

**ARDMORE OAKS AT ARDMORE WOODS HOMEOWNERS' ASSOCIATION
(AOAW HOA)**

Minutes of Annual Meeting

Date and Time: March 11, 2021, 7:00pm to 9:00pm

Location: Virtual Meeting via Zoom

Attending: Virtual Attendance (See at Attachment 1)

Purpose: This meeting is the 2020 Annual Meeting of the AOAW HOA. Sabrina, our Secretary, explained the ground rules for the virtual aspects of the meeting.

1. Call to Order, Roll Call, Determination of Quorum

The meeting started with attendees introducing themselves: 14 residences/members were present and 3 proxies received. In accordance with paragraph 3.4 of the AOAW HOA By-Laws, with 17 members represented, a quorum was established, and the meeting continued.

2. Minutes from the 2019 Annual Meeting

In accordance with AOAW HOA process, HOA members approved the 2019 Annual Meeting Minutes in the weeks following the meeting held on September 10, 2020. No additional questions or comments were offered from this meeting's attendees.

3. Recurring Reports and Actions

a. Treasurer's Report 2020 & 2021 Budget Reports (John Girona, on behalf of Andrea Bennett)

- The 2020 income and expense summary was reviewed and the proposed 2021 Budget was presented (See Attachment 2). No questions were offered from meeting attendees.
- There was a motion and a second, to approve the budget with the aforementioned provision, and the 2021 budget was approved (CLOSED).

b. HOA Administration

- AOAW HOA EXB Actions for HOA Members (Sabrina Stringer)

Sabrina provided an overview of the HOA EXB support to the homeowners for 2019, 2020, and 2021.

- i. 2019 – 5 Home Resale packages; 3 Title Company documents
- ii. 2020 – 2 Home Resale packages; 2 Refinance Packages and 2 Title Company documents
- iii. 2021 – 4 Home Resale packages; 2 Title Company documents as of 11 March 2021.

- AOA HOA Home Sales

Between May 2019 and January 2021, thirteen homes have sold in the Ardmore Oaks HOA neighborhood ranging from \$775K to \$999K.

- Update to HOA Directory (OPEN)
 - i. Please ensure to provide updated contact information to ardmoreoakshoa@gmail.com.
 - ii. A new directory will be distributed in May/June after the current home sales close and we can acquire our new neighbors' information

c. AOA HOA Website (Rich Volz)

- Rich provided a tutorial on the Ardmore Oaks HOA website via the Zoom.
 - i. Residents have access to HOA documents via the HOA website - (see: <http://www.ardmoreoaks.com>).
 - ii. A new pin to access the website will be sent to homeowners in May/June when new homeowners are settled. Note that the documents are for residents use only.

d. Architectural Standards/Guidelines (John Gironda)

- The terms “Architectural Standards” and “Architectural Guidelines” are used interchangeably; however, they are two different documents:
 - i. Architectural Standards are stated in Section VI of the AOA HOA Declaration of Covenants, Conditions, and Restrictions (CC&Rs) (see Attachment 3). The CC&Rs describe requirements and limitations of what HOA members can do with their property. The goal of the AOA HOA CC&Rs is to protect, preserve, and enhance property values in the AOA HOA community.

When purchasers take title to a property within an HOA, they implicitly accept and agree to abide by the community's declaration. NOTE: *Courts reviewing HOA covenants interpret them similarly to how they interpret other contracts.* (Source: Homeowners Protection Bureau website)

- ii. Architectural Guidelines (sometimes referred to as the ARC Guidelines) are a HOA-developed document that help HOA members understand the Architectural Standards in the CC&Rs, and they act as a reference for the HOA developing their Exterior Project Application. Historically, for our AOA HOA, the Architectural Guidelines have been updated by our Architectural Review Committee (ARC). The ARC is established in Section VI of the AOA HOA Articles of Incorporation.
- John presented the following Architectural Standards (AS) for attendees by reviewing the written requirements for Exterior Project Application, Roofing, and Fencing. Key points included, but not limited to:
(Reference paragraphs are listed with each item. Note that paragraphs listed for the Architectural Standards are from the document updated by the AOA HOA on November 13, 2011)

- i. An AOAW HOA-approved Exterior Project Application is required for *all exterior work* in excess of the HOA CC&Rs. For example, removing a tree larger than 6” in diameter. See Paragraph 4.c., of these minutes, regarding trees. During the meeting, John reviewed and commented upon The Application, and requested questions and discussion.
- ii. Roofing replacement needs an AOAW HOA approved Exterior Project Application prior to starting work.
Roofing is governed by CC&R 6.9, AS 3.2.18, and AOAW HOA “Amendment to Architectural Guidelines, June 14 1999.” (See Attachment 4). During the meeting, John read, and commented upon AS 3.2.18, and requested questions and discussion.
- iii. Fencing installation or replacement (not repair in-kind, however) needs an AOAW HOA approved Exterior Project Application prior to starting work.
Fencing is governed by CC&R 6.10, 6.11, and AS 3.5. During the meeting, John read, and commented upon AS 3.5, and requested questions and discussion.

4. Old Business

- a. Nomination Committee (Keith Reynolds) (CLOSED)
 - Keith provided the results of the Nomination Committee for the AOAW HOA Vice President. Rich Volz was nominated, obtained a quorum of votes, and he accepted another term as the HOA Vice President.
 - Our next elections will be for AOAW President and Secretary.
- b. HOA Block Party (Sabrina Stringer) (OPEN)
 - Sabrina discussed initial planning for an AOAW HOA block party for 2021 since the pandemic halted planning for this in 2020. We will continue to monitor Fairfax County and VA State guidelines on outdoor gatherings to determine if the HOA Block Party is feasible for 2021.
 - HOA members on Spout Lane have agreed to host the block party in their cul-de-sac.
 - Sabrina asked AOAW HOA members who are interested in helping to organize the HOA Block Party for this year to contact her so we can begin planning.
- c. Architectural Standards Update (John Gironda) (OPEN)
 - At the 2019 Annual Meeting, it was explained that the EXB feels it is time to update our Architectural Standards. The original Standards were written in 1986. While there has been an Amendment to the Standards for roofing (1994), and the Standards were minimally updated in 2001 and 2011, the guidelines are, overall, about 35 years old; our community culture and living standards have changed.

For example, cutting down trees greater than 6” in diameter requires formal approval by the AOAW HOA. Such a diameter was likely appropriate in 1986, but these same trees are likely about 20” in diameter now, and the 6” diameter seems overly restrictive.

Another example: while basketball hoops are not allowed, many homes in AOAW HOA have these in their front yard. Perhaps, they should be expressly allowed, because the restriction was never enforced.

- As part of the update, the AOAW HOA Architectural Guidelines will require updating to remove irregularities and to closely match our Architectural Standards.
- Current volunteers to assist updating the Architectural Standards and Architectural Guidelines include: Judy Garland, John Gironda, Keith Reynolds, and Tim Shea. We would be pleased if others would join this group.

d. CC&R and By-Laws Update (John Gironda) (OPEN)

- Similar to the Architectural Standards, our CC&Rs are 35 years old. Existing copies are difficult to read, and they are outdated by modern standards. For example, almost all correspondence nowadays is done via email, and the CC&Rs do not list email as an acceptable method of communication. **Please contact the HOA EXB to volunteer.**

5. New Business

a. Revised HOA Complaint Process – (John Gironda) (CLOSED)

- The Compliant Process, dated 1998, has been updated and is posted on the AOAW HOA Website.

b. Inspections for Home Sale Preparations for 2021 – (John Gironda)

- For everyone planning to sell their house this year, the HOA is willing to provide an Architectural Standards inspection well prior to putting your house up for sale. This is offered at no cost, and it will provide you the requirements to obtain a clear inspection clearance with additional time to complete any corrections. Please contact the AOAW HOA email or John Gironda.

6. Open Floor Discussion

Need to pull text from the video.

7. Adjournment There being no further business, upon motion and second, the meeting was adjourned at 8:25pm.

Attachments

1. Meeting Attendees and Proxies
2. AOAW Income & Expense Statement, 2020 & 2021 (approved)
3. AOAW HOA Declaration of Covenants, Conditions, and Restrictions (CC&Rs) (excerpt)
4. AOAW HOA Architectural Standards
5. HOA ARC Application Example draft as of 3-11-21

Ardmore Oaks at Ardmore Woods HOA Board of Directors

President – John Gironda

Vice-President – Rich Volz

Secretary – Sabrina Stringer

Treasurer – Andrea Bennett

Director – Keith Reynolds

Attachment 1

Meeting Attendees

1. Phoebe Apgar – 6803 Spout Lane
2. Rick Ayers and Alex Peck – 6818 Brimstone Lane
3. Josh and Elizabeth Bahr – 6813 Brimstone Lane
4. John Gironda – 6809 Spout Lane
5. Peter Karounos – 6842 Brimstone Lane
6. Patrick Martin – 6822 Brimstone Lane
7. Robert and Carolyn McCarthy – 6809 Old Stone Fence
8. Kevin Metrocavage – 6835 Brimstone Lane
9. Keith Reynolds – 6807 Old Stone Fence
10. Mickie Shea – 6806 Old Stone Fence
11. Sabrina Stringer – 6837 Brimstone Lane
12. Don and Vicky Toenshoff – 6802 Spout Lane
13. Jillian and Nick Woodworth – 6810 Brimstone Lane
14. Rich Volz – 6828 Brimstone Lane

Proxies

1. Andrea Bennett - 6803Brimstone Lane
2. A.J. Paluska – 6839 Brimstone Lane
3. Tim Shea – 6806 Old Stone Fence

Attachment 2

ARDMORE OAKS AT ARDMORE WOODS HOA ACTUAL INCOME AND EXPENSES FOR 2020 APPROVED BUDGET FOR 2021				
	<u>2020 BUDGET</u>	<u>2020 ACTUAL</u>	<u>OVER/ UNDER</u>	<u>2021 BUDGET</u>
REVENUE				
Dues	\$2,750	\$2,550	(\$200)	\$2,750
HOA Resale Documents	\$200	\$100	(\$100)	\$250
TOTAL REVENUE	\$2,950	\$0	(\$300)	\$3,000
EXPENSES				
<u>Required</u>				
D & O Insurance	\$1,496	\$1,509	\$13	\$1,509
Liability/Fidelity Bond	\$550	\$550	\$0	\$550
PO Box Rental	\$162	\$162	\$0	\$162
Virginia DPOR Fee	\$20	\$20	\$0	\$20
Virginia SCC Fee	\$25	\$25	\$0	\$25
Subtotal	\$2,253	\$2,266	\$13.00	\$2,266
<u>Collateral</u>				
Block Party	\$400	\$0	(\$400)	\$400
Common Area Maintenance	--	--	--	--
EXB Training	--	--	--	--
Legal Fees	--	--	--	--
Meeting Room Expense	--	--	--	--
Meeting Refreshments	--	--	--	--
Miscellaneous Printing	\$50	\$0	(\$50)	\$50
Zoom Subscription	\$200	\$220	\$20	\$150
Subtotal	\$650	\$220	(\$430.00)	\$600
TOTAL EXPENSES	\$2,903	\$2,486	(\$417)	\$2,866
NET	\$47	\$164	\$117	\$134

Attachment 3
AOAW HOA Declaration of Covenants, Conditions, and Restrictions (CC&Rs)
(excerpt)

DATE: _____
19 1986

For meeting
only: 3 pages

REVISED AND RESTATED
DECLARATION OF COVENANTS,
CONDITIONS AND RESTRICTIONS
FOR ARDMORE WOODS SECTION TWO

THIS DECLARATION is made this 30 day of June 1986 by SCARBOROUGH CORPORATION, a New Jersey corporation (hereinafter referred to as "Declarant").

P R E S I D E N T

A. Declarant is the owner in fee simple of certain real property located in the Springfield District, Fairfax County, Virginia, more particularly described on Exhibit A hereto.

B. Declarant desires to (i) create a residential community with permanent parks, open spaces, walkways, and other facilities for the benefit of the community, (ii) ensure the attractiveness of the individual lots and community facilities, (iii) provide for the enhancement of the property values in said community, (iv) prevent nuisances to the members of the community and (v) provide for the maintenance of said parks, open spaces, walkways, and other facilities. To accomplish this, Declarant wishes to subject such real property to certain covenants, conditions, restrictions, reservations, easements, servitudes, liens and charges provided herein (collectively, the "Covenants and Restrictions").

C. Declarant has created ARDMORE OAKS AT ARDMORE WOODS HOMEOWNERS' ASSOCIATION, a Virginia nonstock corporation, as the organization to which should be delegated and assigned the powers

Attest:
Notary Public for Virginia
L. B. [unclear]
1000 W. [unclear]
[unclear], VA 22066

Article IV: (a) all areas dedicated to and accepted by any local public authority, including any land dedicated to the Fairfax County Park Authority or the Fairfax County Board of Supervisors, by recordation of an appropriate document in the land records of Fairfax County, Virginia; (b) any Common Area; and (c) any other part of the Property other than the Lots.

ARTICLE V
ARCHITECTURAL REVIEW COMMITTEE

5.1 Composition. The Architectural Review Committee shall be composed of a minimum of three members and a maximum of seven members, as determined by the Board of Directors. Members shall serve staggered three year terms, as determined by the Board of Directors. After Declarant's Class B membership is converted to a Class A membership, no member of the Architectural Review Committee shall also be a member of the Board of Directors.

5.2 Method of Selection. Until such time as Declarant's Class B membership is converted to a Class A membership, Declarant shall nominate all members of the Architectural Review Committee. The Board of Directors shall appoint or reject such nominees, and, if a nominee is rejected, Declarant shall nominate another person for appointment. After conversion of Declarant's Class B membership, the members of the Architectural Review Committee shall be appointed by the Board of Directors.

5.3 Vacancies. Appointments to fill vacancies in unexpired terms shall be made in the same manner as the original appointments.

5.4 Duties. The Architectural Review Committee shall regulate the external design and appearance of the Property and improvements thereon in such a manner as to preserve and enhance

improvements are of a design generally similar to the improvements on other Lots in Ardmore Woods Section Two.

5.6 Enforcement.

Any exterior addition, change, or alteration made without application to, and approval of, the Architectural Review Committee shall be deemed to be in violation of this covenant, and may be required by the Board of Directors to be restored to its original condition at the offending Owner's sole cost and expense.

ARTICLE VI

RESTRICTIVE COVENANTS

6.1 All Lots within the Property shall be used exclusively for residential purposes. No building shall be erected, altered, placed or permitted to remain on any Lot other than one single-family detached dwelling, garages and other approved structures for use solely by the occupants. Except for those related to real estate sales and construction, no sign, advertisement or message other than for identification purposes only shall be displayed or published on any Lot or Parcel which offers or implies commercial or professional services, or which might constitute any other kind of business solicitation in or from any Lot or Parcel. Notwithstanding the foregoing:

6.1(1) During the period of construction of the initial improvements upon the Lots and the sales thereof, Declarant or its successors or assigns may erect, maintain, and operate real estate sales and construction offices, displays, signs, and special lighting on any part of the Property and on or in any building or structure now or hereafter erected on such Lots.

6.1(2) On Lots now or hereafter specifically designated for such purposes by Declarant, there may be erected and

Attachment 4
AOAW HOA Architectural Standards (excerpt)

Ardmore Oaks at Ardmore Woods Architectural Standards
By order of the Board of Directors

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1 Introduction

1.1 Authority

The basic authority for the Ardmore Oaks at Ardmore Woods Homeowners' Association (**Association**), Architectural Review Committee (**ARC**), and Architectural Standards is the *Revised and Restated Declaration of Covenants, Conditions, and Restrictions for Ardmore Woods Section Two*, referred to as the CCR. Please see Attachment A.

The Board of Directors (Board) has authority to adopt rules for enforcing the Restrictive Covenants.

These Architectural Standards paraphrase, extract from, and supplement the CCR. For the actual CCR text, please see Attachment B for Restrictive Covenants (Article VI of the CCR, provided in facsimile as **Attachment C**).

1.2 Duties of the ARC

The intent of Associations and Restrictive Covenants is to assure residents that the original standards of design quality will be maintained to protect property values and the Community's overall environment.

Note: Almost any external improvement, addition or change to or removals from Lots (referred to as Projects) require ARC approval.

The duties of the ARC are to regulate the external design and appearance of the property and improvements to it. In addition to preserving property and environmental values, the work of the ARC seeks to ensure a harmonious relationship among Projects and the natural vegetation and topography.

Specific ARC duties, from Article V of the CCR, are:

1. Review and approve, modify, or disapprove all written applications of the recorded property owners (**Owners**). If the ARC fails to approve or disprove an application within a 45-day period, the application will be deemed to be approved, unless the CCR or the Architectural Standards prohibit the Project. The Application form (**Attachment A**) has been designed to allow homeowners to apply under conditions of greater urgency (only when absolutely necessary, please!).
2. Periodically inspect the property for compliance with the CCR, the Architectural Standards and approved Projects.
3. Adopt Architectural Standards subject to confirmation by the Board.
4. Adopt procedures for the exercise of its duties and enter them in an official procedure book, readily available for review by Owners.
5. Maintain complete and accurate records of all actions taken.

Note: The ARC should help, rather than hinder Projects that are compatible with the CCR and these Standards should be approved.

1.3 Objectives of the architectural standards

The Standards described in this document address Projects for which Owners most commonly submit applications to the ARC. They are not intended to be all inclusive or exclusive, but rather serve as a guide. The objectives of this document are:

1. To increase residents' awareness and understanding of the duties of the ARC

ARDMORE OAKS AT ARDMORE WOODS HOMEOWNERS' ASSOCIATION
Architectural Standards

and of the Protective Covenants of the CCR.

2. To describe the procedures involved with the Architectural Standards.
3. To assist Owners in preparing an acceptable application for the ARC.
4. To provide uniform standards to be used by the ARC in reviewing applications.
5. To document Projects completed by Owners for the protection of current and subsequent Owners.

1.4 Amendments to the Architectural Standards

The Architectural Standards should reflect the wishes of the majority of the community, within the constraints of the CCR. Thus they should be amended when necessary for clarification, substantive modification, or recognition of changing conditions or technology.

The ARC will conduct an annual (or otherwise as directed by the Board) evaluation of the Standards to determine if amendments are required. Owners should submit requests for amendments to the ARC or to the Board. Proposed amendments will be in writing and will be reviewed by the Owners. This may be accomplished at an open meeting. The Board shall adopt or reject proposed amendments. ARC should be permitted to review formal blueprints and contractor plans.

1.5 Enforcement

Almost any exterior Project initiated without application to, and approval of, the ARC may be in violation of the CCR, these Standards, or rules of the Board. The Board may require the Owner to restore the external features to the original condition at the offending Owner's sole cost and expense. The Board has

adopted the following enforcement procedures.

1. All reports of potential violations should be reported to the ARC. The ARC will conduct a site visit and will confirm or reject a violation. The ARC will inform the source of the report of its findings.
2. When the ARC confirms a violation, it will inform the Board. A Board member will contact the Owner as soon as possible concerning any violation. For time-urgent violations (those considered by a Board member to potentially be worsened with the passage of time) the Board will attempt to contact the Owner immediately.
3. If there is no resolution after 15 days, the Board will send a written notice by certified or registered mail.
4. If there is no resolution after another 15 day period, the Board will send another written notice by certified or registered mail to inform the Owners that they have a final opportunity to remedy the violation.
5. If the case is not resolved within 10 days of mailing of the certified notice of final opportunity to remedy the violation, the Board will consider legal action.
6. All costs and expenses of enforcing violations are the responsibility of the Owner in violation, and shall be collected by the Association from the Owner. The Board shall establish a reasonable time for payment of enforcement costs. Should the Owner not pay the costs of enforcing the violation in a reasonable time, the Association shall place a lien on the home of the Owner. The Association may take action to foreclose the lien.
7. Should repetitive violations occur, the Board might waive the time periods for

notice. Repetitive violation examples are repeatedly leaving trash at the curb for pickup at times other than immediately prior to pickup, failure to maintain lawns and landscaping in a neat and orderly manner, etc. The Board may establish a fine schedule for repetitive violations of the Architectural Standards or the CCR.

Note: Notwithstanding items A through G, above, the ARC or an Owner may recommend to the Board that it take action in accordance with Article VI, Section 6.16 of the CCR:

“The Board of Directors shall have the power and authority, acting for and on written notice to the Owner of the Lot in violation of this Article, to take such action as it deems necessary to correct such violations, including entering on the offending Lot and performing corrective action, all at the cost and expense of the Owner of the Lot in violation of this Article, and such entry shall not constitute trespass by the Board of Directors or its agents.”

2 ARC applications

2.1 What projects must have ARC approval?

Article VI of the CCR and these Standards state what Projects must have ARC approval. Please become familiar with them.

ARC approval is not limited to major alterations such as adding a room or deck to a house but includes such items as changes in color, materials, etc. Approval is also required when an existing item is to be altered or removed (CCR Section 6.10). An Owner who proposes Projects similar or identical to

one already approved by the ARC is still required to submit an application and await ARC approval.

When in doubt as to whether particular exterior Projects require approval, the Owner should consult an ARC Member and obtain a response in writing that no Application or ARC approval is required.

2.2 ARC review criteria

The ARC evaluates all submissions on the individual merits of the application. ARC evaluation includes consideration of the characteristics of the house model, the individual site, and neighbors. What may be an acceptable Project in one instance may not be for another. Each application is reviewed on an individual basis. There are no “automatic” approvals.

ARC decisions in reviewing applications are based on the following criteria that are based on the CCR.

1. **Validity of Concept.** The basic idea must be sound and appropriate to its surroundings.
2. **Design Compatibility.** The proposed Project must be compatible with the architectural characteristics of the applicant’s house, adjoining houses and the neighborhood setting. *Compatibility is defined as similarity in architectural style, quality of workmanship, construction details, and similar use of materials, color, and texture.*
3. **Location and Impact on Neighbors.** The proposed Projects must be compatible with the architectural characteristics of the applicant’s house, adjoining houses and the neighborhood setting.
4. **Scale.** The size (in three dimensions) of a proposed Project should relate well to adjacent structures and its surroundings. For example, a large

addition to a small house may be inappropriate.

5. **Color.** Parts of a Project that are similar to the existing house (such as roof and trim) should be matching in color.
6. **Materials.** Continuity is established by use of the same or compatible materials as were used in the original house. The options may be limited somewhat by the design and materials of the original house. For instance, horizontal siding on the original house should be reflected in an addition. Exceptions may be made, for example an addition with wood siding may be compatible with a brick house.
7. **Workmanship.** The quality of work should be equal to or better than that of the existing house and surrounding houses. Poor practices, besides causing the owner problems, can be visually objectionable to others, can look cheap and can also create safety hazards.
8. **Timing.** Projects that remain uncompleted for long periods of time are visually objectionable and can be a nuisance and safety hazard for neighbors and the community. All applications must include an estimated starting date and an estimated completion date. If the ARC concludes that the completion time period is reasonable, the ARC will attempt to negotiate a compromise with the Owner before it disapproves the application. If work cannot be completed within 8 weeks of the approved completion date, an amended application with revised completion date must be submitted for ARC review and approval.
9. **CCR compliance.** Projects not specifically restricted by the CCR, these Standards, or rules adopted by the Board will normally receive a positive ARC review.

Note: All work must be in accordance with applicable Fairfax County and other governmental codes and standards. An ARC application or approval should not be confused with a County building permit. The Owner must apply, or ensure the hired contractor applies, for building permits and conform to all governmental building codes. If a Project is modified through the County approval process, the owner must submit an amended application to the ARC. This will allow the ARC to maintain a record of Projects to protect current and subsequent homeowners.

2.3 The ARC application

An application form is provided at **Attachment A** with general application instructions at **Attachment B**. Urgent applications should indicate the reason for urgency.

Note: Certain sections of these Standards call out some essential application requirements, which may be over and above those of the instructions.

2.3.1 Site Plan

A site plan is required as part of most applications. A site plan is a scaled drawing of your lot (site) which shows exactly dimensions of the property, adjacent properties if applicable, and all improvements, including those covered by the application. It is acceptable to utilize the house location survey provided to you when you settled on your home. Contour lines are required where drainage will be modified. More complex applications may require larger scale (20X or 10X scale) blowups of the plat plan.

2.3.2 Application Review Procedures

All applications should be delivered to a member of the ARC by hand or by courier.

The ARC will check each application for complete information and will meet periodically to review applications. The ARC will attempt to meet time constraints of urgent applications. The ARC will attempt to decide and present written notice within 21 days of receipt. They must respond within 45 days.

Applicants who provide insufficient information will be notified and required to submit complete applications prior to ARC review.

Complete applications must conform to these Standards and include all information required by these Standards and the ARC Application instructions.

When neighbor Owners are affected by Projects, as determined by the applicant or by the ARC, the affected neighbors must be informed of the Project.

The decision of the ARC will be provided in writing to the applicant in the form of a copy of the application that has signatures of a minimum of two ARC members and a date. The ARC will provide a written notification of an ARC approval to any negatively affected neighbor Owners who informed the ARC in writing of an objection to the Project.

The ARC will disapprove any Attachment A's submitted from a homeowner if the homeowner has outstanding ARC violations.

2.3.3 Appeals Procedure

An appeals procedure exists for AC disapproval when the applicant believes that any of the following criteria apply to the ARC review of an application:

- Proper procedures were not followed
- The ARC decision was inconsistent with the Architectural Standards or the CCR.

- The ARC decision was inconsistent with to other ARC decisions for a comparable house under comparable circumstances (e.g. impact to affected neighbors).

To initiate the appeals procedure applicants should submit a written request to the Board for an appeal within 30 days (normally) of receiving the written ARC decision. Owners affected by an ARC approval who object to the Project must submit a written request to the Board for an appeal within 5 working days (normally). The Board will generally review these cases within 21 days, but may extend this period if the Board determines this necessary.

Urgent appeals must be so indicated. The Board will attempt to hear urgent appeals in a timely manner.

A majority of the Board must approve any change to the ARC decision, except that such changes must not be in conflict with the CCR.

3 Guidelines

Note: the guidelines are arranged topically in alphabetical order. The most common issues are covered. If the alteration you are considering is not covered, contact an ARC member or the ARC chairman, or follow the general guidelines for submitting applications to either major or minor Alterations.

3.1 Alterations - major (CCR 6.10)

Major alterations are changes to the features of a home, such as addition or removal of rooms, that substantially alter the footprint and appearance of the resulting structure. Other modifications, such as significant changes in driveways, garages, carports, porches, greenhouses are considered major alterations. Examples of minor alterations are provided in paragraphs 2.2.2ff.

Exterior decorative objects includes such items as bird baths, wagon wheels, sculptures, fountains, ponds (see 3.6 for swimming pools), stumps and/or driftwood piles, free-standing poles of all kinds (including flag poles) and items attached to approved structures.

Note: Hanging and tree-mounted bird houses and simple pedestal and dish rear-yard bird baths need no ARC review so long as they blend in with the surrounding area.

3.2.7 Exterior lighting

No exterior lighting will be directed outside the applicant's property. Light fixtures which are proposed in place of original fixtures should be compatible in style and scale with the applicant's house.

Seasonal holiday lights must be removed within 30 days after the holiday.

Lighting which is a part of the original structure may be replaced as part of routine maintenance. Changes in exterior lighting style must be approved by the ARC. Applications for exterior lighting should include wattage, height of light fixture above ground, and a complete description, including descriptive material from the manufacturer, and location on the property and/or buildings.

Note: In some cases original styles may not be available. When maintenance or repair requires replacement with different fixtures, let the AC know via an application form with a description of the lights that are to be changed and what types will be used. Site plans are not necessary for maintenance based (minor) in style.

3.2.8 Exterior Painting (CCR 6.8)

Repainting or staining an approved exterior structure with the same, original color does not require an ARC application (it is considered maintenance). Color changes

apply not only to the house siding, but also to doors, shutters, trim, roofing, and other features and any other approved structures. Changes of exterior color should relate to the colors of the houses in the immediate area.

3.2.9 Exterior storage

General speaking, no exterior storage will be allowed. Every effort should be made to utilize garages and basements for storing construction materials, lawn equipment, camper additions, such as caps, and other non-permanent items.

However, see Section 3.4

3.2.10 Exterior unit air conditioners (CCR 6.10)

Air conditioning units extending from windows generally not be approved. Exterior units must be added or removed only when they do not interfere visually with neighbors. Exterior units will be oriented so as to not discharge hot air onto neighbor's property.

3.2.11 Firewood (CCCR 6.10)

Firewood must be kept neatly stacked and to the rear or side of the house in a way as to minimize visual impact.

3.2.12 Gutters & downspouts (CCR 6.10)

Gutters and downspouts should match those existing in color and design and must not adversely affect drainage on adjacent properties. Replacement of gutters does not require ARC approval, so long as color and style match. Gutters may be increased to 6" so long as the visual impact is negligible.

3.2.13 House numbers (CR 6.10)

House numbers should be legible but should be of a size appropriate to the applicant's house. In certain cases, decorative house numbers will

3.2.16 Permanent grills

Permanent grills must be placed at the rear of the house and should not be placed within 10 feet of the rear and side property lines (or the Fairfax County minimum setback, whichever is greater).

3.2.17 Recreation and Play Equipment (CCR 6.10)

Recreation and play equipment will be proposed for placement only in rear yards, or side yards where sufficient screening can be placed to minimize visibility from the street.

3.2.18 Substitution of exterior roofing and siding materials (formerly Amendment 1 to the ARC guidelines)

Homeowners may submit, and the Arc will approve, the use of alternate materials for the exterior finish of their homes as follows:

1. **Roofing materials.** Cedar shake roofs may be replaced with new cedar shakes of equal or higher quality (no ARC application required) or they may be replaced with top quality "three dimensional" synthetic roofing materials, specifically of "Colonial Slate"® or "Brownstone"® Grand Manor Shingle® made by Certainteed™. Other manufacturer's products may also be acceptable, provided they have a weight of 300 lbs. or more per square, are 1/8" thick or thicker, and provide a 40 year life.
2. **Siding Materials.** Aluminum siding may be replaced with equal or greater quantity aluminum siding or other material (e.g., vinyl), that retains, insofar as possible, the color and texture of the original siding.

Homeowners wishing to *** original materials will complete the ARC application and submit it with a material sample or brochure to the ARC for approval. Approval of alternative materials is based on meeting or exceeding original material quality standards.

Note: While applications meeting these standards are approved almost automatically, the application serves as documentation for the HOA of the date and extent of changes made.

3.2.19 Sidewalks & pathways (CCR 6.10)

Stone or brick pathways or sidewalks should be set back at least four feet from the property line and generally be installed flush to the ground.

3.2.20 Signs (CCR 6.5)

The only signs that are permitted to be placed visibly on residences in Ardmore Oaks are real estate signs (when the property is being sold), and contractors' signs (when construction or landscaping is underway). ARC approval is not required for these signs, so long as they conform to Fairfax County requirements. Real Estate and contractor signs shall not exceed 4 square feet and shall be removed within three days of the date when properties are sold or work is completed.

All other signs require ARC approval and may not be larger than two square feet.

3.2.21 Sun Control Devices (CCR 6.10)

Sun control devices will not be approved for the fronts of houses, or where they can be seen from the street.

Awnings and trellises should not be visible from the street, nor interfere with light or natural ventilation on adjacent properties. They must be compatible in color, scale, and style with the house for which they are proposed.

Fiberglass panels, exposed metal/pipe framing, or other materials that do not blend with the architecture of the neighborhood will not be approved.

Storm or screen door and storm window frames should be the same color as the trim against which they fit. They should be compatible with windows and/or doors on the house and not draw visual attention to themselves.

3.2.22 Trash Cans & Trash (CCR 6.7)

Trash cans and trash must be stored out of sight. Trash may be stored in garages or basements or outside using appropriate screening or landscaping.

3.2.23 Generators

General Considerations

Generators shall be located as to minimize their visual and acoustical impact on neighboring properties.

Specific Guidelines

The size and appearance of the proposed generator must be appropriate for its residential setting and conform to all Fairfax County regulations. Generators will not be approved by the ARC if they are located in a highly visible location. Any generator in a visible location will require landscape screening. Generators will be restricted to the rear side of the home only.

3.2.23.1 Application Contents

The following information should be included in any submittal:

- Copy of county code governing installation of permanent generators
- Model number of generator proposed, with catalog information addressing capacity, size, and level of sound protection (generator must adhere to county noise ordinance, which allows a maximum noise level of 55 db in residential areas)
- Requirements for exercising the equipment (frequency and duration) so the neighbors can be advised
- Fuel storage plan
- A copy of the existing site plan showing the house, significant vegetation, property lines, and the location of the proposed generator
- Photographs showing the existing house and property
- Catalogue photographs or manufacturer's "cut sheets" of the unit including its dimensions and color
- If manmade screening is proposed, include drawings indicating dimensions, details, materials, and proposed colors. Where applicable provide a planting plan indicating the proposed type and location of existing or proposed vegetation.

3.3. Decks and Patios (CCR 6.10)

3.3.1 Location of Decks and Patios

Decks and patios will be placed in the rear of houses. Side yard locations for patios may be approved when setbacks and other factors mitigate the visual impact on neighboring properties.

When deck or patio schemes include other exterior changes, such as fencing, lights, plantings, etc., refer to the section of these Guidelines that covers those features.

3.3.1.1 Elevated decks - additional guidelines

Elevated decks requires more care to ensure minimal adverse effects on neighbors' privacy. Landscaping or other screening of tall support members may be required if these are very exposed. Using the space under elevated decks for storage requires attention to appearance. Where under deck storage is anticipated, the ARC application should address steps to mitigate the visual impacts.

3.3.2 Materials and Colors

Decks and patios will be constructed of natural materials such as wood and stone. Materials that weather and change color naturally, like wood, may be left to do so, or they may be stained neutral colors that blend with the house and the environment.

3.3.3 Drainage

If changes in drainage or other factors that affect drainage are anticipated, they must be indicated in the application. If there are no changes in elevation or drainage patterns, so indicate on the application.

3.3.4 Application contents

1. Site plan showing location of deck(s) and/or patio(s) to scale
2. Drawing of deck or patio. For decks, show top view and at least one elevation. For elevated decks, show both side elevations, rear elevation, and top view.
3. Indicate any landscaping proposed for privacy or screening deck, patio, or structural supports.

4. Show any exterior lighting additions or deletions.
5. Provide list of materials to be used on finished surfaces (woods, stones, stains, etc.)
6. Railings, support member dimensions (e.g., 8x8, 6x6, etc.). These should be as approved in the Fairfax County building permit.
7. Estimated completion date.

Note: The ARC recommends support members dimensioned in proportion to the deck - its size and height above ground. The greater these dimensions, the larger the support members need to be - not just structurally, but aesthetically. The Arc strongly recommends support members no smaller than 6"x6".

3.4 Detached structures (CCR 6.10)

Storage sheds and detached greenhouses may be approved if they can be sited, landscaped, screened, or otherwise shown to be unobtrusive (basically not seen from the closest houses) and consistent with the appearance of the lot and adjacent houses.

Metal sheds will not be approved. Any detached structure must be of high quality materials (e.g., wood for sheds with roofs to match the house; glass for greenhouses, with dark, anodized or wood frames).

3.5 Fences (CCR 6.11)

3.5.1 General guidelines

Fences should not be higher than necessary for their intended use, since fencing can have a significant impact on adjoining properties and open space.

Similarly, the style of a fence - its openness, for example, needs to be selected both with its purpose and its effect in mind.

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Note: Fences must be installed when swimming pools or other bodies of water deeper than 24" are installed.

Fences will be restricted to rear yards unless special needs or unusual lot shapes are at issue. Generally, solid fencing used for privacy screening in short segments immediately adjacent to a house or patio must not exceed six feet in height.

Fencing should relate to the principal architectural features of the house to which it is attached, or near which it is erected.

Landscaping to soften the off-lot visual impact of fences is encouraged. Fences will not be permitted to extend in front of houses.

The tops of all fences, except low, open types such as split-rail, will be maintained horizontal until the slope of the ground reaches/exceeds 10%. At this point, top rails or edges of fences may be made to slope with the land, so long as vertical members remain vertical at all times. Bottom members must follow the slope of the ground to within six inches above grade.

Fences adjacent to pipestem (private) driveways must conform to Fairfax County guidelines concerning front yard fences.

Gates should conform in height, design, and materials, with the main fence.

Wire, stockade, and chain link fencing will not be allowed in Ardmore Oaks.

Fencing which is finished on one side only must be installed with the finished side facing out.

"Property line" fencing should be of an open type, not exceeding four feet in height.

Long lengths of solid, high (five to six feet) fencing are not likely to be approved unless the visual impact can be substantially

mitigated. Please propose in detail the means for reducing visual impact in any application seeking approval of such fencing.

3.5.2 Materials and colors

Fencing will be primarily of wood, although it may include sections or standards of brick or stone, as best blends with the design of the house. Fences may also include wrought iron.

In houses with strongly expressed wood trim, the best effect may be achieved by visually "connecting" the fence with the trim.

Wire mesh incorporated into a fence to increase security or prevent pets from escaping may be approved, so long as the mesh is "inside" the wood or other material, is largely invisible, and does not extend above the top rail or equivalent part of the fence or screen.

Note: Fencing with or without wire must be maintained neatly as part of the total landscape, including adjacent or adjoining grasses, shrubs and other plantings.

3.5.3 Application contents

In addition to the requirements for major alterations (Attachment B), provide:

1. Fence style, materials, and color(s). Supply manufacturer brochures if available, otherwise a drawing of at least one elevation showing the fence and the house. If adjacent properties also have fences, indicate on the plat, or an extension of it, where those properties lie and what styles of fences have been installed there.
2. Dimensions, including the size and location of gates, masonry sections, and other visible features.
3. Landscaping plans to complement and/or soften/screen the fence.

3.6 Swimming Pools and other water areas of 24" in depth (CCR 6.10)

Only in-ground pools or ponds will be considered and only in rear yards. Above ground spas may be considered if built into approved decks, or otherwise set to blend with the appearance of the rear yard.

Note: Decorative ponds or other water areas that have any depth greater than 24" must be considered under the same standards as swimming pools and spas or "Jacuzzis."

As noted above (2.3, Fences), any water area over 24" must be fenced. An application for a swimming pool or other pool under this section must show that the proposed water area and associated equipment (e.g., pumps, filtration, and treatment equipment) lies inside an approved fence line, or the application must be accompanied by an application for a suitable surrounding fence.

Fences surrounding pools must be at least four feet high, or the height specified by Fairfax County, whichever is greater²

3.7 Other Matters

3.7.1 Exterior Appearance

Residents are responsible for maintaining the exterior of their dwellings and other structures on their lots, such as decks, fences, sheds, and playground type of equipment. Planted beds must be kept in a neat and orderly manner.

3.7.1.1 Mowing - (CCR Section 6.4)

² The "or" is intended to accommodate changes in County requirements. The home owner must, as in other cases of site modification and construction, meet County and other applicable codes for siting, construction, and security.

Turf areas need to be mowed at regular intervals, maintaining a maximum height of 4".

3.7.1.2 Some conditions considered to be violations of the covenants:

1. Peeling paints on exterior trim.
2. Damaged mailboxes, or mailboxes and/or posts in need of repair or repainting.
3. Playground equipment which is either broken or in need of repainting.
4. Fences with either broken or missing parts.
5. Grass untrimmed around fence posts or wire mesh screening attached to fences.
6. Decks with missing or broken railings or parts, or parts in need of straightening.
7. Concrete or masonry block foundations in need of repair or repainting.
8. Architectural features of houses such as decorative railings in need of repair.

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Attachment HOA ARC Application Example draft as of 3-11-21
 ARDMORE OAKS AT ARDMORE WOODS HOMEOWNERS' ASSOCIATION
 Architectural Standards

Attachment A

Ardmore oaks at Ardmore Woods Homeowners' Association

Application for Exterior Project

1

Please read the AC Application instructions, and the Architectural Standards. Please submit applications, including drawings and other attachments, in duplicate to an ARC member.

- Original
- Amendment
- Urgent

2

Name _____ Date _____
 Address _____
 House Model _____
 Phone (H) _____ (W) _____

3

Description of proposed Project (Attach additional pages if necessary)

4

Signature of affected neighbors (signature indicates only an awareness of the proposed change and does not indicate approval or disapproval). _____

5

I agree to comply with the Declaration of Covenants, Conditions, and Restrictions, and applicable building codes for this project. Permission is hereby granted for members of the ARC and appropriate Ardmore Oaks at Ardmore woods Homeowners' Association agents to enter onto my property to make reasonable inspection of this Project's location(s) and impact on neighbors.

 Owner's Signature Date _____

ARC USE ONLY

Date Received _____ Received by _____

ARC Action Approved Signatures _____

Conditions of approval, if any _____

Disapproved Comment _____

_____ Date of ARC action _____

ARC USE ONLY

Go to next page

Neighbor Review/Approvals

Following neighbors have reviewed this application and either support the proposed construction, or commenting as noted.

This page for multiple neighbor coordination

Name: _____

Address: _____

Comments: _____

Name: _____

Address: _____

Comments: _____

Name: _____

Address: _____

Comments: _____

Name: _____

Address: _____

Comments: _____

Attachment A

Ardmore oaks at Ardmore Woods Homeowners' Association Application for Exterior Project: Project Title	
<i>Please read the AC Application instructions, and the Architectural Standards. Please submit applications, including drawings and other attachments, in duplicate to an ARC member.</i>	<input checked="checked" type="checkbox"/> Original <input type="checkbox"/> Amendment <input type="checkbox"/> Urgent
Name <u>Homeowners names</u> Date _____ Address <u>Number & Street</u> House Model <u>Winchester?</u> Phone (H) <u>703-</u> (W) <u>703-</u>	
Description of proposed Project (Attach additional pages if necessary) Replace windows at front of house. See Page 4 for catalog photo for desired style: 9-lite Prairie. Window frame color will match existing vinyl color on house.	
Affected neighbors if any (include reason) The front of the house isn't readily visible from the street or from other properties through most of the year, but it is somewhat visible during the winter. So no neighbors will readily see the windows for most of the year.	
Estimated Starting Date <u>Add date</u> Estimated Completion Date <u>Add date</u> Required ARC Decision Date <u>xx days after application</u> Reason <u>See below.</u> Reason for urgency if urgent: <u>Windows are leaking during rainy weather. During hurricane Sandy, water intrusion occurred in the upstairs front bedroom to the extent we needed to replace subflooring, insulation, and carpet padding.</u>	
I agree to comply with the Declaration of Covenants, Conditions, and Restrictions, and applicable building codes for this project. Permission is hereby granted for members of the ARC and appropriate Ardmore Oaks at Ardmore woods Homeowners' Association agents to enter onto my property to make reasonable inspection of this Project's location(s) and impact on neighbors.	
_____ Date _____ Owner's Signature	
<u>ARC USE ONLY</u>	
Date Received _____ Received by _____ ARC Action • Approved Signatures _____ _____ _____ Conditions of approval, if any _____ _____ _____	
• Disapproved Comment _____ _____ _____ _____ Date of ARC action _____	
<u>ARC USE ONLY</u>	

Attachment B

2.3.1 Site Plan:

See attached. Or, if none, so state.

Guideline analysis

3.1 Alterations – major

Describe alterations. If none, so state.

3.2 Alterations, minor

Describe alterations. If none, so state. For example: Replace Windows at front of house with an assembly of same size, but different design. Mullion design changes to a more open configuration. Windows will be casement style. Color will match house as close as possible. See page 4 for a manufacturer photo of the proposed window style.

3.2.1 Antennas

Describe work. If none or not applicable, so state.

3.2.2 Attic ventilators

Describe work. If none or not applicable, so state.

3.2.3 Clotheslines

Describe work. If none or not applicable, so state.

3.2.4 Chimneys and metal flues

Describe work. If none or not applicable, so state.

3.2.5 Dog houses and runs

Describe work. If none or not applicable, so state.

3.2.6 Exterior decorative objects

Describe work. If none or not applicable, so state.

3.2.7 Exterior lighting

Describe work. If none or not applicable, so state.

3.2.8 Exterior Painting (CCR 6.8)

Example: If needed, color will match existing trim.

3.2.9 Exterior storage

Describe work. If none or not applicable, so state.

3.2.10 Exterior unit air conditioner

Describe work. If none or not applicable, so state.

3.2.11 Firewood

Describe work. If none or not applicable, so state.

3.2.12 Gutters & downspouts

Describe work. If none or not applicable, so state.

3.2.13 House numbers

Describe work. If none or not applicable, so state.

3.2.14 Landscaping

Describe work. If none or not applicable, so state.

3.2.15 Mailboxes

Describe work. If none or not applicable, so state.

3.2.16 Permanent grills

Describe work. If none or not applicable, so state.

3.2.17 Recreation and Play Equipment

Describe work. If none or not applicable, so state.

3.2.18 Substitution of exterior roofing and siding materials:

Describe work. If none or not applicable, so state.

3.2.19 Sidewalks & pathways

Describe work. If none or not applicable, so state.

3.2.20 Signs

Describe work. If none or not applicable, so state.

3.2.21 Sun Control Devices

Describe work. If none or not applicable, so state.

3.2.22 Trash Cans/Trash

Describe work. If none or not applicable, so state.

3.2.23 Exterior generators for emergency or standby use:

Describe work. If none or not applicable, so state.

3.3 Decks and Patios

Describe work. If none or not applicable, so state.

3.4 Drainage

Describe work. If none or not applicable, so state.