or blacktop of private driveways, walks, or any concrete surfaces are not permitted.

Astroturf

- _____ Indoor/outdoor carpet, grass carpeting, or Astroturf is not permitted in the front yards, on the front steps, on the front stoop, or on the sidewalk of private homes.

Attic Fans

- _____ Installation or replacement of roof-mounted attic fans requires prior written approval.
- _____ An attic fan must be installed on the rear roof of the house and in such a manner that it is not visible from the front of the house, whether the attic ventilator is electrical, solar, or wind-driven turbine.
- _____ Maximum dimension for attic fans is 25 inches in diameter and 10 inches in height.
- _____ Brochures, dimensions of the attic fan, and a diagram indicating the location for installation must accompany the application.

Chimneys and Fireplaces

- _____ The construction or installation of fireplaces and chimneys requires approval by both Fairfax County and prior written approval from the AC.
- _____ Metal chimneys on a rear roof may be approved.
- _____ An approved metal chimney at the side of a unit must be enclosed with brick or siding.
- _____ Chimneys on the front of the townhouse are not allowed.

Concrete

- _____ Replacement of concrete driveways, walks, steps, or stoops requires prior written approval from the AC. Concrete must have a smooth broom finish texture.
- _____ Painting, staining, or adding color to concrete driveways, walks, steps, or stoops is never allowed.
- _____ Resurfacing or installing coatings over concrete driveways, walks, or steps is never allowed.
- _____ Spot patching of concrete driveways, walks, steps or stoops may be done without prior AC approval provided there is no change in color, size, dimension, shape, construction design, material, or location.

Clotheslines

- _____ Permanently installed clotheslines or other clothes-hanging devices are not permitted.
- _____ Retractable or removable clotheslines may be used. Retractable or removable clotheslines may be used during daylight hours and must be retracted or removed when not in use.
- _____ Removable/retractable clotheslines may only be installed below fence lines.

Decks

- Construction or replacement of decks must have written approval in advance by the AC. Approval is based on the architectural standards of decks in the community.
- **Required Fairfax County Permits.** Fairfax County ordinances require a building permit for decks of specified height. Electrical permits may also be required depending on the deck's planned use. For information on building permits, homeowners should contact Fairfax County.
- **Restrictions.** Decks will **not** be permitted to be built: at an elevation that substantially diminishes the privacy of neighboring homes; on the second level of houses with walkout basements; on the top story level; at the front or side of the house.
- **Ground Level Decks.** Ground level decks (at the same elevation as the basement floor) are permitted in the back yards of houses with a walkout basement with prior written AC approval.
- **Elevated Decks.** Replacement of original elevated decks on houses is permitted (with prior written AC approval) in the back yards of houses with no basement level rear access (houses in which rear access is on the front foyer level). Elevated decks on these homes shall be no higher than the level of the middle level of the home.
- **Deck Lighting.** Deck lighting will be permitted (with prior written AC approval) in accordance to the general lighting guidelines for the community but may not be installed or directed in a manner to annoy adjoining homeowners.
- **Deck Construction Materials.** Decks may be constructed using pressure treated pine, Trex, Azek, or similar composite material, with prior approval. [Appendix 4](#) lists colors of Trex and Azek composite decking that will be approved. The application must indicate the manufacturer and the color of composite deck materials to be used. When using Trex, Azek, or other composite decking materials: If any pressure treated wood is used for portions of the deck and is visible, the pressure treated material must be stained to match exactly the color of the composite deck material; in this case, a sample of the composite material and a sample of the matching stained wood (including the name of the manufacturer's stain color) must be included with the application.

____ **Pressure Treated Wood Deck Paint or Finish.** Wood decks may be finished using: (see list below and please check one)

- ____ The same approved paint color as that allowed for the fence.
- ____ Decks may also be stained using the stain colors listed in [Appendix 3](#).
- ____ Clear waterproofing, or other clear, low gloss finish. High gloss waterproofing applications will not be allowed.

Doors, Storm

- ____ Storm doors are to be white, ivory/cream, black, brown, or match the surrounding door trim. Metallic colored metal doors are not permitted. Natural, stained, or unpainted wooden storm doors are not permitted.
- ____ Prior written approval is required prior to installation or replacement of storm doors.
- ____ Brochures depicting the proposed storm doors must be submitted with the application.

Doors, Front and Rear

- ____ Replacement front and rear doors must match the style, construction design, size, and colors of doors throughout Pinewood Greens.
- ____ Prior written approval is required before replacement of doors.
- ____ Brochures depicting the proposed front doors must be submitted with the application.

Doors, Sliding Glass/French Doors

- ____ Replacement sliding glass doors must match the style, construction design, and size of sliding glass doors used throughout the Pinewood Greens.
- ____ Sliding glass door frames must be white.
- ____ Muntins/grids on sliding glass doors are allowed, must be white, and must match the style of muntins on the house.
- ____ French door construction design is allowed.
- ____ Prior approval is required before replacement of sliding glass doors or installation/replacement of French doors.
- ____ Brochures depicting the proposed sliding glass or French door must be submitted with the application.

Downspout Extensions

- _____ Downspout extensions are to be no longer than (4) four feet and no more than 6 inches in diameter.
- _____ Downspout extensions that exceed those dimensions are required to be covered from public view. Please see [Appendix 13](#) for an example of how to cover your downspout from public view.
- _____ Exceptions may be considered if a homeowner can demonstrate that adequate drainage would be impaired without the downspout extension or if the homeowner can demonstrate that the downspout extension cannot be buried.
- _____ Downspout extensions that exceed established dimensions and cannot be buried must be covered from public view by non deciduous shrubs or other appropriate means.
- _____ Downspout extensions are required to be black or dark green corrugated plastic.
- _____ White metal or plastic downspout extensions are not allowed.

Egress Windows

See **Windows, Basement Egress Window and Window Well**

Fascia Boards, Soffit Boards, and Gutter Boards

Please see [Appendix 15](#) for a diagram of fascia, soffit, and gutter boards.

- ____ Installation of non-wooden fascia, soffit, and gutter boards with vinyl siding or a composite material such as Azek (or a similar product from another manufacturer) as a replacement for wooden fascia boards is permitted with prior written approval.
- ____ All replacement fascia boards must match the dimension of the original boards.
- ____ The guideline in “Paint Colors, House” require side and rear fascia boards be white.
- ____ Front fascia, soffit, and gutter boards may be white or match the color of the trim on the front of the house. See the guideline in Paint Colors, House.

Fences

- ____ You must receive written approval from the AC before you install or replace a fence.
- ____ **Location.** All fences must be located within your property lines. End unit side fences must be set back from the front of the house at least six (6) feet. Fences must not obstruct sight lines for vehicular traffic.
- ____ **Construction Design.** All new or replacement fences must be of the vertical alternating board style used in the neighborhood. (The older horizontal basketweave style is being phased out in favor of the more durable vertical alternating board fence.) Please see [Appendix 10](#) for photographs of approved fence construction design.
 - ____ The vertical boards must be square cut 1"x6" pressure treated pine. Posts are 4"x4" or 6" by 6" pressure treated pine.
 - ____ The height of the fence should be comparable with the height of other fences on the block, which is normally about six (6) feet. The top of the fence may have a slope similar to the slope of the land. (See [Appendix 10](#) for a picture of approved fence construction on a slope.)
 - ____ Three horizontal 2"x4" pressure treated pine supports per section of fence are required (one horizontal support at the top of the fence, one in the middle, and one at the bottom of the fence. The horizontal 2"x4" supports must be centered on the posts. The upper 2"x4" horizontal support must be flush with the top of the fence. Vertical boards are not allowed to extend above the top horizontal 2"x4" support.
 - ____ The space between the vertical boards can be no less than 2.5" and no greater than 3.5" inches.
 - ____ Boards on opposite sides of the fence should be centered on the space so there is a minimum 1" overlap of the boards to avoid direct view into the back yard.
 - ____ A cap board is recommended, but not required.
- ____ **Fence Repair/Replacement.** You do not have to replace the entire fence at one time. For example, you may replace the rear fence independently of the side fences (after obtaining any necessary approvals). This also allows changing a rear fence to vertical while leaving a common fence horizontal.

- ____ When repairing or replacing one fence segment (a section between two 4" x 4" posts) you may replace the segment using the existing design. When repairing or replacing an entire side of fence (rear or side), use approved vertical alternating boards style with three horizontal 2" x 4" supports; an application is required.
- ____ **Rear fences.** Privacy fences enclosing the backyard are required if the home has a rear fence installed as of January 1, 2013. For lots without rear fences as of January 1, 2013, privacy fences are encouraged. These lots without rear fences (which are therefore visible from the common grounds) are subject to stricter scrutiny with respect to appearance, general upkeep and maintenance, and approval of possible future structures.
- ____ **Fence Paint.** Fences must be painted and/or repainted in conformance with the Rules for Fence Color Selection (see [Appendix 2](#)). All exterior surfaces and edges facing toward the common grounds must be painted with the approved paint for that section of the Community. The interior (inside face of the boards) of a fence may be left unpainted or a clear non-gloss waterproofing product, such as Thompson's, may be applied. If painted, the approved paint must be used. Stains, other brands of paint, or other paint colors are not permitted. The fence paint must be a satin or semi-gloss finish. High gloss finishes are not allowed.
- ____ **Types of Fences Not Allowed.** Installation of a picket fence, stockade fence, chain link, or galvanized metal fence is not allowed. Fences in the front yard are not allowed. Prefab fences or any fence construction design or material other than vertical alternating board wooden fences described above will not be approved and will be cited for replacement as an Unapproved Exterior Modification.
- ____ **Fence Gates.** Construction or replacement of fence gates must have prior written approval of the AC. Please see [Appendix 10](#) for diagrams/photographs of approved fence gate construction.
 - ____ Fence gates must be no higher than the fence, and no shorter than 1 foot below the fence line.
 - ____ The tops of gates may be arched or have a straight edge. Picket or dog eared gate tops are not allowed.
 - ____ The fence gates must be of single (not alternating) board construction. Structural components of the fence gate must be on the side of the gate facing the back yard.
 - ____ Fence gates must have a functioning latch that allows the fence to remain closed.

Front Door Trim

- ____ You may replace the trim around or above your front door with approval from the AC. The replacement trim must match the dimension, colonial construction design, and style of the original door trim on the front of the house.
- ____ You may install non-wooden door trim using a composite material such as Azek (or a similar product from another manufacturer) as a replacement for wooden door trim with prior written approval.
- ____ When you are replacing the trim around the front door, pay close attention to the width of the trim. Narrower trim will expose leftover paint or caulk on the bricks that is very difficult to remove. The narrower door trim, leftover paint, and leftover caulk will be cited as violations which need to be removed.

Gutters and Downspouts

- ____ Prior written approval is required before gutters and downspouts are replaced.
- ____ Gutters and downspouts must be white, aluminum, and a rectangular style matching the original gutter and downspout.
- ____ The gutters may have a diameter of 5" or 6". If a 6" gutter is to be installed, the AC may require replacement of the current gutter board with one large enough to accommodate the new 6" gutter.
- ____ Downspouts may have a diameter of 4" or 5".

House Numbers

- ____ House numbers are required by Fairfax County ordinance.
- ____ The numbers are to be easily visible from the street and compatible with the style, size, and colors (black, brass, bronze, or pewter) used in the community.
- ____ Replacement house numbers must be of the same size (approximately 3 to 3.5 inches in height) and style as those used in the community.
- ____ Prior written approval is required if the size, style, color, or location of the house numbers are changed.

Lattices, Arbors, Bowers, Gazebos, and Pergolas

- ____ Lattices/Trellises. Light weight, flat lattices for ivy or other climbing plants or flowers are permitted with prior written approval if located within your private property lines.
 - ____ Lattices/trellises may be painted white, black, or the same color as the fence. Lattices may also be left natural.
 - ____ Lattice/trellises size in a front or side yard shall not exceed 5 feet tall by 3 feet wide.
 - ____ Lattices/trellises in the rear yard may not extend more than 3 feet above the fence line.
- ____ Arbors, etc. Arbors, bowers, pergolas, or gazebo-like structures with roof or overhanging arch frame are not permitted.

Lighting, Exterior

- ____ All exterior lighting shall be of such intensity and directed in such a manner as not to create an annoyance to neighbors.
- ____ Exterior light bulb colors shall be white or "insect" yellow.
- ____ Front lighting. Front exterior lighting fixtures shall be restricted to black, white, pewter, brass, or bronze porch lights and must be of a size similar to porch lights installed throughout the community. Prior written approval is required before a porch light is installed or replaced.
- ____ Rear lighting. Rear exterior lighting fixtures shall be restricted to black, white, pewter, brass, or bronze porch lights and must be of a size similar to porch lights installed throughout the community. Prior written approval is required before a porch light is installed or replaced.
- ____ Replacement of rear standard exterior rear light fixtures with directional flood lighting is permitted with prior written approval.
- ____ Lighting on Sides of End Units. Installation of exterior directional flood lighting on the sides of end units is encouraged and permitted with prior written AC approval.
- ____ Wiring and leads for security lights mounted on the sides of end units must be securely attached to the house in an unobtrusive manner as possible. Electrical conduits are not allowed.

_____ End unit lighting shall be of such intensity or mounted and directed in such a manner so as to not create an annoyance to neighbors.

Paint Colors, House

- ____ Exterior paint colors contribute significantly to the architectural standards of each townhouse as well as the entire community. Colonial paint colors similar to Williamsburg paint colors of light to moderate hue with darker accent colors have been used over the years and may be used with prior approval. Exterior paint color changes to the house may be approved if the proposed color is in harmony with the colors of adjacent homes and the colonial standards of the community.
- ____ **Paint Colors in General.** Generally lighter colors are to be used for bay windows, front fascia boards, front soffits, and siding. Either darker or lighter colors may be used on front doors, front door trim, and shutters. Only flat, satin, or semi-gloss paint may be used for house paint colors. Enamel or high gloss paint will not be approved.
- ____ **You have three choices for repainting house paint trim:**
 - ____ **Repainting using Existing Colors.** You may repaint the exterior trim on your home in existing colors (repainting using your current paint) without submitting an Application for Architectural Review. You must match the current color exactly.
 - ____ **Repainting using Preapproved House Paint Colors.** You may repaint the exterior trim using a preapproved color without submitting an Application for Architectural Review. House paint colors which have been preapproved are listed in [Appendix 1](#). These exact paint brands and colors specifically are to be used, not an approximate color match from a different manufacturer.
 - ____ **Repainting using Non-Preapproved House Paint Colors.** A homeowner may propose a different or non-preapproved paint color. The homeowner must first submit an Application for Architectural Review, including a paint sample with the manufacturer's name and color.
- ____ **Unpainted surfaces.** Surfaces that are unpainted and unstained, such as brick or concrete, are to remain unpainted and unstained.
- ____ **Painted surfaces.** For surfaces that are painted, each homeowner must use the house paint guidelines as described in this section.
- ____ **Stucco surfaces.** Stucco surfaces must remain white, off-white, cream, or ivory.

- **Bay windows.** There is no requirement that the bay window inset be painted a contrasting color. The entire wooden portion of the bay window may be painted one color.
- **Side and rear trim.** All side roofline fascia boards, rear upper fascia boards, rear mid-level fascia boards, and rear soffits must be painted white. Please refer to Fascia Boards, Soffit Boards, and Gutter Boards for installation of Azek or similar composite boards.
- **Tudor trim.** Tudor trim boards on the front of the house may be painted dark brown to match the original tudor trim color, or white, ivory, or off-white. Side fascia boards of houses with tudor trim may be painted white or matching brown color.

Alternatively, if you own a home with stucco and tudor trim, and wish to install siding over the stucco to update your house, please submit an application. This siding installation has been approved in the past and is strongly encouraged. Please see the guideline in Section IV, Siding for a discussion of siding installation.

Railings

- ____ Railings on front steps and/or stoops must be wrought iron.
- ____ Prior written approval is required before replacement or installation of any railing.
- ____ The railing design must match railings already installed in the community, and must match the colonial architectural style, size, as well as placement of railings used on homes in the community.
- ____ Railings must be painted black.
- ____ Metal railings must be properly seated in the concrete steps or entrance pad, without build-up of concrete blocks, build-up of other materials around the base of the railing, or fabrication of supporting boxes around the base of the railing. Pre-manufactured railing supports have been approved in the past and are depicted in [Appendix 14](#).
- ____ If the house currently has railings installed, the railings cannot be removed and must be reinstalled if the concrete steps are replaced.

Roof Shingles

- ____ An application specific to roof replacement has been developed to ensure all required information is provided. Please use the application which can be found...
- ____ Prior written approval is required before a roof is replaced. Please refer to [Appendix 6](#) for a list of roof shingles that have already been evaluated by the AC and will expedite your application. (These are also listed on the roof application.)
- ____ Roof shingles must be of the same architectural design, size, style, color, and material, and installed in the same location and style as those generally in use throughout the community.
- ____ Pictures depicting the approved 3-tab construction style and architectural roof shingles are shown in [Appendix 7](#).
- ____ It is strongly recommended that you choose a different roof shingle color from the roof color on your neighbor's house.

Satellite Dishes

- ____ You must apply for a satellite dish before installation. An Application for satellite dish installation on the rear roof of the house will be responded to within 5 days (of receipt Monday – Thursday) of submission if the application is complete, provides detailed specifications such as dimension and location, and meets the criteria below.
- ____ Satellite dishes less than 1 meter (39.4 inches) and **installed on the REAR roof** of the house will be approved.
- ____ If the satellite dish must be installed in any location other than the rear roof of the house, the homeowner must present a written statement from the satellite dish company explaining the reason the dish cannot be installed on the rear roof.
- ____ You must submit an Application for Architectural Review for satellite dish installations on the front roof of the house, on fences, or on decks.
- ____ Satellite dishes may not be installed on the front façade of the house, the back facade of the house, in the front yard, on the side roofline fascia boards, in trees, or on the common grounds.
- ____ If you need to install the dish on an extension pole to gain signal, you must have written approval for the pole. The maximum combined height of the satellite dish and the pole is limited to 5 feet.
- ____ You and your installer must ensure that the wires/cables/leads from your satellite dish are installed to meet the requirements explained below.

Satellite Dish Wires, Cable Television Wires, Telephone Wires and Other Exterior Wires

- ____ You and your installer must ensure that your satellite dish wires, cable television wires, telephone wires and any other exterior wires are installed as required below:
 - ____ The wires may be installed only on the rear of the house. The wires may not be installed on the front or side of the house.

- The wires must be installed in an unobtrusive manner, securely attached to the house, behind (or beside) the downspout or in the corner with an adjacent house.
- Wires that are loose, dangling or looped over the gutters are a violation and will be cited by the Architectural Committee for re-installation.
- Informing the installer of the proper way to install outside wires is your responsibility. Please discuss these Guidelines with the installer **before the work is done** so that you will not have to call the installer back to your home to correct a violation.

Sheds, Storage

- Before you **install a new shed or replace a current shed**, you must have written approval from the AC.

Warning: You must not use a current shed you see in a neighbor's yard as an example to follow, without having your plans first reviewed by the AC. Shed Guidelines were revised in 2006 and again in 2013. Many sheds you see may have been installed before the revisions and cannot be used as an example. Constructing a shed without having written approval from the AC could lead to a violation, and the shed may have to be removed or substantially reconstructed at your expense.

- **Shed Location.** Sheds are not allowed in front yards. A shed may be located in the rear yard, located next to the fence or the back wall of the house. For end townhouses, a shed may be located in the side yard, located next to the side wall of the house or along the side fence. A shed in the side yard must be enclosed within the fence. Sheds may not be attached to the house.
- **Shed Size.** Sheds installed in rear yards may not be larger than 8 by 10 feet.
- **Number of sheds.** You may install only one shed that exceeds the height of the fence; written approval is required. You may install one shed that is shorter than the fence without written approval. If you wish to install an additional shed that is shorter than the fence, you must submit an Application for Architectural Review. In no case can more than 200 square feet of a rear or side yard be covered with sheds.
- **Shed Height.** The top of the shed roof may not be higher than 3 feet above the fence line at any point.
 - Please remember that if a shed is constructed on a concrete pad or installed on other supports, you will need to add the height of the pad or supports to the height of the shed in order to determine the overall height of the shed.
 - When you apply for your shed, you must include a diagram that indicates the height of the shed roof top above the fence line.
 - Homeowners who have sloping yards must pay special attention to the height of the shed roof along all points of the shed along the slope.

- If the shed is more than 3 feet above the fence line at any point along the fence, the shed will be cited as an Unapproved Exterior Modification and is subject to removal or substantial reconstruction at your expense.
- **Shed Door.** The door of the shed must open into the back yard, and not onto the common grounds.
- **Windows in sheds.** Windows in sheds are allowed. The shed window must be no larger than 2 feet by 2 feet. The frame of the window must be white. The shed window must have white muntins.
- **Shed Construction Materials.** Three types of shed construction materials are allowed: wood, vinyl, or Rubbermaid and Rubbermaid-like sheds. Metal sheds and sheds constructed of any other materials will not be approved.
- **Wooden sheds.** You may choose to build a wooden shed or install a manufacturer's pre-built wooden shed.
 - Most homeowners in Pinewood Greens have chosen to build wooden sheds because of the price and their adaptability to small townhouse yards. Wooden sheds, when painted the approved fence paint color, blend with the color of the fence and are therefore less visible.
 - **Pre-Built Wooden Shed.** If you choose to use a pre-built wooden shed, you must ensure that the shed meets all criteria (materials, construction, size, shed height) explained in this section of the Guidelines. If the pre-built wooden shed extends above the fence line, you must paint a manufacturer's pre-built shed the approved fence paint color.
- **Wooden shed side wall construction.** The sides of wooden sheds (including pre-built) must be exterior T111 plywood, with the grooves of the T111 installed vertically. The side of the shed must be of independent construction from the fence. Fence boards cannot be used as the side of a shed.
- **Wooden shed color.** Wooden sheds (including pre-built sheds that extend above the fence line) must be painted to match the approved fence color.
- **Wooden shed roofs.** Roofs of wooden sheds must be shingled with asphalt shingles similar to the shingles on houses in the neighborhood. You can also use wooden shingles that are left natural or painted the same color as the shed. Un-shingled wooden shed roofs are not allowed.

Metal roofs, plastic roofs, corrugated plastic roofs, plywood roofs, or roofing materials other than shingles are not allowed.

Vinyl Sheds. While wooden sheds that blend with the color of the fence are recommended, vinyl sheds are allowed with prior written approval. Vinyl sheds may be factory finished white, ivory, beige, light gray, or almond. Except for color and construction materials, a vinyl shed must meet all the requirements for wooden sheds such as height, width, length, location, and all other requirements in this section.

Rubbermaid (or Rubbermaid-like) Sheds. While wooden sheds that blend with the color of the fence are recommended, Rubbermaid and Rubbermaid-like sheds are allowed with prior written approval. These sheds may be factory finished white, ivory, beige, light gray, and almond. Except for color and construction materials, a Rubbermaid-like shed must meet all the requirements for wooden sheds, such as height, width, length, location, and all other requirements in this section.

Shed Use Restrictions. Sheds may not be used to house business-related activity (such as business workshops). They may not be used as house additions for extra living space. Sheds may not be used as garages.

How to Apply for a Shed. Please include the following specifications when you fill out your Application for Architectural Review:

- ____ Include detailed architectural drawings for the shed (whether your shed is a replacement or new installation).
- ____ The architectural drawings must clearly state all dimensions of the shed (width, length and height of the roof top above the fence line). Remember to add the depth of the foundation to the height of the shed roof, if the shed is to be installed on a concrete pad or other foundation.
- ____ The architectural drawings must diagram the exact location of the shed in your back or side yard.
- ____ If you are using a manufactured shed, you must submit a brochure that shows a picture of the shed and clearly explains the construction materials.
- ____ If you are building a wooden shed, you must describe construction materials.

When You Install or Build your Shed. You must build your shed to match the specifications you submit on your Application for Architectural Review. If you are using a contractor to build your shed, it is your responsibility to ensure that the contractor follows the specifications in your Application. If the final construction does not follow the approved specifications of your Application (for example the top of the shed roof is higher than you have stated in the Application) your shed will be an Unapproved Exterior Modification and subject to removal or substantial reconstruction at your expense. (See Section VI)

Shutters

- _____ Prior written approval is required before exterior shutters are replaced or installed.
- _____ Please refer to [Appendix 9](#) for a list of shutters and shutter colors that would expedite your application.
- _____ Shutters must be of the architectural design, size, construction, style, color, and material, and installed in the same location and style as those generally in use throughout the community.
- _____ Either the louvered style or raised panel style of shutters will be approved.
- _____ Having a mix of shutter styles on the same side of the house is not allowed.

Siding

- _____ You may replace the siding on the front or rear of your home with approval from the AC. You must submit a manufacturer's brochure with your application. Please indicate or circle the example of the siding you will use.
- _____ Please specify the color of the siding you will use, citing the manufacturer's name for the color or circle the color in the brochure.
- _____ You must indicate the width of the siding; 4 inch siding will not be approved.
- _____ Clapboard and beaded style siding will be approved. Dutchlap will not be approved.
- _____ The siding must have a smooth or wood grain design.
- _____ The siding must have a flat, satin, or semi-gloss finish. High gloss finishes are not allowed.
- _____ Please see [Appendix 8](#) for examples of siding construction/siding colors that will be approved.
- _____ Installation of siding over stucco and Tudor trim with vinyl siding is permitted (with written approval) and encouraged.

Soffit Screens/Inserts. Please see [Appendix 12](#) for a diagram of soffits/soffit inserts.

- ____ Wire soffit screens must be installed on the inside, not outside, of soffits.
- ____ Installation of white universal soffit inserts as an alternative to wire screens is encouraged and permitted with prior written approval. The universal soffit insert must be installed to match the design of the soffit inserts shown in [Appendix 12](#).
- ____ See [Appendix 12](#) for pictures of soffit inserts that will be approved.
- ____ Soffit screening installed on the exterior side of the soffit will be cited as an Unapproved Exterior Modification. Please see [Appendix 12](#) for examples of soffit installations that will not be approved.

Sump Pumps

- ____ Sump pumps may never cause ponds of standing water on the common property.
- ____ All sump pumps installed after March 1, 2004 must expel water only from the back of the house. Side units may install sump pumps to expel from the side of the unit only if discharge water does not create a pond, wash area, or hazard on common property paths, roadways, or sidewalks.
- ____ The AC may require a sump pump installed before March 1, 2004 that discharges water from the front of the house to be rerouted to the back of the house if the discharge water creates a pond (in warm weather months) or icy area (in cold weather months) on common property sidewalks, roadways, or paths. Sump pumps installed before March 1, 2004 that discharge from the front of the house will be reviewed on a case by case basis if the volume of discharge water creates ponding or ice on common property.
- ____ No sump pump discharge may be directed to or flow onto neighboring private property.
- ____ Homeowners may not cut common property curbs or tunnel water under common property sidewalks for discharge of sump pump water.

Solar Energy Collection Devices

_____ You must receive written approval from the Architecture Committee (AC) before you install solar energy collection devices.

_____ Solar Panels

- _____ All solar panels must be the same size, shape, and color.
- _____ Solar panels should be black.
- _____ Solar panels should be frameless or have black frames.
- _____ Solar powered attic exhaust fans may be permitted on the rear roof but require the approval of the AC via an approved AAR.

_____ Panel Location

- _____ Solar panels must be installed flush mounted, raised no more than 3 inches off the roof.
- _____ Solar panels must be symmetrical and aligned to the roof line. All panels on a specific side of the roof should be contiguous. It's preferred that panels be centered.
- _____ Setback from the roof edge must comply with county code.
- _____ Solar energy collection devices are only permitted on the roof.

_____ Conduit & Inverter Box

- _____ Wiring must come through the soffit and routed vertically down the back of the house until it reaches the level of the inverter box, at which point it can run horizontally. Wiring may not run over the edge of the roof or be wrapped around a gutter.
- _____ Conduits must run down the rear of the house. Preferably the conduit should run near the edge of the house (in a similar location to where gutters are installed.)
- _____ Conduits must be light gray, white, or painted to match siding.

- Inverter box should be installed in the immediate vicinity of the Electric meter.
- Homeowner must provide diagrams of the following for the application to be considered complete:
 - Diagram of the panels on the roof.
 - Diagram of the path the conduit will take to the inverter box.
 - Diagram showing where on the house the inverter box will be installed.

Tents and Cabanas

- ____ Permanent tents, cabanas, portable green houses, and tarps above the fence line are not allowed.
- ____ Camping/party tents or cabanas may be temporarily installed for special occasions, but may not be left up for more than 10 days.

Vents

- ____ Installation or replacement of vents requires prior written approval.
- ____ Vents must be metal or plastic and the color can be white, bare metal, or painted to match the surface to which they are attached. Size - Builder standard (6"x5"), but not to exceed 10"x8".
- ____ Vent style must be downward facing or louvered.
- ____ Vent covers must be metal or plastic and the color can be white, bare metal, or painted to match the surface to which they are attached.
- ____ Vents and vent covers must be securely attached and kept reasonably clean and free from dirt, stains, unsightly dents, creases, breaks, rust, extraneous paint, deterioration, and disrepair.
- ____ Style, Color, and Dimensions of the vent and diagram indicating location for installation must accompany the application.

See [Appendix 17](#) for pictures.

Windows, Basement - Existing Basement Window Modification/Replacement

- _____ If you wish to install a new basement window or make any changes (modifications) to an existing basement window, you must submit an Application for Architectural Review.

Windows, Dormers

- _____ Dormer window additions are not allowed.

Window Fans

- _____ Window fans may be placed in windows only when in use. Window fans installed for kitchen ventilation are not allowed.

Windows, Storm

- _____ Storm windows must be white and match the style, construction design, and size of storm windows throughout the Pinewood Greens.
- _____ Prior written approval is required before storm windows are installed.
- _____ Brochures depicting the proposed storm windows must be submitted with the application.

Window Treatments

- _____ Materials not intended to be sold as window treatments may be cited as an eyesore (for example, aluminum foil, cardboard, sheets, poster board).
- _____ Whole window appliqués must be approved before installation.

Windows, Replacement

- ____ An application specific to window replacement has been developed to ensure all required information is provided. Please use the application which can be found...
- ____ Prior written approval is required before you replace your windows.
- ____ You must include brochures clearly depicting the construction and style of the proposed replacement. Please circle clearly the style of window you will be purchasing. You must also designate on your application which windows are to be replaced (for example, you are replacing all the windows, just the windows on the front of the house, or just the windows on the back of the house).
- ____ Windows must be installed with white colonial grids/muntins. White grids/muntins must be installed on both the top and the bottom half of the windows. Windows in Pinewood Greens are installed with 6 over 6 white grids. If you are replacing a rear kitchen window that was originally installed with 8 over 8 white grids, the replacement window must match the 8 over 8 construction style. Houses with two long windows in front can use either 12 over 6 or 9 over 9 window grids/muntins.
- ____ Partial Replacement. All windows on a face (front or back) of the house must be replaced at the same time. Applications to replace windows on only portions of a face will be denied. If the replacement window will be an EXACT match to the existing windows in every dimension and material, this may be demonstrated to the AC for their consideration.
- ____ Windows must be white.
- ____ Windows above ground level must be either double hung or single hung except in openings with 3 windows as described below.
- ____ Casement, slider, or windows other than double or single hung are allowed only in a basement window at or below ground level.
- ____ In a multi-windowed opening (a window with two or three windows), the replacement windows must match the width dimensions of each original window. Openings with two windows must be replaced with two equal width windows. Openings with three windows may be replaced with one of:
 - ____ Three double or single hung windows of equal width.

- ____ Two double or single hung windows on either side of a picture window (a wider window that does not open). All windows must have muntins as described above. The picture window must represent less than 50% of the width of the opening.
- ____ Photographs and brochures of windows that may be approved are listed in [Appendix 11](#).

Windows, Basement Egress Window and Window Well

- _____ Installation of egress basement windows, egress window wells, and egress well covers require prior written approval from the Architecture Committee. This Egress Basement Window and Window Well Checklist will be submitted with and become part of the Application for Architectural Review.

Compliance with Architectural and Maintenance Guidelines, Virginia Code, and Fairfax County Code:

- _____ Installation and/or enlargement of basement windows and window wells will be accomplished in compliance with all Architectural and Maintenance Standards requirements listed in this checklist.
- _____ Installation and/or enlargement of basement windows and window wells will be accomplished in compliance with all applicable Fairfax County codes to include, but not limited to:
- _____ Fairfax County Land Development Services: Finished Basements requirements dated 11/17/08¹
 - _____ Fairfax County Typical Finished Basement Details²
 - _____ Fairfax County Typical Retaining Wall Details³
- _____ Installation and/or enlargement of basement windows and window wells will be accomplished in compliance with all applicable Virginia code, to include, but not limited to the 2006 Virginia Residential Building Code⁴
- _____ All work will be performed in compliance with all required governmental permits. Copies of the permits are submitted with this Application. Approval of this application will be contingent upon receipt of all required governmental permits.
- _____ The attached statement of indemnification must be signed and notarized.
- _____ All work must be accomplished by a licensed and insured contractor. Copies of the contractor's license and a certificate of insurance must accompany the application. The contractor must sign below that all work will be performed in compliance with all required governmental codes and permit.

¹<http://www.fairfaxcounty.gov/dpwes/publications/basements/basements.pdf>

² <http://www.fairfaxcounty.gov/dpwes/publications/basements/details.pdf>

³ <http://www.fairfaxcounty.gov/dpwes/publications/retainingwall/details.pdf>

⁴ A copy of the 2006 Virginia Residential Building Code may be purchased from the International Code Council at www.iccsafe.org and is available in the reference section of Fairfax County libraries

Construction Specifications Required

Detailed specifications must be provided with the Application to include:

- Location. The location of the window and window well on the foundation wall of the house is specified in the Application.
- A diagram with dimensions indicating the exact location of the proposed window and window well is submitted.
- A picture of any current basement window and window well is submitted, with dimensions of both any current window and any current window well indicated on the picture.
- The height of the top of the window above exterior grade will be no higher than either the top of an existing window or the minimum height necessary to satisfy the egress requirement.
- The width of the window will be no more than 32 inches.
- Replacement Window. A brochure with dimensions and picture of the window to be installed is submitted.
 - The frame of the window will be white.
 - The window may be a slider, casement, single or double hung window. (Circle one)
 - The U-factor of the window must meet or exceed the specifications of the Fairfax County Typical Finished Basement Details.
- Alteration to Load Bearing Basement Foundation Walls.** I understand that Fairfax County requires submission of plans to accompany the required permit when there is any alteration to an existing load bearing wall or exterior wall. (see Section 2, page 3 of Fairfax County Land Development Services: Finished Basements). Installation of a new or enlarged window opening must also be installed in compliance with the 2006 Virginia Residential Building Code.
- Fairfax County approval of these plans as well as the permit for any alteration of an existing load bearing wall or exterior wall is submitted with the Application, including specifications detailing the window header.

Window Well. I understand that Fairfax County Typical Finished Basement Details require that a window well must be constructed when grade conditions require the sill of the egress window to be below the outside grade elevation.

- I have complied with Fairfax County Code for any required plan submission that must accompany a permit for the construction of a new window well. Copies are attached to this Application.
 - Detailed specifications, dimensions, manufacturer's brochures and diagrams describing the proposed window well have been submitted with the Application, to include the height of the reveal of the window well above grade at the midpoint of the window well and the two locations where the well meets the foundation wall.
 - I will use a plastic or galvanized metal pre-fabricated window well. (Circle one). The manufacturer's specifications, dimensions, and brochure are submitted with the Application. A sample color of the pre-fabricated window well is included. The color of the window well will be: ivory, grey, beige, dark brown, dark green, or black (Circle one).
 - The height of a pre-fabricated window well as installed (i.e. the reveal) will be 4 inches above grade. If the reveal is 4 inches above grade, I understand that a border around the well must also be installed. The border will be constructed of ornamental garden block or pressure treated timbers (Circle one). Detailed construction plans including diagrams depicting the dimensions of the border, elevation drawings, and manufacturer's brochures have been submitted with the Application.
 - If ornamental garden block is to be used, samples, a color brochure, or a web reference depicting the color, material, and dimension of the product are submitted.
 - If pressure treated timbers are to be used, I understand that the timber size must not exceed 4" X 4." The timbers must remain natural in color and not painted or stained. Clear waterproofing treatment may be used.
- Drainage from the Window Well.** The Application includes detailed steps to be taken to guarantee that the window well will not permit or facilitate water to penetrate the modified home or neighboring homes.

- The window well will be installed in compliance with the Fairfax County Typical Retaining Wall Details specifications with regard to drainage, if deemed applicable by Fairfax County.
- The homeowner, by signing this checklist, acknowledges that he/she or any future owner of the home may be required to install a sump at the base of the window well as a result of water penetration to neighboring homes subsequent to installation of the window well. Water discharged from the sump pump must meet Architectural Control Guidelines (see Section V.E.7).
- Window Well Cover.** A window well cover is required and will be installed to prevent fall-hazard to adjoining neighbors presented by the newly installed or enlarged window well.
 - Pictures, manufacturer's brochures, and elevation drawings with dimensions of the cover have been submitted with the Application.
 - I understand that if a plastic bubble-type window well is used, the height of the bubble shall not exceed 4" above grade (including the dimension of the height above grade of the window well). I understand that yellowed or worn window well covers will be cited as an eyesore violation for removal or replacement.
 - The means of attaching the cover to the window well without impeding the intended fire egress have been specified in the Application.
 - The homeowner applying for approval is responsible for assuring that the window well is in compliance with all governmental permits and codes and appropriate for use, and may not rely upon approval of the Association for this purpose.
- I have read the above requirements of the Egress Window and Window Well Checklist. I will ensure that my contractor will install the proposed egress window, window well, and window well cover in compliance with this checklist and all requirements of the Architectural Control Guidelines.

Homeowner Signature

Printed name of homeowner

Signature

Date

Contractor Signature

The contractor must sign below to indicate that all work will be performed in compliance with all required governmental codes and permits.

Printed name of Contractor

Signature

Title/Name of Company

Date

Egress Basement Windows and Window Wells

Statement of Indemnification

In consideration of the agreement of Pinewood Greens Homeowners Association (the "Association") to allow the undersigned homeowners ("Homeowners") to install a basement egress window and window well in the basement of their home located at _____, Falls Church, Virginia (the "Home"), and for other good and valuable consideration, Homeowners hereby agree to indemnify and hold harmless the Association, its Board of Directors, committee members, agents, and employees from any and all injuries, property damage, causes of actions, claims or obligations and all consequential and incidental damages including but not limited to structural failure, damage from water infiltration, and personal injury arising out of or relating to the alteration of the foundation wall, installation of a basement egress window, installation of a basement egress window well, installation of a basement window well cover in the Home and any concomitant regrading.

Homeowners further acknowledge that they and any subsequent owner(s) of the Home are responsible for maintaining the basement windows, window wells, window well cover, and regrading in a safe and sound condition.

Homeowners understand and agree that this signed and notarized agreement shall accompany the Application and will become part of the Application. This statement of indemnification shall be included in all subsequent resale disclosure packets for the Home under the applicable provisions on resale disclosures in the Virginia Property Owners Association Act in order to notify subsequent purchasers of their responsibility to indemnify and hold harmless the Association, its Board of Directors, committee members, agents and employees as stated above.

Printed name of homeowner

Printed name of homeowner

Signature

Signature

Date

Date

Printed name of homeowner

Printed name of homeowner

Signature

Signature

Date

Date

Affix Notary Seal Here:

Signature

Yards and Landscaping

- ____ In general, planting on the owner's property does not require AC approval. There is no requirement that you have grass in the front yard. Alternative to grass, mulched garden areas or ground covers (such as periwinkle or pachysandra) that encompass the front yard are allowed.
- ____ Front yards must have foundation plantings such as shrubbery that obscure the foundation. Bare sections of dirt in the front yard are not allowed.
- ____ If you wish to install landscaping rocks as an alternative to grass or mulch, you must submit an Application for Architectural Review. Landscaping rocks may only be used as accents in a portion of the front yard. Landscaping rocks cannot be installed to cover the entire front yard. Landscaping rocks must be natural in color.

Yards - Front Yard Landscape Accessories

- ____ Flower pots with seasonal flowers that bring color to our neighborhood are encouraged and are allowed without prior approval.
- ____ Other small (less than 12 inches in any dimension) decorative landscaping ornaments are allowed in limited numbers: up to 5 decorative landscaping ornaments may be placed in the front yard or on the front steps.
- ____ You must apply for landscaping accessories (other than flower pots) larger than 12 inches in any dimension such as bird baths, trellises, fountains, sun dials, chairs, park benches, or statues.
- ____ The AC may review specific landscaping accessories and request that accessories be removed.
- ____ Seasonal decorations in the front yard must be removed in a timely manner.

Yards - Back Yards and Gardens

- ____ Backyard planting is encouraged. All landscaping must be planted within property lines. Plantings or shrubbery growing between or over fences must be pruned to extend no farther than the fence line.

- ____ Rear yards without full height fences must maintain rear yards and gardens, and must not allow them to become an eyesore.

Yards - Bamboo and Other Invasive Plants

- ____ Bamboo and other invasive plants are not allowed.

Yards - Fruit and Vegetable Gardens

- ____ Vegetables or fruit must be planted inside your rear fence lines. Planting herbs and vegetables in front/side yards is allowed but must be confined to container-planting (a container no larger than 14 – 16 in diameter inches). No more than 5 containers are allowed in the front/side yards. Fruit and vegetable plants in the front/side yards cannot be taller than 15 inches and cannot vine or extend beyond the confines of the pot.
- ____ Tomato cages, stakes, or similar structures are not allowed in the front or side yards.

Yards - Garden Borders and Retaining Walls

- ____ You must submit an Application for Architectural Review before you install a garden border.
- ____ Garden borders that may be allowed include but are not limited to: brick borders, stone borders, and 4" X 4" garden ties made of pressure treated wood.
- ____ Cinder block, concrete, plywood, and picket-style fence borders are not permitted.
- ____ All garden edging must be maintained properly, without leaning or loose stones or ties, and maintained in a manner to prevent becoming a trip hazard.

Yards - Ivy and Vines

- ____ Climbing ivy and other vines on bricks or siding are strongly discouraged. If ivy is used, it must be kept trimmed so as not to grow on neighboring homes.

Yards - Planting and Landscaping on the Common Grounds

- _____ Landscape planting on the common property is not allowed without written approval in advance by the Association's Maintenance (common grounds) Committee.

Yards - Traffic Visibility

- _____ Trees, hedges, shrubs or any other plants on private property which restrict sight lines for vehicular traffic are prohibited. Shrubbery and landscaping on private property should not exceed three feet in height if within vehicular line of sight.

Yards - Trees

- _____ Trees in the front yard (on the homeowners property) may be removed without prior permission of the AC. If the tree is removed from the front, the stump must also be removed (or ground with a stump grinder) and the area landscaped.
- _____ A size-appropriate tree may be planted in the front yard, with prior approval from the AC.
- _____ Trees on private property must be maintained in a manner to prevent damage to common property.
- _____ Trees may not block or intrude on the common sidewalks. Tree branches that overhang a common/public sidewalk must be pruned not less than 7 feet above the sidewalk.

SECTION V. MAINTENANCE STANDARDS

The ongoing maintenance of each Pinewood Greens townhouse affects the overall appearance and value of each home as well as neighboring homes and the entire Association. It is therefore essential that regular, timely, and thorough maintenance practices be followed by each homeowner.

Regular and timely preventative maintenance, maintenance, and repairs to each townhouse are crucial to the preservation of the Association as a whole. These regular and timely actions prevent unacceptable deterioration and can help avoid unexpected financial expenditure.

The exterior of every townhouse shall be maintained by the owner to preserve and enhance the overall quality, desirability, and attractiveness of the home and community in a satisfactory manner as required by the Pinewood Greens Homeowners Association Covenants, Article IX. These maintenance requirements apply to all townhouse exteriors, fences, front and side yards, and any other exterior structures or portion of the property which can be viewed from the Association's common grounds or from another lot or home.

A. Maintenance Requirements

The following is a general list of basic maintenance requirements. Items and/or aspects of property maintenance which become relevant due to deterioration but not specified in these Guidelines may also be cited if they contribute to a properly maintained home.

1. **Decks.** Decks must be kept in good repair: without broken, loose, missing or out-of-place place boards, rot, damage, detachments, or otherwise deteriorated/unsightly wood. Decks or steps to decks that tilt or lean will be cited for repair/replacement. If painted, deck surfaces must be appropriately maintained without peeling, blistering, cracking, or fading paint, and graffiti.
2. **Doors.** Front and Back Doors, Storm Doors, and Sliding Glass Doors. All doors are to be kept clean and free from dirt, stains, unsightly dents, creases, breaks, rust, extraneous paint, deterioration, and disrepair. Doors that are bent, detaching from the home, fail to stay properly closed, or not in working condition must be repaired, removed and/or replaced.
3. **Fascia and Other House Trim.** Fascia and other house trim must be kept in good repair, free from dirt, stains, rot, cracks, breaks and holes, must be properly painted (as specified in 1 above), and must be firmly attached to the house. Broken, detached, rotting, or any deteriorating trim must be repaired/replaced in

a timely fashion. Aluminum capped or wrapped fascia or other house trim must be maintained without bubbling, creasing, or wrinkling.

4. **Fences.** Fences must be in good repair: without broken, loose, missing or out-of-place place boards, rot, damage, detachments, or otherwise deteriorated/unsightly wood. Fences that lean, are detaching from upright posts, or otherwise loose will be cited for repair/replacement. Fences must be kept painted, clean and free from dirt, stains, peeling, blistering, cracking, or fading paint, and graffiti.
5. **Firewood.** Firewood or any other similar items must be neatly stored within privacy fence lines.
6. **Flower Pots.** Flower pots and similar containers that are empty, or not used in the winter months, must be removed from the front of the house when not in use. Broken flower pots may not be stored in the front yard.
7. **Front railings.** Front railings must be kept in good repair, free of rust, and painted black. Detached and/or loose railings must be repaired and/or reattached. Concrete blocks or other fabrications installed around the base of railings to secure a loose railing are a violation (see Section IV, Railings) and will be cited as an Unapproved Exterior Modification (see Section VI). Please see Appendix 14 for an example of a pre-manufactured railing support that has been approved in the past.
8. **Gardens.** Flower gardens, rock gardens, and mulched areas must be maintained without weeds. Garden and mulched areas overgrown with weeds will be cited as a simple eyesore. Mulch must be installed in garden areas on a timely basis to prevent the growth of weeds.
9. **Graffiti.** Graffiti must be painted over or removed.
10. **Grass or Other Ground Cover.** Any grass or other ground cover visible from common property must be properly cut and maintained. Grass will be considered an eyesore if it remains uncut after growing to a height greater than four (4) inches, goes to seed, or contains weeds which have begun to flower or go to seed.
11. **Gutters and Downspouts.** Gutters and downspouts, and all necessary brackets, must be properly attached and kept clear of all visible debris.
12. **Leaves.** Front/side yards must be raked to remove fallen leaves.
13. **Lights.** Front and porch lights must be firmly attached to the home without lean or tilt. Detached or loose porch lights must be repaired and/or reattached. Missing globes must be replaced. Porch lights are to be kept clean and free from dirt, stains, unsightly dents, creases, breaks, rust, extraneous paint, deterioration, and disrepair.
14. **Non-Painted Surfaces, Including Brick, Concrete.** Brick, concrete, and other non-painted surfaces must be kept clean and free from dirt, stains, paint, graffiti, rust, cracks, gaps, scratches and other deterioration or damage that cause unsightly appearance.
15. **Painted Surfaces.** Painted surfaces must be kept clean and free from dirt, stains, peeling, blistering, cracking, or fading paint, and graffiti. This applies to all

painted surfaces such as house trim, fascia boards, railings, sheds, fences, etc. Painted metal surfaces (railings, gutters, etc.) must be rust free.

16. **Roofs.** Shingled roofs must be kept free from damage and deterioration, without damaged, missing, loose, or curling shingles, and must have flashing in place. Debris, extraneous paint, or otherwise unsightly material must be removed. Firebreaks must be kept rust free and must be painted white.
17. **Sheds.** Sheds must be kept in good repair without damage, dirt, stains, graffiti, deterioration, or rot. If a shed extends above the fence line, shingled roofs must be maintained. If painted, shed surfaces must be kept clean and free from dirt, stains, peeling, blistering, cracking, or fading paint, and graffiti.
18. **Shrubs and Bushes.** Shrubs and bushes must be maintained, mulched, and pruned by the homeowner to avoid an unkempt appearance. Overgrown or unpruned shrubbery or bushes that give an unkempt appearance to a yard, or overhang common property (sidewalk, path, etc.) will be cited as an eyesore or hazard violation.
19. **Shutters.** Shutters must be firmly attached to the home. Shutters are to be kept clean and free from dirt, stains, unsightly dents, creases, breaks, rust, extraneous paint, deterioration, and disrepair.
20. **Trash and Debris in Front/Side Yards.** Homeowners are required to keep yards tidy, free from trash, garbage, trimmings, dog poop, leftover newspapers, debris or other unsightly materials. Unkempt yards visible from the common property will be cited as eyesores. Do not store children's toys, picnic tables, grills, lawn mowers, rakes, mops, brooms, buckets, trash cans, recycle bins, or other items in the front yard.
21. **Trash and Garbage Containers.**
 - a. Trash, trash bags, recycling bins, and garbage containers must remain within privacy fence lines until 7:00 p.m. the evening prior to trash pick-up.
 - b. Trash/garbage containers and recycling bins must be retrieved from curbside by 10:00 p.m. on the day of pick-up and stored within privacy fence lines.
 - c. Trash, trash bags, recycling bins, and garbage containers may never be stored in the front or side yards.
22. **Trees.** Trees planted on private property (front, back, or side) must be maintained by the homeowner. Tree branches overhanging sidewalks or rear fences must be cut back to a minimum of 7 feet clearance so pedestrians may use sidewalks and common areas freely and safely without having to duck or walk around a branch. Overhanging branches not meeting these specifications will be cited as an eyesore or hazard violation.
23. **Vent and Vent Covers.** Vents and vent covers must be securely attached and kept clean and free from dirt, stains, unsightly dents, creases, breaks, rust, extraneous paint, deterioration, and disrepair.
24. **Window treatments.** Curtains, shutters, blinds, or any window treatment visible from the street or common grounds must be in working order and must be

maintained. Curtains, window shutters, blinds, shades and any other window treatment that is torn, bent, damaged, or deteriorated will be cited as an eyesore.

25. **Windows.** Broken window glass must be replaced. Removal of window muntins/grids is a violation and will be cited as an Unapproved Exterior Modification. Loose or detached muntins must be properly and promptly re-attached. Broken or torn window screens must be repaired/replaced. Window frames that are broken, detached, bent, or will not close must be repaired/replaced.

SECTION VI. ENFORCEMENT OF THE ARCHITECTURAL AND MAINTENANCE STANDARDS

A. The Architecture Committee

The Architecture Committee is charged with enforcement of Pinewood Greens Homeowners Association Architectural and Maintenance Guidelines.

1. If a violation is found, a violation notice identifying the problem will be sent to the homeowner.
2. The homeowner will be asked to resolve the violation within a specified time.
3. The enforcement procedure varies somewhat depending on the violation and is explained in detail below.

B. Unapproved Exterior Modifications (UEM)

1. Unapproved Exterior Modifications are changes made to the exterior of a home without prior approval from the Architectural Control Committee. A home or yard may be cited for a UEM even if the change meets the guidelines – the violation is because an application was not submitted.
2. Visual inspections of all townhouses for architectural standard violations are done annually as well as on an as needed basis.
3. The homeowner will be notified in writing of the Unapproved Exterior Modification.
4. The homeowner must submit an application detailing how the home will be brought into compliance with the architectural guidelines.
5. The homeowner will be given 30 days to submit an application that outlines the plan to bring the violation into compliance.
6. See section G below for information about enforcement.

C. Routine Maintenance Violations (RMV)

1. Routine Maintenance Violations are citations for maintenance that is necessary because of normal physical deterioration through wear, aging, weathering, etc.
2. Visual inspections of all townhouses for architectural standard violations are done annually as well as on an as needed basis.
3. The homeowner will be notified of the routine maintenance violation in writing.
4. Homeowners are required to develop a plan to address the issue by the deadline. Keep in mind than many RMV violations will require the homeowner to submit an application. Failing to do so could result in an Unapproved Exterior Modification. Please contact the Association office if you need additional information or clarification of the letter.
5. Homeowners will be given 60 days to remedy the issue.
6. See section G below for information about enforcement.

D. Eyesores

1. A condition is considered to be an eyesore if it is unsightly, offensive, objectionable, or generally disagreeable to the appearance of the home and to the community.
 - a. Simple Eyesores. Conditions such as unkempt yards, items stored in the front yard such as bicycles and children's toys, baby strollers, pet poop, garbage cans and bags, recycling bins, rakes, brooms, mops, or broken or empty flower pots constitute a simple eyesore.
 - b. Major Eyesores. Conditions such as broken fence boards, torn screens, or broken fence gates constitute a major eyesore.
2. Eyesore inspections are done multiple times throughout the year.
3. Homeowners will typically receive a door hanger that details the violation, but in some circumstances may receive a letter via mail or left at the door.
4. Homeowners are expected to bring their homes into compliance by addressing the concern detailed in the eyesore violation. Typically an application is not required.
5. The homeowner is given ten (10) days to correct a simple eyesore and twenty-one (21) days to remedy a major eyesore, unless otherwise specified.
6. See section G below for information about enforcement.

E. Hazards

1. Hazards are conditions endangering the safety in the community (such as a loose or dangling gutter, or a leaning fence).
2. Hazard inspections are done on an ongoing basis.
3. Homeowners will be sent a letter identifying the hazard violation and stating that immediate action is required.

4. Homeowners are expected to address hazard. In many cases the homeowner will be able to remove the hazard without submitting an application, but an application may be required to restore the home to a condition that meets the maintenance criteria. (For example, a fence that is falling over can be removed without submitting an application, but an application will be required to install a new fence.)
5. Homeowners are given 7 days to address the hazard.
6. See section G below for information about enforcement.

F. Trash Violations

G. Enforcement of the Architectural and Maintenance Standards.

1. **Covenant Remedies.** If a violation (Routine Maintenance, Eyesore, Hazard, Unapproved Exterior Modification, or Garbage) is not remedied within the specified time, the Covenants authorize two forms of enforcement.

The Board may exercise its authority "...to enter upon said parcel and to repair, maintain, and restore the lot and the exterior buildings." The cost for the work "shall be added to and become part of the assessments to which such lot is subject."

The Covenants also authorize the Board to take legal action against the homeowner under the authority of the Pinewood Greens Homeowners Association Covenants, Article XII in order to have the court order compliance by the homeowner. Such an order will be enforced by the courts.

2. **Remedies under the Virginia Property Owners Association Act (VPOAA).** Additionally, if a homeowner undertakes any exterior modification without prior approval of the AC or does not remedy a routine maintenance violation (RMV), eyesore, hazard or trash violation, the Architecture Committee or other tribunal convening a hearing under the Pinewood Greens Homeowners Association Suspension Hearing Policy is required to take action (including suspension of pool privileges).
3. **Legal Costs.** Under the Virginia Property Owners Association Act costs for subsequent legal action may be added to the homeowner's assessments.

H. Violation Categories.

Violations fall into five (5) general categories: Routine Maintenance Violations, Eyesores, Hazards, Garbage Violations, and Unapproved Exterior Modifications.

- c. **Routine Maintenance Violation Enforcement.** Your home will be re-inspected after the 60 days allotted to remedy the issue. If you do not remedy the Routine Maintenance Violation within the specified time the violation will be referred to the AC and/or to the Board of Directors for possible legal action (section G1 above) Action may also be taken under the VPOAA (section G2 above).
- d. **Eyesore Enforcement.** Notice of simple and major eyesore violations will be provided in writing. They may be mailed to a homeowner and tenant (if any) or a door hanger may be left at the time of inspection.
- e. **Re-inspection.** A re-inspection will be made at the end of the allotted time allotted to remedy the issue. Any failure to correct an eyesore in the allotted time will be referred to the AC and/or the Board of Directors, possible for legal action (section G1 above) , as well as possible action under the VPOAA (sections G2 above). .
- f. **Penalty.** If eyesore violation is not remedied within the allotted time and the Association is considering whether to contract with someone to enter upon the proper to address the violation, a warning letter will be mailed to the owner (and tenant if any), informing the homeowner that the contractor's cost for such repairs and a \$50 administrative fee will be added to the homeowner's assessments. The homeowner will be given 15 days from the date of the warning letter to remedy the violation. The warning letter will also inform the owner that action may also be taken under Section 55. 513 of the Virginia Property Owner Association Act.
- 4. **Hazard Violations.** Conditions endangering the safety in the community (such as a loose or dangling gutter, or a leaning fence) will be regarded as hazards. Owners will be sent a letter identifying the hazard violation and stating that immediate action is required.
- g. **Hazard Enforcement.** Hazards will be considered as emergencies and will be referred to the AC and/or the Board of Directors for immediate action, including entering upon the property to remedy the hazard.
- 5. **Unapproved Exterior Modification Violations.** Any exterior change not approved by the AC in advance is defined as an Unapproved Exterior Modification. Any time an Unapproved Exterior Modification has been identified the AC will notify the homeowner.. Notification requires correction of the problem, which is usually restoration to the "original" condition or to be brought into compliance with the Architecture Guidelines

through the Application for Architectural Review Process. A deadline will be given for remedy of the violation. **Exterior changes made without following the Application for Architectural Review Process will be cited as an Unapproved Exterior Modification even if they would otherwise be in compliance with the guidelines.**

- a. **Unapproved Exterior Modification Violation Enforcement.** If you do not remedy the Unapproved Exterior Modification within the specified time the violation will be referred to the AC and/or the Board for action under the Covenants as well as action under the VPOAA (see Section G above).
- 6. **Garbage Violations.** Failure to follow garbage guidelines (Section V.D.25) regarding storage and disposal of trash and recycling, is a violation of the Architectural and Maintenance Guidelines. This will result in a written garbage violation. The first letter will be a warning letter.
 - a. Garbage Violation Enforcement. Homes that repeat garbage violations are subject to a hearing letter without any further warning letters. The hearing letter will request your appearance at a hearing called in accordance with the Pinewood Greens Assessment and Hearing Procedures. (See Section G above).

SECTION VII. ARCHITECTURE COMMITTEE

- A. **Architecture Committee.** A primary purpose for which Pinewood Greens Homeowners Association exists is "to provide for maintenance, preservation and architectural control of the resident lots and common areas." Toward this end, the Board of Directors has established several committees. One of these is the Architecture Committee.
1. **Structure.** The Committee is headed by a Chairperson and at least two other members appointed by the Board of Directors. Any homeowner may serve as a member of the Architecture Committee. All homeowners are encouraged to volunteer.
 2. **Duties.** The AC duties are:
 - a. To preserve and maintain the architectural and maintenance standards defined in these Guidelines (see sections IV and V) through inspections of all townhouses in Pinewood Greens.
 - b. To enforce these Guidelines.
 - c. To review all Applications for Architectural Review.
 - d. To recommend to the Board of Directors amendments to these Guidelines as needed to ensure exterior modifications, maintenance, replacements, and repairs continue to meet maintenance and architectural standards.

APPENDIX 1

Pinewood Greens Preapproved House Paint Colors

You have three choices when it comes time to repaint the house trim:

1. You may repaint, without permission from the AC, in existing colors (using current paint that matches exactly the existing colors of your house).
2. If you choose not to repaint in existing colors or do not want to use a preapproved color, you may select another house paint trim color, but you must submit a paint chip for this color to the AC, along with an Application for Architectural Review.
3. You may repaint, without permission from the AC, in one of the preapproved colors listed below:

Martin Senour Williamsburg Exterior Paint Colors: The entire series of the colonial Martin Senour Williamsburg Exterior Paint Colors has been preapproved. Use these paints specifically, not a close match from another manufacturer.

Sherwin Williams Exterior Paint Colors: The entire series of Sherwin Williams Suburban Traditional Exterior Paint Colors has been approved. Use these paints specifically, not a close match from another manufacturer.

Lighter colors are recommended for bay windows, front fascia and front soffit boards, and trim around front doors. Darker colors can be used for front doors, trim around front doors, bay window insets, bay window roofs, and shutters.

For a full explanation of guidelines regarding house paint color, see Section IV of the Architectural Guidelines.

APPENDIX 2

Pinewood Greens Rules for Fence Paint Color

The color you must paint your fence depends upon where you live in Pinewood Greens.

Fences must be painted and repainted according to the Diagram of Rules for Fence Paint Color shown on the next page of this appendix.

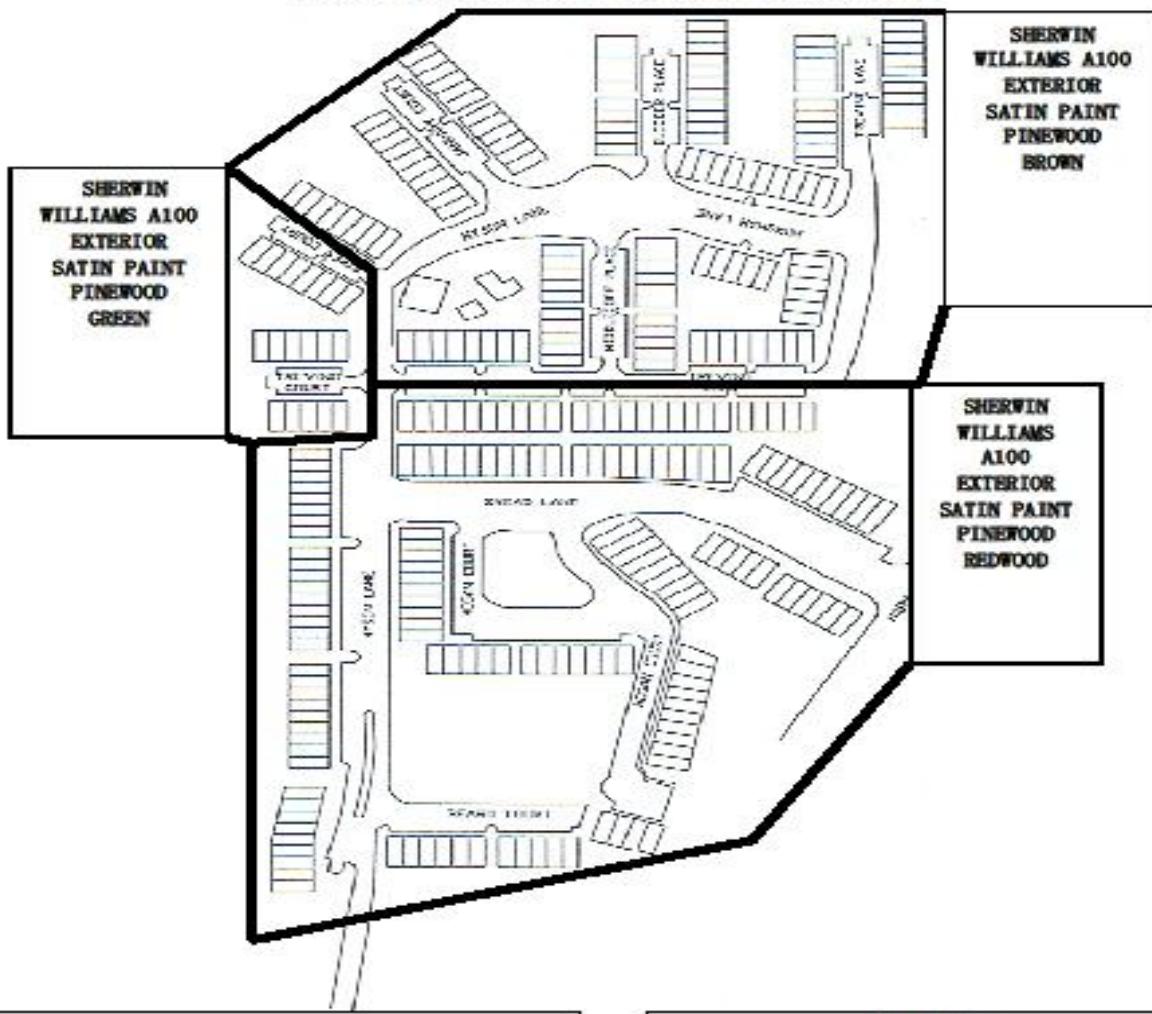
- Stains, other brands of paint or other paint colors are **not** permitted.
- All fences must be painted the approved color on the common ground side of the fence.
- Please notice that the fence paint color is a **satin finish**. Flat or high gloss finishes are not allowed.
- For paint to properly adhere to pressure treated wood used for constructing fences, the pressure treated wood must be allowed to weather before painting. It is strongly recommended that you wait a minimum of 30 days but no more than 9 months before painting.
- Fences that remain unpainted more than 9 months are subject to a violation letter requiring you to paint with the approved fence paint color indicated on the diagram above.

For a full explanation of guidelines regarding fences, see Section IV of the Architectural Guidelines.

PINEWOOD GREENS - RULES FOR FENCE PAINT COLORS

Ask Sherwin Williams to look up Pinewood Greens fence paint colors and then tell them the color of your fence using the map below.

Note that these are paint, NOT STAIN colors.



SHERWIN WILLIAMS
Lee Graham Shopping Center
2810 Graham Road
Falls Church, VA 22042
703-560-0470

Store Hours
Monday - Friday 6:30 a.m. - 6:00 p.m.
Saturday 8:00 a.m. - 5:00 p.m.
Sunday 10:00 a.m. - 4:00 p.m.

These paints must be used specifically for painting fences. Stains, other paint colors, or other brands of paint are not allowed on fences. The fence paint color is a satin finish. Flat or high gloss finished are not allowed.

APPENDIX 3

Pinewood Greens Rules for Deck Color

You have three choices of finish for wooden pressure treated decks:

1. If your deck is already painted, you must repaint it the same color as the approved paint color for your fence. See the Diagram of Rules for Fence Paint Color in Appendix 2..
2. If you have replaced your deck and have not painted it, you may apply a clear waterproofing, or similar clear treatments that are of low gloss finish. High gloss waterproofing applications not allowed.
3. If you have replaced your deck and have not painted it, you may also apply a stain (with prior approval), as listed below:

Sherwin Williams Stains
Cedar A18Y50500
Cedar Bark SW3511
Cider Mill SW3512
Covered Bridge SW3508
Mission Wall SW3502
Natural A18C50500
Spice Chest SW3513
Woodbridge SW3504

For a full explanation of guidelines regarding decks, see Section IV of the Architectural Guidelines.

APPENDIX 4

Pinewood Greens Rules for Decks Replaced with Trex or Azek

You must have prior approval before using Trex or Azek to replace your deck.

Trex Transcend

Tree House

Azek

Morado

Redland Rose

Sedona

When using Azek or Trex composite materials for deck replacement: if pressure treated wood is used for any portions of the deck, the pressure treated material must be stained to match exactly the color of the composite deck material. In this case, a sample of the composite material and a sample of the matching stained wood (including the name of the manufacturer's stain color) must be included with the application.

Matching stain colors that may be approved for Trex Transcend composite deck:

Trex Tree House:

Sherwin Williams Pine Cone
Deckscapes Exterior Solid Deck Stain

Matching stain colors that may be approved for Azek composite deck:

Azek Redland Rose:

Sherwin Williams Ranchero Red
Deckscapes Exterior Solid Deck Stain

Azek Morado:

Sherwin Williams Cabin Brown
Deckscapes Exterior Solid Deck Stain

Azek Sedona:

Sherwin Williams Pepperidge
Deckscapes Exterior Solid Deck Stain

For a full explanation of guidelines regarding decks, see Section IV of the Architectural Guidelines.

APPENDIX 5

Pinewood Greens Rules for Shed Paint Color

Wooden Sheds

Wooden sheds (including manufacturer's pre-built sheds that extend above the fence line) must be painted the approved fence paint color.

- See Appendix 2 for fence paint colors approved for each section of the community.
- For paint to properly adhere to pressure treated wood used for constructing sheds, the pressure treated wood must be allowed to weather before painting. It is strongly recommended that you wait a minimum of 30 days but no more than 9 months before painting. Sheds that remain unpainted more than 9 months are subject to a violation letter requiring you to paint with the approved fence paint color indicated on the diagram in Appendix 2.

Vinyl and Rubbermaid sheds

Vinyl sheds or Rubbermaid sheds may be factory finished white, ivory, beige, light gray, or almond. The manufacturer does not recommend painting a Rubbermaid shed. However, if a shed made of vinyl siding requires painting, it must be painted the approved fence paint color. See Appendix 2 for fence paint colors in each section of the community.

For a full explanation of guidelines regarding sheds, see Section x of the Architectural Guidelines.

APPENDIX 6

Pinewood Greens Rules for Asphalt Roof Shingle Color and Construction Style

Roof shingles must be of the same size, construction design, style, color, and material, and installed in the same location as shingles generally in use throughout the community and must be in conformance with the architectural design of the community as a whole. A picture depicting the 3-tab construction style of approved shingles is shown on the next page.

With prior approval you may change the color of your roof shingles. It is strongly recommended that you choose a different roof shingle color from the roof color on your neighbor's house.

Roof shingle colors that can be expedited in the application process are listed below. Roof shingle colors not listed below may also be approved by the AC after submission of an Application for Architectural Review.

If you wish to expedite your application, choose from the following roof shingle colors when you submit your application.

Certainteed Roof Shingles

Timberblend
Dove Gray
Silver Lining
Cinnamon Frost
Gray Frost
Weathered Wood
Heatherblend
Oakwood
Slate Gray
Forest Gray
Nickel Gray
Moire Black
Black

GAF/Sovereign

Autumn Brown
Golden Cedar
Slate
Charcoal
Silver Lining
Weathered Gray

For a full explanation of guidelines regarding roofs, see Section IV of the Architectural Guidelines.

APPENDIX 7

Picture of Pinewood Greens Approved Asphalt Roof Shingle Approved Construction Style



Approved 3 Tab Roof Shingle Construction Style

For a full explanation of guidelines regarding roofs, see Section IV of the Architectural Guidelines.

APPENDIX 8

Pinewood Greens Rules for Siding Replacement

You must submit an Application for Architectural Review before you replace the siding on your home.

- If you wish to expedite your application, the following **Certainteed** and **James Hardie siding styles** and colors may be approved.
- Siding from other manufacturers may also be approved after you submit an Application for Architectural Review.

Certainteed Siding

Clapboard and Carolina beaded style siding will be approved. Dutchlap will not be approved. The application must specify the dimension of the siding; 4 inch siding will not be approved.

Certainteed Colors:

Colonial White	Light Maple
Snow	Sterling Green
Sandstone Beige	Savannah Wicker
Heritage Cream	Cypress
Herringbone	Oxford Blue
Warm Sand	Granite Gray
Desert Tan	

James Hardie Siding

Clapboard and Carolina beaded style siding will be approved. Dutchlap will not be approved. The application must specify the dimension of the siding; 4 inch siding will not be approved.

James Hardie Colors:

All colors but Parkside Pine, Chestnut Brown, and Countylane Red.

For a full explanation of guidelines regarding siding replacement, see Section IV of the Architectural Guidelines.

APPENDIX 9

Pinewood Greens Rules for Shutter Replacement/Installation

You must submit an Application for Architectural Review before you replace or install shutters.

If you wish to expedite your application, the following **Builders Edge** shutter styles and colors may be approved:

Louvered



Raised Panel



Builders Edge Shutter Colors

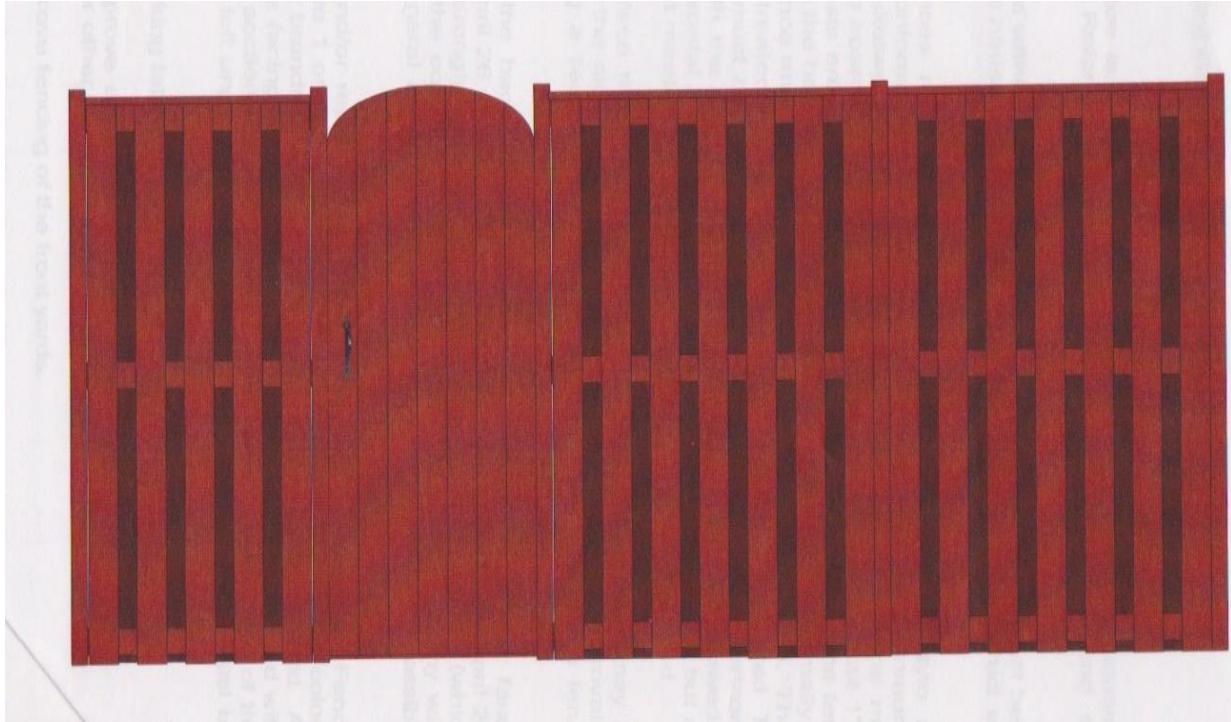
White	Moss
Musket Brown	Midnight Blue
Sage	Bordeaux
Black	Wedgewood Blue
Forest Green	Classic Blue
Midnight Green	

For a full explanation of guidelines regarding shutters, see Section x of the Architectural Guidelines.

APPENDIX 10

Photographs of Approved Pinewood Greens Fence Construction

For a full explanation of guidelines regarding fence construction, see Section IV of the Architectural Guidelines.



APPROVED FENCE CONSTRUCTION STYLE

Note placement of the 3 required horizontal supports:

- Top support flush with top of fence
- Middle support centered between top and bottom support
- Bottom support above ground level

Note relative height of vertical supports to the top of fence.

Note horizontal cap board

Note gate construction and height relative to the rest of fence.



GATE CONSTRUCTION

Fence Construction on Hill



FENCE CONSTRUCTION ON HILL - STEPPED

Please note that the total height of the fence from the ground at any point may not exceed the maximum.



FENCE CONSTRUCTION ON HILL – SLOPED

Please note that the horizontal supports must line up using this method.

For a full explanation of guidelines regarding fence construction, see Section IV of the Architectural Guidelines.

APPENDIX 11

Photographs of Approved Pinewood Greens Replacement Windows



SINGLE WINDOW



DOUBLE WINDOW

I. Options for Triple Window Openings



EXAMPLE OF 3 WINDOW OPENING WITH 3 SAME SIZE WINDOWS



EXAMPLE OF 3 WINDOW OPENING WITH LARGER MIDDLE WINDOW



EXAMPLE OF 3 WINDOW OPENING WITH PICTURE WINDOW

J. Tall Window Openings



EXAMPLE OF APPROVED 9X9 TALL WINDOWS



EXAMPLE OF APPROVED 12 OVER 6 TALL WINDOWS

For a full explanation of guidelines regarding windows, see Section IV of the Architectural Guidelines.

APPENDIX 12

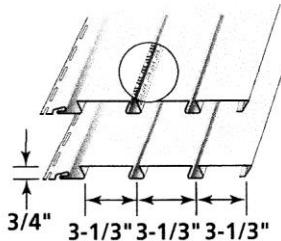
Photographs of Approved Soffit Inserts

You must submit an Application for Architectural Review before you replace soffit inserts. The following soffit inserts may be approved:

- **Certainteed Invisivent Triple 3 ½ Colonial White**

Triple 3-1/3"

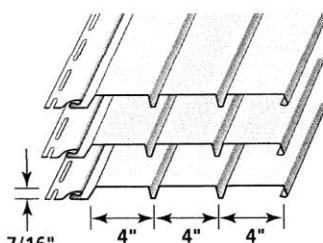
- ◆ InvisiVent® and solid styles.†
- ◆ The only vinyl soffit to provide more than 10 inches of net-free intake area.
- ◆ Concealed intake vents provide a smooth appearance.
- ◆ Matte finish looks like freshly painted wood.
- ◆ Deep 3/4" panel projection creates sharp definition.
- ◆ 12 low-gloss colors.
- ◆ Heavy-duty .044" thickness for rigidity.



- **Certainteed Universal Soffit Triple 4 Colonial White**

Universal Triple 4"

- Solid, fully vented and center vented styles.†
- Designed for vertical siding, porch ceiling and soffit applications.
- Matte finish.
- Post-formed lock design helps provide secure installation.
- 37 low-gloss colors.
- .040" thickness.
- 5.9" of net-free air per sq.ft. - fully vented.
- 2" of net-free air per sq. ft. - center vented.



For a full explanation of guidelines regarding soffit replacement, see Section IV of the Architectural Guidelines.



FIGURE 1: ORIGINAL CONSTRUCTION SOFFIT STYLE



FIGURE 2: APPROVED SOFFIT

For a full explanation of guidelines regarding soffit replacement, see Section IV of the Architectural Guidelines.

APPENDIX 13

Photograph of Approved Downspout Extension Cover



For a full explanation of guidelines regarding downspout extensions, see Section IV of the Architectural Guidelines.

APPENDIX 14

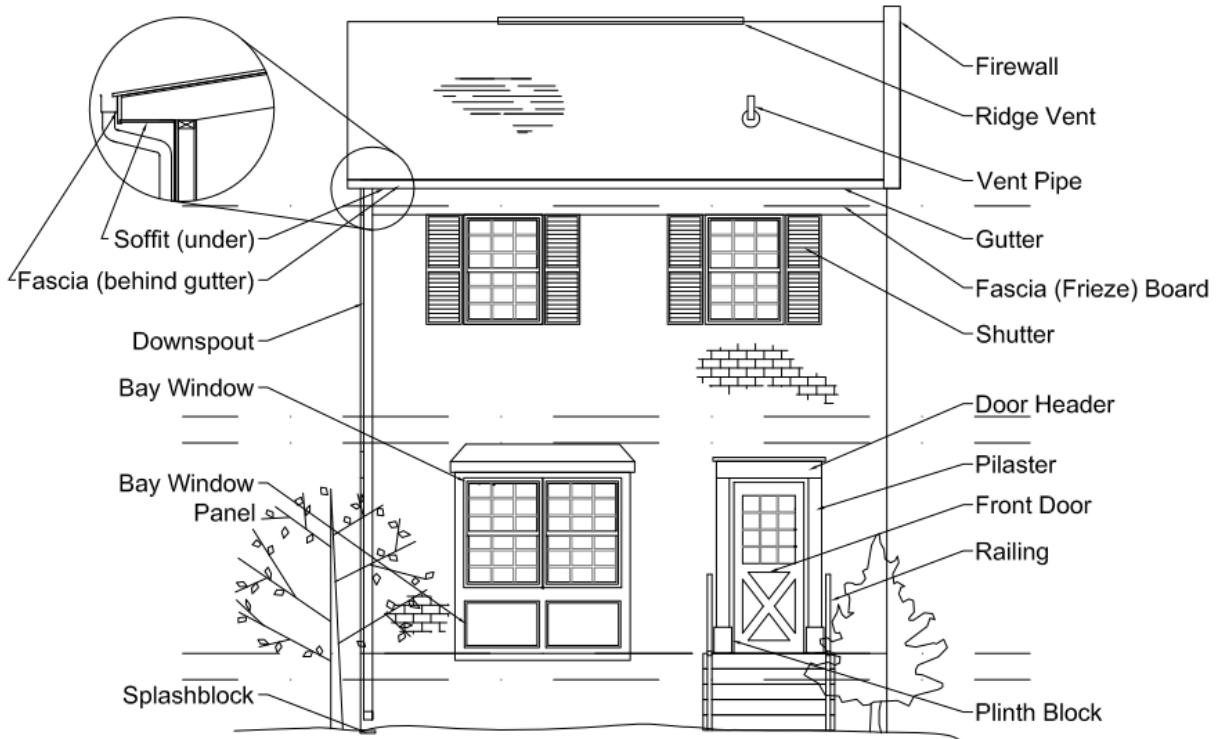
Photographs of Approved Front Porch Railing Supports



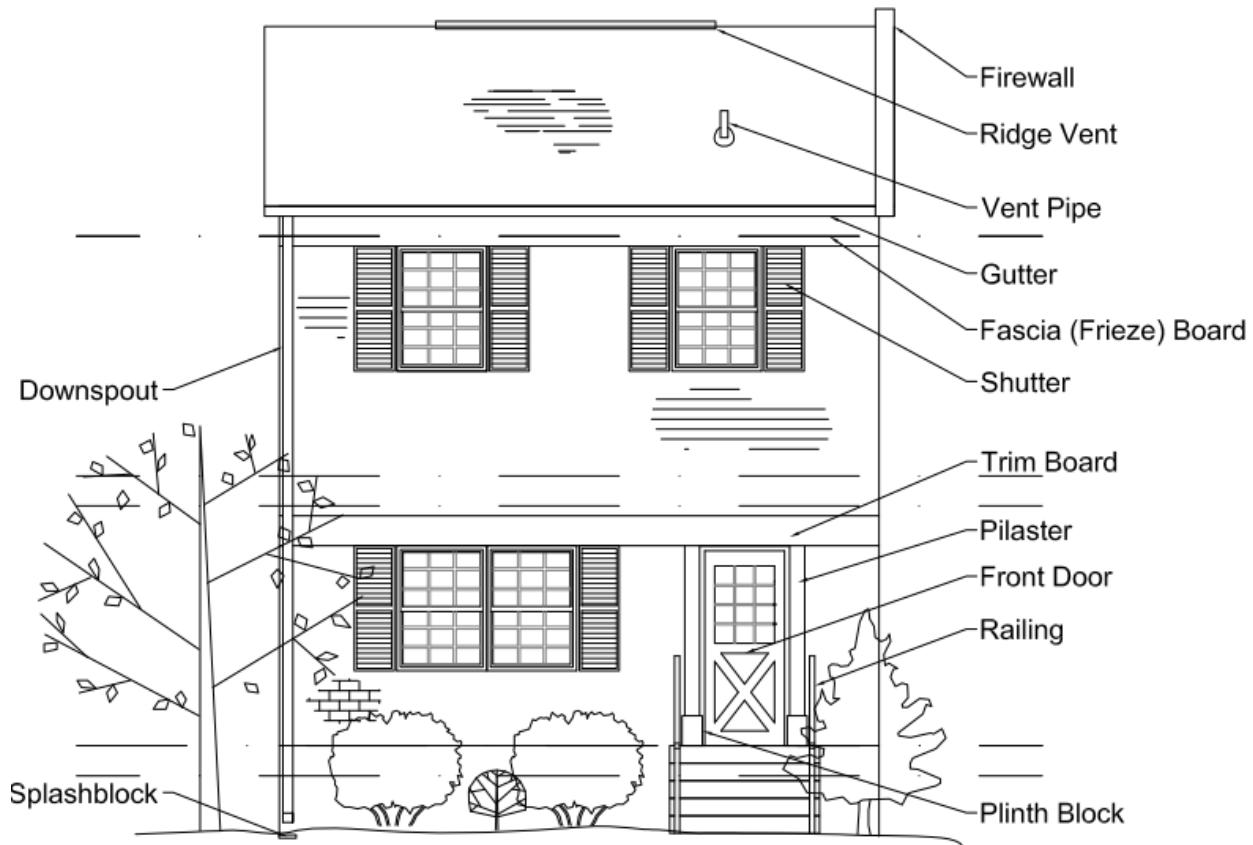
For a full explanation of guidelines regarding front porch railings, see Section IV of the Architectural Guidelines.

APPENDIX 15

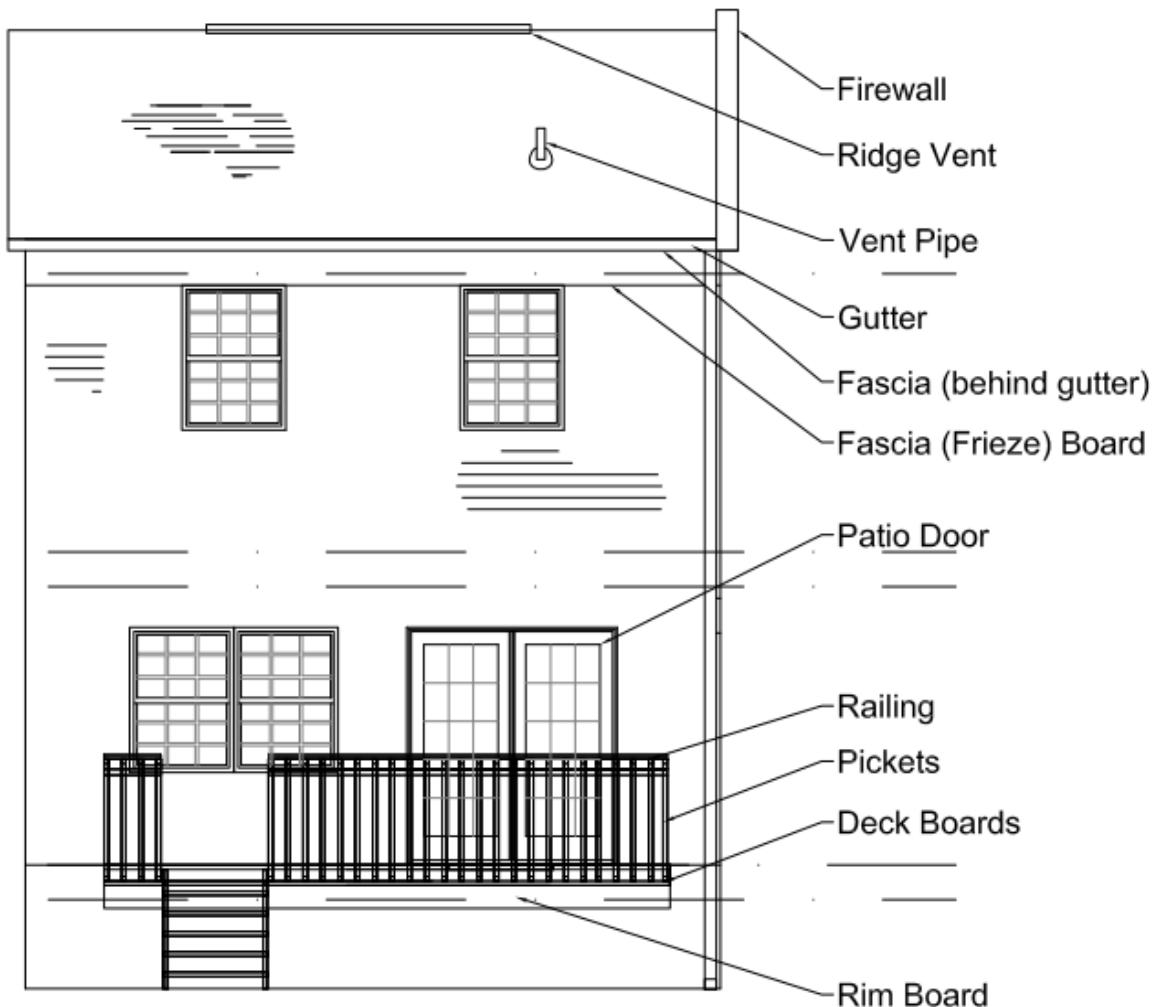
Architectural Diagram of Pinewood Greens Townhomes (not to scale)



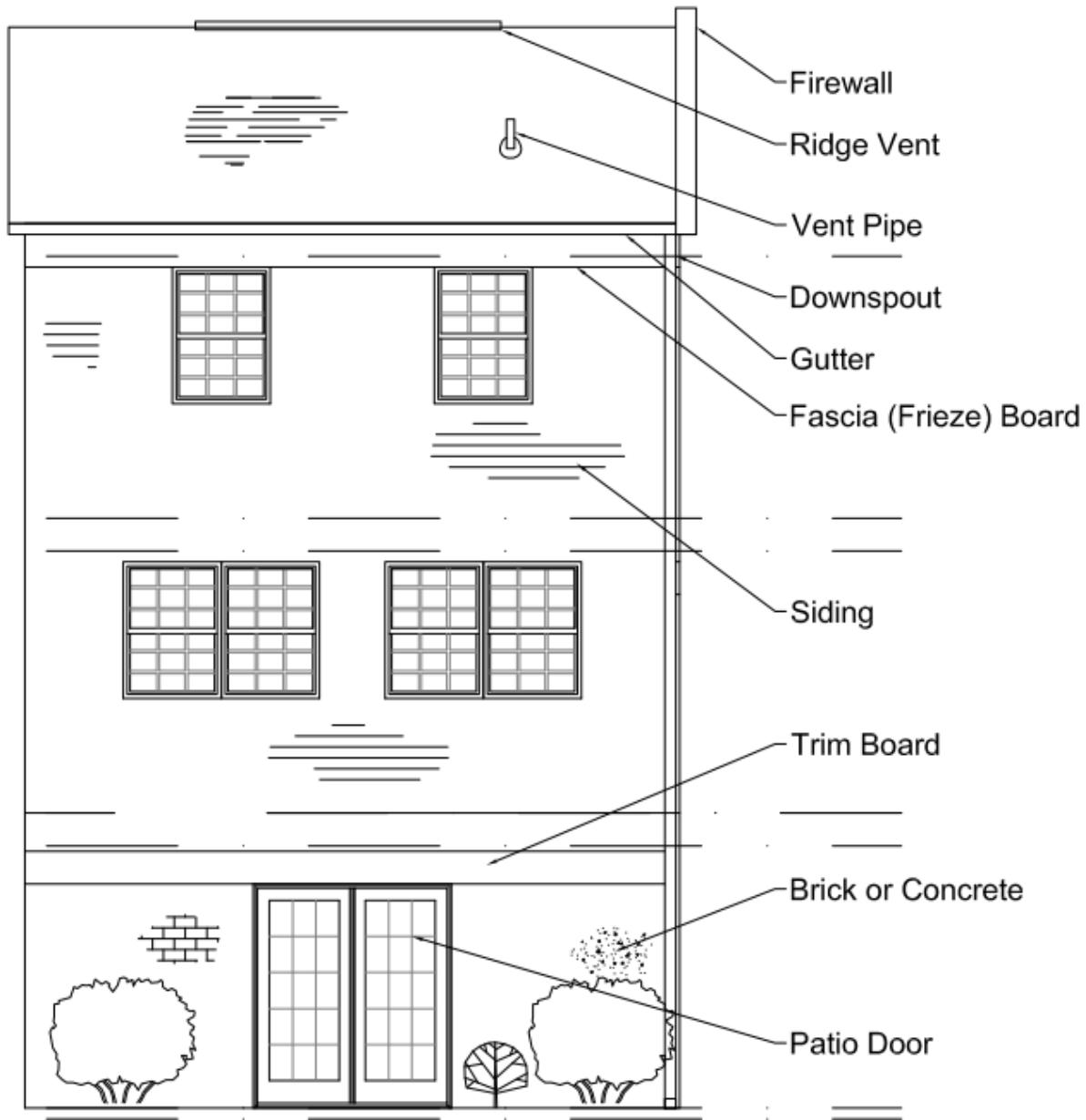
Front Elevation #1



Front Elevation #2



Rear Elevation w Deck

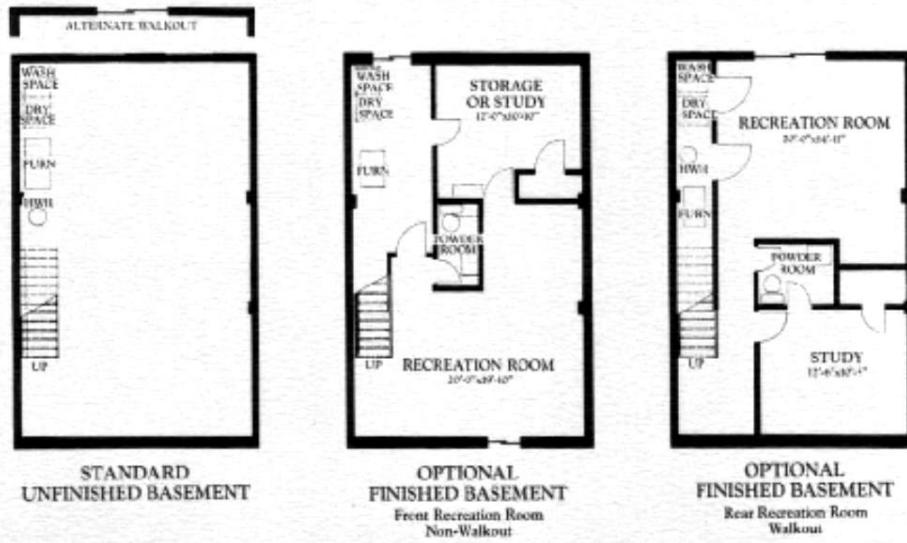
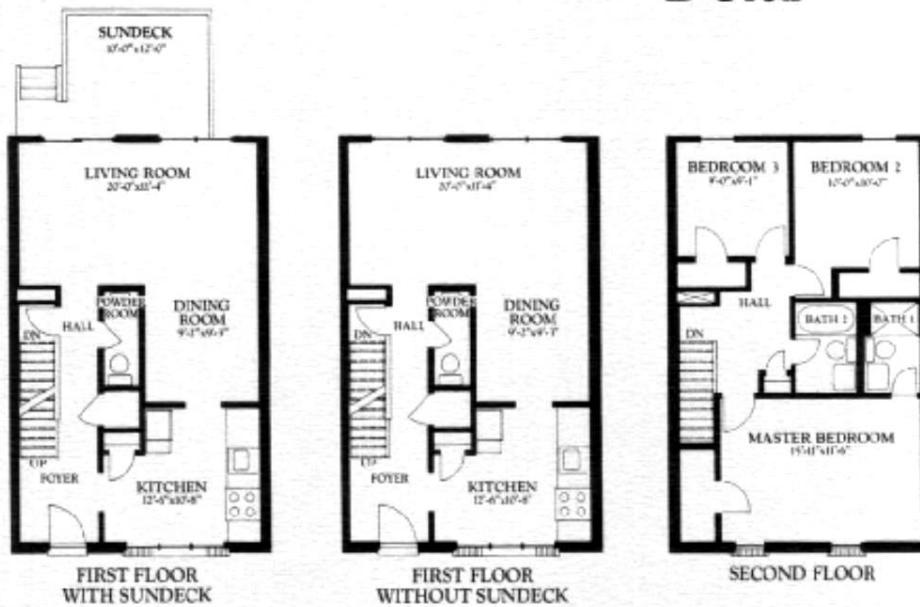


Rear Elevation Walk Out

APPENDIX 16

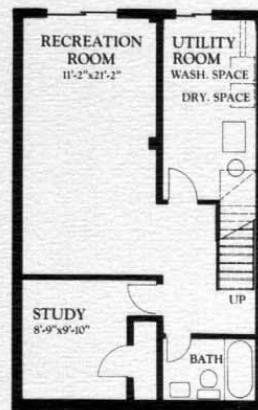
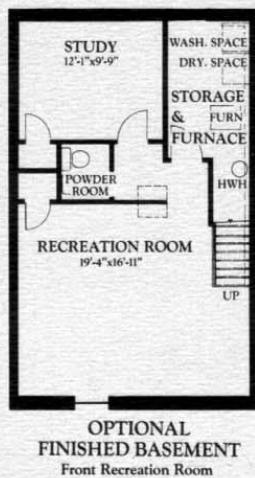
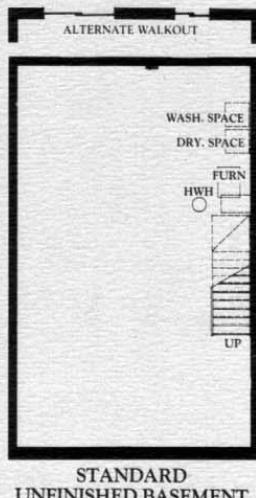
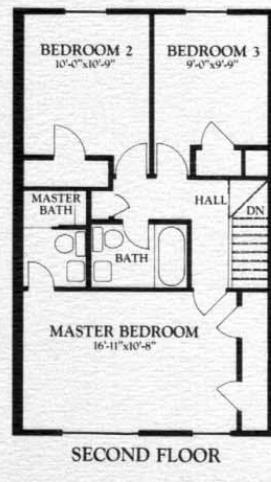
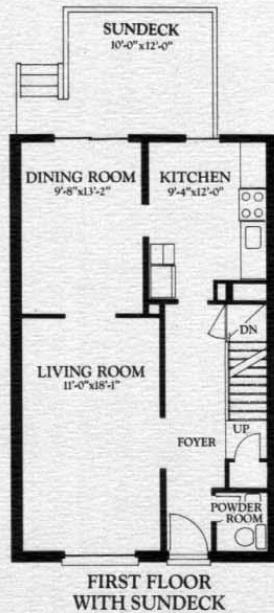
Pinewood Greens Townhouse Models

Doral



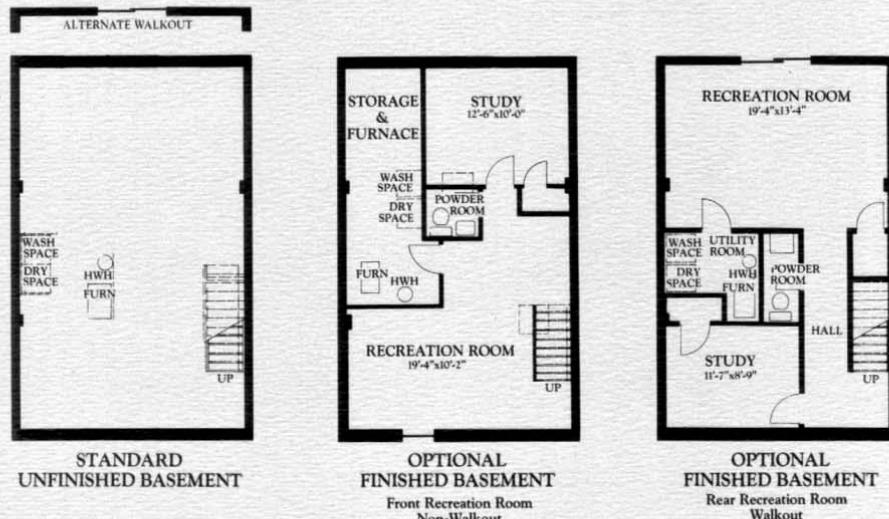
Details and dimensions
are approximate and
subject to change.

Oakmont



Details and dimensions
are approximate and
subject to change.

Pinehurst



Details and dimensions
are approximate and
subject to change.

APPENDIX 17

Photographs of Approved Vents



Log _____

APPLICATION FOR ARCHITECTURAL REVIEW (GENERAL)

PINEWOOD GREENS HOMEOWNERS
ASSOCIATION

ARCHITECTURAL REVIEW
COMMITTEE

Name _____ Telephone _____
(Home) _____ (Cell/Office) _____

Address in Pinewood Greens _____ Lot # _____

Mailing Address _____
(if different from above)

Section III of the Architectural and Maintenance Guidelines discusses examples of specifications/details needed to review your application, such as: list of materials, dimensions (length, width, height) indicated on a diagram, manufacturer's paint chips, name of any pre-approved color to be used, colors of manufacturer's pre-built products, location indicated on a diagram, manufacturer's brochures or links on the web, sketches, photographs, drainage modifications, and model, including the elevation of your home).

Applications that are incomplete, do not provide detailed specifications, or do not include a copy of the relevant Guideline (with your initials) will be denied for lack of information and returned to you.

Association Office Use Only:

Dates: Received: _____ Logged/Ackd _____

Approval Date _____

Denied and Returned for More Information _____

Rejection Date _____

Checklist Signed and Attached: _____

Date Letter Mailed _____

Please complete and sign the attached Application for Architectural Review Checklist.

Application for Architectural Review Checklist

Before you submit your application, please read and initial below:

- The work will be completed in compliance with the Architectural and Maintenance Guidelines.
- I understand that applications that are incomplete or do not provide detailed specifications (examples of needed information are on the application and are described more fully in Section III.G.2) will be denied for lack of information and returned to me.
- A copy of the relevant Guidelines checklist must be initialed and submitted with the application. Please contact the Association office if you do not have access to the internet or need help determining the relevant Guideline.
- I understand that prior written approval is required before any work is started. I understand that if I begin work before the application is approved, if I purchase materials before the application is approved, or if I sign contracts before the work is approved, it is possible that the proposed work/materials may not be approved by the Architecture Committee.
- I understand that it is my responsibility to ensure that the proposed work is in compliance with all governmental permits and codes and appropriate for use, and that I may not rely upon approval of the Association for this purpose.
- The work will be completed using the specifications in my application. If it is not, I understand that the work will be cited as an Unapproved Exterior Modification and is subject to removal or substantial reconstruction at my expense. An Unapproved Exterior Modification is also subject to action as specified in Section VI.
- If you have not completed the work and ~~more~~ than one (1) year has elapsed since the date of the approval, you must submit an additional Application for Architectural Review. After one year the approval for the application will expire if the work has not been completed.

Signature of homeowner

Date

