

**DESIGN STANDARDS AND GUIDELINES**

**FOR**

**QUAKER HILL COMMUNITY**  
**ASSOCIATION**

**A HANDBOOK FOR QUAKER HILL HOMEOWNERS**

December 9, 1996

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## **PURPOSE OF THE HANDBOOK**

The primary purpose of this handbook is to familiarize homeowners at Quaker Hill with the objectives, scope and application of design standards and guidelines which are intended and will be employed to maintain the aesthetic appearance and environmental quality of the Quaker Hill community.

The handbook enumerates specific design standards and guidelines which have been adopted by the Board of Directors of the Quaker Hill Community Association. It also explains the application and review process which must be adhered to by homeowners seeking approval for any exterior modifications or changes to their homes or lots which are subject to approval by the Association.

This handbook will serve as a valuable reference source and will assist homeowners in preparing acceptable applications for review by the Association's Covenants Committee. All homeowners are encouraged to familiarize themselves with its contents and to retain the handbook for future use.

## **BASIS FOR AND OBJECTIVES OF PROTECTIVE COVENANTS**

The legal documents for the Quaker Hill community contain covenants, including those pertaining to architectural controls. Legally, these covenants are a part of the deed for each home and are binding upon all initial homeowners and their successors in ownership, irrespective of whether or not these owners are familiar with such covenants.

The primary purpose of design covenants is to maintain environmental and architectural design standards for the entire community. The promulgation and enforcement of design standards is intended to achieve the following objectives:

- ◆ Maintain consistency with the overall design concept for the community;
- ◆ Promote harmonious architectural and environmental design qualities and features;
- ◆ Promote and enhance the visual and aesthetic appearance of the community.

The enforcement of design standards not only enhances the physical appearance of a community but protects and preserves property values. Homeowners who reside in association communities which enforce design covenants are protected from actions of neighbors which can detract from the physical appearance of the community and, in some cases, diminish property values. In fact, surveys of homeowners living in association communities consistently reveal that this was an important consideration in their decision to purchase a home.

## ROLE OF THE COVENANTS COMMITTEE

All homeowners at Quaker Hill are automatically members of the Quaker Hill Community Association. The Association is a non-profit, non-stock corporation which owns and is responsible for the upkeep and maintenance of all common properties within the community.

The Association is also responsible for the administration and enforcement of all covenants which are applicable to property owners, including design guidelines and restrictions. The Declaration for Quaker Hill (Article 5) provides that responsibility for the enforcement of design standards shall be exercised through a Covenants Committee, the members of which shall be appointed by the Board of Directors of the Quaker Hill Community Association.

The primary responsibility of the Covenants Committee is very broadly defined as follows (Article 5, Section 5.01 (a) of the Declaration):

"The Covenants Committee shall regulate the external design, use and maintenance of the lots and improvements thereon."

The Covenants Committee does not have any authority with respect to initial construction on a lot, which is the responsibility of the Developer. The Developer has the right to promulgate and enforce design standards for the residential dwellings and related site improvements which are constructed on a lot. However, once a lot is conveyed to a homeowner, the Covenants Committee has the authority to establish and enforce design standards for most visible modifications to the exterior appearance of a lot or dwelling unit.

The Declaration stipulates that the Covenants Committee shall be appointed by the Board of Directors and shall initially consist of three persons. The Board may appoint up to seven members to the Committee at the Board's discretion.

The legal documents provide that the Developer may maintain control of the Board of Directors during most of the development phase of the community. As such, there may initially be overlapping membership for the Board of Directors and the Covenants Committee.

The legal documents for the Quaker Hill Community Association anticipate that a residential condominium association will be created to govern and maintain a portion of the property. When the association is created, the lots (units) and common areas contained therein will be subject to all covenants, design standards and, rules and regulations for the Quaker Hill Community Association, as well as any which may be created expressly for the condominium association.

## **MODIFICATIONS REQUIRING REVIEW AND APPROVAL BY THE COVENANTS COMMITTEE**

The general conditions for the design review requirement are stated in Article 5, Section 5.03 of the Declaration for Quaker Hill.

"no person shall make any addition, alteration, modification or improvement in or to any Lot (other than for normal upkeep or natural landscaping and not including areas within a building visible from the exterior only because of the transparency of glass doors, walls or windows) which is visible from the exterior of a Lot, until plans and specifications therefore have been submitted to and approved in writing by the Covenants Committee. Such plans and specifications shall be in such form and shall contain such information as the Covenants Committee may reasonably require."

Essentially, all changes, permanent or temporary, to the exterior appearance of a building or lot are subject to review and approval by the Covenants Committee. The review process is not limited to major additions or alterations, such as adding a room, deck, or patio. It includes such minor items as changes in color and materials or addition of storm doors. Approval is also required when an existing item is to be removed.

There are a number of exceptions to this otherwise inclusive review requirement.

1. Building exteriors may be repainted or restained provided that there is no color change from the original. Similarly, exterior building components may be repaired or replaced so long as there is no change in the type of material and color.
2. Minor landscape improvements will also not require an application. This includes foundation plantings, or single specimen plantings. In general, landscape improvements of a small scale which do not materially alter the appearance of the lot, involve a change in topography or grade and which are not of sufficient scale to constitute a natural structure will be exempt from the design review process.

If there is any doubt as to whether or not a proposed exterior change is exempt from design review, and approval, homeowners should first seek clarification from the Covenants Committee before proceeding with the improvement.

## **DESIGN REVIEW CRITERIA**

There is an advantage to design standards and guidelines which provide definitive "do's" and don'ts," with no resort to judgment or discretion. Such specificity provides clear guidance to homeowners as to whether or not contemplated improvements will be permitted.

To the extent possible, specificity has been incorporated in the design standards. However, total specificity is neither possible nor desirable. The appropriateness and acceptability of particular improvements, particularly those of a major nature, may depend on a number of circumstances and factors which must be documented and evaluated on a case-by-case basis. An improvement which is appropriate for one type of housing, lot size and location may be inappropriate in another situation.

The criteria listed below provide the basis for both the development of design guidelines and the evaluation of individual design proposals by the Covenants Committee.

1. Design Compatibility. The proposed modification or improvement should 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, and similar use of materials, color and construction details.
2. Scale. The scale of the proposed improvement should relate to the size of the applicant's home, the location and size of the lot, adjoining homes and surroundings. This criterion applies to both structural and landscape modifications.
3. Impact on Neighbors. The proposed improvement should relate favorably to the landscape, the applicant's home, adjacent homes and the neighborhood. Consideration will be given to both visual and functional impacts on neighbors. Visual impact refers to the aesthetic appearance of the proposed improvement, which includes consideration of design quality, scale, location and architectural compatibility. Functional impact refers to such concerns as view, sunlight, ventilation and drainage. Examples of adverse functional impacts include structural additions which would cause a material loss of sunlight or ventilation to a neighboring dwelling, and an alteration in topography which would change natural drainage patterns to the detriment of a neighboring property.
4. Color and Materials. Continuity or compatibility of color and finishing materials with the original construction and surrounding dwellings will be a specific consideration in evaluating the appropriateness of proposed improvements.
5. Relationship to Environment. Proposed improvements should not have a negative impact on the natural environment. The removal of trees or other vegetation, grading and other topographical alterations will be assessed for potential adverse impacts, such a material change in the rate and/or direction of storm water run-off and soil erosion.

## **CLUSTER DESIGN STANDARDS AND GUIDELINES**

The design standards and guidelines detailed in this handbook shall be applicable to all single-family residential lots in the Quaker Hill Community, which includes lots improved with single-family detached dwellings, townhomes and condominium units. In addition, supplemental design

Standards and guidelines which are specific to each individual housing cluster may be developed, as necessary and appropriate.

Cluster guidelines will address standards based on distinct features and characteristics of the living units, lots and neighborhood environment for the individual clusters. Such cluster guidelines will be developed by the Covenants Committee with input from the residents of the individual clusters.

### **APPLICATION AND REVIEW PROCEDURES**

Application and review procedures which will be used by the Covenants Committee are detailed below.

1. Applications. All applications for proposed improvements must be submitted in writing using the application form authorized by the Covenants Committee. A copy of this form is included as an exhibit to this handbook. Applications must be complete in order to commence the review process. Incomplete applications will be returned to the applicant with a statement of deficiencies which must be remedied in order to be considered for review.

Unless notified to the contrary, homeowners should mail applications to the following address:

Covenants Committee  
Quaker Hill Community Association  
c/o Northern Virginia Management  
4306 Evergreen Lane, Suite 101  
Annandale, VA 22003

2. Supporting Documents. The application must include a complete and accurate description of the proposed improvement(s). In order to permit evaluation by the Covenants Committee, supporting exhibits are required. Examples include: a plat map showing the location and dimensions of the proposed improvement for any proposed exterior construction or additions such as decks and patios; architectural drawings or plans, as applicable; landscape plan for proposed landscaping changes; material and/or color samples, photos or drawings of proposed additions such as storm doors or light fixtures, etc. The design guidelines and application form provide guidance with respect to the supporting documentation required for various types of improvements.
3. Time Frame for Completion of the Review. The Covenants Committee is required to provide notification to homeowners of the approval or disapproval of any proposed improvement within forty-five (45) days after the receipt of a properly completed application. Any application not so acted upon within the forty-five day period is

automatically deemed to have been approved as submitted. However, the forty-five day review period will only commence upon the receipt of a complete application form, including any required exhibits. It is therefore advisable for homeowners contemplating substantial improvements to first ensure that they are aware of all required supporting documentation prior to submitting a design review application.

4. Notice of Approval/Disapproval. Homeowners who have submitted design review applications will be given written notice of the decision of the Covenants Committee.
5. Appeals Procedure. Homeowners who have submitted design review applications may appeal decisions of the Covenants Committee and, if necessary, may appeal to the Board of Directors in accordance with the procedures detailed in Sections 3 and 4, Policy Resolution No. 6 of the Book of Resolutions.

A homeowner may appeal a decision of the Covenants Committee by submitting a written request to the Committee within ten (10) days after the date of an action by the Covenants Committee. This request should include any new or additional information which might clarify the requested change or demonstrate its acceptability. The Covenants Committee must respond, in writing, to a request for reconsideration within thirty (30) days from the date of receipt of such request by the Committee.

If a request for reconsideration is denied by the Covenants Committee, the decision may be appealed in writing to the Board of Directors using the procedures detailed in Policy Resolution No. 6. No appeals will be considered by the Board of Directors unless a prior appeal has been made to the Covenants Committee.

A homeowner who has not submitted a design review application, but who wishes to appeal a decision of the Covenants Committee, may do so by submitting an appeal in writing to the Board of Directors in accordance with the appeal procedure detailed in Policy Resolution No. 6.

An appeal by a non-applicant homeowner must be received by the Board of Directors within ten (10) days following the date of the decision of the Covenants Committee which is the subject of the appeal. The appeal must detail the specific reasons why the decision of the Covenants Committee is being appealed.

Upon receipt of such an appeal, the Board shall notify the homeowner whose approved design review application is the subject of an appeal by certified mail, return receipt requested, within forty-eight (48) hours after the date of receipt of an appeal by the Board. This notice shall inform the homeowner that the decision of the Covenants Committee is being reviewed by the Board of Directors pursuant to an appeal and that the homeowner should not proceed with any improvements until notified by the Board that the decision of the Covenants Committee has been affirmed.



The Board must provide a written response to both homeowners within fifteen (15) days after the date of receipt of the appeal by the Board. This response shall be sent by certified mail, return receipt requested.

### **ENFORCEMENT PROCEDURES**

The Declaration empowers the Covenants Committee and the Board of Directors to enforce compliance with the Association's design standards. The following enforcement procedures will be used to ensure compliance.

1. A violation may be observed and reported to the Covenants Committee by a member of the Board, the managing agent, Association staff or a homeowner. In the case of homeowners wishing to report a potential violation, a written notification should be transmitted to the Covenants Committee or managing agent.
2. The alleged violation will be confirmed by a site visit by a member of the Covenants Committee, Association staff responsible for monitoring covenants violations or the managing agent.
3. If the Covenants Committee, Managing Agent (or Association staff) determines that a violation exists, the Agent (staff) shall attempt informally to obtain compliance. If that fails, then the Agent shall inform the Owner in writing with a copy to the Covenants Committee, giving the owner thirty (30) days in which to correct the violation (or alternatively, that the resident in violation must submit to the Covenants Committee a written plan, including timing, for the abatement of such violation within a reasonable period of time, where such violation cannot be cured within thirty days). This notice period may be reduced in the event of an emergency situation or in cases where the violation will increase or enhance with the passage of time. In such cases, notice shall be sent by registered mail.
4. If the violation is not abated within thirty days (or if progress is not being made to abate such violation in accordance with a plan agreed to by the resident in violation and the Covenants Committee), the Committee will send the resident in violation a certified letter informing them of the time and place of a hearing by the Covenants Committee. Such notification and hearing shall be conducted in accordance with the procedural and due process requirements set forth in Policy Resolution No. 5.
5. As a result of this hearing, the Covenants Committee may take appropriate actions which include:
  - A. Suspending the right of the resident in question to use the Association's recreational facilities for so long as the violation continues;

- B. Referring the matter to legal counsel for appropriate action to secure compliance with the Association's Legal Instruments;
6. The above procedures do not preclude the Board of Directors from taking accelerated measures in the case of a violation which constitutes an emergency situation, provided that the resident in violation has been properly notified by certified mailing and that the Board's actions are consistent with the provisions of the Association's legal documents. Likewise, the Board may establish shorter notification periods for the correction of violations of Rules and Regulations and Design Standards where the homeowner shall not be disadvantaged by a shorter notification period for compliance.
7. The above procedures do not apply to the failure of an owner to maintain a lot in good order and repair and free of debris, as required by Article 6, Section 6.13 of the Declaration. All owners must maintain their lots in accordance with the general maintenance standards detailed below. In the event of non-compliance with maintenance standards, the Board may, after ten (10) days written notice to the owner (or such longer notice period as determined by the Board), authorize the Association to enter upon the owner's lot and to perform any required maintenance at the expense of the owner.

#### Property Maintenance Standards

- A. All portions of a lot which are not improved by an impervious surface or a structure must be maintained with grass (or other vegetation installed by a builder or approved by the Covenants Committee). No bare earth may be exposed on a lot (except for flower beds or vegetable gardens with appropriate approvals as required).
- B. All turf areas on a lot must be kept neatly mowed during the growing season. Grass should not be permitted to exceed six (6) inches in height.
- C. Turf areas and other vegetation should be watered during dry periods. Any dead plants, shrubs or trees should be immediately removed.
- D. Turf areas should be kept as weed free as possible. At no time should weed cover exceed more than twenty-five percent (25%) of the total turfed area.
- E. No trash or debris may accumulate or be stored anywhere on a lot visible from common area or any other community unit. Construction materials required for the improvement of a home or lot should be neatly stored in as unobtrusive a location on the lot as possible when not in use.
- F. All hedges, trees and shrubs must be neatly trimmed and maintained and their size maintained in proportion to the lot and home through pruning.

- G. The exterior of a home must be maintained in an attractive manner. No significant blistering or peeling of exterior painted surfaces is permitted.

Any exterior building components (i.e., siding, gutters and downspouts, roof shingles, windows and doors) which are missing, broken or otherwise in a state of disrepair must be repaired as quickly as possible.

- H. Driveways and assigned parking spaces must be kept clean of oil/fluid spills/spotting.

### **DESIGN STANDARDS**

The specific design standards and guidelines detailed below have been adopted by the Board of Directors and are incorporated in Policy Resolution No. 6 of the Book of Resolutions.

**ANTENNAS AND SATELLITE DISHES.** Satellite dishes which are larger than one meter in diameter are prohibited. Satellite dishes which are one meter in diameter or less, television antennas and MMDS (multichannel, multipoint distribution) antennas are permitted, and a complete registration for such devices must be filed with the Covenants Committee prior to installation. If permits are required by the City of Alexandria for the installation of any of the above devices, a copy of such permit must be provided with the registration, in order for it to be considered complete. Installation of antennas and satellite dishes are subject to the following guidelines.

- ◆ **Location.** Devices are not to be installed in the front of the lot or on the front facade of a residence so long as another location exists on the lot or residence from which an acceptable quality signal can be received. They are to be located so as to be as visually unobtrusive as possible, without unreasonably increasing the cost of installation, maintenance and use and without precluding the reception of an acceptable quality signal. Whenever possible, the devices should be located in the rear yard, below the height of privacy fencing. If they must be installed at roof level, then they should be situated on the rear side of the roof ridge line, so as to have no, or minimal, visibility from the front of the home.
- ◆ **Screening.** To the extent possible, dishes and antennas should be screened so that they are not visible either from the street or to other lot owners.
- ◆ **Color.** In order to minimize any adverse visual impact, a device which is affixed to a residence should be painted to match the color of the portion of the house to which it is attached, so long as painting the device will not void the manufacturer's warranty.

**ATTIC VENTILATORS.** Attic ventilators and turbines are permitted if painted to match the color of the roof (if roof mounted) or the color of the house siding or trim (if mounted on a gable end).

Ventilators and turbines should be mounted on the least visible side of the ridge pole so as to minimize their visibility.

AWNINGS. In general, exterior awnings will be prohibited unless demonstrated to be clearly compatible with the architectural design and qualities of the home, or screened from the view of adjoining neighbors due to the proposed location of installation.

If approved, awnings must meet the following criteria:

- ◆ They should be of a plain design without decorative features, such as fringes, etc. Front edge may be either straight or scalloped.
- ◆ Solid colors which are compatible with the color scheme of the house should be used, rather than stripes or patterns. Color should match either the color of the trim or siding on the side of the house the awning is being mounted on. Contrasting earth tone colors such as dark green, brown, or taupe will be considered.
- ◆ They should be consistent with the visual scale of the house to which attached.
- ◆ Pipe frames or structural supports for canvas awnings (or similar material) should be painted to match the trim or dominant color of the house.
- ◆ Only fabric material will be allowed for awnings. Aluminum, fiberglass, plastic or similar type awnings are specifically prohibited.
- ◆ Awnings must be kept in good repair.
- ◆ Awnings should generally be located in rear yards. Front and side yard locations will be evaluated on their individual merit.

BARS. Bars may not be removed from windows without approval. For the purpose of this design standard, a bar is a horizontal member within a window sash. Refer to the illustration of Window Elements, Exhibit I, at the end of this Handbook.

CHIMNEYS AND METAL FLUES. Chimneys must either be masonry or enclosed in the same finish material as the exterior of the home to which attached. Metal flues and chimney caps must be painted and any vent protruding through the roof must be painted the same color as the roof.

CLOTHES LINES. Clothes lines or similar apparatus for the exterior drying of clothes will not be permitted.

DECKS. ALL decks, must be approved by the Covenants Committee. Homeowners are advised to consider the following factors:

- ◆ Location. Decks should generally be located in rear yards. Front and side yard locations will be evaluated on their individual merit.
- ◆ Scale and Style. Decks, particularly elevated decks, should be of a scale and style which are compatible with the home to which attached, adjacent homes and the environmental surroundings. Cluster guidelines may, in some cases, place specific limits on the scale or style of decks which will be approved, based on considerations of density, visibility and scale and size of decks provided as standard builder features or options.
- ◆ Color. Decks made from wood may be left to naturally age or treated with clear wood sealer or preservative. Decks may be painted or stained only after obtaining permission from the Covenants Committee. Decks which are painted or stained should generally match the trim or dominant color of the applicant's house. Natural or wood-colored stains will be considered. The Covenants Committee encourages using solid or semi-transparent stains and discourages painting for maintenance reasons.
- ◆ Under Deck Storage. Elevated decks have an under deck area which can have a negative visual impact on adjoining neighbors, particularly when used as an informal storage space. The use of decorative screening or landscaping to minimize adverse visual impacts is encouraged and may be required by the Covenants Committee, particularly in the case of high decks.

DOG HOUSES AND DOG RUNS. Dog houses will be approved if compatible with the applicant's house in terms of color and material. Dog houses may not exceed sixteen (16) square feet of floor space and may not exceed four (4) feet in height at the highest point. They should be located where visually unobtrusive to neighbors and the use of appropriate screening is encouraged, and may be required in some cases, in order to minimize any negative visual impacts. Dog runs are prohibited.

DRIVEWAYS. Extensions and additions to driveways must be of the same material as the original driveway.

EXTERIOR AIR CONDITIONERS. Individual air conditioning units extending from windows are prohibited. Exterior air conditioning units or heat pumps may be relocated or added if there is no adverse visual impact to adjoining properties.

EXTERIOR DECORATIVE OBJECTS. Approval will be required for all exterior decorative objects, whether natural or man-made, which were not part of the original construction design, either as a standard or optional feature. Examples include; bird houses, bird baths, driftwood, weather vanes, sculptures, fountains, free standing poles of all types, house address numerals, and any items attached to approved structures.

These will be evaluated in terms of their general appropriateness, size, location, compatibility with architectural and environmental design qualities and visual impact on neighborhoods and the surrounding area.

EXTERIOR LIGHTING. Lighting which is part of the original structure may not be altered without prior approval of the Covenants Committee. Proposed replacement or additional fixtures must be compatible in style and scale with the applicant's house.

No exterior lighting shall be directed outside of the applicant's property. Proposed additional lighting shall not be approved if it will result in an adverse visual impact to adjoining neighbors due to location, wattage or other features.

EXTERIOR PAINTING. An application is not required in order to repaint or restrain an object to match the original color. However, all exterior color changes must be approved.

This requirement applies to doors, shutters, roofing and other appurtenant structures. Original colors and permissible color changes can be found in the McCormick Paint Company's Colonial Exterior Colours color card, which are listed and illustrated in the McCormick Paint Company Exterior Colour Collection brochure dated 3/94. Paint colors from other manufacturers that exactly match the McCormick colors may be approved. No other colors will be approved.

Color changes for siding and trim will not be approved under any circumstances.

Specific limitations and requirements for color changes may be addressed in design guidelines for individual clusters.

FENCES. General guidelines for the construction and approval of fences are provided below.

1. Chain-Link Fences. Chain link fences will not be approved under any circumstances. Chain link fencing material may not be used for any purpose on a lot.
2. Single-Family Detached Homes - Due to the relatively small size of the lots, the Board of Directors will choose a single fence style which must be used by any single-family detached lot owner wishing to install a fence. In general, lot-line fences will be permitted to enclose only the rear yard of a home and may not extend forward of the rear plane of a home unless in conformance with a design scheme pre-approved by the Board.
3. Townhomes - Privacy fencing, not to exceed six feet in height above grade, may be used to enclose the rear yards of townhomes. Only the single fence style used by the builder is permitted.

FIREWOOD. Firewood stored on a lot shall be kept neatly stacked and shall be located to the rear of the residence and in such a manner as to avoid adverse visual impacts for adjoining properties. Screening may be required in certain cases.

Other than a limited quantity of firewood intended for immediate use, firewood shall not be stacked on patios or decks.

FLAGPOLES. Permanent, free standing flagpoles will be approved only for single family detached homes and must be installed and maintained in a vertical position. The height, color and location of the flagpole must be consistent with the size of the property and scale and design qualities of the home.

Temporary flagpole staffs which do not exceed six feet in length and are attached at an incline to the wall or pillar of the dwelling unit do not require approval by the Covenants Committee.

HOT TUBS/SPAS. Exterior hot tubs or spas must be located in the rear yard adjacent to the dwelling unit. The incorporation of hot tubs as an architectural feature of decks and/or patios is encouraged. The exterior finish of an elevated hot tub should blend with the exterior finish of the home, deck or patio to which attached or most closely related.

GREENHOUSES. An attached greenhouse will be treated as a major alteration to a dwelling unit and subject to the same level of review. Attached greenhouses must meet the following criteria to be approved.

1. They must be attached to the rear of the dwelling unit.
2. The size and design must be architecturally compatible with the home and surrounding homes.
3. There shall be no adverse visual impacts for adjoining properties.

GRILLS (Permanent). Permanent grills must be placed in the rear yard of the house and as far as practical from the adjacent property lines.

LANDSCAPING. In general, a design review application is not required for minor landscape improvements with the following exceptions:

1. Approval is required for plantings intended to form a hedge or natural screen and which will attain more than two feet in height. Hedges located forward of the front plane of the house shall not be maintained at a height of greater than 36 inches and shall not restrict sight lines along a road.
2. An application is required for the installation of railroad ties, garden timbers, stones or similar structures which will form a wall over 12 inches high and 8 feet long.
3. A proposed improvement which is of such a scale or type as to be inconsistent with the existing design features of the home, adjacent units and the surrounding area will require approval. Examples include the substantial or total removal of turf and replacement with another material, such as mulch or gravel.
4. Vegetable gardens require an application.

MAILBOXES. Replacement mailboxes for townhomes must be identical to these originally installed. The Board of Directors will approve a single mailbox design for single-family dwelling units which must be used by all single-family detached lot owners.

MUNTINS. Muntins may not be removed from windows without approval. For the purpose of this design standard, a muntin is a vertical member within a window sash. Refer to the illustration of Window Elements, Exhibit I, at the end of this Handbook.

PATIOS. All patios require approval. Patios should generally be located in rear yards, although front and side yard applications will be evaluated on their individual merit.

Any adverse drainage requirements which might result from the construction of a patio should be considered and remedied. The use of a partially porous patio surface or the installation of mulch beds adjacent to the patio are ways to eliminate drainage concerns.

SIGNS. Only signs advertising a property for sale may be displayed. Such signs must meet any applicable City of Alexandria regulations with respect to size, content and removal. Signs may only be placed in the front yard of available properties and only on weekend days.

RECREATION AND PLAY EQUIPMENT. Semi-permanent play equipment which either constitutes a structure or is appurtenant to an existing structure requires approval. Examples include sandboxes, play-houses, swing-sets, etc. The following factors will govern approval of such equipment.

1. Location. Generally, such equipment should be placed in rear yards.
2. Scale and Design. The equipment should be generally compatible with the lot size. The design and any visual screening are additional considerations in evaluating whether or not there will be an adverse visual impact.
3. Color and Materials. Equipment constructed of wood and left in a natural condition to weather is encouraged. Metal play equipment should be painted solid earth tones (i.e., brown, tan, dark green) to blend with the natural environment.
4. Basketball Backboards. Basketball backboards are not permitted.

SATELLITE DISHES. See Antennas and Satellite Dishes.

SECURITY BARS. In general, the use of security bars or grates on windows and doors will be prohibited. Exceptions may be made where the security apparatus will not be visible from the street and from adjoining properties. Homeowners concerned about the security of their residence are advised to consider alternatives, including alarms and sophisticated lock systems.



SHUTTERS. Shutters may not be added or removed without approval. Replacement of shutters with the identical type, material and color of the original does not require approval. Changing the color of shutters is governed by the design standard on exterior painting.

SIDEWALKS AND PATHWAYS. Sidewalks and pathways should be set back at least four feet from the property line and installed flush to the ground. Only stone, brick, concrete or similar durable construction material should be used. The scale, location and design should be compatible with the lot, home and surroundings.

SOLAR PANELS. Solar panels are prohibited.

STORAGE SHEDS. An inappropriately located or poorly designed storage shed can visually detract from an otherwise pleasing and architecturally harmonious residential environment. This is particularly likely to occur with pre-fabricated, free-standing sheds which are purchased from a dealer. For this reason, the use of pre-fabricated sheds is prohibited. Homeowners are encouraged to design and construct sheds which are integrated with the dwelling or a fence and which are compatible with the design qualities of the house and adjacent houses.

In general, a shed must be of a size which is appropriate for the size of the home and lot, as well as surrounding dwellings, and should be compatible with the architectural qualities of the house and adjacent houses.

The height of a shed which is attached to a house may vary with the size and design features of the house. However, sheds located elsewhere on the property should not exceed six feet in height, which is the maximum permitted height for a privacy fence.

More specific guidelines are provided below for different categories of sheds.

1. Sheds Attached to the Home

- A. Design. The architectural design of the shed should be compatible with the design of the house.
- B. Size. Sheds shall not exceed 48 square feet of floor space and six feet in height at the highest point.
- C. Materials. The finish materials must be the same as used for the exterior of the house.
- D. Colors. The color scheme must be the same as for the house.
- E. Roof. The roof slope and the type and color of roofing material should match the house.

2. Sheds Integral With a Fence (such sheds shall be permitted only for attached dwellings)
  - A. Design. Board-on-board privacy fencing must be used.
  - B. Materials. The exterior finish material of the shed must be the same as the fence.
  - C. Colors. The roof should either be flat, with the top of the roof not exceeding the top of the fence, or sloped similar to that of the house.
3. Pre-Fabricated Sheds. Pre-fabricated sheds will not be permitted.

STORAGE OF BOATS, TRAILERS, CAMPER, MOBILE HOMES AND RECREATIONAL VEHICLES. The following types of vehicles may not be parked or stored in open view on residential lots, common parking areas, private streets or on common open space.

1. Any boat, boat trailer, or other type of trailer whatsoever.
2. Any motor home or self-contained camper.
3. Any camper slip-ons where the camper backs are higher than the roof line of the cab of the truck.
4. Any mobile home, trailer, or fifth wheel vehicle.
5. Any pop-up camp/tent trailer or other similar recreation oriented portable or transportable facility or conveyance.
6. Any other vehicle not defined above which is not normally or regularly used for daily transportation, including dune buggies, non-operational automobile collections or other automotive equipment not licensed for use on the highways of Virginia.
7. Any vehicle with commercial signs, advertising or visible commercial equipment, including taxi cabs.
8. Any private or public school or church buses.
9. any vehicle longer than 18 feet or wider than 8 feet, irrespective of whether or not it otherwise complies with the provisions of this article.
10. Any truck of more than two-and-one-half (2 1/2) tons empty weight, irrespective of whether or not such vehicle otherwise complies with the provisions of this article.

Any vehicle falling in the above classifications may be stored in a garage out of open view. Prohibited vehicles owned by guests of residents may park such vehicles within the community for

a period not to exceed five days, subject to any rules and regulations established by the Board of Directors.

#### STORM/SCREEN DOORS AND WINDOWS

1. Storm/Screen Doors. In general, storm/screen doors which are full view (no panels) and which are painted the same color as the unit door or door trim to which attached are appropriate and will be approved. The appropriateness of certain designs will vary with the design features of individual clusters. Specific guidelines with respect to each cluster may be developed, as appropriate.
2. Storm/Screen Windows. Exterior storm windows could disrupt the architectural continuity of some homes. This issue may be addressed in the context of individual cluster guidelines. Where appropriate, storm/screen windows should have frames which match the color of the exterior window trim. White or anodized aluminum may be acceptable in certain cases.

SWIMMING POOLS. Only in-ground swimming pools will be acceptable. Pools must be located in the rear of the property.

1. Pool filtration equipment must be shielded from adjacent properties by the use of mature shrubbery.
2. Comments from the owners of adjacent properties may be solicited prior to the Covenants Committee making a decision.

TRASH CONTAINERS. All trash containers must be stored out of view at all times. Appropriate exterior screening, fencing or landscaping may be used where alternative storage is not available.

TREE REMOVAL. No live trees with a diameter in excess of 4 inches, measured 12 inches above ground, nor flowering trees in excess of 2 inches similarly measured, no live vegetation on slopes of more than 20 percent gradient or marked "no cut" areas on approved plans, may be cut without the prior approval of the Covenants Committee.

WINDOW SCREENS. *All operable windows in housing units will have screens installed or none of the operable windows in housing units will have screens installed.*

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## EXHIBIT I

### WINDOW ELEMENTS

7.25

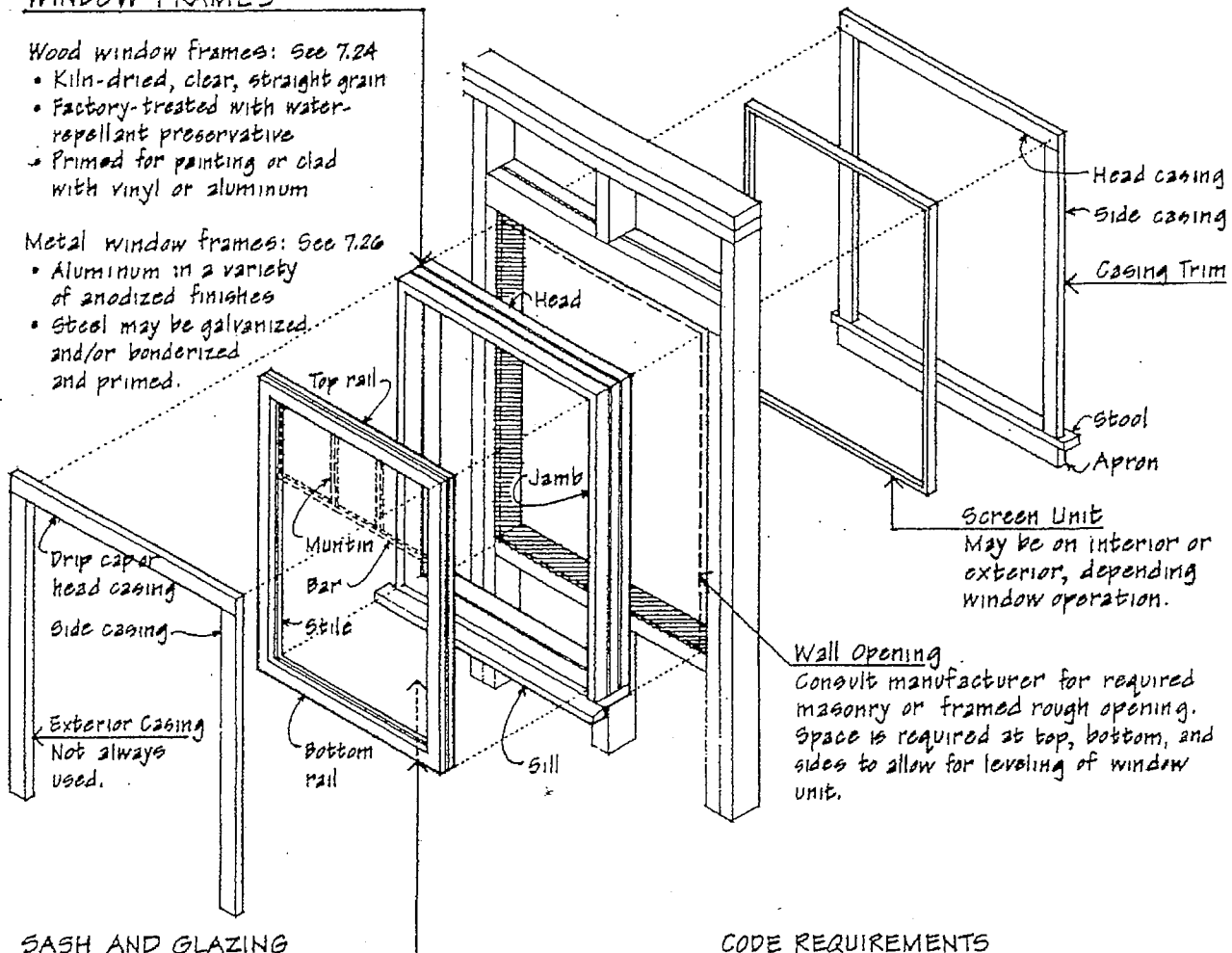
#### WINDOW FRAMES

Wood window frames: See 7.24

- Kiln-dried, clear, straight grain
- Factory-treated with water-repellant preservative
- Primed for painting or clad with vinyl or aluminum

Metal window frames: See 7.26

- Aluminum in a variety of anodized finishes
- Steel may be galvanized and/or bonderized and primed.



#### SASH AND GLAZING

The sash frames the glass and forms the operating part of a window unit. Its section profile varies with material, manufacturer, and type of operation.

Single glazing offers little resistance to heat flow. For a reasonable thermal resistance value (R), double glazing or a separate storm is required. Using glass with a reflective coating or triple glazing is an option if a higher R-value is required.

Just as important as a window's insulating value is its weathertightness. Operating sash should have continuous weatherstripping. The joint between the window frame and the surrounding wall should be sealed, and have a windbreak built into the detail.

#### CODE REQUIREMENTS

In selecting a window unit, review the building code requirements for:

- Natural light and ventilation of habitable spaces.
- Resistance to wind loads
- Thermal insulation value of the window assembly
- Clear opening of any window that serves as an emergency exit for a residential sleeping space.