



ASHLEY RIDGE  
HOMEOWNERS ASSOCIATION

ARCHITECTURAL GUIDELINES  
JULY 2011

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# 1. Design Guidelines

The specific design guidelines detailed below have been adopted by the Ashley Ridge Board of Directors. Any visible exterior improvements to a home or lot, unless otherwise stated in these guidelines, requires application to and approval from the Architectural Review Board (ARB).

## Air Conditioners

The following standards pertain to air conditioners:

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

*Application Process:* An application is required for addition, modification, or relocation of air conditioning units. An application is not required for repair or replacement of a builder install air conditioning system with comparable equipment. In addition to the basic application requirements, applications shall include:

- Property plat/site plan showing the house, significant vegetation, property lines and the location of the proposed air conditioning unit.
- Detailed specifications of the proposed air conditioning unit, including catalog photographs or manufacturer's "cut sheets" of the unit.

## Antennas

See **Satellite Dishes and Antennas**

## Attic Ventilators

The following standards pertain to attic fans and ventilators:

- When mounted on the roof, they shall be painted flat black or flat finish paint to match the roof color.
- When mounted on the gable end, they shall match the siding or the trim.
- Fans and ventilators shall be mounted on the rear roof ridge so as to minimize visibility from the street and shall not extend above the ridgeline.
- Ridge vents are permitted when covered with an approved roofing material.

*Application Process:* An application is required for addition or modification of attic fans and ventilators. In addition to the basic application requirements, applications shall include:

- Property plat/site plan showing the house and the location of the proposed equipment.
- Detailed specifications of the proposed equipment, including catalog photographs or manufacturer’s “cut sheets” of the unit.

## **Awnings**

Awnings are permitted and are subject to the following standards:

- The architectural design, character, form, scale and profile of an awning must be harmonious and consistent with the design and character of the existing house.
- Awnings are permitted on the rear of the house only.
- Awnings must be maintained in good condition.
- Awnings must be made of fabric.
- Awnings may have stripes, but must be consistent with the existing house color.
- Scalloped awning edges are permitted.
- Awning must be fully retractable. Homeowners are encouraged to retract (close) the awning and remove any side screens when not in use. Corrugated metal and wood awnings are prohibited.

*Application Process:* An application is required for awnings. In addition to the basic application requirements, applications must include:

- Property plat/site plan showing the location of the proposed awning.
- Detailed specifications and drawing of the proposed awning including type of material, color, size/dimensions and the type of edging (“scalloped”, “straight”, etc.).
- Catalog photographs or manufacturer’s “cut sheets” of the awning.

## **Carpeting**

Indoor/outdoor carpeting and synthetic grass on any exterior surfaces (for example, front stoops, desk patios etc) are prohibited.

## **Chimneys/Flues**

The following standards pertain to the alteration, reconstruction, and new construction of chimneys, flues and direct vent fireplaces:

- Chimneys shall be constructed of material and colors that match, or are harmonious with, the material and exterior color of the house.

- Chimneys shall extend from the ground through the roof line located to the rear of the ridgepole of the home.
- A rooftop metal flue shall be on the side least visible from neighboring properties, be no higher than the minimum required by the Prince William County building code, and be painted flat black or a flat finish paint to match the roof color.
- Generally, through the wall (direct vent) metal flues will not be approved on an elevation that is visible from the street.
- Direct-vent metal flues shall be painted a flat finish of the same color as the wall through which installed.

*Application Process:* An application is required for the alteration, reconstruction, and new construction of chimneys and flues. In addition to the basic application requirements, applications shall include:

- Property plat/site plan showing the location of the proposed chimney.
- Detailed specifications and drawing of the proposed chimney including type of material, finish type and color, size/dimensions and the location of windows, doors overhangs and other pertinent details.
- A list of materials, finish types and proposed color.
- Catalog photographs or manufacturer's "cut sheets" of roof top and direct-vent metal flues, associated spark arrestors and other accessories.

## **Clotheslines**

Permanent clothesline structures are prohibited. No clothing, laundry or wash shall be aired or dried on the property within public view.

## **Compost Bins**

The following standards pertain to the installation of compost bins:

- If a compost bin is desired, the use of a pre-manufactured compost bin, which is earth tone in color, is encouraged.
- The bin shall be located to the rear center of the property and shall be screened from the street, open space and adjoining or affected neighbors.
- All active compost must be treated at all times to prevent odors from escaping.
- If at any point the compost becomes a public nuisance it shall indicate an abandonment of the compost pile and a violation of these design standards.

*Application Process:* An application is required for compost bins. In addition to the basic application requirements, applications shall include:

- Property plat/site plan showing the location of the compost bin.

- Detailed specifications and drawing of the proposed bin including type of material finish type and color, size/dimensions and the location on lot.
- Catalog photographs or manufacturer’s “cut sheets” of compost bin is encouraged.

## Decks

The following standards pertain to the alteration, reconstruction and new construction of decks:

- **Location:** Decks should generally be located in rear yards. Side yard locations will generally not be approved, but may be evaluated on their individual merit and may be considered when lot size or topography prohibit a rear yard location. Minor extensions of a deck beyond the side plane of the house may be allowed on a case-by-case basis, depending on lot size and topography and the proximity to adjacent houses. Landscaping may be required to soften the effect of any side yard construction to reduce the impact on adjacent neighbors or the view from the street.
- **County Standards:** Homeowners are responsible for compliance with Prince William County setback and safety requirements (i.e. – handrails, steps, etc.) and for obtaining all Prince William County approvals and permits.
- **Materials:** Decks may be made from artificial wood-like products, such as Trex, or high-quality pressure-treated wood (#2 southern yellow pine or better for structural members and #1 or better for deck railings and stair stringers). White vinyl or vinyl matching the trim color of the house may be used for deck railings and other structural components. Black aluminum may also be used for the pickets of a deck. Decks shall be sealed with clear preservatives or stained a natural color approved by the ARB. Painted decks are not allowed.
- **Railings:** Deck railings may include decorative design elements, such as sunbursts, as long as the total design scheme is appropriate.
- **Accessory Structural Elements:** Decks may be designed to include such features as a gazebo, bench-seating areas, built-in planter boxes, trellises, lanai, plant hangers and privacy screening. Such features shall be appropriate within the context of the overall deck design.
- **Privacy Screens:** A privacy screen or lanai on a deck shall follow the standards provided in the section for **Privacy Screens** and shall not extend beyond the side plane of the house. And shall not exceed a total length which exceeds fifty (50) percent of the total perimeter of the deck.
- **Undercroft Screening:** Decks may have lattice-work as a screening material. Lattice-work may be made of vinyl, an artificial wood product or pressure treated wood. The lattice shall be compatible with the color of the deck or the trim of the house. Decks which are not greater than four feet above grade must be screened with lattice or landscape materials. Lattice must be painted or stained to comply with the color guidelines below. Lattice may be vinyl, where vinyl material is used for the deck railing components. If landscape materials are to be installed in conjunction with a deck, the application must identify the items to be installed and their locations in relation to the deck.
- **Under-Deck Storage:** Storage under a deck shall follow the rules provided in the section for **Sheds / Storage**.

*Application Process:* An application is required for a deck. In addition to the basic application requirements, applications shall include:

- Property plat/site plan showing the location of the proposed deck and any accessory structural elements for the deck.
- Detailed specifications and drawing of the proposed deck, including types of materials, finish type and color, dimensions and other pertinent details.

## **Dog Houses/Dog Runs**

The following standards pertain to dog houses and other facilities for housing or managing pets:

- Dog houses must be compatible with the homeowner's house in color and material and must be located where they will be visually unobtrusive. In addition, dog houses will only be permitted in rear yards which are fenced. All dog houses will be reviewed on an individual basis.
  - Dog runs are prohibited.
  - Multiple dog houses are prohibited.
  - Dog house construction materials and colors shall be harmonious with the house. Pre-manufactured dog houses may be permitted if harmonious with the house.
  - Dog house dimensions shall not exceed 3 feet in width, 3 feet in length and 4 feet in height.
  - The area around a dog house shall be kept free of animal waste and debris.

*Application Process:* An application is required for the installation of a dog house. In addition to the basic application requirements, applications shall include:

- Property plat/site plan showing the location and size of the proposed dog house.
- A list of materials, finish types and proposed color to be used for the dog house.
- Catalog photographs or illustrations of the dog house, if available.

## **Doors**

The following standards pertain to the installation or alteration of doors:

- **Exterior Doors:**
  - The style of the door shall be compatible with and complementary to the style of the home and the existing colors of the homeowner's home.
  - Rear doors and side doors shall be the same color as the trim of the home and shall be of a style that is compatible with and complementary to the style of the home and the existing colors of the homeowner's home.
  - New hardware shall be compatible with and complement the door. Door hardware includes, but is not limited to, door knobs, locks, hinges and kick plates.

– **Storm Doors:**

- Storm doors shall be full view, without significant decoration, ornamentation or edging. For example, cross buck storm doors with scalloping and storm doors with grilles or ornamentation are not permitted. (See figures below.)
- Storm doors with disappearing retractable screen which hides in slim cassette when not in use are permitted. Slim Cassette that hides screen is not permitted to be any larger than two (2) inches.
- Storm doors with one centered cross bar are permitted as long as the cross bar for the screen is no larger than four (4) inches. Please see pictures of acceptable storm door styles below.
- Storm doors shall match the color of the entrance door or the trim around the entrance door.



Figure 1a: Centered Cross Bar



Figure 1b: Full view

*Application Process:* An application is not required for the installation of a storm door as long as it meets the above criteria. Any storm door that deviates from the above criteria must be submitted to the ARB for approval. In addition to the basic application requirements, applications shall include:

- Catalog photographs or manufacturer’s “cut sheets” of the door and related hardware.

## Driveways

The following standards pertain to driveway extensions, modifications and additions:

- **Extensions:** Driveway extensions are not permitted on houses with a front load garage. A driveway extension on a house with a side load garage may extend the driveway no further than a line extending 10 feet beyond the rear edge of the garage door that is closest to the rear of the house.
- **Widening:** The widening of a driveway may be allowed, on a case-by-case basis. Factors that must be considered are:

- The width of the portion of the driveway extending forward of the front plane of the house is uniform and shall not generally exceed 15 feet.
- The overall shape (including any curves) of the portion of the driveway extending forward of the front plane of the house is maintained.
- No part of the driveway is less than 3 feet from the side property line.
- The driveway remains consistent with other lots in the Community.
- The design complies with all applicable Prince William County drainage requirements.
- **Materials:** All driveways shall be constructed of asphalt. Driveway extensions and modifications shall use the same materials as the existing driveway.

*Application Process:* An application is required for all driveway extensions, modifications, and additions. In addition to the basic application requirements, applications for driveways shall include:

- Property plat/site plan showing the location and layout of the original driveway and the proposed changes to the driveway, including all dimensions.
- The signatures of all adjacent homeowners and any homeowners located across the street.

## **Electronic Insect Traps**

The following standards pertain to electronic insect traps:

- All electronic insect traps shall be located in the rear of the house.
- No device will be installed or maintained in such a way so as to cause discomfort to adjacent homeowners from noise or visual impact.

*Application Process:* An application is not required for the installation of an electronic insect trap as long as it conforms to the above guidelines.

## **Equipment Screening**

The following standards pertain to the screening of equipment installed on a homeowner's property, either attached to the house or free-standing. Equipment collectively refers to objects such as, meters, air conditioner units, satellite dishes, pool equipment, pipes and utility boxes.

- **Trees and Shrubbery:** The use of trees or shrubbery to screen equipment from view is encouraged. This type of screening is generally appropriate for most locations within a property.
- **Fencing:** The use of fencing to screen equipment may be allowed on a case-by-case basis. If used, fencing shall match or be compatible with any existing fence. Chain link fencing is prohibited.
- **Design:** Screening shall be appropriate in scale, color and materials with the house, existing landscape features and existing structures such as fences. Screening shall be harmonious in

the context of the overall setting, i.e. sight lines of vehicular traffic, size at maturity, ventilation of equipment.

*Application Process:* Equipment screening only requires an application if the use of fencing is planned. Use of shrubbery for screening does not require an application. In addition to the basic requirements, the application shall include:

- Property plat/site plan showing the location of the proposed equipment screening.
- Detailed specifications and drawing of the proposed equipment screening. For fencing, the type of material, finish type and color, and size/dimensions shall be provided.

## **Exterior Decorative Objects**

The following standards pertain to exterior decorative objects greater than twelve (12) inches as defined below. Objects twelve (12) inches or less do not require ARB approval.

- Residents may not install any external decorative objects exceeding twelve inches in height and eighteen inches in width or depth, including natural and man-made objects without first receiving the approval of the ARB.
- External decorative objects will be considered based on their size, color, scale, appropriateness with the surrounding area and their visual impact on adjoining lots and common areas.
- External decorative objects include, but are not limited to, sculptures, fountains, small decorative pools, stumps, driftwood, stone, free-standing poles of any type and items attached to approved structures.
- For outdoor benches see ***Outdoor Furniture***.

*Application Process:* An application is required for the installation of exterior decorative objects. In addition to the basic application requirements, applications shall include:

- Catalog photographs, manufacturer's "cut sheets" of the object or a detailed description of the object if photographs/illustrations are not available.

## **Exterior Lighting**

The following guidelines pertain to exterior lighting, including landscape lighting, path lighting, new lighting fixtures for a house and changes to existing lighting fixtures for a house.

- **Landscape Lighting and Path Lighting:**
  - Exterior lighting includes solar, low voltage, or 120 volt lighting. Some examples include, but are not limited to, landscape up lighting, path lights, flood lights, or motion-activated lights.
  - The color of the light emitted shall be white, except for seasonal holiday lighting.

- Exterior lighting shall not detract from or overwhelm the overall lighting appearance of the home.
- All lighting shall be maintained in working order or removed
- An application is NOT required for landscaping or path lighting
- **House Light Fixtures:**
  - Light fixtures attached to the house shall not be installed or modified without approval.
  - Light fixtures installed by the builder shall not be modified without approval. This includes, but is not limited to, flood lights attached to the house and light posts.
  - Exterior lighting shall be directed downward (except for landscaping lighting) and not be directed outside the homeowner's property.
  - Light fixtures which are proposed in place of existing fixtures shall be compatible in style and scale with the original fixtures.
  - Approval is NOT required to replace original builder installed lighting with the same lighting
  - Motion activated lights installed on the rear of the house do NOT require approval. However it is the responsibility of the homeowner to ensure that the light does not encroach on the neighboring properties.

*Application Process:* Applications are required for any new lighting or modification to existing lighting fixtures attached to the house (except as noted above). Replacement of original builder installed lighting with different lighting requires ARB approval. In addition to the basic application requirements, applications shall include:

- Catalog photographs or manufacturer's "cut sheets" of the proposed lighting fixtures.
- The application shall include the wattage of the light fixture, the height of the light fixture above the ground and a description of the proposed location of the light fixture on the structure or property.

## Exterior Surfaces

The following standards pertain to the exterior surfaces of houses, including the colors and materials used:

- Color changes apply not only to the house siding, but also to the doors, shutters, trim, roofing, gutters, downspouts and other pertinent structures.
- Changes to exterior colors shall relate to and complement the colors of the existing house and adjacent houses in the immediate area.
- Gutters and downspouts shall match the siding or trim color.
- Gutter & downspouts shall be located in such a manner as to not adversely affect drainage onto neighboring properties.
- Black, green, brown, or white tubing gutter extensions must be buried underground & ducted away from adjacent properties and do NOT require approval.
- Splash guards shall be black, green or unpainted concrete and do NOT require approval.

- Addition of new gutters or downspouts, or a change in location of an original gutter or downspout requires approval.
- The exposed portion of concrete foundations shall be painted to match the color of the siding or trim.
- Brick and stone veneers shall not be painted or stained.

*Application Process:* An application is not required for repainting or repairing an exterior surface to match its original color. Other changes to exterior surfaces require an application. In addition to the basic application requirements, applications for exterior color changes shall include:

- Color samples of the new colors to be used.

## Fences

The following standards pertain to fences:

- **Disallowed Fence Types:** Chain link, metal, vinyl and split-rail fences are not permitted.
- **Allowed Fence Types and Heights:** Allowed fence types and heights are illustrated in **Appendix 1**. Note that different fence types, and corresponding heights, have been specified for the Community.
- **Fence Materials:** Only pressure treated pine or other decay resistant material such as Trex or composite wood materials are permitted.
- **Mixed Fence Types:** Homogenous fences, i.e. – fences that consist entirely of one fence type, are preferred. However, due to the variety of fence types in the Community, it is inevitable that some lots will have fences with mixed types. For example, a homeowner with pre-existing fences of different types on both sides of his property will have to have a mixed fence with two fence types. No lot shall consist of more than two fence types.
- **Posts:** Fence posts shall be compatible in size and scale with the fence.
- **Gates:** Gates shall be compatible with fencing in design, material and height. Gates may vary in size from single gates of four (4) feet or larger to double gates of up to ten (10) feet in total width.
- **Connections to Neighboring Fences:** Homeowners shall secure the approval of neighbors in order to connect a new fence to a pre-existing fence.
- **Color:** The use of a wood stain/sealant product on a regular basis is recommended. Stain used should be a natural wood or earth tone in color. If natural weathering is used, the fence should be power-washed at least every five (5) years at a minimum. Painted fences are not allowed.
- **Spacing:** The distance from the ground to the bottom of the fence shall be uniform
- **Area Enclosed:** Fences shall follow lot lines and enclose the entire rear yard of a homeowner's lot. Except for connections with neighboring fences, a fence shall be contained entirely within the homeowner's property lines.
- **Setbacks:** Fences shall not encroach on areas that have designated easements.

- **Forward Extensions:** Fences shall not extend forward of midpoint of the house; exceptions will be allowed on a case-by-case basis. Exceptions will be considered for the following conditions:
  - Adverse topographical conditions make fencing along the midpoint of the house difficult or visually undesirable.
  - In order to provide screening for exterior equipment such as air conditioners and meters.
  - An existing side entrance, particularly a walkup, would reasonably be expected to provide access to the rear yard.
  - Align with any existing or potential fences on adjacent properties to avoid a staggered or off-set appearance.
  - Fence configurations for corner lots and irregular-shaped lots will be considered on a case-by-case basis.
- **Parallel Fences:** Parallel fences are not permitted unless required by Prince William County ordinance, e.g. a pool-code fence required for a pool when an existing neighboring fence does not meet pool-code requirements.
- **Landscape Features and Equipment Screening:** Fence sections used solely as a landscape feature and incorporated into a landscape plan may be considered on a case-by-case basis.
- **Maintenance:** Homeowners are reminded that fences, particularly wood fences, must be maintained in good condition and repair.

*Application Process:* An application is required for all fences. In addition to the basic application requirements, applications for fences shall include:

- Property plat/site plan showing the location of the proposed fence and any gates or entrances. The locations of existing fences shall also be shown.
- Detailed specifications of the proposed fence and gates including type of materials, colors and sizes/dimensions.
- Where an exception is being requested, application shall include a detailed description of the requested exception, the reason for requesting the exception and any supporting materials (i.e. photographs, drawings, etc.) that will assist the ARB in a thorough evaluation of the application. In some cases, the ARB may need to visit the homeowner's property to fully evaluate the application.

## **Firewood**

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

- No firewood may be stacked in a common area, on the deck or on the patio.
- Firewood shall be kept neatly stacked and shall be located in the backyard in such a manner as to avoid adverse visual impacts for adjoining properties and common areas. Screening may be required in certain cases to minimize the visual impact.
- Firewood may be stacked on the side of the house if stored behind a fence.

- The use of brightly colored tarps is not permitted. Where a cover is required the color shall be muted brown, tan or clear.
- Due to risk of termite damage, it is not advisable to store wood next to a house.

*Application Process:* An application is not required for storing firewood as long as the homeowner complies with all of these standards.

## Flagpoles

The following standards pertain to flagpoles:

- Removable or temporary flagpole staffs which do not exceed 6 feet in length and are attached at an incline to the front wall or column of a house are allowed.
- Permanent free-standing flagpoles are prohibited except as allowed by County Regulations or Virginia Law.

*Application Process:* An application is not required for flagpoles as long as the homeowner complies with all of these standards.

## Flues, Vents and Radon Fans

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

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

*Application Process:* No application is required for the replacement of existing approved ventilators of a similar size and appearance in the currently approved location. An application is required for new ventilation systems. In addition to the basic application requirements, applications shall include:

- Property plat/site plan showing the location of the proposed ventilation system on the house, and including details of the roof lines.
- Catalog photographs or manufacturer's "cut sheets" of the proposed ventilation system.

## Garage Doors

The following standards pertain to garage doors:

- **Design:** Garage doors shall remain consistent with the style and color installed by the builder.
- **Living Space:** Garages may not be converted to living spaces.
- **Carports:** Carports are not permitted.
- **Garage Additions:** For garage additions, see *Room Additions, Sun Rooms and Garages* section.
- **Pet Confinement:** Using a garage as an obvious pet confinement area (leaving garage doors partially open or without screening) is prohibited.

*Application Process:* An application is not required to repair a garage door with matching materials. An application is required if the garage door is to be changed in any way, including, but not limited to, design, color or materials. In addition to the basic requirements, applications shall include:

- Catalog photographs or manufacturer’s “cut sheets” of the proposed garage doors.
- Detailed specifications for the proposed garage doors, including types of materials, finish type and color, and size/dimensions.

## Gazebos

The following standards pertain to permanently constructed gazebos, including free-standing gazebos and gazebos attached to other features such as decks or patios.

- **Design:** The design of a gazebo shall be the same or compatible in design, scale, materials and color with the homeowner’s house and any features attached to the gazebo.
- **Location:** Freestanding gazebos, which are not integral to a deck, should be located in the rear yard behind the home.
- **Size and Scale:** The size must be compatible with the size of the home and lot and, if constructed as an accessory to a deck, with the scale of the deck.
- **Materials and Color:** If constructed as an accessory structural element of a deck, the materials and color must be identical to the vertical elements of the deck. The roof material must match that of the home or be constructed of shake shingle. If built as an independent structure sited in the rear yard, a gazebo may either be constructed of cedar, pressure treated lumber, or composite material such as Trex, with finish materials to match the exterior of the home. The roof material must match that of the home or be constructed of shake shingle. In order to minimize the visual impact of a free standing gazebo, the ARB may require installation of landscape materials.
- **Temporary gazebos:** (commercially made metal/composite frame with fabric roofing) are allowed and do not require ARB approval as long they conform to the following:
  - **Design:** Commercially made as temporary structure, consisting of metal/composite frame with fabric or composite roofing.

- **Location:** Shall be located in the rear yard of a property, not in a front or side yard. For corner lots and irregularly shaped lots, some latitude on location may be allowed on a case-by-case basis. A gazebo may be placed on a deck or patio, or it may be a free-standing structure.

*Application Process:* If the proposed gazebo is part of a larger proposed project, such as a deck or patio, then the details concerning the gazebo can be included in the application for the larger project and no separate application for a gazebo will be required. If the proposed permanent gazebo is a free-standing gazebo, or will be added to an existing deck, patio or other feature, then a separate application is needed for the gazebo. In addition to the basic application requirements, any application which references a gazebo shall include the following information:

- Property plat/site plan showing the location of the proposed gazebo in relation to the house and property lines.
- Detailed specifications and drawings of the proposed gazebo, including types of materials, finish type and color, and size/dimensions.

## Grills / Barbecue Pits

The following standards pertain to grills, including barbecue pits:

- **Non-Permanent Grills/Firebowls/Outdoor Stoves:** No application is required for non-permanent grills, firebowls, or outdoor stoves. They shall be stored out-of-view from the front of the house when not in use. Grills may be used in driveways, but shall not be left there after use.
- **Design:** The architectural design, character, form, scale and proportion of a permanent grill shall be consistent with the character and design of the existing house. The grill shall be compatible with the house, deck, patio, gazebo or structure to which it is attached or most closely related.
- **Location:** Permanent grills shall be located behind the house, and shall be nine (9) feet or more from side and rear property lines.

*Application Process:* An application is required for a permanent grill. In addition to the basic application requirements, applications shall include:

- Property plat/site plan showing the location of the proposed permanent grill in relation to the house, deck or patio, and property lines.
- Detailed specifications and drawings of the proposed permanent grill, including types of materials, finish type and color and size/dimensions.

## Gutters and Downspouts

See the *Exterior Surfaces* section.

## Hot Tubs and Spas

The following guidelines pertain to free-standing hot tubs and spas, including hot tubs and spas incorporated into other features such as decks, patios and gazebos:

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

*Application Process:* An application is required for a hot tub or spa. In addition to the basic application requirements, applications shall include:

- Property plat/site plan showing the location of the proposed hot tub or spa in relation to the house, deck or patio, and property lines.
- Detailed specifications and drawings of the proposed hot tub or spa, including types of materials, finish type and color and size/dimensions.

## House Numbers

The following standards pertain to house numbers:

- **Design:** House numbers shall be black or brass in color and shall be placed on a contrasting background. The individual numbers shall be no more than 6 inches in height and no less than 3" in height.
- **Location:** House numbers shall be placed on the front of the house in a location where they are easily viewable from the street.

*Application Process:* An application is not required for house numbers as long as the homeowner follows these standards.

## Irrigation Systems

The following standards pertain to irrigation systems:

- **Drainage Impact:** Homeowners are responsible for ensuring that the installation and operation of irrigation systems does not have an adverse impact on their property or neighboring properties, including common areas, by exceeding the “normal” drainage capabilities of all properties, causing standing water or over-watering existing trees and plants.
- **Prince William County Ordinances:** Irrigation systems shall adhere to Prince William County ordinances for setbacks, permits, etc.
- **Location:** The irrigation system shall be installed entirely within the property lines of the homeowner’s lot.
- **Spray:** The irrigation system shall not direct the spray outside the property lines of the homeowner’s lot.

*Application Process:* An application is not required for irrigation systems as long as the homeowner follows these standards.

## Landscaping

Application and review is NOT REQUIRED for the following modifications:

- Planting of annuals or perennials in existing beds.
- Installation of new beds in the rear of the yard.
- Installation of new beds less than four feet wide around the perimeter of the front and side of the house foundation (and deck, patio, or fence if present).
- Installation of new beds less than three feet wide adjacent to walks from the driveway to be front of the home, provided that plants have a mature height of less than four feet.
- Installation of new beds less than two feet wide around a mailbox post and around transformer/utility boxes provided that plants have a mature height of less than three feet.
- Installation of edging around existing or approved beds provided that it is installed to be below the height of the top of the grass.
- The installation of individual trees or shrubs on the lot provided that such plantings at maturity are in scale with the home and lot and do not interrupt designed drainage patterns and swales.
- Stone or masonry landscape walls intended as a landscape feature such as those surrounding flower beds and tree rings, should not exceed two feet in height. The use of natural stone is preferred. However, brick or cultured stone is acceptable as long as it is consistent with design characteristics of the home and adjoining properties.

Any other landscaping modifications REQUIRE an application and review by the ARB. Landscape materials may not be installed on ingress/egress easements shown on a site plan or plat map.

The following standards pertain to the installation of new landscape beds that exceed the above standards:

- **Design:** All landscape beds, and the plantings within, shall be harmonious with the homeowner's house and consistent with the overall character of the Community.
- **Total Area:** The total area of non-turf landscaping elements, including landscape beds, shall not occupy more than 30 percent of the front and side yards.
- **Plants:** Plantings within landscape beds, at maturity, shall not encroach upon adjacent properties. Invasive bamboo plantings are prohibited due to its tendency to propagate uncontrollably. Creeping vines are allowed; however, the homeowner shall take care to control the spread of creeping vines.
- **Hedges and Screens:** Plantings within landscape beds intended to form a hedge or natural screen and located forward of the front plane of the house shall be maintained at a height of 48" or less at all times.
- **Vehicular Sight Lines:** Plantings shall not restrict vehicular sight lines along roadways or driveways.
- **Maintenance:** Landscape beds shall be neatly maintained including the pruning of trees and shrubs and the removal of weeds, dead growth and unused/obsolete stakes.

*Application Procedures:* In addition to the basic application requirements, applications landscape beds shall include:

- Property plat/site plan showing the location of proposed landscape bed(s).
- Detailed specifications of the proposed landscape bed(s) including the landscape bed(s) size/dimensions, the type of planting, location, and size at maturity of all plantings.

## Mailboxes

The following standards pertain to mailboxes:

- **Mailbox Type:** Shall be black in color or application must be submitted for approval.
- **Installation:** Unless you replace your current mailbox with an exact replica, an application is required
- **Color:** Mailboxes shall be black and all posts shall be made of pressure treat wood and left a natural wood color.
- **House Addresses:** Mailboxes shall have house addresses on the mailbox. If only on one side, then the house addresses shall face the direction of traffic so as to ensure visibility for US Mail personnel and visitors. House addresses shall be consistent in size and color with house addresses on other mailboxes in the Community.

*Application Process:* An application is required for mailboxes that deviate from the above criteria. Applications shall include:

- Detailed specifications and drawings of the proposed mailbox, including types of materials, finish type and color and size/dimensions.
- Color photo or cut sheet if available.

## Outdoor Furniture

The following standards apply to outdoor furniture (e.g. benches, chairs, swings) typically used on porches, patios and decks.

- **Location:** Outdoor furniture may be used in the rear yard or on covered porches.
- **Style:** Only furniture designed to be used outdoors is authorized.

*Application Process:* An application is required for outdoor furniture used in the front yard when it is not located on a cover porch attached to the house. Applications shall include:

- Detailed specifications and drawings of the proposed furniture, including types of materials, finish type and color and size/dimensions.
- Color photo, brochure or cut sheet if available.

## Painting

See the *External Surfaces* section.

## Patios

The following standards pertain to patios:

- **Location:** Patios shall be located in rear yards. Patios in side and front yards are not allowed.
- **Size and Scale:** The size of any patio shall be compatible with the size of the lot and its location within the lot.
- **Materials:** Concrete is allowed for patios, but more decorative construction materials are preferred, including, but not limited to, concrete aggregate (concrete with embedded stones), brick, flagstone, slate or decorative pavers.
- **Drainage:** Patios shall not have an adverse effect on drainage.
- *Application Procedures:* Rear yard patio locations do not require ARB approval as long as they comply with the above guidelines.

## Pools

Above ground pools are prohibited. Kiddy pools are allowed in rear yards only on a temporary basis. Kiddy pools greater than six (6) foot wide and two (2) foot high are prohibited.

*Application Procedures:* In addition to the basic application requirements, applications for in ground pools shall include:

- Property plat/site plan showing the location of the proposed pool.
- Detailed specifications of the proposed pool including the size/dimensions and the type of materials.

## Privacy Screening

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

- **Affect:** Screening shall not adversely affect light or natural ventilation of adjacent properties.
- **Materials:** Shall be made of wood or an artificial wooden product that is compatible with the design of the house.
- **Height:** When screening is on a deck, it shall not exceed a height of three feet above the railing of the deck or a total height of six feet above the level of the deck floor.
- **Design:** Privacy screens shall be lattice or other open design – solid privacy screens are prohibited.
- **Length:** Privacy screens on a deck shall not exceed a total length which exceeds fifty percent of the total perimeter of the deck, excluding the length of the side which is bordered by the exterior wall of the house.
- **Undercroft Screening:** See **Decks** section for screening requirements.

*Application Procedures:* In addition to the basic application requirements, applications for privacy screening shall include:

- Property plat/site plan showing the location of the proposed screen.
- Detailed specifications of the proposed screen including the size/dimensions and the type of materials.

## Recreation and Play Equipment

The following standards pertain to recreation and play equipment, including permanent and semi-permanent equipment. For clarity, the guidelines have been divided into several sub-sections. Applications for all equipment are required with the exception of portable play equipment and trampolines (12 feet or less).

- **Portable Equipment:** Portable play equipment does **NOT** require approval. It shall be stored out of view of the street when not in use, except for Trampolines and Basketball hoops.
- **Trampolines:**
  - **Size:** Trampolines twelve (12) feet or less in any dimension do NOT require an application. Otherwise, an application is required for a trampoline.
  - **Location:** Trampolines shall be located behind the house.
  - **Maintenance:** Trampolines and any attached safety netting or padding shall be maintained in good condition.
  - **Off-Season:** Homeowners are encouraged to remove or disassemble trampolines during the off-season.
  - **Safety-Netting:** Numerous accidents occur each year in which children are severely injured or killed in trampoline-related accidents. The addition of safety netting to trampolines is highly encouraged.
- **Basketball Setups:**
  - **Attached Backboards:** Backboards attached to the house or decks are prohibited.
  - **Portable basketball backboards** may be erected in the driveways and should be sited such that they are a minimum of fifteen (15) feet from the street and located so that basketballs will not fall into the yards of adjoining homes. The use of basketball equipment is limited to daylight hours.
  - **Base Structure:** The basketball base structure shall be self-contained and free of external support such as sand bags, cement, etc.
  - **Court Markings:** No court markings may be painted on the playing surface.
  - **Maintenance:** The backboard, rim, pole and net shall be maintained in good condition at all times, with no evidence of peeling paint or rust.
- **Soccer/Lacrosse/Hockey Goals:**
  - **No Permanent Setups:** Permanent soccer/lacrosse/hockey goal setups are prohibited.
  - **Temporary setups** are permitted and do NOT require approval.
  - **Off-Season:** Homeowners are encouraged to remove or disassemble goals during the off-season.

The following recreation and play equipment **REQUIRES** approval.

- **Children’s Recreation and Play Equipment:** The following standards pertain to semi-permanent play equipment, including, but not limited to, sandboxes, swing-sets and play-sets.
  - **Location:** Play equipment shall be located in rear yard.
  - **Size:** Structures and equipment shall be compatible with the lot in terms of size.
  - **Materials:** Equipment constructed of wood and left to weather naturally is encouraged. Metal “A-frame” style swing-sets and other metal recreation equipment are not

permitted. Tarps and canopies shall be complementary to the color of the play equipment and minimize visual impact. Pre-formed plastic is allowed.

- **Playhouses:** The following standards pertain to semi-permanent playhouses. A playhouse is defined as any recreational equipment that features an enclosed area, whether it is a stand-alone item or incorporated into a swing-set or play-set.
  - **Location:** Playhouses shall be located behind the house.
  - **Materials:** Playhouses shall be of a natural wood color, painted earth tone colors or match the color scheme of the house.
  - **Size:** Playhouses shall not exceed an area of 32 square feet and a height of 6 feet.
  - **Conversion to Storage:** Playhouses shall not be used as or converted into storage sheds.

*Application Process (for all of the above):* In addition to the basic application requirements, applications for the installation of play equipment and other sporting equipment shall include:

- Property plat showing proposed location of play equipment, sports equipment or sports facility and its relationship with respect to the homeowner's property and adjacent properties.
- Description of the equipment, including colors and method of installation.
- Photograph, brochure/catalog photo, rendering or drawings of the equipment.

## Retaining Walls

The following guidelines pertain to the installation or alteration of retaining walls greater than two (2) feet high, including, but not limited to, walls used to retain soil in raised landscape beds, decorative landscape walls and walls around patios. Retaining walls two (2) feet or less in height do NOT require approval.

- **Drainage Impact:** Applicants are responsible for ensuring that the installation/alteration of a retaining wall does not have an adverse impact on grade or other conditions, which may negatively affect drainage.
- **Design:** The scale, location and design of retaining/landscaping walls shall be harmonious with the homeowner's house and consistent with the overall character of the Community.
- **Color:** The color of pavers shall complement the color of the home.
- **Materials:** Retaining/landscaping walls installed in the front or side yard shall be constructed of brick or stone masonry or dry-stacked natural or man-made landscaping stones/blocks.
- **Lumber:** The use of treated lumber or wood components for retaining/landscaping walls in the front or a side yard is prohibited, except for retaining walls installed by the builder.
- **Property Lines:** Retaining walls installed along property lines will be considered on a case-by-case basis.
- **Height:** Retaining walls less than 2 feet do not require an application.
- **Maintenance:** Retaining walls must be maintained

*Application Procedure:* In addition to the basic application requirements, an application for the installation or alteration of retaining or landscaping walls shall include:

- Property plat/site plan showing the location of proposed retaining wall(s) or decorative landscape wall(s).
- Detailed specifications of the proposed walls including the dimensions, construction methods, and materials to be used.

## Roofs

The following standards pertain to replacement of existing roofs or installation of roofs, alterations, reconstruction and new construction:

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

*Application Process:* In addition to the basic application requirements, applications for the replacement of existing roofs or the installation of roofs on alterations, reconstruction and new construction shall include:

- A sample of the same color, type and material as that being proposed for the roof.
- Detailed drawings of the house indicating the location of the proposed roofing and (if applicable) the location and type of any existing roofing that will remain on the house.

## Room Additions, Garages and Sun Rooms

The following standards pertain to any sort of room addition for a home that changes the existing square footage of the home, whether finished or unfinished space. This includes, but is not limited to, sun rooms, garage expansions or any other room additions. For screened porches, see the **Screened Porches** section.

- **Design:** Room additions shall be compatible in design, scale, materials and color with the homeowner's house and adjacent houses.
- **Roof Pitches:** Roof pitches shall match or be compatible with the roof slope of the existing home. Roof materials shall match or be compatible with that of the existing house.
- **Windows/Doors:** Windows and doors shall match those of the homeowner's house, and shall be located in a manner which relates well to the location of exterior openings in the existing house.
- **Setback:** In considering an application for a garage or other extension to the front of a house, the ARB shall consider the effect of the proposed extension on the streetscape and the view of adjoining and other affected property owners. The extension shall not result in a setback from the street that is less than the minimum setback from the street of other houses on that side of that street.

*Application Process:* An application is required for any sort of room addition. In addition to the basic application requirements, applications shall include:

- Property plat/site plan showing the location of the proposed room addition and any resulting change to the setback of the house from the street or adjacent houses.
- Detailed specifications and drawing of the proposed room addition, including types of materials, finish type and color, size/dimensions and the location of windows, doors and other pertinent details.
- Due to the scope of this type of change, it is possible that the ARB may request additional information related to the proposed change.

## Satellite Dishes and Antennas

The following standards pertain to satellite dishes and antennas:

- **Antennas:** No antenna shall be installed on any common area of the Community.
- **Satellite Dishes:** Homeowners may install on their lot a dish antenna that is one meter (39.39 inches) or less in diameter. Satellite dishes that are larger than one meter in diameter are prohibited. Homeowners and tenants may install a multipoint distribution (MMDS) service antenna that is one meter or less in diameter or diagonal measurement. MMDS antennas that are larger than one meter in diameter or diagonal measurement are prohibited. In accordance with FCC Rules, homeowners and tenants may install a regular TV antenna designed to receive local broadcast television stations. Homeowners are prohibited from installing any type of antenna that transmits a signal of any sort or disrupts

the reception of the radios and television sets of neighbors. Any type of antenna not specifically protected by the FCC Rule is prohibited. (Masts, cables, supports, conduits, wires, fasteners, or other accessories necessary for the proper installation, maintenance, and use of a reception antenna shall be considered part of the antenna.)

- **Sale of House:** Antenna approval does not convey upon sale of the house. When any antenna is no longer in continuous use as such, the Association reserves the right to require the homeowner to remove the antenna, along with all exterior wiring, prior to issuance of the disclosure packet.
- **Notice Requirement:** To comply with the Federal Telecommunications Act of 1996, prior approval of the ARB is not required for the installation of a satellite antenna or dish which is allowable under these Guidelines. However, notice of such an installation is required within seven (7) days of such installation to assist the homeowner in selecting the best possible location for the equipment while complying with the requirement for the least visible and unobtrusive location.
- **Placement:** The Association may condition the placement of the dish as long as signal reception is not impaired. The preferred placement of the antenna is:
  - **1st: Rear Roof Mount:** Must be located on the rear of the roof, below the roof peak. Equipment shall be required to be painted to match the roof (so long as warranties are not voided).
  - **2nd: Ground Mount, Rear of Lot:** Must be located on a rear lot location. The ARB reserves the right to require the owner to install screening to minimize the visual impact of the antenna on neighboring lots.
  - **3rd: Structure Mount:** Shall be located such that the equipment is adjacent to a chimney or other structure on the home. If on a deck, the equipment shall be installed to one side of the deck or adjacent to the house, if possible. The ARB reserves the right to require the owner to install reasonable screening to minimize the visual impact of the antenna on neighboring lots.
  - **4th: Ground Mount, Front or Side of Lot:** Where front or side yard locations are necessary, all equipment must be installed near other utility equipment, or as close to the house/structure as possible, without affecting ingress/egress to the home. The ARB reserves the right to require the owner to install screening to minimize the visual impact of the antenna on neighboring lots.
  - **5th. Front Roof Mount:** If a front roof mount is necessary, all equipment must be installed to one side of the roof, rather than in the center.

## Screened Porches

For temporary screened rooms (see **Gazebos**).

The following standards pertain to screened porches:

- **Design:** The design of screened porches which are attached to the home shall be the same or compatible in design, scale, materials and color with the homeowner's house and adjacent houses.
- **Location:** Screened porches shall be located to the rear of the homeowner's house.

- **Roof Pitches:** Roof pitches shall match or be compatible with the roof slope of the existing house.
- **Roof Materials:** Roof materials shall match or be compatible with the existing house.
- **Siding/Trim:** Siding and trim shall match or be compatible with existing siding and trim in color, material, size and style.
- **Doors:** Doors shall match or be compatible with those of the applicant's house.

*Application Process:* An application is required for a screened porch. In addition to the basic application requirements, applications shall include:

- Property plat/site plan showing the location of the proposed screened porch in relation to house and property lines.
- Detailed specifications and drawing of the proposed screen porch, including types of materials, finish type and color, size/dimensions and the location of windows, doors and other pertinent details.

## Security Bars

The following standards pertain to security bars:

- The use of security bars or grates on windows and doors is prohibited.
- Exceptions may be made if the security apparatus will not be visible from the street and from adjoining properties.

*Application Process:* An application is required for the installation of security bars. The use of security bars is discouraged and exceptions to the general prohibition will be carefully scrutinized. Homeowners concerned about the security of their house are advised to consider alternatives, including alarms and lock systems.

## Sheds / Storage

Any storage shed has an aesthetic impact on neighboring lots. An inconsiderately placed or poorly designed shed can visually and functionally negate an otherwise desirable residential area. Therefore, it is important to remember in choosing and locating a shed that there are needs other than storage which must be considered. The following guidelines pertain to sheds:

- **Location:** Sheds shall be located in the rear yard.
- **Setback:** Sheds shall be entirely within the property lines of a homeowner's lot and shall be not less than 5 feet from any property line.
- **Style:** Sheds shall conform to the color, style and materials of the house. Pre-fabricated wood, composite or vinyl sheds are allowed if they conform to the shed standards. Metal sheds are prohibited.

- **Roof:** The roof slope, type and color shall match the roof slope, type and color of the house.
- **Under-Deck Storage:** A storage area may be built under a deck if suitable screening, such as lattice work or shrubbery, is provided. Plastic storage units are only allowed under decks and only if they are neutral in color, placed next to the house and are otherwise visually unobtrusive.
- **Size:** In general, sheds should not exceed eight (8) feet in height and have a maximum floor area of forty-eight (48) square feet. Larger sheds will be considered based on the size of the lot and visual impact from a street or adjoining properties.

*Application Process:* An application is required for a shed. In addition to the basic application requirements, applications shall include:

- Property plat/site plan showing the location of the proposed shed.
- Detailed specifications and drawing of the proposed shed, including types of materials, finish type and color, size/dimensions and the location of windows, doors and other pertinent details.

## Shutters

The following standards pertain to shutters:

- **Style:** Shutters shall be applied to windows only as per the builder's original design. Shutters that have been lost or damaged shall be replaced with shutters that conform to the shutters installed by the builder in size, style, and color.
- **Color/Cleanliness:** Shutters must remain in original condition and if faded homeowners will be required to return them to the original color and condition.

*Application Process:* No application is required for the replacement of shutters in accordance with these standards. Application is required if change in color, addition or deletion of shutters is desired. Color sample must be submitted with application.

## Sidewalks and Pathways

These standards pertain to sidewalks and pathways:

- **Easements and Right-of-Ways:** Sidewalks and pathways shall be set back from any VDOT right of way or easement.
- **Style:** The scale, location and design of sidewalks and pathways shall be harmonious with the homeowner's house and adjacent houses and consistent with the overall character of the Community.
- **Level:** Sidewalks and pathways shall be installed flush with the adjacent ground, turf or landscape beds.

- **Materials:** Sidewalks and pathways shall be constructed of flagstone, brick, brick pavers, stepping stones, concrete, crushed stone, pea gravel set firmly in stone dust, or similar durable construction material. No asphalt sidewalks and pathways are permitted. Stone dust may be used as sidewalks and pathways in the rear of the house only. If the proposed sidewalk or pathway is to be constructed of brick or brick pavers, the color of the brick or brick pavers shall complement the existing brick of the house.
- **Width:** Sidewalks shall generally be a minimum of 3 feet and a maximum of 5 feet in width, with exceptions for wider portions at each end.
- **Drainage:** Changes in grade or drainage patterns shall not adversely affect adjoining properties.

*Application Process:* An application is required for sidewalks and pathways. In addition to the basic application requirements, applications shall include:

- A property plat/site plan showing the location of proposed sidewalks or pathways.
- Detailed specifications of the proposed sidewalk or pathway, including the dimensions, color, materials and construction method to be used.

## Signs

The following standards pertain to any signs displayed on a homeowner's lot, including, but not limited to, real estate signs, political signs, commercial contractor signs and signs related to security systems:

- **Real Estate Signs:** One real estate sign offering a property for sale or rent, not to exceed four (4) square feet in area, may be displayed on a lot. Signs may only be placed in the front yard and must be removed within one week following the sale or rental of a home. Real estate for sale signs will be permitted on common property only between Saturday 9:00 AM and Sunday 5:00 PM. Any sign standing beyond approved hours will be removed.
- **Security signs:** Two security signs, each not exceeding a total of sixty-four (64) square inches, may be posted on the property. Only one such sign may be posted forward of the front plane of the home. The approved location shall be at the front entrance. A second sign may be posted in the rear yard.
- **Miscellaneous Signs:** All miscellaneous signs including but not limited to yard sales, parties, etc. must be put up no sooner than 48 hours prior to and taken down no later than 24 hours after the event.
- **Warning Signs:** Warning signs (i.e. Dog, Invisible fence) not exceeding a total of sixty-four (64) square inches are permitted.

## Skylights

The following standards apply to skylights:

- Shall be located such that they are not visible from the front of the house.

- Not permitted on the front side of the roof ridge line.
- Shall be constructed flush with the roof line.
- Frame and trim shall match the color of the roof.

*Application Process:* An application is required for skylights. In addition to the basic application requirements, applications shall include:

- A property sketch showing location of the skylight on the house.
- Manufacturer’s product information or sketch a showing dimensions, materials and colors of the skylight.

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

## **Solar Panels**

Solar panels will be placed on roofs in such a manner as to be parallel to roof lines, may not be elevated above the roof lines and must be a color that blends with roofing surface.

*Application Process:* An application is required for solar panels. In addition to the basic application requirements, applications shall include:

- A property sketch showing location of the solar panel on the house.
- Manufacturer’s product information or sketch a showing dimensions, materials and colors of the solar panel.

## **Sprinklers**

See *Irrigation Systems* section.

## **Sun Control Devices**

For awnings, see the *Awnings* section. For privacy screening or a lanai, see the *Privacy Screening* section.

## **Trash/Recycling Containers**

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

- Shall be stored out of sight at all times except for the approved interval during which such items are placed adjacent to the street for pick-up.
- Examples of “out-of-sight” storage include: behind shrubbery along side of house, in the garage, behind the house, or behind existing fencing.
- Shall be placed adjacent to the street on the side of the driveway opposite the mailbox.
- Items for pick-up shall not be placed at the street for pick-up prior to 5:00 PM on the evening prior to pick up.
- All containers left at the street for pick-up shall be collected by 7 AM the day following trash pick-up and stored out of view.
- Trash shall be secured in such a way that it is not inadvertently distributed on neighboring properties or common areas. Cleanup of any trash that is inadvertently spread is the responsibility of the homeowner whose trash was distributed.

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

## **Tree Removal**

The following standards pertain to the removal of trees from homeowner’s property:

- The removal of viable trees, regardless of size/species, is generally discouraged.
- Trees may be removed if they are dead or present a hazard.
- Homeowners are strongly encouraged to replace dead trees.
- Trees that meet the criteria below shall not be removed. Exceptions are at the discretion of the ARB and will be evaluated on a case-by-case basis.
  - No live trees with a diameter (caliper) of 4 inches or more when measured 12 inches from the ground shall be removed.
  - No live flowering trees (e.g., Dogwood, Redbud, etc.) with a diameter (caliper) of 2 inches or more when measured 12 inches from the ground shall be removed.
  - No live vegetation on slopes of more than 20% shall be removed.
  - No developer-planted street trees shall be removed.
  - No trees, shrubs or other vegetation on common areas are to be cut, pruned, or removed by homeowners.

*Application Process:* Tree removal requires an application except for the removal of dead or hazardous trees. In addition to the basic application requirements, applications for the removal of trees shall include:

- Property plat/site plan showing the location of tree(s) to be removed.
- A detailed explanation of the reason for the removal of each tree.

## Vegetable Gardens

The following standards pertain to all vegetable gardens:

- Shall only be located in the rear yard.
- Shall not exceed 10x10 feet in size, or a total of 100 square feet if irregular in shape.
- Be maintained neatly even during the non-growing season.
- Shall not encroach on neighboring properties or common areas.
- Walls, borders or fencing may be acceptable in conjunction with a vegetable garden. See the **Landscaping** section for guidelines for landscape borders. Fencing two (2) feet or less used to prevent animals from invading does not require approval. The fencing should be such that it has minimal visual impact.

*Application Process:* An application is NOT REQUIRED for vegetable gardens as long as the homeowner complies with these standards.

## Walkways

See **Sidewalks and Pathways**.

## Water Gardens

The following standards pertain to the installation or alteration of ponds or other landscape water features, excluding fountains:

- Ponds, and other man-made landscape water features, are permitted only in the rear yard.
- Ponds and other water features shall be safely and neatly maintained.
- Ponds shall be properly aerated to prevent undesirable odors and the accumulation of mosquitoes.
- Fencing of yards which include ponds and other landscape water features is strongly encouraged.
- The scale, location and design of ponds and other landscape water features shall be harmonious with the homeowner's house and adjacent houses and consistent with the overall character of the Community.

*Application Process:* Water gardens, ponds and other landscaping water features require an application. In addition to the basic application requirements, applications shall include:

- Property plat/site plan showing the location of the proposed pond or other landscape water feature.

- Detailed specifications of the proposed pond or other landscape water feature including the dimensions, construction method, and materials to be used.

## **Windows**

Approval is required for the installation of new windows. Approval is not required to replace existing windows provided that replacement windows are identical to the original windows.

- The size of the window trim and frame must match that of the other windows as closely as possible.
- All trim details must be duplicated.
- The color of the window frame and trim must match the existing windows.
- Window dividers installed in original windows must be retained and replaced with a comparable divider if damaged or missing

*Application Process:* Applications and approval is required for replacement windows which are not identical to the original windows. Applications shall include:

- Property plat/site plan showing the location of the window(s) being replaced.
- Catalog photographs or manufacturer's "cut sheets" of the window.

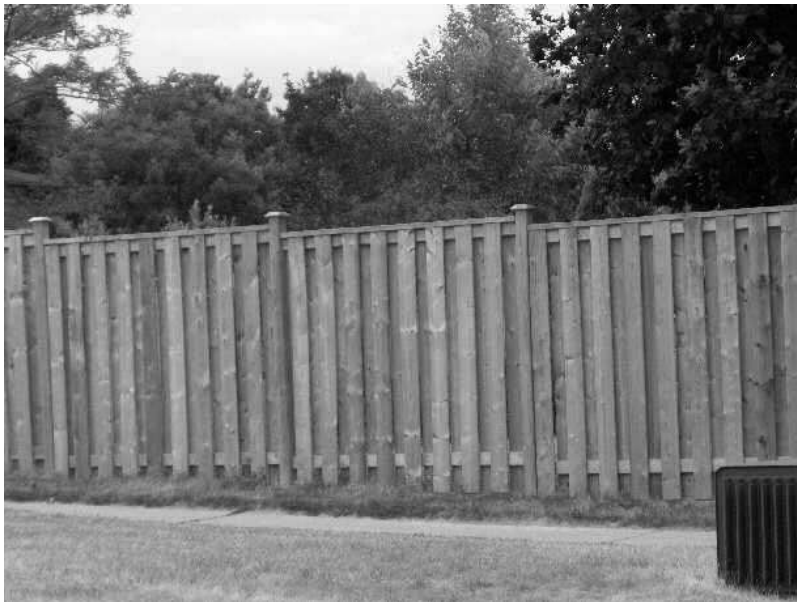
## Appendix 1: Allowed Fence Types

This Appendix illustrates the fences that are allowed to be built in the Community.

The allowed wooden fences/composite material fences are illustrated below:



**Figure 2a:** Four foot picket fence with arched (convex) top.



**Figure 2b:** Six foot board on board privacy fence.



**Figure 2c:** Six foot privacy fence, vertical board with one foot of lattice.

## **Appendix 2: Architectural Guidelines Suggestion Form**

The Ashley Ridge Architectural Guidelines document provides detailed information about the types of alterations that would generally be considered an improvement to a property and, by extension, an improvement to the value of the Ashley Ridge Community. However, it cannot cover every possible issue or type of change that might reasonably be contemplated by homeowners.

To ensure that the Guidelines meet the needs of the Community, homeowners are encouraged to submit suggestions for changes to the Guidelines. The Board of Directors and relevant committees will review suggestions periodically and determine whether the Guidelines need to be updated. The intent is that the Guidelines shall be a “living document” that reflects the desires of the Homeowners and which evolves over time to more effectively meet the needs of the Community.

To submit suggestions, homeowners may print the Architectural Guidelines Suggestion form from this document. Alternately, the Architectural Guidelines Suggestion form is also available as a PDF download from the Ashley Ridge Homeowners Association web site at:

[www.ashleyridgehoa.org](http://www.ashleyridgehoa.org)



## **Appendix 3: Architectural Improvement Request Form**

The Architectural Improvement Request form for the Ashley Ridge Homeowners is provided on the following two pages. The Architectural Improvement Request form is also available as a PDF download from the Ashley Ridge Homeowners Association web site at:

[www.ashleyridgehoa.org](http://www.ashleyridgehoa.org)

# Architectural Improvement Request

## Ashley Ridge Homeowners Association

**Mail To:** Ashley Ridge Homeowners Association  
c/o Sequoia Management Company  
13998 Parkeast Circle  
Chantilly, VA 20151-2283

**Homeowner Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Lot #:** \_\_\_\_\_

**Phone: (H)** \_\_\_\_\_ **(W)** \_\_\_\_\_ **(Fax)** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Type of Alteration/Change (please check appropriate box):**

- Second Story Deck                      Complete Section A below
- Ground Level Deck                      Complete Section A below
- Fence    Complete Section B below
- Patio    Complete Section C below
- Storm Door                                      Complete Section D below
- Other    Complete Section E below

**Section A: Deck Additions**

Dimensions, across the back of the house: \_\_\_\_\_

Dimensions, length out from the house: \_\_\_\_\_

Elevation, from ground level: \_\_\_\_\_

Railing height, from deck surface: \_\_\_\_\_

Railing type (describe): \_\_\_\_\_

Type of materials: \_\_\_\_\_

**Section B: Fence Additions**

Total dimensions of the fence: \_\_\_\_\_

Fence type: \_\_\_\_\_

Type of gate: \_\_\_\_\_

Type of materials: \_\_\_\_\_

**Section C: Patio Additions**

Total dimensions of the patio: \_\_\_\_\_

Type of materials: \_\_\_\_\_

**Section D: Storm Doors**

Placement of door: \_\_\_\_\_

Type of door (describe): \_\_\_\_\_

Describe color of door as it relates to the following:  
Front door, siding (brick) and trim: \_\_\_\_\_

**Section E: Other** (includes Addendums to previously approved requests, if applicable)

Please provide an explanation of the project, providing details on dimensions, materials and colors as applicable.

\_\_\_\_\_  
\_\_\_\_\_

All applications must be accompanied by the materials listed below. Incomplete applications will not be reviewed and may result in your project being delayed.

- Attach architectural plans/drawings or photographs of the proposed project. Drawing MUST show elevations, dimensions, height off the ground, relationship to existing structures, railings, footings, color samples if necessary and manufacturer’s brochure if available.
- Attach a copy of the property plat showing size, shape and location of improvement to residence and to adjoining properties (including specific dimensions of improvement and distances to adjoining properties). Grading plan must be included, if applicable.
- Obtain the signatures of adjacent or affected property owners. The signatures only indicate their awareness of your proposed plans, not their approval. **Signatories having concerns about your proposed plan must notify the Association of specific concerns in writing.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

I understand and agree to the following:

- That this modification may require a County building permit or may be subject to other governmental regulations. I agree to obtain all required city/county approvals. Miss Utility will be contacted prior to the commencement of any construction. Approval of this application satisfies only the requirements of the Association and not any obligations to the County or others as may be required.
- That I assume full responsibility for: all landscaping, grading and/or drainage issues relating to the improvements, including applicable replacing bonds or escrows posted by Developer/Builder currently in place affecting the lot; any damage to adjoining property (including common area); and any injury to third persons associated with the improvement.
- That all work associated with the project will be completed within the property lines.
- That no work on this proposal will commence until I receive written approval of the Association. To do so is a violation of the Covenants of the Association and may result in my being required to remove an unapproved modification and restore my property to its original condition at my own expense if this application is disapproved. I also understand I may be held responsible for any legal fees incurred on behalf of the Association in enforcing this provision.
- That an approval is contingent upon the construction being completed in a timely and a professional manner as per the specifications as submitted in this application.
- That members of the Association may enter upon my property to make routine inspections.
- That there are architectural requirements addressed in the Architectural Guidelines and the Declaration and a reviews process as established by the Board of Directors.
- That the approval authority granted by the Association (if so granted) will automatically expire shall the proposed project not be commenced within 180 days of the approval or completed within one year of the approval.
- That a variation from the original application must be submitted for approval of the Association.

**Owner/Homeowner’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

-----  
(For ARB Use Only)

Approved / Approved with Conditions / Disapproved

\_\_\_\_\_  
ARB Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_