

Architectural Guidelines



Architectural Guidelines
For The
Lakepointe Townhomes Homeowner's Association
(LTHOA)

Burke, VA

May 17, 2005

by the Architectural Control Committee (ACC)
and the Board of Directors of the Lakepointe Townhomes Homeowner's Association

Lakepointe Web site: www.newlakepointe.net

This document supercedes all previous versions of the Lakepointe Community's
Architectural Control Committee (ACC) Guidelines.

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ARCHITECTURAL GUIDELINES

1.0 GENERAL INFORMATION

1.1 INTRODUCTION

Lakepointe is a planned townhome Community, which consists of 314 residences, Community facilities, and amenities. As with most Community associations, property within Lakepointe is divided into two basic categories: private ownership of the homes and lots purchased by individuals, and corporate ownership of common properties, including land, facilities, and amenities, by the Lakepointe Townhomes Homeowner's Association (LTHOA). The Lakepointe HOA is a nonprofit corporation to which all homeowners in Lakepointe are members. Similar to a business corporation, a Board of Directors elected by the members of the LTHOA is responsible for the policies regarding the operation of the Lakepointe Community.

Although each lot is owned privately, and the common areas are for the use of all members of the Community, there are certain restrictions and guidelines for the use, improvement, and alteration to the properties within Lakepointe. By monitoring the exterior design of improvements within Lakepointe and by regulating the use of properties/facilities within the Community, the Homeowner's Association is able to maintain a high standard of aesthetic quality, Community identity, and functionality, which enhances property values.

1.2 PURPOSE OF THE GUIDELINES

The Architectural Control Committee (ACC) is authorized by the provisions of the Declaration of Covenants, Conditions, and Restrictions, which is part of the deed to each Lakepointe townhome, to preserve the original architectural harmony and aesthetic qualities of the buildings and grounds of Lakepointe. The guidelines are proposed to aid the homeowners of Lakepointe when making exterior modifications or repairs. Adherence to the guidelines and to the Declaration of Covenants, Conditions and Restrictions, Articles VIII – Architectural Control, Article IX – Exterior Maintenance, and Article X – Protective Covenants and Restrictions is essential to maintaining the property value of our townhomes.

The Architectural Guidelines set forth in this document have been established by the Architectural Control Committee (ACC) and the Board of Directors for the purpose of informing all homeowners within Lakepointe of the applicable regulations for new construction, alterations, and improvements to properties within the Lakepointe Community.

1.3 ARCHITECTURAL CONTROL COMMITTEE (ACC)

The Architectural Control Committee (ACC) consists of three members, each individually appointed to a three-year term by the Board of Directors of the LTHOA. The ACC members are responsible for enforcement of the architectural control guidelines. The committee takes final action on exterior changes requiring approval pursuant to the guidelines. An advisory group made up of volunteers has been established and its membership is open to all members of the LTHOA to aid the ACC members in performing their responsibilities.

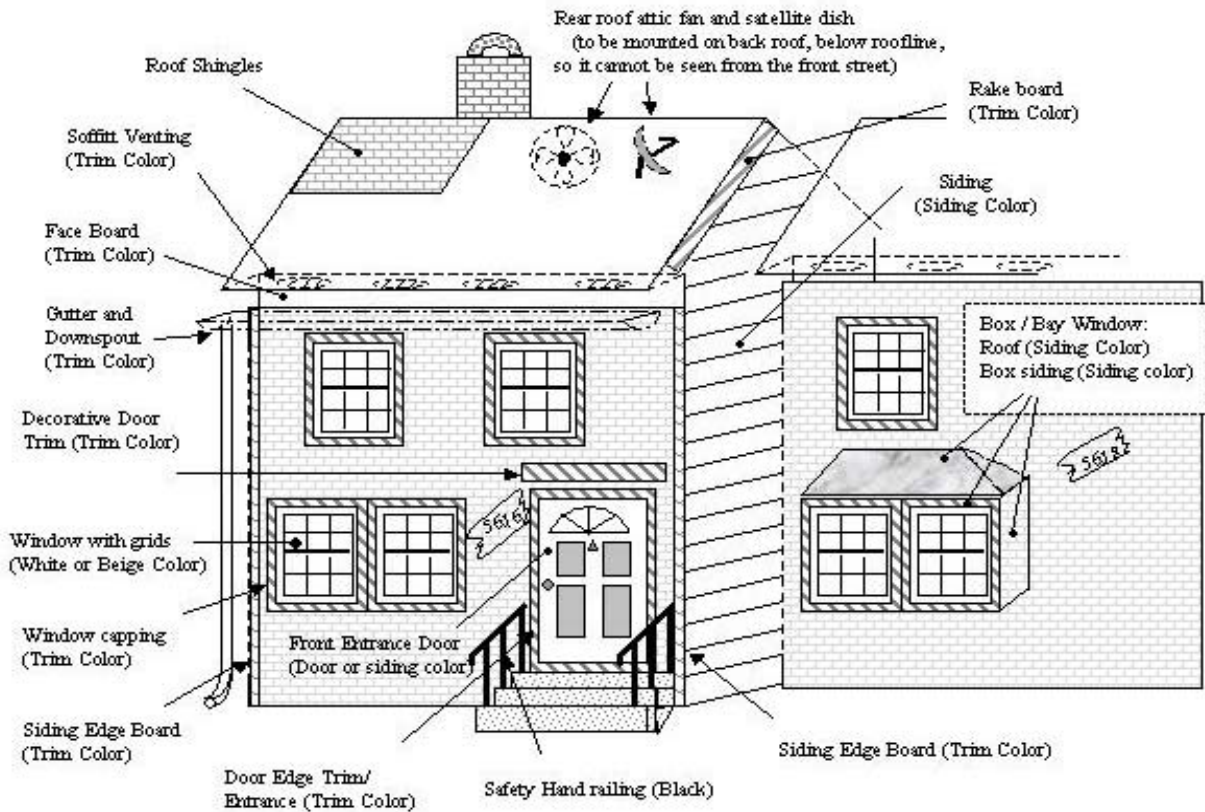
1.4 THE GUIDELINES

The following guidelines in no way supersede the General Covenants. The following list of items is not meant to be all inclusive; any change to the exterior townhomes and grounds shall require approval by the Architectural Control Committee (ACC) prior to the implementation of the change by the homeowner.

An ACC Change Request Form is required to be submitted to the ACC for approval, but is not limited to the following list of proposed exterior townhome repairs/improvements:

- Front Entrance Doors, Rear Entrance Doors, and Storm Doors
- Roof Shingles, Antennas, and Attic Fan/Ventilators
- Painting and Re-painting, Exterior
- Windows and Window Capping and Grids
- Storage Sheds and Fences
- Shutters and Siding
- Soffit/Eaves
- Gutters and Downspouts
- Safety Handrailings
- Address Numbering and Door Knockers
- Hot Tubs and Spas
- Patios and Landscaping
- Chimney
- Sidewalk
- Lighting fixtures

Refer to the below figure for location of the above items:



Reference the [Blank ACC Change Request Form](#), attached herein, or visit the Lakepointe website online at www.newlakepointe.net.

1.5 AUTHORITY FOR THIS DOCUMENT

Under the Declaration of Covenants, Conditions, and Restrictions which govern the use and development of all properties within Lakepointe, no improvements, alterations, repairs, change of paint colors, excavations, change in grade, or other work, which in any way alters the exterior of any property, or common area, or the improvements located thereon from its natural or improved state may be made or done without prior written approval of the Architectural Control Committee (ACC).

Lakepointe’s ACC and the Board of Directors reserve the right to modify these guidelines as needed.

Any changes or modifications to the ACC guidelines must be submitted to the LTHOA Board of Directors for consideration.

1.6 GOVERNMENT RULES AND REGULATIONS

In addition to compliance with the rules and regulations of the LTHOA, homeowners, and residents are required to comply with all Fairfax County, State, and Federal laws, statutes, rules, regulations, and ordinances.

Any acknowledgment or approval by the LTHOA of a homeowner's request is not intended to indicate that homeowners or residents have complied with local, state, and federal laws. The homeowner is responsible for obtaining building permits as required and for contacting the local utility companies to determine the location of any electric power or cable television lines prior to any digging.

Underground Utility Line and Maintenance Repair Summary

Each homeowner is responsible for the maintenance and proper operations and repair of the underground utilities, supply, and transmission lines, and drainage facilities servicing that individual homeowner's Lot. The homeowner is responsible for all damage to the common area caused by the functioning or malfunctioning utilities. The homeowner is responsible for securing repairs relating to all underground utilities.

1.7 APPLICATION PROCESS

Changes to the outside appearance of your townhome or Lot require prior approval from the ACC. Unless stated otherwise, a written ACC change request form is required.

Homeowners must -

- a. Carefully plan your repair, improvement, or modification to conform to these ACC guidelines.
- b. Complete an ACC change request form.
- c. Include the information requested in the appropriate section of this document, see paragraph 1.8.
- d. Mail or deliver the completed ACC change request form to the Lakepointe property management company or an ACC committee member for review.
- e. Upon ACC review and approval or disapproval, the ACC application will be forwarded to the Lakepointe property management company for processing. A letter will be sent to the applicant to inform them of the approval status/outcome.
- f. Refer to paragraph 2.0 for specified time periods for submission and approval of applications.
- g. Confirm receipt and promptly reply to any questions posed by the ACC or the Board of Directors.
- h. Homeowner may not commence work until he/she has received formal approval letter.
- i. A homeowner proceeding with proposed repairs, improvements or modification, **prior to receipt of an ACC Application approval letter**, does so at his or her own risk and may be required to make corrective actions as deemed by the ACC at the homeowners expense.

In the rare instances when a homeowner or resident feels that special circumstances necessitate deviating from the requirements contained in these guidelines, a special one-time deviation

request could be made to the ACC. The special circumstances should be explained fully in the ACC change request form. The ACC will then consider the special circumstances before reaching a decision to approve or disapprove the ACC change request form. The Lakepointe property management company will provide a written notification of the Board's final decision to homeowner.

1.8 COMPLETING THE ACC CHANGE REQUEST APPLICATION FORM

Prior to submitting an ACC application for consideration by the ACC committee, the homeowner is urged to ensure all pertinent information is included on the application form, for each proposed homeowner change. If additional space is needed to describe the proposed change(s), then the homeowner may attach additional pages to the application form or submit one (1) ACC change request form for each proposed change.

In order to expedite each ACC application as quickly as possible, the homeowner is to include the following information when describing the proposed change:

- a. **Color:** Specify the proposed paint/siding color including manufacturer and paint sample card. The homeowner should state if this color matches the approved builder's original McCormick color or the updated Sherwin Williams color paint scheme for the townhome address.
- b. **Size:** Specify dimensions for all exterior sheds. For windows and doors include manufacturer type, style, color, window grid configuration, and capping details.
- c. **Design:** Specify design and style for all doors and fences. Provide specific descriptions.
- d. **Drawings/Photos:** Provide all necessary drawings and photos that will ensure the proposed modification is fully understood.
- e. **Timeline:** Specify estimated start and completion dates of the proposed work.
- f. **Samples:** Submit with the application all pertinent material samples e.g. roof shingles, vinyl siding, Reference the Sample "Completed" ACC Change Request Form attached herein, or on-line at www.newlakepointe.net for additional instructions for completing your request.

1.9 PROCEDURES FOR APPROVAL

Completed ACC change request forms can be submitted to the Architectural Control Committee (ACC) via the Lakepointe Management Company either by mail or fax. Also, you can contact an ACC member and hand carry the ACC request to them directly. The ACC will review each application within 30 days of submission; oral applications will not be considered. A Board of Director's member must sign any ACC request for an ACC member. Reference the Blank ACC Change Request Form, attached herein, or online at www.newlakepointe.net.

A copy of the final ACC change request form will be returned to the applicant along with the written decision of the ACC. If the request is rejected, the reason will be included in the written decision. An appeal from an adverse decision may be filed with the Board of Directors within 30 days of said decision. An ACC member and/or Lakepointe Management Company will keep copies of all applications and decisions on file. Original requests are returned to the Lakepointe Management Company for property files.

2.0 ACC APPLICATION REVIEW TIME PERIOD

The ACC will try to consider each ACC change request form in a prompt manner and provide a decision to the homeowner usually within 30 days from receipt. In the event, however, that the Architectural Control Committee fails to approve, modify, or disapprove in writing a correctly filed ACC change request form within 30 days, approval will be deemed granted. Total or partial disapproval will include the reasons for such disapproval. The 30-day response period begins on the day the ACC change request form is received by the Lakepointe Management Company and/or ACC member.

NOTE: Requests may be approved pending a photo or color sample. No repairs/improvements may commence until the applicant has received an approval letter from the Lakepointe Management Company. All repairs/improvements must be completed within **sixty (60)** days after work begins. An application approval is good for one (1) year from date of approval. Beyond one (1) year, the homeowner must re-submit a new ACC change request form.

The homeowner is responsible to correct all previously noted ACC violations, as specified by the Lakepointe Management Company, at the time of the home purchase/closing. When the homeowner is prepared to correct a documented architectural violation, the homeowner must submit an ACC change request form for each violation.

2.1 APPEAL

An applicant may appeal an adverse ACC decision to the LTHOA's Board of Directors, which may sustain, reverse, or modify such decision within 30 days of said decision.

2.2 APPLICATION FEES

At the present time, the Architectural Control Committee (ACC) is composed of volunteer homeowners (as is the Board of Directors of the Association) and no fee is being charged for processing homeowner change requests.

2.3 ENFORCEMENT

Enforcement of these Architectural Guidelines shall be as stated in Lakepointe's Declaration of Covenants, Conditions, and Restrictions. In the event of a violation, including the failure to perform necessary exterior maintenance in a timely fashion, and upon written notice from the ACC and/or Lakepointe property management company on behalf of the Board of Directors, the violation must then be promptly removed or corrected.

In the event the violation is not removed or corrected within 30 days after written notice, then the Lakepointe Townhomes Homeowner's Association (LTHOA) or its agents have the right to conduct a hearing with the homeowner to correct the violation. In some cases, the homeowner may be charged a daily fee and/or seasonal pool privileges may be suspended until the non-compliant issue is corrected in accordance with these ACC guidelines and the Virginia Property Owners Association Act. It may be possible for any fees to be waived once the repair has been completed.

2.4 NO WAIVER and NO PRECEDENT

Similar to the provision stated in the homeowner's Declaration, the failure to enforce any provision of this document shall in no event be deemed a waiver of the right to enforce it later. Also, a variance granted for one property shall not create a precedent for another.

2.5 SEVERABILITY

If any one provision of this document is determined to be invalid, it shall in no way affect any of the other provisions, which shall remain in full force and effect.

2.6 MAINTENANCE REQUIREMENTS

Homeowners are responsible for the maintenance of all structures and grounds on their property. This includes, but is not limited to, such items as mowing grass, removal of trash, removal of dead or weed-type vegetation, structural maintenance, painting, and overall townhome appearance. Maintenance of common areas is the responsibility of the Lakepointe Townhome Homeowner's Association (LTHOA) and its agents. Dumping of debris, tree branches, shrubs, or lawn clippings on common areas/open space is prohibited. Storage of personal items on common areas by individual homeowners is prohibited.

2.7 DWELLINGS AND STRUCTURES

Homeowners are responsible for maintaining the exterior of their townhomes and any other structures on their Lots such as: sheds, fences, porches, patios, and retaining walls.

The following items represent some of the conditions, which would be a violation of these ACC guidelines:

- a. Peeling paint on trim, doors, sheds, etc.
- b. Fences with broken or missing parts, damaged or missing entrance gates, or any restaining.
- c. Dented, loose, broken, chipped or peeling siding, as well as missing siding.
- d. Broken or missing window grids. Broken or damaged window screens.
- e. Broken or missing exterior lighting fixtures or house numbering in need of repair.
- f. Missing or broken shutters or those shutters in need of repainting.
- g. Adding items or materials to the exterior of the townhome that do not conform to the original architectural design of the townhome.

NOTE: The items listed above are examples and are not intended to be a complete list.

2.8 LAND MAINTENANCE

Lawn and turf areas shall be mowed at regular intervals, maintaining a neat appearance and a maximum height of 6 inches (allows for growth over a high cut of 3 inches). Planted beds shall be kept in a neat and orderly manner. Weeds shall be controlled in both lawn areas and planted beds. Trees and shrubs shall be routinely trimmed to maintain a well-groomed appearance. Dead or dying plants shall be promptly removed and replaced as needed. Homeowners and/or residents are responsible for ensuring that their property is protected from soil erosion that storm

drains are not blocked, and that drainage from their property does not hinder natural drainage or divert drainage to adjoining properties.

GUIDELINES BY TOPIC (Alphabetical Order)

2.9 ADDRESS NUMBERS

House numbers will be consistent with the original design, colors, and placement, as provided the builder. Any change from the size of the house numbers must be approved by the ACC.

3.0 AIR CONDITIONERS

Individual window air conditioning units are permitted; however, they must be installed within the window opening and must not protrude beyond the exterior window frame.

3.1 ANTENNAS and SATELLITE DISHES

Only antennas designed to receive direct broadcast satellite service with a maximum diameter of approximately no more than 39 inches are permitted on the exterior of the townhome. VHF and UHF regular TV antennas are to be located inside the unit (usually the attic). Satellite dish antennas are to be installed on the rear roof or rear yard of the townhome so as to minimize their front and/or street-side visibility. Front / Street-side visible installations requires an ACC application with documented justification. Alternate locations may be approved by the ACC on a case-by-case basis. The devices must be black, silver-gray, or be painted a color designed to blend in with the background or the roof color scheme. Antenna cabling must be routed so as to minimize visibility on exterior walls.

The LTHOA has no obligation whatsoever to maintain common areas or any other property in order to provide or maintain unobstructed line of sight for satellite signals. Homeowners will not be permitted to cut, prune, or otherwise clear trees, shrubs, or other vegetation from common areas in order to provide or maintain unobstructed line of sight for satellite signals, nor are the lot owners allowed to clear their own property if in violation of Fairfax County guidelines.

3.2 ATTIC FANS

Attic fans are permitted. They must be purchased or painted to match the color of the roof, if roof mounted (no white color is permitted). If mounted on the gable end, they must be painted to match the siding or trim. Painted and/or galvanized attic fans/ventilators must be maintained.

Attic fans must be mounted on the rear roof so as to minimize their front and/or street-side visibility and must not extend above the peak of the roofline.

3.3 AWNINGS

Exterior awnings are prohibited.

3.4 BARBECUE GRILLS and STANDS

Permanently installed barbecue grills are prohibited. No ACC change request form is needed for portable grills.

3.5 CLOTHES LINES and CLOTHES HANGING DEVICES

Clotheslines or similar apparatus for the exterior drying of clothes are prohibited.

3.6 COMPOST

Compost piles are prohibited.

3.7 DECKS

Above fence line decks are not permitted.

3.8 DOGHOUSES, DOG RUNS, and PETS

Doghouses must be similar with applicant's townhome in terms of color. Doghouses must be located where visually unobtrusive to neighbors. Doghouses may not exceed 4 feet in height. Doghouses may not be used as or converted into storage sheds. Dog runs are prohibited.

Fairfax County law states that pets must be kept on a leash at all times when not confined behind fenced yards. Fairfax County law also states that pet owners are responsible for picking up after their pets and removing debris from all common areas or fines may be assessed.

3.9 DOOR KNOCKERS

Replacement or repair of doorknockers must conform in design, size, and color with those originally provided by the builder.

4.0 ENTRANCE DOORS

Front entrance doors must be a standard steel or vinyl door with six panels or a steel or vinyl door with four panels and a fanlite window. Wood material entrance doors are prohibited.

The fanlite door design includes a window in the top portions of the door (approximately top 20% of the front entrance door area). Clear or frosted glass panels are approved for the fanlite design. Any shape glass and decorative grid is permitted within the specified area.

The front entrance door must be painted according to the builder's original McCormick paint color scheme or the updated Sherwin-Williams paint color scheme. White color paint is prohibited.

The addition of doors through exterior walls are not authorized.

Color Exception: Due to the nature of the original darker color front entrance door colors causing excessive heat and maintenance issues, an exceptions may be applied for and granted by the ACC for requests to change the front entrance door color to match the lighter trim paint and/or siding color. An ACC change request form is required and must include specific present color and change color request.

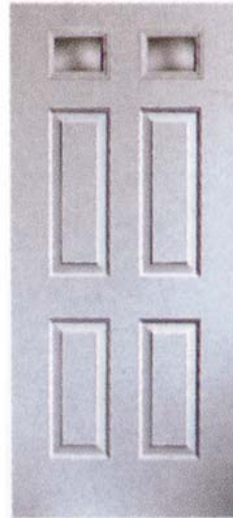
The approved front entrance door designs are depicted below:

Approved Front Entrance Door Designs

(As Authorized by the ACC)



Six-Panel without windows



Four-Panel with two square fanlite windows



Four -Panel with half-round fanlite window



Four-Panel with rectangle fanlite window

4.1 EXTERIOR DECORATIVE OBJECTS - STORAGE

Statues, art forms, jockeys, wagon wheels, flamingos, birdbaths, and other similar objects in front yards are prohibited, unless for use during seasonal display. Items shall not exceed three feet in height.

Portable lawn furniture must be arranged in an orderly fashion and, unless located on a deck or patio behind the townhome, and stored from view when not in use.

- All seasonal displays must be removed within **30 days** after the holiday.
- All other exterior decorative objects must be maintained in good appearance (i.e., garden items, windsocks, flags, etc.)
- No application is required when these requirements are met.
- Trashcans, tools, toys, and bicycles are prohibited from being stored in the front or side yards.
- No baby carriages, bicycles or other articles of personal property shall be deposited, allowed or permitted to remain on any Lot except in the enclosed rear area.
- An enclosed rear yard area constitutes a backyard with a rear fence.

4.2 EXTERIOR LIGHTING

Requests to install exterior lights should include the size and type of lights and a sketch of their proposed placement. All lighting must be directed so it will not infringe on your neighbors privacy. Colored lights are permitted during temporary holiday seasons only.

Replacement of existing exterior light fixture(s) is to be of similar style, design and placement as the original light(s).

All additional light installations require ACC approval.

4.3 FENCES

All fences require an application approved by the ACC and must match the builder-installed fences in design, wood grain, and all other dimensions. The only approved fence design is the “four inch (4”) shadow box” using panels that are approximately 6 feet in height. Gates must be constructed of the same material and be of the same height and color as the fence. All materials for fences will be made of wood

Maintenance of the fence dividing neighboring backyards, known as the “common-shared fence” is the responsibility of both neighboring homeowners. Arranging for common-shared fence maintenance and repair/replacement is the responsibility of the homeowners.

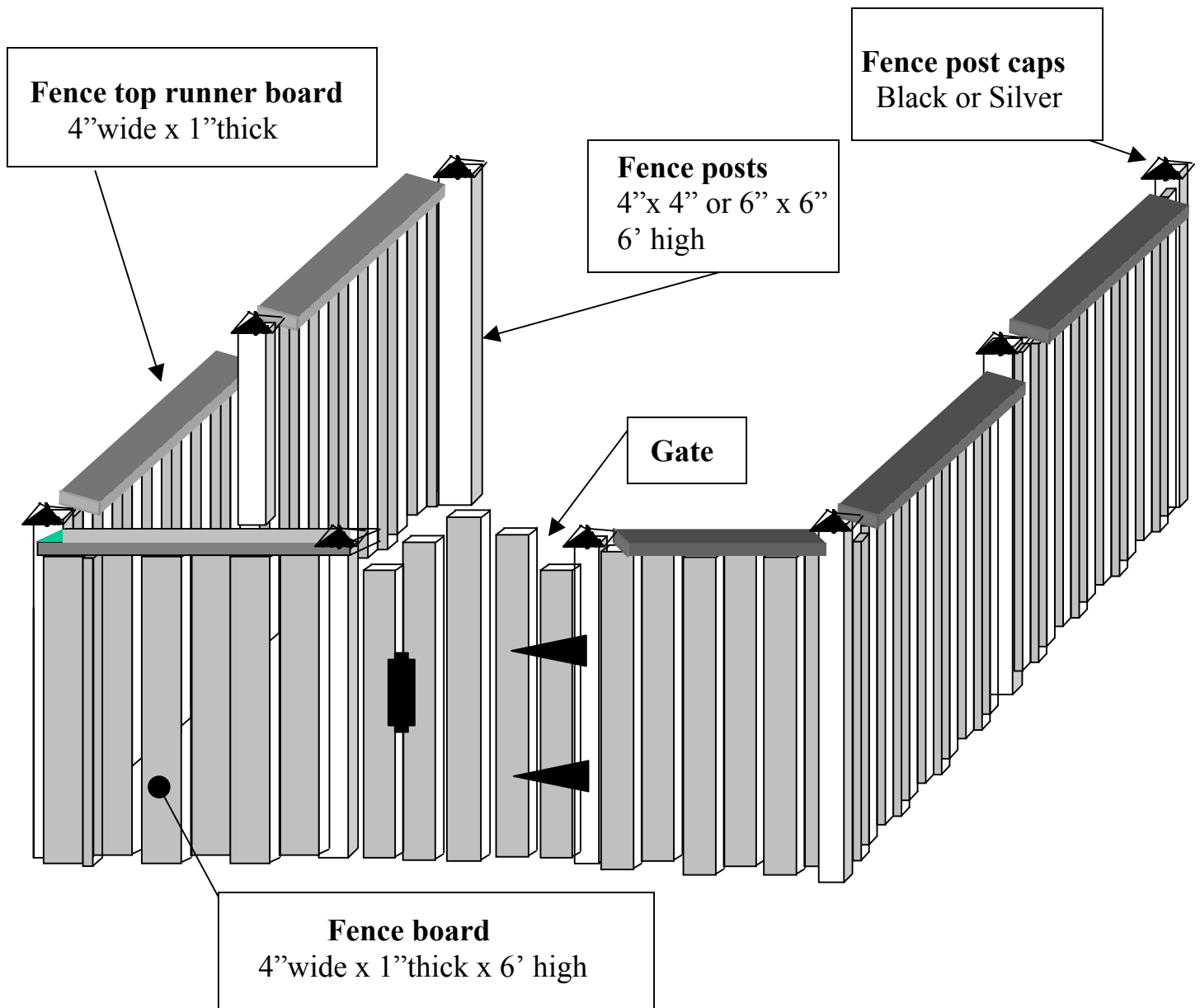
Only a clear, no-stain, no gloss wood preservative may be used. Solid color stains are not permitted.

All fences must be within the established Lot property boundaries.

The ACC application for fences must contain the following:

- Property plat and/or site plan showing relationship of the applicant’s fence to property line and rear planes of townhomes (yours and your neighbors’ fence propoerty line).
- Picture or drawing with detailed description of fencing including dimensions.
- Sample/description of materials and color.

The approved fence design is depicted below:



4.4 FIREWOOD

Firewood shall be kept neatly stacked and shall be located inside the rear-fenced yard of the townhome and in such a manner as to avoid adverse visual impacts for adjoining properties. Firewood shall be stacked in piles which do not exceed four to six feet in length, four feet wide and four feet in height for both aesthetic and safety considerations.

Other than a limited quantity of firewood intended for immediate use, firewood is prohibited from being stacked on patios. Firewood may not be stacked in common areas. Tarps used to cover firewood shall be earth tone in color.

No ACC change request form is required when these requirements are met.

4.5 FLAGPOLES

Freestanding flagpoles are prohibited. Flagpole staffs, which do not exceed six feet in length and are attached to the wall of the townhome, do not require ACC approval.

4.6 GARDENS.

Reference section on VEGETABLE GARDENS, and section on LANDSCAPING. Planting should be in proper scale with townhomes and should be within the established Lot. Vegetable planting is not permitted in the front yard. Any extensive landscaping requires prior approval by the ACC.

4.7 GREENHOUSES

Requests for installed greenhouses should include the dimensions, construction material, and a photograph or sketch of the planned structure. Greenhouses must be below the top of the fences, located within Lot lines, and screened from adjacent Lots by approved fences. Color must be the same or similar to the color of the rear siding of the home.

4.8 GUTTERS AND DOWNSPOUTS

Replacement of gutters and downspouts must match the design and dimension of the original gutters and downspouts. Gutter and downspout color must match house trim or siding. White gutters and downspouts not permitted

- Discharge from downspouts must not adversely affect drainage on adjacent properties.
- Missing, hanging, broken, or otherwise unsightly gutters and downspouts should be repaired within 30 days.
- An ACC change request form is required for replacement, painting, change of color or type of original gutters and downspouts as provided by the builder.
- Homeowners are required to keep gutters and downspouts free of visible debris

4.9 HOLIDAY DECORATIVE DISPLAYS

Seasonal displays of holiday or decorative items are permitted. Items shall not exceed six feet in height and must be removed 30 days after the holiday or event.

- All seasonal displays and lighting must be removed within **30 days** after the holiday.
- All exterior decorative objects must be maintained while displayed.
- No ACC application is required when these requirements are met.

5.0 HOT TUBS and SPAS

An exterior hot tub or spa must be located in the rear yard of the townhome. The hot tub or spa must blend with the exterior finish of the townhome or patio in rear yard. Hot tub or spa requires an enclosed fence.

ACC Application for hot tubs or spas must contain the following:

- Property plat and or site plan showing location of hot tub or spa in relationship to the townhome and/or patio.
- Manufacturer's brochure or detailed description of spa, including dimensions.
- Hot tubs must be contained in rear yard and must be covered and locked for safety. Colors must blend with natural exterior surroundings.

5.1 LANDSCAPING

All landscaping shall demonstrate sensitivity to the interests of adjacent property owners to enjoy light and open views. Landscaping may not obstruct sight lines for vehicular traffic. Landscaping must not hide fire hydrants, impede storm sewers, or adversely affect drainage on neighboring properties or utility lines. Trees and bushes should be spaced so they will not overhang property lines and curbs in the foreseeable future. The homeowner is responsible for contacting the local utility companies to determine the location of any electric power or cable television lines prior to any digging.

Plans and sketches of proposed landscaping changes including the dimensions, materials, design, etc., must be submitted for ACC approval. It should be noted that the ACC considers any changes in grading, drainage patterns, ground coverings, or retaining walls to be of particular concern to the Community.

Landscape designs of such a scale or type as to be inconsistent with the existing design features of the townhome, adjacent townhomes, and the Community are prohibited. Examples include the substantial or total removal of turf and replacement with another material, such as mulch or gravel. All yards and landscape beds must be neatly maintained, including removal of all weeds, dead growth, and unused stakes. An ACC change request form is not required for landscaping when these requirements are met.

5.2 PAINT and SIDING COLOR

Missing, hanging, broken, peeling, faded, or otherwise unsightly siding must be repaired/replaced/painted as promptly as possible.

All exterior siding changes including the repainting or residing (replacement of exterior siding from the original clapboard to either new clapboard or vinyl siding) the townhome must be applied for and approved by the ACC prior to any contract, purchase, or installation by the homeowner.

The paint and/or siding color must be matched to the builder's original McCormick paint color scheme or updated to match the Sherwin-Williams paint color scheme. Every attempt will be made by the ACC to match the proposed color of the siding and trim with the original paint color scheme (McCormick) provided by the builder, or to the updated paint color scheme by Sherwin-Williams as specified for each townhome address.

Contact an ACC committee member or Lakepointe property management company to obtain the specific paint color scheme for each townhome by address or online at www.newlakepointe.net.

These requirements apply to all exterior siding, trim, window capping, front entrance and storm doors, sheds, patio, shutters, roofs, light fixtures, and other structures. It is the responsibility of the applicant that the finished, dried paint color matches the color of the paint approved by the ACC. **Approval must be applied for and granted by the ACC, before exterior painting can commence.** Additional requirements are:

- a. When residing in vinyl, the specific manufacturer color must match as close to the original ACC approved color. A sample of both the siding material color and the window capping color are required at the time the ACC change request form is submitted to the ACC. White siding and/or window trim capping are prohibited.
- b. Gutters and downspouts must match the specific trim or siding color for each unit. White gutters or downspouts are prohibited.
- c. Shutters must conform to the builder's original design, size, and color. Vinyl shutters are permitted as long as these requirements are met.
- d. Painting of any brick exterior surfaces of the townhomes is prohibited.

The homeowner must obtain from the proposed installation company samples of the siding color selection(s) and include them with their ACC application submission.

NOTE: All white vinyl windows must be capped in trim paint color or new vinyl siding color. Color samples must be provided to the ACC at the time of the ACC application submission.

White capping around windows is prohibited. White siding is prohibited.

5.3 PATIOS

All patios require an ACC approval. Patios shall be located in rear yards and may not extend around to side yards. The scale, location, and design shall be compatible with the Lot, townhome, and surroundings.

The homeowner shall correct any adverse drainage, which might result from the construction of a patio.

ACC Application for patios must contain the following:

- Property plat and/or site plan showing the exact location and dimensions of the patio.
- Method of installation including a description of any grading changes and resulting impact on adjacent properties.
- Provide photograph or sketch of the proposed patio.

5.4 RAILING (Hand Railing at Front Entrance)

Existing hand railings as provided by the original builder must be maintained by the homeowner and may not be removed. All safety hand railings at the front entrance of any townhome must be painted black. The ACC must approve any hand railing replacement request for specific size, color, style, and design based on the original approved hand railing.

For safety reasons, homeowners not originally equipped with front handrails can apply for ACC approval for the installation of handrails.

Handrails are to be of similar design and must be painted black.

5.5 REAR ENTRANCE DOORS

Standard sliding glass doors and French doors with grids are authorized for rear entrance doors.

ACC Application for all rear entrance doors must contain the following:

- Description and dimensions of replacement door.
- Materials to be used, including color.
- Provide photo or brochure of door with ACC change request form.
- Rear entrance doors can be white, see Color exception.

Color Exception: Rear entrance doors may be white in color, only if the ACC has previously approved white vinyl windows. The door must be monochromatic to match either the color of the front door or the trim of the townhome as prescribed by the builder's original McCormick paint color scheme or the updated Sherwin-Williams paint color schemes.

5.6 ROOFS

An ACC change request form is required to replace roofing with same color, design and like materials. Provide sample of new roof shingle for review and approval by the ACC with the change request form submittal. Roofing material (i.e., shingles) must conform to original design, color, and size as those specified by the builder. Raised shingle designs are not permitted.

5.7 SCREENED PORCHES

Screened porches are prohibited.

5.8 SHUTTERS

Missing, hanging, broken, peeling, faded, or otherwise unsightly shutters must be repaired/replaced/painted as promptly as possible.

An ACC change request form is required for requesting any replacement, painting and/or change to the original shutter color or style as specified by the builder.

Vinyl shutter replacements are permitted, and must conform to the original design, color, and size as those provided by the builder.

NOTE: Shutters are prohibited from being added to townhomes where they are not already part of the original design provided by the builder.

NOTE: Shutters are prohibited from being removed from townhomes where they are part of the original design provided by the builder.

6.0 SIGNS

a. REAL ESTATE SIGNS

Only one sign advertising a property for sale/or for rent may be displayed. Such signs must meet applicable Fairfax County regulations with respect to size, content, and removal. These signs may not exceed four square feet in size. The signs may only be placed in the front yard of available properties. Signs and signposts are to be maintained in vertical alignment and without any unsightly, broken, or loose hanging face boards. Real estates signs shall be removed within seven (7) days after a sales or rental contract is finalized.

b. SECURITY SIGNS

Security signs (alarm systems) shall not exceed 64 square inches (8x8 inches) in size. Two security signs are permitted per Lot. No ACC change request form is required if these requirements are met.

c. OTHER SIGNS

Signs used to promote a charitable fund drive, public candidate, or garage sale may be displayed in front yards on a temporary basis. They must be removed immediately after the conclusion of the fund drive, election, or sale. Such signs may be displayed up to 10 days before the event and may not be larger than two square feet each. Only one such sign is permitted per Lot. Permanent signs are not permitted.

6.1 SKYLIGHTS

Skylights are prohibited.

6.2 SOLAR COLLECTORS

Solar collectors are prohibited.

6.3 STORAGE SHEDS

No temporary building is permitted on any Lot. Certain types of permanent storage sheds are permitted as described below.

The maximum of one storage shed is permitted per townhome lot. A townhome shed may not exceed 48 square feet of floor space and be no taller than 6 feet, or the standard ACC approved fence height. The shed must be located between the rear of the townhome and the rear property line. The following three (3) types of shed construction are permitted on townhome Lots:

1. Wood shed siding must match the fence color or be painted to match the townhome siding color.
2. The wood shed roof shingles must match the design and color of the townhome roof shingles.
3. Plastic/rubber sheds made by companies such as Rubbermaid (available at local building supply stores). These sheds must be beige or a color that matches the rear siding of the home.
4. Metal sheds, also of beige or brown color. Metal sheds must be kept painted to prevent rust.

ACC application for sheds must contain the following:

- Property plat/site plan showing the exact location of the shed.
- Description and dimensions of shed with elevation drawings (front, side, and rear views).
- Materials to be used, including color.
- Color of townhome and roof. Provide photo, as needed.

6.4 STORM DOORS

Storm doors must be crossbuck, full-view or self-storing with the kickplate no higher than six (6) inches; plain and unadorned in style.

Color Exception: Storm doors may be white in color, only if the ACC has previously approved white vinyl windows. The door must be monochromatic to match either the color of the front door or the trim of the townhome as prescribed by the builder's original McCormick paint color scheme or the updated Sherwin-Williams paint color schemes.

Security, wrought iron, and storm doors with excessive kickplates or frames, or storm doors with frosted glass are not permitted.

The ACC may give approval for the installation of a white storm door **only** if the ACC had previously approved the installation of white vinyl storm windows with the correct color capping to match the siding specified in the original paint color scheme (McCormick) by the builder, or the updated paint color scheme (Sherwin Williams). The door style must fit one of the approved storm door choices shown below. An ACC change request form is required to request approval by the ACC, prior to the installation of a storm door replacement.

Approved storm door designs are depicted below:

APPROVED STORM DOOR DESIGNS (As Authorized by the ACC)



Style: Cross Buck



Style: Full View
(with kick plate)



Style: Self-Storing

6.5 TRASH REMOVAL and RECYCLING

Trash and recycling containers, including yard debris (grass clippings, tree trimmings, etc.), shall be placed at street for pickup after dusk **the day before** pickup. Trashcans and recycling bins shall be collected promptly after trash pick-up (the same day as trash pick-up) and stored out of view at all other times.

All trash is to be placed in front curbside of the townhome for pickup.

Trashcans, trash bags, recycle bins and/or debris may not be stored in the Homeowner's front or side yards or on LTHOA property/common area.

Homeowners and/or residents are responsible for picking up litter on their property and debris on common ground that originated from their property. Plastic trash bags containing food and related refuse must be placed in a secure container.

Burning of trash or refuse is prohibited. Dumping trash or debris in common areas is prohibited.

Homeowners are responsible for arranging with the Lakepointe trash company for the special pickup of large house items (e.g. appliances, furniture, etc.). The homeowner is responsible for any fees that may be charged for special pickups. The homeowner is not permitted to place special pickup items on Lakepointe common areas.

6.6 TREE REMOVAL

Large trees may not be removed without the prior approval of the ACC unless the tree is dead and in danger of falling. Trees needing approval for removal include: trees with a diameter in excess of 4 inches, measured 12 inches from the ground, or flowering trees (such as dogwood or

redbud) in excess of 2 inches similarly measured. Tree(s) removal includes removal of tree stumps.

An ACC application must be submitted for removing large trees and must contain the following information:

- Property plat/site plan showing exact location of tree(s) to be removed.
- Indication of reason for removal.
- The type/variety of replacement tree to be planted and the effective installation date.

No trees, shrubs, or other vegetation on common areas are to be cut, pruned, or removed by homeowners. Any concerns, questions or complaints regarding the maintenance of common area can be directed via written correspondence or phone call to the Lakepointe property management company.

A homeowners tree(s) is not to impede upon the exterior walls and/or roof of the adjacent home(s) and/or the LTHOA common ground areas.

Residents are advised to consult with Fairfax County for compliance with the county ordinances regarding tree infringement and tree cutting.

6.7 VEGETABLE GARDENS

Vegetable gardens must meet the following conditions:

- a. Located between the rear yard house and the rear property line.
- b. Garden size does not exceed $\frac{1}{4}$ of the area described in (a) above.
- c. Garden does not damage property below it through the flow of water onto lower property.
- d. Gardens must not encroach on LTHOA common ground.
- e. Gardens must be neatly maintained including removal of weeds, dead growth, and unused stakes or trellises.
- f. Gardens must be for personal consumption, not for commercial purposes.

No ACC change request form is required if these requirements are met.

6.8 FLOWER GARDENS AND SHRUBBERY (see section on Landscaping and Gardens)

Planting should be in proper scale with homes and should be within the established Lot. Any extensive landscaping requires prior approval by the ACC.

6.9 WINDOW REPLACEMENTS

All window painting and/or replacement must be pre-approved by the ACC. All windows must be painted or in the case of vinyl windows, match the specific trim paint color of the townhome as prescribed by the original paint color scheme (McCormick) provided by the builder, or the updated paint color scheme (Sherwin-Williams), excluding any vinyl replacement windows which must be capped in an ACC approved color to match the siding.

An ACC Application must be submitted for window(s) painting and/or replacement and contain the following information:

- Description of window (quantity, dimensions and grid configurations)
- Proposed color including color sample palettes/charts
- Manufacturer brochure.

Note: All windows must contain matching window grid configurations to comply with the original builders design.

White vinyl windows must be capped (faceboard/ledge) to match the trim paint color and/or siding color.

White window capping is prohibited.

The addition of windows through exterior walls is not authorized.

7.0 WINDOW BOXES

Window box planters are prohibited from hanging out of above ground level windows or from above ground decks. Planter boxes on ground level porches and patios are permitted.

7.1 WINDOW FANS

Individual window fans are permitted; however, they must be installed within the window opening and must not protrude beyond the exterior window frame.

Name of Applicant: Joe F. Smith Address: 1234 Lakepointe Drive

Phone: (Home) 703 123-1234 (Work) 202 123-1234 Describe proposed improvement: _____

1. Install new vinyl windows with 6 over 6 , window color: white, window capping color to match siding (capping material color sample attached to ACC application)
2. Replace front storm door, color: White, Type: Full view, brochure picture attached to application.
3. Install new rear fence, shadow box design as per ACC guidelines paragraph 4.3. Fence to be installed inline with current property line and neighboring fence (see sketch). Fence will have black post caps and will be treated with a clear coat waterproofing finish.

SAMPLE

Continued on Pg. 2? Check Box



signed Joe F. Smith

Jan 1, 2005

Signature of Applicant

Date

A. Architectural Control Committee (ACC) review/approval (Section below)

Date Application Rec'd by ACC: _____

Request Approved Subject To: _____

Request Disapproved Due To: _____

_____/_____/_____ / _____ / _____ Approved: Disapproved:

Signature-ACC Member / Date

Signature-ACC Member / Date

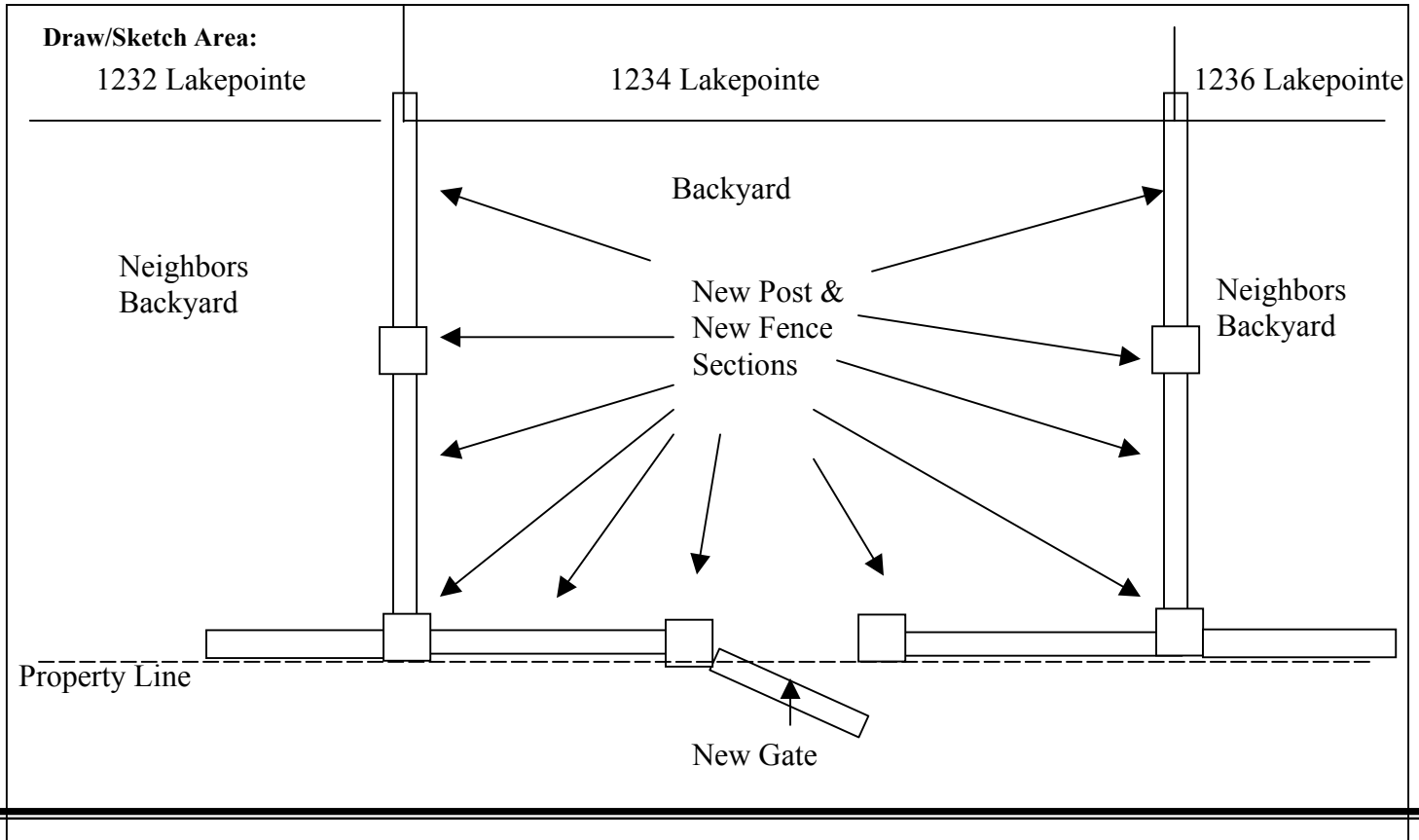
Submit ACC Application To: Bill Ryan 5616 Stillwater Ct, (703) 425-3248, Ian Stack 9755 Highwater Ct. (703) 425-1174, **or** Terry Holman 9915 Whitewater Dr. (703) 978-5853. Contact ACC or Sequoia Mgmt (703) 803-9641 with questions. ACC application review and formal letter response by Sequoia Mgmt to the applicant will be completed **within 30 days** from ACC's receipt of this application. (Dec 2004 form version) Page 1

Lakepointe HOA ACC Change Request Form (continuation sheet)

Name of Applicant: _____ Address: _____

Describe proposed improvement (continued): _____

SAMPLE



Name of Applicant: _____ Address: _____

Phone: (Home) _____ (Work) _____ Describe proposed improvement: _____

Continued on Pg. 2? Check Box

Signature of Applicant

Date

Architectural Control Committee (ACC) review/approval (Section below)

Date Application Rec'd by ACC: _____

Request Approved Subject To: _____

Request Disapproved Due To: _____

_____/_____/_____/_____/_____
Signature-ACC Member / Date Signature-ACC Member / Date

Approved: Disapproved:

Submit ACC Application To: Bill Ryan 5616 Stillwater Ct, (703) 425-3248, Ian Stack 9755 Highwater Ct. (703) 425-1174, **or** Terry Holman 9915 Whitewater Dr. (703) 978-5853. Contact ACC or Sequoia Mgmt (703) 803-9641 with questions. ACC application review and formal letter response by Sequoia Mgmt to the applicant will be completed **within 30 days** from ACC's receipt of this application. (Dec 2004 form version)

Name of Applicant: _____ **Address:** _____

Describe proposed improvement (continued): _____

Draw/Sketch Area:

