

WOODGATE COMMUNITY ASSOCIATION

POLICY RESOLUTION NO. 1
PROCEDURES AND GUIDELINES
ARCHITECTURAL CONTROL COMMITTEE (ACC)

WHEREAS, the Declaration of Woodgate Community Association requires and authorizes the Board of Directors to create an Architectural Control Committee; and

WHEREAS, the Board of Directors has appointed the membership of an Architectural Control Committee pursuant to the documents; and

WHEREAS, Article VI, Section 2, charges the Architectural Control Committee with certain duties; and

WHEREAS, the Architectural Control Committee is charged with the duty to regulate the external design and appearance of the Property and improvements thereon in such a manner as to preserve and enhance property values, to ensure harmony with utility systems, and to ensure a harmonious relationship among the improvements on the lots and the natural vegetation and topography; and

WHEREAS, the Architectural Control Committee is required to adopt architectural standards subject to the confirmation of the Board of Directors; and

WHEREAS, the Architectural Control Committee is obligated to adopt procedures for the exercise of its duties and enter them in an official procedures book; and

WHEREAS, the Architectural Control Committee has promulgated architectural standards and procedures as required by the Declaration of Covenants, Conditions and Restrictions.

NOW, THEREFORE, BE IT KNOWN THAT the following standards and procedures are adopted by the Architectural Control Committee subject to the noted approval of the Board of Directors.

I. PROCEDURE

A. Background Information

(1) These procedures and guidelines are provided as a supplement to the Covenants which each Homeowner received at or prior to settlement. The intent of these guidelines is to facilitate the Homeowner in obtaining approval for any alterations and/or additions which he may contemplate for his property.

(2) To conform to the Covenants, each proposed alteration or addition must be specifically approved by the Architectural Control Committee even though the improvement conforms to the guidelines that follow.

(3) The Architectural Control Committee will review proposals that do not comply with the following guidelines on a case by case basis. However, it is asked that Homeowners modify their properties within these guidelines whenever possible.

(4) The Architectural Control Committee will consider only written requests as herein outlined. Oral requests will not be considered.

(5) The Architectural Control Committee will answer the request within sixty (60) days after such plans and specifications have been properly submitted. The ACC typically responds in a much shorter time frame.

(6) Approval is required prior to commencing construction, so please allow enough lead time when filing your application.

(7) Approval of the County or the Developer does not constitute approval of the Architectural Control Committee. However, applications with building permits attached typically support the request.

(8) All approvals must be in writing.

B. Application Procedures

(1) Application forms may be obtained from Woodgate Community Association by submitting a request to:

Woodgate Community Association
c/o Service First Management &
Consulting, Inc.
9464 Innovation Drive
Manassas, VA 20110
(703) 392-6006

(2) The completed application must be signed by the Homeowner and returned to the attention of the Architectural Control Committee at the above address. Please note signatures from adjoining neighbors are required as part of this application.

(3) The Architectural Control Committee will act upon the application as quickly as possible and notify the Homeowner of its disposition no later than sixty (60) days after receipt. The Architectural Control Committee usually acts within a shorter time frame.

(4) If a proposal is rejected, or accepted but modified by the Architectural Control Committee, the applicant is free to request that the Architectural Control Committee reconsider its position and is encouraged to present additional information which might clarify the request or demonstrate its acceptability as originally submitted.

c. Architectural Control Committee Review Criteria

The Architectural Control Committee evaluates all submissions on the individual merits of the application. Besides evaluation of a particular design proposal, this includes consideration of the characteristics of the townhouse model and individual site and effect upon neighboring dwellings or occupants, since what may be an acceptable exterior design in one instance may not be for another.

Design decisions made by the Architectural Control Committee in reviewing applications are not based on any individual's personal opinion or taste. Judgments of acceptable design are based on the following criteria which represents, in more specific terms, the general standards of the Covenants.

(1) Validity of Concept. The basic idea must be sound and appropriate to its surroundings.

(2) Design Compatibility. The proposed improvements must be compatible with the architectural characteristics of the applicant's house, adjoining houses and the neighborhood setting. Compatibility is defined as similarity in the architectural style, quality of workmanship, similar use of materials, color and construction details.

D. Enforcement Procedures

The Covenants (Article 6, Section 9) require the Architectural Review Committee to ensure compliance by all lot owners with the architectural standards. The following enforcement procedures have been adopted by the Board of Directors.

(1) The sources for reporting violations will be as follows:

- a. concerned residents (via Management or the Woodgate Community Association) ;
- b. members of the Board of Directors; and
- c. Architectural Control Committee observations during the normal course of Architectural Control Committee business.

(2) Violations consist of:

- a. modifications completed or commenced without Architectural Control Committee approval, and
- b. Modifications completed in a manner not consistent with approved plans.

(3) All violations will be confirmed by a *site visit* by the Architectural Control Committee.

(4) The owner will be contacted as soon as possible concerning the violation (*in those cases involving violations which are subject to increase or enhancement with the passage of time, a hearing notice will be sent immediately by certified mail and procedure six will apply next.*)

(5) After a fourteen (14) day period with no response from the owner, a notice will be sent by certified mail informing the resident of the time and place of a hearing by the Architectural Control Committee.

(6) If the case is not resolved during the hearing it may be turned over to the Board of Directors with a recommendation for legal action.

E. Meetings

(1) The Architectural Control Committee shall meet once a month or as needed at a time and place designated by the Architectural Control Committee. A meeting may be suspended if there *is* no business to address.

(2) Special meetings of the Architectural Control Committee may be called by any two (2) members after not less than three (3) days notice to each member. A majority of the members shall constitute a quorum at any meeting.

II. SPECIFIC PROJECT REQUIREMENTS

A. General

(1) Only the exterior materials existing on the primary structure or compatible with the architectural design and character of the neighborhood will be approved.

(2) Request for approval to change exterior color should relate to the colors of houses in the immediate area. Exterior colors are to remain as close as possible to original colors.

B. Fences, Decks and Shrubbery

(1) Decks must be approved by the Architectural Control Committee. (No roof or screens which would form a complete enclosure may be added to a deck.)

(2) Lumber used for decks and fences must be decay resistant and similar to the lumber used by the Builder. Metal fences and decks are not permitted. Any staining or alteration of the natural color of the wood will generally not be approved.

(3) Horizontal railings will not be approved. Vertical picket railings are preferred.

(4) All Architectural Control Committee approvals of any deck will be contingent on Fairfax County's approval.

(5) Fence extensions for interior units must enclose the backyard along the property line. Larger or smaller enclosures are not permitted. Gates and fences must be alternating board on board styles and must be six feet in height.

(6) Fence extensions for end units must enclose the backyard at the property line. Fencing along the side may extend as far as the property line and as far forward as 1/2 the distance from the rear plane of the home forward.

(7) All trees and shrubbery not planted at ground level within two (2) feet from the structure must have approval of the Architectural Control Committee. All garden enclosures greater than six (6) inches high must have Architectural Control Committee approval.

(8) Removal or modification of fencing can only be done with approval of the Architectural Control Committee.

(9) Any wall above grade, retaining, decorative, or otherwise, must have Architectural control Committee approval.

C. Storm and Screen Doors

Storm or screen doors should have full length windows and be painted the same color as the entry doors or trim.

D. Sheds and Doghouses

Sheds and doghouses should be compatible with the applicant's house in color and material, and should be located where they will be visually unobtrusive. (The structure may not rise above six (6) feet, or the height of the fence, in any area.)

E. Storage of Boats, Trailers or Recreational Vehicles

No recreational vehicle, boat, junk vehicle, or house trailer of any kind will be permitted in the Community.

F. Exterior Painting

Repainting or staining a specific object to match its original color need not be submitted. Color changes apply not only to the house siding, but also to the doors, shutters, trim, roofing, and other appurtenant structures. Requests for approval to change exterior color should relate to the colors of the houses in the immediate area.

G. Fireplace and Woodstoves

(1) All external chimneys and/or flues must have Architectural Control Committee approval.

(2) External chimneys and/or flues must be enclosed in brick or materials matching the exterior of the townhouse and cannot be located in the front of the house.

H. Recreation and Play Equipment

Permanent recreation equipment cannot exceed 6' in height and must have ACC approval. Equipment must be placed in rear yards only. Consideration will be given to lot size, equipment size, and design, amount of visual screening, etc. Movable play equipment may not be stored in front or side of units.

I. Trash Cans

Trash cans must be stored out of sight. Trash cans must be removed from the front curb not later than ten (10) hours following emptying and are never to be stored in front of the house.

J. Firewood

Firewood shall be kept neatly stacked and stored in the fenced area of the rear yard and located in such manner as to minimize visual impact. Firewood shall not be stored on common areas.

K. Real Estate Sale/Rental Signs

Real estate signs must meet County regulations with respect to size and content. Signs may only be placed in the front yard of the available property.

L. Exterior Decorative Objects

Natural and man made exterior decorative objects will generally not be approved. Exterior decorative objects include, but are not limited to, such representative items as bird baths, wagon wheels, sculptures, fountains, pools, stumps, driftwood piles, free standing poles of all types, and items attached to approved structures.

M. Attic Ventilators

Attic ventilators may only be installed in the rear of the building and must match the siding or trim on the house if mounted on a gable end or may require paint to match the roof if placed on a roof.

N. Clotheslines

No outdoor clothesline shall be erected, used or maintained on any lot at any time.

o. Miscellaneous

(1) Exterior lighting shall not be directed in such a manner as to create an annoyance to the neighbors or motorists and must be harmonious with the surroundings.

(2) No exterior antennas of any type shall be permitted.

(3) Front door trellises will not be approved by the Architectural Control Committee.

(4) All outdoor cooking equipment must meet County code and should be stored in backyards.

(5) Laundry may not be hung from decks or stairway railings.

(6) Any structure extending above the height of a fence, or six feet will generally not be approved by the Architectural Control Committee.

(7) No window unit air conditioners are permitted.

(8) Installation or replacement of any exterior porch railing requires approval of the Architectural Control Committee.

N O T E

It must be noted that the Architectural Control Committee is a committee designed to satisfy the need of the neighborhood. If a homeowner modifies his property in a manner which detracts from the attractiveness or value of surrounding units, the neighbors are encouraged to write to the Architectural Control Committee for immediate review and possible action. In addition, if a modification is rejected by the Architectural Control Committee due to the impact on neighboring properties and the neighbors collectively approve the change, please write to the Architectural Control Committee expressing your approval. In a neighborhood as large as ours -- communication is essential. These guidelines are subject to periodic review by the Architectural Control Committee and Board of Directors. Owners will be advised in writing of changes.

WOODGATE ARCHITECTURAL CONTROL COMMITTEE GUIDELINES

These procedures and guidelines were adopted by the Architectural Control Committee this day of: 1.1c bt 1992.

ARCHITECTURAL CONTROL COMMITTEE

By: b 3Sse

Brandi F. Sowers, Chairman

WITNESS: Constance L. Hudson

These procedures and guidelines proposed by the Architectural Control Committee are hereby approved and confirmed by the Board of Directors of Woodgate Community Association this 11/11/92 day of November, 1992.

BOARD OF DIRECTORS
WOODGATE COMMUNITY ASSOCIATION

By .Q-jS.w:=
Brandi F. Sowers, President

ATTEST: Constance L. Hudson

I hereby certify that the foregoing Resolution was duly adopted at a regular meeting of the Board of Directors of the Woodgate Community Association this 11/11/92 day of November, 1992.

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Tara M. Craven, secretary
Board of Directors

ARCHITECTURAL APPLICATION INSTRUCTIONS

WHAT TO INCLUDE IN AN APPLICATION FOR EXTERIOR MODIFICATIONS:

1. **A House Location Survey (Certified Plat)**. A copy of your plat ***MUST*** be included for new construction and additions to be a present structure on the lot. Please submit plat for decks, fences, patios, play houses, sheds, landscaping, etc. The location of the proposed structure ***MUST*** be drawn/ outlined on the plat. Plats are not required for paint changes, storm doors/windows or other such modifications.
2. **Dimensions**. Provide all dimensions, including height, roof slope, etc. on new construction.
3. **Detailed Drawings**. A full set of architectural drawings must be included for some changes such as decks, fences, patios, etc. Landscaping plans including size and type of plants as well as number to be planted ***MUST*** be included.
4. **Description of Materials**. Provide a list of ***ALL*** materials to be used in the proposed construction.
5. **Description of Colors**. Applications for colors, which are not the original color of the house and/or trim ***MUST*** be accompanied by actual color samples and not photos.
6. **Photographs**. Photographs of existing conditions are helpful to the Architectural Committee. Please be sure to include a brochure or a picture for new window modifications, & etc.
7. **Samples**. Provide a small sample of siding and/or shingle when changing the siding or the roof from its original color.
8. **Drainage**. Changes in grade or other conditions that will affect drainage ***MUST*** be indicated. Applications may be disapproved if adjoining properties are adversely affected by drainage changes.
9. **Signatures of Property Owners**. Obtain signatures of all property owners who will be most affected by the change. A minimum of ***TWO*** signatures ***IS*** required with the application. **Neighbors signatures are to acknowledge that the work is going to be commenced at the time referenced on your application. not to approve or disapprove of the modification.**
10. **Railing Detail**. Please be sure to reference the style of railings you propose to install on your deck.

- a. For **decks and fences** include numbers 1 – 6 and 8 – 10.
- b. For **landscaping** include numbers 1 – 3, 6 and 8 - 9.
- c. For **sheds and doghouses** include numbers 1 - 4, 6 and 8 - 9.
- d. For **storm, screen, & front doors** include numbers 2, 5 – 6 and 9.
- e. For **lattices** include numbers 2 – 4, 6 and 9.
- f. For **recreation and play equipment** include numbers 1 – 6 and 9.
- g. For **patios** include numbers 1- 4, 6 and 9.
- h. For **siding** include numbers 5, 7 and 9.
- i. For **shingles (on roof)** include numbers 5, 7 and 9.
- j. For **windows** include numbers 5, 6 and 9.
- k. For **satellite dishes** include numbers 1, 5, 6, and 9.
- l. For **pools** include numbers 1-4, 6, and 8 & 9.
- m. For **driveways** include numbers 1-4, 6 and 8 & 9.
- n. For **attic vents/fans and/or skylights** include numbers 2, 3, 5, 6 & 9.
- o. For **home additions and/or detached garages** include numbers 2-6, 8 & 9.
- p. For **color changes** include numbers 5 & 9.

**** PLEASE BE SURE TO SUBMIT ALL ITEMS LISTED NECESSARY FOR THE APPROVAL OF YOUR EXTERIOR MODIFICATION, OR YOUR APPLICATION WILL BE RETURNED AS INCOMPLETE! ****

WOODGATE COMMUNITY ASSOCIATION - APPLICATION FOR EXTERIOR MODIFICATION

APPLICANT'S NAME : _____ DATE: _____

ADDRESS OF PROPOSED CHANGE: _____

ALTERNATE MAILING ADDRESS (IF APPLICABLE): _____

HOME PHONE: _____

WORK PHONE: _____

CELL PHONE: _____

EMAIL ADDRESS: _____

FIRST SUBMITTAL: _____ NO _____

RESUBMITTAL: _____ NO _____

INSTRUCTIONS TO APPLICANT:

- 1. Consult the Covenants and CC Rules for specific requirements for each proposed change.
- 2. Submit application form, drawings, and other required documents in duplicate to:

Woodgate Community Association
 c/o SFMC, Inc.
 9464 Innovation Drive
 Manassas, Virginia 201010
OR
 Email to ARCAApplications@sfmtcinc.com

- 3. All alterations except paint changes and storm door/windows require a house location survey indicating the location of the proposed changes.

Describe Proposed Changes (attach additional sheets if needed):

Obtain signatures of property owners who will be most affected by the change:

NAME	LOT NO.	I acknowledge that I have been advised of this change
_____	_____	_____
_____	_____	_____
_____	_____	_____

Estimated Start Date:

Estimated Completion Date: _____

(Allow 60 Days for CC approval prior to start date)

- 1. I agree that compliance with Woodgate Community Association Architectural Guidelines and approval by the CC do not constitute compliance with country building and zoning codes, and CC approval shall not be construed as a waiver or modification of any code restriction.
- 2. I agree that no changes will be made until written approval of the CC has been received by me, and that if changes are made, I will be required to return the property to its former condition at my own expense and pay all legal fees incurred if this application is disapproved.
- 3. I agree that members of the CC shall be permitted to enter upon my property after prior notification to me and at a reasonable time, for the purpose of inspection the proposed change, the project in progress, and the completed project. Such entry shall not constitute a trespass.
- 4. I agree that the authority granted to make the proposed changes will be revoked automatically if the changes requested have not commenced within three (3) months of the approval date and completed within six (6) months thereafter.

HOMEOWNER'S SIGNATURE: _____

DATE: _____