

Flint Hill Manor Townhouses Association, Inc.

Oakton, Virginia 22124

www.FlintHillManor.com

Requirements and Guidelines for Exterior Maintenance, Improvements, and Changes

This document describes the role of the Architectural Review Committee (ARC) for the Flint Hill Manor Townhouses Association, Inc. and its relationship to the Association's Board of Directors. This document provides direction for homeowners and the ARC in evaluating the compliance of proposed and completed external improvements and changes to townhouses within the Flint Hill Manor community, as well as standards for the maintenance of the external condition of properties in the community.

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INTRODUCTION

This document describes the role of the Architectural Review Committee (ARC) for Flint Hill Manor Townhouses Association, Inc. and the ARC's relationship to the Association's Board of Directors (HOA Board). This document provides direction for homeowners and the ARC in evaluating the compliance of proposed and completed external improvements and changes to townhouses within the Flint Hill Manor community, as well as standards for the maintenance of the external condition of properties in the community. The ARC and its members serve at the pleasure of the HOA Board and may be appointed and removed at the HOA Board's discretion.

Each owner of a lot home within Flint Hill Manor has agreed, by purchasing his or her lot, to comply with the covenants and restrictions contained in the **Declaration of Covenants, Conditions, and Restrictions** (Declaration), located on the www.FlintHillManor.com website. **A central provision of the Declaration is the requirement that owners obtain written approval from the HOA Board of Directors prior to making certain external changes to the owner's home or lot.**

The Declaration provides for the establishment of the ARC to review applications for any external changes to a homeowner's townhouse or lot (e.g., roof, lights, windows, doors, landscaping, railing, shutters, siding, fence, etc.). The ARC is comprised of homeowners within the community, appointed by the HOA Board, and empowered to ensure that properties in the Flint Hill Manor neighborhood reflect the community's standards for being well-maintained, are in compliance with the community's standards for construction and modification, and reflect the Board's and homeowners' good faith efforts to make the community more attractive.

The HOA Board of Directors and the ARC present the following Architectural Requirements and Guidelines. These Requirements and Guidelines are intended to direct and assist owners in maintaining their properties according to community standards and when planning for exterior changes to their properties. **This document is not intended to be all-encompassing and it does not cover every imaginable situation.** Rather, the standards set forth herein are intended as directives and guidance to owners. Changes requiring HOA Board approval, as described in this document, must be submitted as an application for approval. The HOA Board, acting on recommendation from the ARC, has the authority to review and approve or reject an application for exterior changes to a home and its lot within the Flint Hill Manor community. Questions regarding interpretation of these Requirements and Guidelines should be directed to the ARC. **The ARC and the HOA Board reserve the right to review any and all changes to the external material condition of properties within**

the Flint Hill Manor community and are not limited to the items described in this document.

As residents of Flint Hill Manor, we are responsible for the external appearance and upkeep of our townhomes and lots. This responsibility exists regardless of whether we own or rent at Flint Hill Manor. **Owners and renters are expected to follow the directions herein.** Investor-owners are responsible for providing their tenants with a copy of these Requirements and Guidelines. All owners are fully accountable for any damage to the common areas or neighboring property caused by themselves, their family or guests, their renters, or individuals/contractors they hire.

I. EXTERNAL MAINTENANCE OF TOWNHOUSES AND LOTS

It is the responsibility of each resident to properly maintain the exterior portions of his or her townhouse and lot. General exterior house appearance is to be maintained in a neat and orderly manner and maintained in good repair. If the homeowner fails to properly maintain his or her townhouse and lot, as well as improvements made in a manner satisfactory to the ARC and the HOA Board, the HOA Board may act to maintain the lot and such improvements pursuant to Article V of the Declaration.

- A. All owners and residents of the Flint Hill Manor community are responsible for maintaining the following:
 1. **EXTERIOR PAINT:** Fresh exterior paint (i.e., not cracked or peeling) is maintained on the exterior of the townhouse.
 2. **EXTERIOR MATERIALS:** Good material condition of trim, siding, shutters, doors, gutters, downspouts, roof shingles, etc. (i.e., free from wood rot, decay, or damage). Residents are responsible for ensuring that gutters are kept free of debris to prevent draining problems affecting neighboring properties or community common areas.
 3. **SIDEWALKS AND STEPS:** Each homeowner is responsible for maintaining the good repair of the sidewalks, steps and step landings leading to his or her townhouse and for keeping those sidewalks, steps and step landings leading to each townhouse clear of debris, including removing leaf litter, snow and ice. Residents shall work together as a community to keep the

sidewalks in common areas free from debris, snow and ice. The HOA Board will contract for the periodic removal of leaf litter from the front yards of each townhouse and from all common areas. However, these services will not include snow and ice removal from the community's or residents' sidewalks, nor will they account for more than two (2) or three (3) community leaf removal operations each year.

4. **HANDRAILS:** Handrails at the front of townhomes shall be maintained in good repair. Handrails shall be made of iron and painted black in color. According to Fairfax County Code, handrails are required for stairways that have three (3) or more consecutive steps. Handrails are not required for step landings unless the stairway has three (3) or more steps leading to a step landing.
5. **FENCES:** The back lot of each townhouse unit must be fenced in. Fences and gates must be six (6) feet in height, made out of natural wood, and maintained in good repair. Metal, plastic, composite or chain link fences are prohibited. Gates that have fallen off their hinges; are curling; have broken, missing or rotted boards; and fences that are leaning fences; etc., are not acceptable. All additional or replacement fencing in the backyards must conform to the design of the existing fences bordering neighboring townhouses and to these Requirements and Guidelines. Fences shall be protected with clear or colorless wood sealant and must not be painted or stained any other color than that of natural wood. Fences are prohibited from being extended beyond the property's legal boundaries so as to encroach upon property that belongs to Fairfax County. If you are uncertain about your property line, especially if you are an end unit, it is your responsibility to confirm your legal property lines with the land records department of Fairfax County. It will be helpful to have the legal description of your lot—which was provided to you at settlement or closing—when communicating with the land records department.

An example of each plot's legal description for Flint Hill Manor townhomes follows:

Lot [lot #], FLINT HILL MANOR TOWNHOUSES, being a subdivision of Parcel B, Flint Hill Manor Townhouses, as the same appears duly dedicated, platted and recorded in Deed Book [page

#] at Page [page #], among the land records of Fairfax County, Virginia.

6. **SIGHT LINES:** Fences, walls, trees, hedges, or shrub plantings shall be properly maintained and shall not obstruct sight lines for vehicular traffic.

II. YARDS, COMMON AREAS, & LANDSCAPING

- A. **FRONT YARD:** The dominant ground cover of all front yards in the community shall be grass. However, homeowners may request approval to replace grass as the dominant ground cover. Front yard landscaping (e.g. landscape edging) must be maintained in good repair by each resident.

The HOA Board will contract for lawn mowing and leaf removal services, including the front yards of each townhouse and all common areas. Each resident is responsible for maintaining the neat appearance of his or her front yard, including the pruning and maintenance of trees and other plantings on his or her property. The HOA Board will contract for the maintenance of landscape, trees and plantings in all common areas.

- B. **TREES, SHRUBBERY, FLOWERS:** Residents may plant shrubbery and flowers within four (4) feet of the exterior wall of their townhouses in the front and unenclosed side yards without ARC/HOA Board approval. Planting additional trees or bushes beyond the four-foot limit, however, requires approval. Replacement of such trees and bushes is not required if existing trees and bushes are replaced with the same type of planting and in the same location.
- C. **BACKYARD LANDSCAPING:** Backyard landscaping (i.e., within the enclosed rear yard) may be designed at the owner's discretion, provided that trees are at least four (4) feet away from the townhouse to prevent foundation damage caused by tree roots. Owners shall apply for ARC/HOA Board approval and, in appropriate cases, seek approval of adjoining neighbor(s) who may be affected by the change(s).
- D. **YARD ORNAMENTALS:** Bird baths, bird or animal feeders, wind chimes, plastic fencing, wire fencing, and aluminum scalloped edging are not permitted in the front or unenclosed side yards.

- E. **HOLIDAY DECORATIONS:** Outdoor holiday decorations may be displayed during the appropriate holiday season, not earlier than two (2) weeks prior to the holiday and must be taken down not later than two (2) weeks following the holiday. The display of holiday decorations shall be limited to the owner's lot and shall not interfere with community common areas, including sidewalks and adjoining yards or properties.
- F. **STORAGE OF PERSONAL OR OTHER'S PROPERTY:** Storage of personal belongings or homeowners' building materials on common areas is prohibited. Personal property (e.g., baby carriages, bicycles, scooters, tools, lawn chairs, children's toys, etc.) and carpentry or building materials, including firewood, shall be stored only within the enclosed backyard boundaries. Garden hoses may be stored in front yards, provided they are neatly coiled by the front spigots.
- G. **SPORTING EQUIPMENT:** Temporary basketball backboards, badminton nets, and other sporting equipment may only be set up within the enclosed backyard boundaries and shall not be left up overnight.
- H. **OTHER:**
 - 1. **CLOTHESLINES:** Exterior clotheslines or clothes hanging devices are not permitted anywhere, including the front yards, back yards, and in common areas.
 - 2. **GRILLS:** Barbecues and grills shall be used and stored only in backyards, and shall be used only in accordance with the Fairfax County Code.
 - 3. **ANTENNAS AND SATELITE DISHES:** Television antennas or satellite dishes shall be mounted below the fence line in homeowner's enclosed back yard. Radio antennas are not permitted.

III. TRASH AND RECYCLING

- A. **ANTI-DUMPING:** Dumping of debris, garbage, or any other waste on common areas is prohibited. Properties shall be kept free of debris and in neat and orderly condition.
- B. **TRASH STORAGE:** Trash, garbage, or other waste shall be stored only in sanitary containers (i.e., garbage cans or bins designed for outside use)

with a secure and enclosed top or lid in the fenced-in backyards of each property. All garbage cans or bins shall be kept in clean and sanitary condition so as to prevent attracting rodents and other pests.

- C. **STORAGE OF TRASH AND RECYCLING CONTAINERS:** Garbage cans or bins, including recycling bins, shall not be stored in front or side yards but shall be kept within the fenced-in, enclosed backyards of each property.
- D. **WHEN TO PUT OUT TRASH/RECYCLING:** Trash and recyclables shall only be placed in the front of the properties for collection on scheduled pick-up days. Trash and recyclables shall be placed in the front of the properties no earlier than 6:00 p.m. on the evening prior to the scheduled pick-up days. Trash and recyclables must be contained in trash bags or garbage cans and recycling bins. All garbage cans, recycling bins, and other containers used for trash should be removed by 12 noon on the day immediately following trash/recycling pick-up days.

IV. RESIDENTIAL PARKING AREAS

- A. **PARKING IN ASSIGNED PARKING LOTS:** Only one automobile may be parked in each designated automobile parking space. Automobiles may not be double parked or parked behind another automobile that is parked in a designated space.
- B. **CARE AND MAINTENANCE OF VEHICLES:** Routine maintenance (e.g., filters, lights, tires) of residents' motor vehicles is permitted in the parking lots as long as no car is left overnight in disrepair or blocking other cars from exiting or accessing the lot. Conducting oil changes in the Flint Hill Manor parking lots of Granite Creek Drive, Silverstone Court, and Graystone Court is not permitted due to environmental clean-up concerns. Fairfax County also does not allow oil changes to occur in the streets. In addition, commercial repair or maintenance of commercial vehicles is also not permitted.
- C. **MOTORCYCLES:** Motorcycles are considered motor vehicles and must be parked in a designated automobile parking space.
- D. **COMMERCIAL VEHICLES:** Commercial vehicles, recreational vehicles, boat trailers or other types or trailers shall not be parked in Flint Hill Manor residential parking areas. If they are parked in residential parking areas, they will be towed.

- E. **PARKING ALONG FLAGPOLE LANE:** While parking for passenger cars is allowed along Flagpole Lane, vehicles must not block the sidewalk that runs the entire length of Flagpole Lane. Large commercial vehicles, trailers, and trucks are not permitted to park along the side of Flagpole Lane closest to the townhouses and will be subject to towing.

V. SIGNAGE

Signs of any kind that advertise services (e.g., piano lessons), community events (e.g., sports leagues), or any other announcement are prohibited on front yards, side yards, and common areas, except (a) temporary signs advertising the owner's lot for sale or rent and displayed on that specific lot only or (b) signs of contractors performing work at the owner's property and displayed on that specific lot only. Contractors' signs may be displayed only for the period of time for which the contractor is working on the home the sign and must be immediately removed when the contractor's work has been completed. "Open House" signs for a property that is on sale will be permitted in the common areas only for the day on which the open house event is taking place. All open house signage must be removed when the open house event is completed for that day.

VI. PETS AND ANIMALS

Dogs, cats, and other household pets may be kept, provided that these animals are not raised, bred, or kept for any commercial purpose, and that these animals do not cause a nuisance to the neighborhood by barking, intimidating, injuring, etc. No other animals that are generally considered to be inappropriate as household pets, livestock or poultry shall be raised, bred, or kept on any lot.

Pet owners are responsible for cleaning up after their pets' waste at all times and regardless of location, including but not limited to common areas, front yards, side yards, enclosed backyards, sidewalks, parking areas, the streets, and other owners' property. Residents shall properly dispose of their pet's waste into their trash bins on a regular basis.

VII. EXTERNAL IMPROVEMENTS TO TOWNHOUSES

- A. **APPLICATION TO ARC:** Applications for improvements to townhouses and lots in Flint Hill Manor shall be submitted to the ARC prior to starting work on any project specified below. Applications must be made either in hard copy or electronically and must include:

1. Homeowner's name and complete mailing address, telephone number and email address.
 2. Lot number or location of the property to be improved.
 3. A brief but thorough description of the proposed improvement, including supporting materials (such as photographs, drawings, adjacent homeowner approval if applicable), and relevant details, such as the material and dimensions, including but not limited to height, width, depth, size and shape, color, and location on the property of proposed improvement(s).
 4. A project plan describing the timeline for completing the improvement and an explanation of any impacts the project may have on adjoining property, including other owners' properties and common areas.
- B. **CONFORMITY TO COLONIAL COLOR PALETTE:** Townhouses and all adjacent structures and features in Flint Hill Manor shall be painted according to a "colonial color palette," as provided by all major paint manufacturers and many hardware or home improvement retail stores.
- C. **REPAINTING OR CHANGE OF EXTERIOR COLORS:** Repainting of external surfaces (including, but not limited to, exterior doors, window frames, shutters, siding, and trim) of townhouses and all adjacent structures and features do not need ARC approval if the resident will be using the same colors previously painted on the same surfaces. However, all color changes and deviations from previous colors must follow the colonial color palette pursuant Section VII.B of these ARC Requirements and Guidelines and also must be submitted by application for approval by the ARC.
- D. **SIDING:** Homeowners must apply to the ARC for approval to install replacement siding. The replacement siding must present a similar appearance to the existing siding.
- E. **ROOFING:** Homeowners must apply to the ARC for approval to change the color of the townhouse's roof. The proposed color must be in harmony with the existing neighboring townhouse roofs, painted surfaces, and brick or siding color. Homeowners may not change roofing materials.
- F. **CHIMNEYS:** Homeowners must apply to the ARC for approval to install or modify a chimney.

- G. **EXTERNAL LIGHTING:** A homeowner does not need to apply to the ARC for approval if he or she will be replacing his or her front, back, and/or side porch light with the same or similar lighting fixture (i.e., appropriately-sized, standard porch light fixture). ARC approval is necessary, however, if the homeowner wishes to deviate from this standard.
- H. **REPLACEMENT WINDOWS:** Residents may install replacement windows in their homes, provided the new windows conform to existing design and materials. All windows on the front face of each townhouse shall have muntins (the horizontal and vertical white decorative strips on windows) in keeping with the style of windows in neighboring townhouses.
- I. **WINDOW WELLS:** Homeowners must apply to the ARC for approval to construct window wells. Window wells must not extend above grade level, must be covered with a natural wood grate (a plastic bubble is not permitted), and must be landscaped.
- J. **CONSTRUCTION OF PERMANENT STRUCTURES:** Homeowners must apply to the ARC for approval to construct any permanent structure (including, but not limited to, storage sheds in enclosed back yards), and these must be shown to comply with drainage flow (as addressed in these ARC Requirements and Guidelines, including but not limited to Sections VII.I and VII.K) and townhouse appearance guidelines. Owners should obtain written approval from adjoining neighbor(s), to be submitted with the application to the ARC.
- K. **PATIOS:** Homeowners must apply to the ARC for approval to install or modify their patios, which must meet the following criteria:
1. **SURFACE AREA** – Not more than 50% (fifty percent) of the backyard of any lot shall be paved in order to alleviate drainage problems to common areas or adjacent properties.
 2. **DRAINAGE** – Direct surface drainage on common ground or adjacent property is not permitted (i.e., Drainage pipes may not empty/discharge directly onto common ground at lot boundaries such as sidewalks, into parking lots or onto adjacent lots.).
 3. **VERTICAL EXTENSION** – No permanent, above ground extensions of the patio may protrude above the fence level (e.g., lighting, hanging planters, etc.).

4. **COVERINGS** –Awnings, pergolas or other, similar structures are prohibited.
 5. **COMPOSITION** – The paved surface of the patio must be built of non-degenerative material (e.g., stone, ceramic, slate, concrete, redwood).
- L. **DECKS:** Homeowners must apply to the ARC for approval to construct decks in the backyards of their lots. No decks are permitted in the front yards. No above deck extensions (e.g., hanging planters, lattice, etc.) may protrude above the requisite six (6)-feet fence level.
- M. **STORM DOORS:** Residents may install storm doors on the entrances to their townhouses. Storm doors should have full view or cross-buck styling, metal construction, and the color must be in harmony with the exterior of the home (following the colonial color palette pursuant Section VII.B of these ARC Requirements and Guidelines).

VIII. APPROVAL PROCESS

Homeowners applying for ARC approval must submit a completed application sixty (60) calendar days before the anticipated start date of a proposed project. The completed improvement approval form (Appendix A) must be mailed or scanned and emailed to:

Send request to:

Flint Hill Manor Townhouses Assn., Inc.
c/o Summit Management Services, Inc.
3833 Farragut Avenue
Kensington, MD 20895
or call 301-495-0146

ARC approval must be obtained in writing prior to the start of the project. ARC approval does not waive the owner's responsibility in obtaining all required Fairfax County permit(s), and obtaining all necessary county permit(s) does not waive the need for ARC approval. The ARC will not knowingly approve a project that is in violation of county zoning/building codes.

In accordance with Article VII of the Declaration, the ARC shall respond to the homeowner within 30 (thirty) calendar days of receipt of the completed improvement request form. **Failure of the ARC to respond in the allowed time of 30 calendar days shall constitute approval of the homeowner's request; however, nothing**

shall be deemed approved by default that is expressly prohibited by these Requirements and Guidelines (e.g., chain link fencing in lieu of natural wood fencing, deviating from the colonial color palette).

All improvements shall be completed within six (6) months of the date of approval. If the homeowner requests additional time or extensions, such requests must be in writing and approved by the ARC. The HOA Board shall have the right to, at its option, compel the owner to complete improvement(s) that have not been completed by the agreed date to be completed or, after appropriate notice, arrange for the removal or completion of the improvements at the expense of the homeowner. Recovering related expenses from the homeowner shall be done pursuant to Article V and VIII of the Declaration.

IX. RIGHT TO APPEAL

A homeowner may appeal an ARC decision to the HOA Board, provided such appeal is made in writing to the management company mentioned above within thirty (30) calendar days of the date of the ARC's decision. A simple majority vote of the HOA Board, provided that a quorum of the HOA Board is present, is needed to modify or reverse a decision.

The HOA Board may assume or take over, either on a general or case-by-case basis, any of the duties of the ARC. Such decisions will be based on the discretion of the HOA Board.

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APPENDIX A

Flint Hill Manor Townhouses Association, Inc. Oakton, Virginia 22124

Application for Proposed Change or Improvement

By email or in writing, include all of the following required information. Failure to include all information as requested will affect and delay the ARC's ability to approve your request. The ARC will have thirty (30) calendar days from the date of your email or the date upon which the ARC receives your completed application to respond to your request. If you will be mailing your application package because inclusion of supporting materials makes it difficult or impossible to email, please mail to the property management company listed on page 11 (eleven).

- 1) Homeowner's Name
- 2) Street Address of Property Seeking Change or Improvement
- 3) Homeowner's Telephone #
- 4) Homeowner's Email Address
- 5) Description of improvement request, including supporting materials such as color photographs, drawings, and adjacent homeowner approval if applicable, as well as relevant details such as the material and dimensions, including but not limited to height, width, depth, size and shape, color, and location on the property of proposed improvement(s).
- 6) A project plan describing the timeline for completing the improvement and an explanation of any impacts the project may have on adjoining property, including other owners' properties and common areas.

When the ARC has reached a final decision based on your completed application, it will inform you in writing by letter or by email that your application has been 1) Approved; 2) Approved with changes or conditions noted; 3) Not approved and more information is needed; or 4) Rejected.

NOTE: Approval is good for six (6) months from the date of approval. If improvement is not completed within that time period, the ARC approval is deemed void and the application must be resubmitted to the ARC. Approval by the ARC does not warrantee contractor's performance or workmanship. The homeowner is responsible for compliance with all permit requirements and building codes.