

Belle Terra Architectural Standards

April 2018

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1. Introductions

The purpose of the Belle Terra Architectural Standards document is to measure, preserve, and maintain the architectural and environmental standards of Belle Terra. These Standards address improvements and maintenance issues that most commonly come before the community's Architectural Review and Covenants Committee ("Covenants Committee").

The Covenants Committee intends to maintain the entire development consistent with the original design plan, while still allowing an opportunity for individual expression and general community improvement. Compliance with these standards will also protect, preserve and enhance property values. To help ensure that the Standards serve the Community, there is a form in **Appendix 2** that homeowners can use to suggest changes to the Standards.

The specific objectives of the Belle Terra Architectural Standards are:

1. To increase understanding and awareness of Community Covenants among homeowners.
2. To assist homeowners in preparing applications for desired improvements.
3. To provide formal standards to be used by the Covenants Committee when evaluating applications for improvements.
4. To describe the organization and procedures involved in establishing, managing, enforcing and maintaining Community Standards.
5. To educate homeowners about the procedure for submitting suggestions for improvements to the Standards, so that the Standards may function as a "living document" that evolves to more effectively meet the needs of the Community.

Note also that it has been established that individual neighborhoods within the Belle Terra Community may establish different individual standards to be enforced within their neighborhood. Within this document, this has currently only been done for the **Awnings**, **Fences** and **Compost Bins** areas.

1.1 Review Criteria

All submissions are evaluated based on the individual merits and completeness of the application. Besides evaluation of a particular design proposal, the evaluation process includes consideration of the characteristics of the housing type and the individual site, since what may be an acceptable design of an exterior in one instance may not be in another. Design decisions made by the Covenants 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 represent in more general terms the standards of the Community:

1. **Validity of Concept:** The basic idea must be sound and appropriate to its surroundings.
2. **Design Compatibility:** The proposed improvement must be compatible with the architectural characteristics of the applicant's house, adjoining houses and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color and construction details.
3. **Scale:** The size (in three dimensions) of the proposed alteration must be compatible with adjacent structures and surroundings. For example, a large addition to a small house may be inappropriate.
4. **Color:** Color may be used to soften or intensify visual impact. Parts of an addition that are similar to the existing house, such as roofs and trim, must match in color or be compatible with existing colors.
5. **Materials:** Continuity is established by the use of the same or compatible materials as were used in the original house. The options may be limited somewhat by the design and materials of the original house. For example, horizontal siding on the original house must be reflected in an addition. On the other hand, an addition with siding may be compatible with a brick house.
6. **Workmanship:** The quality of work must be equal to or better than that of the surrounding area. Poor practices, besides causing the owner problems, can be visually objectionable to others.
7. **Timing:** The alteration authority granted by the application to the Covenants Committee may be revoked if the alteration has not been completed within the dates specified by the Loudoun County Building Permit, if applicable, or within the time limits specified in these Standards in **Section 4.1**. Note that extensions to construction times may be granted on a case-by-case basis.

1.2 Changes to the Standards

The Board in accordance with the Governing Documents may amend these standards. Any approved amendments are binding upon all owners and occupants of lots. The Standards may be changed to clarify existing rules; to augment existing rules to handle real-life issues; to address the impact of new technologies; and to add new rules and procedures as needed to effectively manage architectural improvements for the Community.

All changes to the Standards will require final adoption of the revised document, including a specific version and release date, by the Board of Directors for the Belle Terra Homeowners Association. The adoption of any new version of the Standards will supersede previous versions of the document. Homeowners are encouraged to submit suggestions for changes to the Standards.

2. Authority

The Belle Terra Homeowners Association is a non-profit corporation in which all property owners within the Belle Terra Community are members. The authority and responsibility for maintaining the quality and design of the Community is found within the Declaration, which is part of the deed to every lot in the Community.

The mission of the Belle Terra Homeowners Association is to preserve and enhance the property values, amenities and features of the Belle Terra Community. The Association contributes to the health, safety, enjoyment and welfare of all residents and is charged with maintaining the common properties and ensuring that the plan of development for the Community is preserved.

Although each lot is owned privately, and the common areas are for the use of all members of the Community, the Association imposes certain restrictions and guidelines for the use, improvement and alteration of properties within the Community. By monitoring the exterior design of improvements and by regulating the use of properties within the Community, the Association maintains a high standard of aesthetic quality, community identity and functional cohesiveness that enhances property values and promotes a harmonious Community.

2.1 The Community

The Belle Terra Community consists of the four neighborhoods below:

- Quail Pond Estates
- The Park at Belle Terra
- The Lakes of Belle Terra
- The Reserve at Belle Terra

The extent of these four neighborhoods is shown in **Appendix 3: Neighborhood Maps**.

2.2 Board of Directors

A Board of Directors, elected by the members of the Association, is responsible for the operation of the Community. The Board of Directors works with a Management Company that assists them in managing the Community.

The Covenants of the Belle Terra Community, including the Declaration, the Bylaws and other documents, which require the Board of Directors to establish guidelines for improvements to the Community, as well as for maintenance of the Community.

Accordingly, the Board of Directors is empowered to adopt community standards, which are typically organized in the form of a document such as this one.

The Covenants of the Belle Terra Community also require the Board of Directors to establish a Covenants Committee and establish a procedure for homeowners to submit applications for improvements and alterations. Enforcement of the Standards remains the responsibility of the Board of Directors.

2.3 Covenants Committee

The Covenants Committee is responsible for reviewing applications submitted by homeowners requesting architectural improvements and alterations. Specific processes pertaining to the application process are defined in **Section 4: Application Process**.

3. Applicable State and County Regulations

Applicants are responsible for complying with all local, state and federal laws and regulations, such as county setback requirements, right of way restrictions, etc.; and for obtaining approvals and county permits for all alterations, reconstruction and new construction upon any privately owned property or common areas within Belle Terra. Any acknowledgement or approval by the Association of a lot owner's request is not intended to indicate or represent that lot owners or residents have complied with county, state and federal laws.

Regulatory approvals do not preempt the design review authority of the Covenants Committee, and Covenants Committee approval does not incorporate any government approvals, which shall be the sole responsibility of the lot owner.

The Virginia Uniform Statewide Building Code, International Property Maintenance Code, and the Statewide Fire Prevention Code are codes that were adopted by the Virginia State Legislature on October 1, 2003, and apply to all counties, cities, and towns throughout the state. Staying apprised of the local, state and federal regulations and codes remains the responsibility of the property owner.

Other county offices, ordinances and codes to consider are: the Loudoun County Building and Development – code enforcement division, Fire Marshall's office, Zoning Dept., and Dept. of Health. General county information can be obtained by visiting www.loudoun.gov/b&d/ .

Locating and marking underground facilities in advance prevents possible damage to underground utility lines, injury, property damage, service outages and possible fines to the property owner. The property owner shall contact Miss Utility (1-800-552-7001) for marking underground utilities before digging or excavating. To find out answers to frequently asked questions go to www.missutilityofvirginia.com.

4. Application Process

Applications for alterations or improvements must be submitted using the approved Architectural Improvement Request form. The application form requires information, which will assist the Covenants Committee in reviewing the plans for your proposed alteration or improvement. The Covenants Committee may reject any application for alterations or improvements that is not submitted on the proper form and with the required information. The prime focus of the Committee is not to deny or disapprove applications but to ensure that homeowners implement improvements that enhance the property value of the Community while at the same time meeting the needs of homeowners.

4.1 Application Process Steps

Step 1: Obtain the application form.

- The Architectural Improvement Request form can be found in **Appendix 4** of this document. It can also be obtained by visiting the HOA official website at www.belleterrahoa.com, or by contacting the Management Company.

Step 2: Complete the application.

- Application Form - Each project requires a separate application. A project is considered to be any set of cohesive enhancements that, if done in the same time period, would reasonably be considered a single construction effort by most people. For example, decks and fences would be considered separate projects because they can be constructed independently of one another. But a pool with a concrete patio area around it, a retaining wall and landscape screening could be considered a single cohesive project. Complete the sections of the application that are applicable to your project.
- Description - The form requires a completed description of the alteration or improvement. This includes a complete listing of the materials to be used, overall dimensions, and height off the ground as in the case of decks and porches, colors of existing house, trim and roof color; and colors of the proposed alteration or improvement. The description must also include provisions for landscaping and grading.
- Site Plan - A site plan is a scaled drawing of your lot (plat) which shows dimensions of the property, easements, adjacent properties if applicable, and all improvements including those covered by the application, including exterior elevations for the proposed structures. Contour lines may be required where drainage is a consideration. A base for the site plan for single applications can be the plat plan provided to you when you purchased your home. If you do not have a plat, you can obtain one from

Loudoun County. The Covenants Committee may request further detailed information about applications if they deem it necessary, but the plat will suffice in most cases.

- Drawings / Photographs - Complete drawing showing all dimensions, elevations and details of the proposed improvement or alteration are required. Drawings shall show the relation of the improvement or alteration in relation to the existing home. Drawings, which are illegible, take time to review, slow the process and may be returned to the applicant for clarification. Your application must be submitted with photographs or manufacturers' brochures to provide more details.
- Signatures - The applicant is required to sign the application form. In addition, the signatures of the adjoining and affected property owners are required on all applications. Each application requires a minimum of two neighbor signatures. Note that the neighbor signatures do not constitute approval or disapproval of the proposed project. Rather they indicate that the adjoining property owners are aware that an alteration or improvement is contemplated. Applications received without signatures will not be reviewed unless the homeowner includes a written statement indicating that neighbors refused to sign the application.
- Commencement/Completion Date - Applications must contain the proposed commencement and completion dates. All alterations or improvements must be commenced within six (6) months and completed within one (1) year of the approval. Extensions may be granted on case-by-case basis, but it is the responsibility of the homeowner to request an extension.

Step 3: Submit the application - All applications must either be mailed or delivered to:

Belle Terra HOA
C/O Sequoia Management Company
13998 Parkeast Circle
Chantilly, VA 20151-2283.

The Management Company will initially review applications for completeness and accuracy. In the event of any issues with an application, the Management Company may contact a homeowner and request changes or additional information prior to its review by the Covenants Committee. Please note that the time period for review of the application does not begin unless a completed application has been submitted.

- **It is strongly recommended that you mail your application with return receipt requested to have proof of your submission. Also, please retain a copy of the application for your own records.**

- **No one other than the homeowner(s) of record is permitted to submit an application for alterations or improvements.**
- **Action on applications submitted without all required information may be delayed until all information is provided.**

4.2 Review Procedure

The following section details the review process for applications:

- The Management Company reviews each application for complete information prior to the Covenants Committee review.
- The Covenants Committee must make a decision concerning an application within forty-five (45) days of receipt of a complete application. A letter with the Covenants Committee decision is mailed to each applicant at the address provided on the application.
- All letters of the Covenants Committee decisions are sent via regular mail.
- If the Covenants Committee does not communicate any decision to the applicant within forty-five (45) days of receipt of the complete application, the application will be submitted to the Board of Directors for consideration.
- If the Board of Directors does not communicate any decision to the applicant within thirty (30) days of referral by the Covenants Committee, the application will be considered approved by default.

4.3 Appeal Procedure

Any homeowner whose application is denied may appeal the decision to the Board of Directors. The following sections provide detailed procedures for appealing to the Board of Directors.

- A homeowner may appeal a decision of the Covenants Committee by submitting a written request to the Board of Directors within ten (10) days after receipt/notification of the decision by the committee.
- This request must include any new or additional information, which might clarify the requested change or demonstrate its acceptability.
- A representative of the Board of Directors may inspect the property to get first-hand information about the project and the points of contention.

- The Board may, at its discretion, conduct a hearing related to the appeal. Such hearing must be convened at the next scheduled meeting of the Board of Directors, which occurs more than ten (10) days after the receipt of the appeal, by the Board.
- The homeowner may attend the hearing and may have legal representation.
- The Board of Directors must consider an appeal and respond in writing to the applicant within thirty (30) days following the receipt of an appeal.

4.4 After Approval

Once an application is approved, the applicant may proceed with construction keeping in mind that certain permits, approvals or inspections may also be required from the county. The Management Company, the Covenants Committee and the Board of Directors have the right to inspect the project work area at any time to ensure that the applicant complies with the approved plan.

Deviation from the Approved Design: There are circumstances in which deviations from the approved design may be required. For example, it may be determined that a patio project requires a retaining wall that was not described in the original application. Any need to deviate from an approved design requires the submission of a new application. The homeowner must mention in the application that: 1) the project was previously approved, and 2) describe the scope of the revised project, highlighting any differences from the original application.

5. Design Standards

This section provides detailed standards for various types of alterations and improvements that are commonly dealt with by the Covenants Committee.

Air Conditioners

The following standards pertain to air conditioners:

- Window air conditioner units are prohibited.
- Additional exterior central air conditioning units which are typically installed on a level pad on the ground or on a metal frame on the side wall, or relocation of existing units may be considered so long as they are placed near existing units and do not have any adverse audible or visual impact on adjoining lots and open spaces.
- Screening for exterior equipment is encouraged. See the **Equipment Screening** standards if landscape or architecture screening is planned.

Application Process: An application is required for an addition or modification of air conditioning units. In addition to the basic application requirements, applications shall include:

- Property plan/site plan showing the house, significant vegetation, property lines and the location of the proposed air conditioning unit.
- Detailed specifications of the proposed air conditioning unit, including catalog photographs or manufacturer's "cut sheets" of the unit.

Attic Ventilators

The following standards pertain to attic fans, ventilators and turbines:

- When mounted on the roof, they shall match the color of the roof.
- When mounted on the gable end, they shall match the siding or the trim.
- Fans, ventilators and turbines shall be mounted on the rear roof ridge so as to minimize visibility from the street and shall not extend above the ridgeline.
- Ridge vents are permitted when covered with an approved roofing material.

Application Process: An application is required for addition or modification of attic fans, ventilators and turbines. In addition to the basic application requirements, applications shall include:

- Property plan/site plan showing the house and the location of the proposed equipment.
- Detailed specifications of the proposed equipment, including catalog photographs or manufacturer's "cut sheets" of the unit.

Awnings

Quail Pond Estates: Awnings are not permitted.

For the remaining sections of the Community, awnings are permitted and are subject to the following standards:

- The architectural design, character, form, scale and profile of an awning must be harmonious and consistent with the design and character of the existing house.
- Awnings are permitted on the rear of the house only.
- Awnings must be maintained in good condition.
- Awnings must be made of fabric.
- Awnings may have stripes, but must be consistent with the existing house color.
- Scalloped awning edges are permitted.
- Awnings must not have decorative features such as fringes.
- The awning must be fully retractable. Homeowners are encouraged to retract (close) the awning and remove any side screens when not in use.
- Corrugated metal and wood awnings are prohibited.
- Individual window awnings are prohibited.

Application Process: An application is required for awnings. In addition to the basic application requirements, applications must include:

- Property plan/site plan showing the location of the proposed awning.
- Property plan/site plan showing the location of the proposed awning.
- Detailed specifications and drawing of the proposed awning including type of material, color, size/dimensions and the type of edging ("scalloped", "straight", etc.).
- Catalog photographs or manufacturer's "cut sheets" of the awning.

Chimneys/Flues

The following standards pertain to the alteration, reconstruction, and new construction of chimneys and flues:

- Chimneys shall be constructed of material and colors that match, or are harmonious with, the material and exterior color of the house.
- A masonry chimney shall be constructed to match stone, brick and/or other masonry materials used elsewhere on the house.

- Chimneys shall extend from the ground through the roofline located to the rear of the ridgepole of the home.
- A rooftop metal flue shall be on the side least visible from neighboring properties, be no higher than the minimum required by the Loudoun County building code, and be painted flat black or a flat finish paint to match the roof color.
- Generally, through the wall (direct vent) metal flues will not be approved on an elevation that is visible from the street.
- Direct-vent metal flues shall be painted a flat finish of the same color as the wall through which installed.

Application Process: An application is required for the alteration, reconstruction, and new construction of chimneys and flues. In addition to the basic application requirements, applications shall include:

- Property plan/site plan showing the location of the proposed chimney.
- Detailed specifications and drawing of the proposed chimney including type of material finish type and color, size/dimensions and the location of windows, doors overhangs and other pertinent details.
- A list of materials, finish types and proposed color.
- Catalog photographs or manufacturer’s “cut sheets” of rooftop and direct-vent metal flues, associated spark arrestors and other accessories.

Clotheslines

Clotheslines, or similar apparatus, for the exterior drying of clothes or bedding are not permitted.

Compost Bins

Quail Pond Estates: Compost bins are not permitted.

For the remaining sections of the Community, the following standards pertain to the installation of compost bins:

- If a compost bin is desired, the use of a pre-manufactured compost bin, which is earth tone in color, is encouraged.
- The bin must be located to the rear center of the property and must be screened from the street, open space and adjoining and affected neighbors.
- All active compost must be treated at all times to prevent odors from escaping.
- If at any point the compost becomes a public nuisance it shall indicate an abandonment of the compost pile and a violation of these design standards.

Application Process: An application is not required for compost bins as long as the homeowner complies with all of the standards set forth above.

Decks

The following standards pertain to the alteration, reconstruction and new construction of decks:

- **Location:** Decks shall be located in rear yards and must not extend beyond the side plane of the house. Notwithstanding the preceding sentence, minor extensions of a deck beyond the side plane of the house may be allowed on a case-by-case basis, depending on lot size and topography and the proximity to adjacent houses. Landscaping may be required to soften the effect of any such minor extension to reduce the impact on adjacent neighbors or the view from the street.
- **County Standards:** Applicants are responsible for compliance with Loudoun County setback and safety requirements (i.e. – handrails, steps, etc.) and for obtaining all Loudoun County approvals and permits.
- **Materials:** Decks may be made from artificial wood-like products, such as Trex, or high-quality pressure-treated wood (#2 southern yellow pine or better for structural members and #1 or better for deck railings and stair stringers). White vinyl or vinyl matching the trim color of the house may be used for deck railings and other structural components. Black aluminum may also be used for the pickets of a deck.
- **Railings:** Deck railings may include decorative design elements, such as sunbursts, as long as the total design scheme is appropriate.
- **Accessory Structural Elements:** Decks may be designed to include such features as a gazebo, bench-seating areas, built-in planter boxes, trellises, lanai, plant hangers and privacy screening. Such features shall be appropriate within the context of the overall deck design.
- **Privacy Screens:** A privacy screen or lanai on a deck shall follow the ~~rules~~ standards provided in the section for **Privacy Screens** and shall not extend beyond the side plane of the house.
- **Under-Deck Storage:** Storage under a deck shall follow the rules provided in the section for **Sheds / Storage**.

Application Process: An application is required for a deck. In addition to the basic application requirements, applications shall include:

- Property plan/site plan showing the location of the proposed deck and any accessory structural elements for the deck.
- Detailed specifications and drawing of the proposed deck, including types of materials, finish type and color, dimensions and other pertinent details.

Dog Houses/Dog Runs

Dogs must be on a leash at all times when off the owner's property. Dog owners are responsible for cleaning up after their pet on common areas and on their own lot. Dogs must be kept quiet so they do not create a nuisance for adjoining lot owners.

The following standards pertain to doghouses and other facilities for housing or managing pets:

- Dog runs are prohibited.
- A single dog house is permitted, but only if it is attached to the rear of the house; or located fully in the rear of the house; or under a deck or screened porch. Multiple dog houses are not allowed.
- Dog house construction materials and colors shall be harmonious with the house. Pre-manufactured dog houses may be permitted if harmonious with the house.
- Dog house dimensions shall not exceed 3 feet in width, 3 feet in length and 4 feet in height.
- The area around a dog house shall be kept free of animal waste and debris.

Application Process: An application is required for the installation of a dog house. In addition to the basic application requirements, applications shall include:

- Property plan/site plan showing the location of the proposed dog house.
- A list of materials, finish types and proposed color to be used for the dog house.
- Catalog photographs or illustrations of the dog house, if available.

Doors

The following standards pertain to the installation or alteration of doors:

Exterior Doors

- The style of the door shall be compatible with and complementary to the style of the home and the existing colors of the applicant's home.
- Rear doors and side doors shall be the same color as the trim of the home and shall be of a style that is compatible with and complementary to the style of the home and the existing colors of the applicant's home.
- New hardware shall be compatible with and complement the door. Door hardware includes, but is not limited to, door knobs, locks, hinges and kick plates.

Storm Doors

- Storm doors shall be full view, without significant decoration, ornamentation or edging. For example, cross buck storm doors with scalloping, and storm doors with grilles or ornamentation are not permitted.
- Storm doors shall match the color of the entrance door or the trim around the entrance door.

Application Process: An application is required for the installation of exterior doors and storm doors. In addition to the basic application requirements, applications shall include:

- Catalog photographs or manufacturer's "cut sheets" of the door and related hardware.

Driveways

The following standards pertain to driveway extensions, modifications and additions:

- **Extensions:** Driveway extensions are not permitted on houses with a front load garage. A driveway extension on a house with a side load garage may extend the driveway no further than a line extending 10 feet beyond the rear edge of the garage door that is closest to the rear of the house.
- **Widening:** The widening of a driveway may be allowed, on a case-by-case basis. Factors that must be considered are:
 1. The width of the portion of the driveway extending forward of the front plane of the house is uniform and must not exceed 15 feet;
 2. The overall shape (including any curves) of the portion of the driveway extending forward of the front plane of the house is maintained;
 3. No part of the driveway is less than 3 feet from the side property line;
 4. The driveway remains consistent with other lots in the Community; and
 5. The design complies with all applicable Loudoun County drainage requirements.
- **Materials:** All driveways shall be constructed of asphalt. Driveway extensions and modifications shall use the same materials as the existing driveway.

Application Process: An application is required for all driveway extensions, modifications, and additions. In addition to the basic application requirements, applications for driveways shall include:

- Property plat/site plan showing the location and layout of the original driveway and the proposed changes to the driveway, including all dimensions.
- The signatures of all adjacent homeowners and any homeowners located across the street indicating awareness of the intended modification.

Electronic Insect Traps

The following standards pertain to electronic insect traps:

- Electronic insect traps will be regulated based on the same criteria as for exterior lighting.
- No device will be installed or maintained in such a way so as to cause discomfort to adjacent homeowners from noise.

Application Process: An application is required for the installation of an electronic insect trap.

Equipment Screening

The following standards pertain to the screening of equipment installed on a homeowner's property, either attached to the house or freestanding. Equipment collectively refers to objects such as, but not limited to, meters, air conditioner units, satellite dishes, pool equipment, pipes and utility boxes.

- **Trees and Shrubbery:** The use of trees or shrubbery to screen equipment from view is encouraged. This type of screening is generally appropriate for most locations within a property.
- **Fencing:** The use of fencing to screen equipment may be allowed on a case-by-case basis. Examples include L-shaped fence sections to screen air conditioner units and square enclosed areas attached to the inside of existing fences to screen pool equipment. If used, fencing shall match or be compatible with any existing fence. Chain link fencing is prohibited.
- **Design:** Screening shall be appropriate in scale, color and materials with the house, existing landscape features and existing structures such as fences. Screening shall be harmonious in the context of the overall setting.

Application Process: Equipment screening only requires an application if the use of fencing is planned. In addition to the basic requirements, the application shall include:

- Property plan/site plan showing the location of the proposed equipment screening.
- Detailed specifications and drawing of the proposed equipment screening. For fencing, the type of material, finish type and color, and size/dimensions shall be provided.

Exterior Decorative Objects

The following standards pertain to exterior decorative objects, which include, but are not limited to, sculptures, fountains, small decorative pools, stumps, driftwood, free-standing poles of any type and items attached to approved structures.

- Residents may not install any external decorative objects exceeding 30 inches in height, width or length, including natural and man-made objects without first receiving the approval of the Covenants Committee.
- External decorative objects smaller than the dimensions listed above do not require approval.
- External decorative objects will be considered based on their size, color, scale, appropriateness with the surrounding area and their visual impact on adjoining lots and common areas.
- External decorative objects include, but are not limited to, sculptures, fountains, small decorative pools, stumps, driftwood, free-standing poles of any type and items attached to approved structures.

Application Process: An application is required for the installation of exterior decorative objects that meet the size requirements of these guidelines. In addition to the basic application requirements, applications shall include:

- Catalog photographs, manufacturer's "cut sheets" of the object or a detailed description of the object if photographs/illustrations are not available.

Exterior Lighting

Landscape Lighting and Path Lighting

- Exterior lighting includes, but is not limited to, landscape up lighting, path lights, floodlights and motion-activated lights.
- The color of the light emitted shall be white, except for seasonal holiday lighting.
- Exterior lighting shall not be directed outside the applicant's property. The light must not illuminate outside of the applicant's property.
- Exterior lighting shall not detract from or overwhelm the overall lighting appearance of the home.
- No application is required for landscaping lighting or path lighting if these standards are followed.

House Light Fixtures

- Light fixtures attached to the house shall not be installed or modified without approval.
- Light fixtures installed by the builder shall not be modified without approval. This includes, but is not limited to, flood lights attached to the house and light posts.
- Light fixtures, which are proposed in place of existing fixtures, shall be compatible in style and scale with the original fixtures.

Application Process: Applications are required for any lighting fixtures attached to a house and any changes to builder-installed lighting fixtures. In addition to the basic application requirements, applications shall include:

- Catalog photographs or manufacturer's "cut sheets" of the proposed lighting fixtures.
- The application shall include the wattage of the light fixture, the height of the light fixture above the ground, a description of the proposed location of the light fixture on the structure or property (shown on a plat map for the lot), and a description of the fixture(s) and/or a photograph or cut sheet from a catalogue.

Exterior Surfaces

The following standards pertain to the exterior surfaces of houses, including the colors and materials used:

- Color changes apply not only to the house siding, but also to the doors, shutters, trim, roofing, gutters, downspouts and other appurtenant structures.
- Color selections and color schemes shall be harmonious with the colors and color schemes used on existing residences within the community. Changes to exterior colors shall relate to and complement the colors of the existing house and adjacent houses in the immediate area. In general, permitted color selections are those that are consistent and compatible with muted, earth tones, and are in the following ranges: beige, buff, cream, tan, gray/green, or gray.
- Gutters and downspouts shall match the siding or trim color.
- The exposed portion of concrete foundations shall be painted to match the color of the siding or trim.
- Brick and stone veneers shall not be painted or stained.

Application Process: An application is not required for repainting or repairing an exterior surface to match its original color. Other changes to exterior surfaces require an application. In addition to the basic application requirements, applications for exterior color changes shall include:

- Color samples of the new colors to be used.

Fences

Grandfather Clause: All fences built before the adoption of these Standards shall be considered "approved," except for chain link fences that were never approved. However, if any grandfathered fences or other structures are replaced, they require a new application and must comply with the standards then in effect.

The following standards pertain to fences:

- **Disallowed Fence Types:** Chain link fences, stockade fences and split-rail fences are not permitted.
- **Allowed Fence Types and Heights:** Allowed fence types and heights are illustrated in **Appendix 1**. Note that different fence types, and corresponding heights, have been specified for the different neighborhoods within the Belle Terra Community.
- **Fence Materials:** Only the following materials are permitted for fences:
 - Black aluminum
 - Black wrought iron
 - Pressure treated pine or other decay resistant material.
- **Landscaping Requirements:** All wood fencing that is more than 4 feet in height (where approved in accordance with these guidelines) shall require landscaping screening to soften corners and view from adjacent lots, streets, and common areas. Specifically, landscaping shall be required along the length of any portion of the fence that is parallel to a street so as to mitigate the view of the fence
- **Mixed Fence Types:** Homogenous fences, i.e. – fences that consist entirely of one fence type, are preferred. However, due to the variety of fence types in the Community, it is inevitable that some lots will have fences with mixed types. For example, a homeowner with pre-existing fences of different types on both sides of his property will have to have a mixed fence with two fence types. No fence shall consist of more than two fence types.
- **Posts:** Fence posts shall be compatible in size and scale with the fence.
- **Gates:** Gates shall be compatible with fencing in design, material and height. Gates may vary in size from single gates of four (4) feet or larger to double gates of up to ten (10) feet in total width.
- **Connections to Neighboring Fences:** Homeowners shall secure the approval of neighbors in order to connect a new fence to a pre-existing fence.
- **Weathering:** All wood fencing, including fence sections, posts and gates, shall be allowed to weather naturally. The use of a clear/transparent wood sealant product on a regular basis is highly recommended. It is recommended that all wood fences be power-washed at least every five (5) years at a minimum.
- **Area Enclosed:** Fences shall follow lot lines and enclose the entire rear yard of a homeowner's lot, except where setbacks are necessary to accommodate the landscaping of a wood fence that is more than 4 feet in height. Except for connections with neighboring fences, a fence shall be contained entirely within the homeowner's property lines.
- **Forward Extensions:** Fences shall not extend forward of the rear plane of the house; exceptions will be allowed on a case-by-case basis. Exceptions will be considered for the following conditions:
 - Fences may be proposed to be brought forward if adverse topographical conditions make fencing along the rear plane of the house difficult or visually undesirable.

- Fences may be proposed to be brought forward if an existing side entrance, particularly a walkup, would reasonably be expected to provide access to the rear yard.
- Fences may be proposed to be brought forward to align with any existing or potential fences on adjacent properties to avoid a staggered or offset appearance.
- Fence configurations for corner lots and irregular-shaped lots will be considered on a case-by-case basis.
- **Pool Enclosures:** For homeowners with pools, the homeowner may optionally enclose only the pool within a fence. A homeowner with a fenced pool may also enclose the entire rear yard in a fence if the overall effect of the fenced areas is harmonious in the overall context of the lot.
- **Setbacks:** Fences shall not encroach on areas that have designated easements.
- **Parallel Fences:** Parallel fences are not permitted unless required by Loudoun County ordinance, e.g. – a pool-code fence required for a pool when an existing neighboring fence does not meet pool-code requirements.
- **Landscape Features and Equipment Screening:** Fence sections used solely as a landscape feature and incorporated into a landscape plan may be considered on a case-by-case basis. Fence sections may also be used to screen equipment; see the **Equipment Screening** section for guidelines.
- **Maintenance:** Homeowners are reminded that fences, particularly wood fences, shall be maintained in good repair.

Application Process: An application is required for all fences. In addition to the basic application requirements, applications for fences shall include:

- Property plat/site plan showing the location of the proposed fence and any gates or entrances. The locations of existing fences shall also be shown.
- Detailed specifications of the proposed fence and gates including type of materials to be used and sizes/dimensions.
- Where an exception is being requested, application shall include a detailed description of the requested exception, the reason for requesting the exception and any supporting materials (i.e. – photographs, drawings, etc.) that will assist the Covenants Committee in a thorough evaluation of the application. In some cases, the Covenants Committee may need to visit the applicant’s property to fully evaluate the application.

Fireplaces and fire pits (outdoor)

The following standards pertain to the installation or alteration of outdoor fireplaces or fire pits:

- Outdoor fireplaces and fire pits must comply with any and all state and local codes.

- Fireplaces and fire pits are permitted only in the rear yard.
- Outdoor fireplaces and fire pits shall be safely and neatly maintained.
- The scale, location and design of outdoor fireplaces and fire pits shall be harmonious with the applicant's house and adjacent houses and consistent with the overall character of the community.

Application Process: Outdoor fireplaces and fire pits require an application. In addition to the basic application requirements, applications shall include:

- Property plat/site plan showing the location of the proposed outdoor fireplaces and fire pits.
- Detailed specifications of the proposed outdoor fireplaces and fire pits including the dimensions, construction method, and materials to be used.

Firewood

The following standards pertain to the storage of firewood within the Community:

- No firewood may be stacked in a common area.
- Firewood shall be kept neatly stacked and shall be located in the backyard in such a manner as to avoid adverse visual impacts for adjoining properties and common areas.
- The use of brightly colored tarps is not permitted. Where a cover is required the color shall be muted brown, tan, green, black, or clear.
- Due to risk of termite damage, it is not advisable to store wood next to a house.

Application Process: An application is not required for storing firewood as long as the homeowner complies with all of these standards.

Flagpoles

The following standards pertain to flagpoles:

- Removable or temporary flagpole staffs, which do not exceed 6 feet in length and are attached at an incline to the front wall or column of a house, are allowed.
- Permanent freestanding flagpoles are prohibited.

Application Process: An application is not required for flagpoles as long as the homeowner complies with all of these standards.

Garage Doors

The following standards pertain to garage doors:

- **Design:** Garage doors shall remain consistent with the style and color installed by the builder.
- **Replacement:** Replacement garage doors must maintain the same design (number of windows and/or panels), color and materials as the original.
- **Living Space:** Garages may not be converted to living spaces.
- **Usage:** Garage doors shall be left in a fully closed position when not in use.
- **Carports:** Carports are not permitted.
- **Garage Additions:** For garage additions, see **Room Additions, Sun Rooms and Garages** section.
- **Pet Confinement:** Using a garage as an obvious pet confinement area (leaving garage doors partially open or without screening) is not permitted.

Application Process: An application is not required to repair a garage door with matching materials. An application is required if the garage door is to be changed in any way, including, but not limited to, design, color or materials. In addition to the basic requirements, applications shall include:

- Catalog photographs or manufacturer's "cut sheets" of the proposed garage doors.
- Detailed specifications for the proposed garage doors, including types of materials, finish type and color, and size/dimensions.

Gazebos

The following standards pertain to gazebos, including freestanding gazebos and gazebos attached to other features such as decks or patios:

- **Design:** The design of a gazebo shall be the same or compatible in design, scale, materials and color with the applicant's house and any features attached to the gazebo.
- **Location:** A gazebo shall be located in the rear yard of a property, not in a front or side yard. For corner lots and irregularly shaped lots, some latitude on location may be allowed on a case-by-case basis. A gazebo may be an integral part of a deck or patio, or it may be a freestanding structure.
- **Roof Pitches:** Roof pitches shall be compatible with the roof slope of the existing house.
- **Roof Materials:** Roof materials shall match or be compatible with the existing house.
- **Trim:** The trim of a gazebo shall be compatible with existing house siding or deck in color, material, size and style.

Application Process: If the proposed gazebo is part of a larger proposed project, such as a deck or patio, then the details concerning the gazebo can be included in the application for the larger project and no separate application for a gazebo will be required. If the

proposed gazebo is a freestanding gazebo, or will be added to an existing deck, patio or other feature, then a separate application is needed for the gazebo. In addition to the basic application requirements, any application, which references a gazebo, shall include the following information:

- Property plan/site plan showing the location of the proposed gazebo in relation to the house and property lines.
- Detailed specifications and drawings of the proposed gazebo, including types of materials, finish type and color, and size/dimensions.

Greenhouses

Greenhouses are prohibited.

Grills

The following standards pertain to grills, including barbecue pits:

- **Non-Permanent Grills:** No application is required for non-permanent grills. Grills shall be stored out-of-view from the front of the house when not in use. Grills may be used in driveways, but shall not be left there after use.
- **Design:** The architectural design, character, form, scale and proportion of a permanent grill shall be consistent with the character and design of the existing house. The grill shall be compatible with the house, deck, patio, gazebo or structure to which it is attached or most closely related.
- **Location:** Permanent grills shall be located behind the house, and shall be 9 feet or more from side and rear property lines.

Application Process: An application is required for a permanent grill. In addition to the basic application requirements, applications shall include:

- Property plan/site plan showing the location of the proposed permanent grill in relation to the house, deck or patio, and property lines.
- Detailed specifications and drawings of the proposed permanent grill, including types of materials, finish type and color and size/dimensions.

Gutters and Downspouts

See the **Exterior Surfaces** section.

Holiday Lights

Holidays January – November: Exterior holiday décor for major holidays may be placed up to 45 days prior to the holiday and must be removed by 45 days after the holiday has passed. Holidays in this category include, but are not limited to: Easter, Fourth of July, Halloween, and Thanksgiving.

December Holidays: Winter holiday exterior décor may be placed during Thanksgiving weekend and must be removed by Martin Luther King, Jr. Holiday.

Hot Tubs and Spas

For in-ground spas and hot tubs, refer to the **Pools** section. The following guidelines pertain to freestanding hot tubs and spas, including hot tubs and spas incorporated into other features such as decks, patios and gazebos:

- **Design:** The architectural design, character, form, scale and proportion of the hot tub or spa shall be consistent with the character and design of the existing house. The hot tub or spa shall be compatible with the house, deck, patio, gazebo or structure to which it is attached or most closely related.
- **Location:** Hot tubs and spas shall be located behind the house and not in a side or front yard. For corner lots and irregularly shaped lots, some latitude on location may be allowed on a case-by-case basis. They may be freestanding or may be an integral part of a deck, patio, gazebo or other structure.
- **Privacy Screening:** See the **Privacy Screening** section.

Application Process: An application is required for a hot tub or spa. In addition to the basic application requirements, applications shall include:

- Property plan/site plan showing the location of the proposed hot tub or spa in relation to the house, deck or patio, and property lines.
- Detailed specifications and drawings of the proposed hot tub or spa, including types of materials, finish type and color and size/dimensions.

House Numbers

The following standards pertain to house numbers:

- **Design:** House numbers shall be black or brass in color and shall be placed on a contrasting background. The individual numbers shall be no more than 6 inches in height. All colors shall be consistent with the existing house.

- **Location:** House numbers shall be placed on the front of the house in a location where they are easily viewable from the street.

Application Process: An application is not required for house numbers as long as the homeowner follows these standards.

Irrigation Systems

The following standards pertain to irrigation systems:

- **Drainage Impact:** Homeowners are responsible for ensuring that the installation and operation of irrigation systems does not have an adverse impact on their property or neighboring properties, including common areas, by exceeding the “normal” drainage capabilities of all properties, causing standing water or over-watering existing trees and plants.
- **Loudoun County Ordinances:** Irrigation systems shall adhere to Loudoun County ordinances for setbacks, permits, etc.
- **Location:** The irrigation system shall be installed entirely within the property lines of the homeowner’s lot.
- **Spray:** The irrigation system shall not direct the spray outside the property lines of the homeowner’s lot.

Application Process: An application is not required for irrigation systems as long as the homeowner follows these standards.

Landscaping

The following standards pertain to the installation of new landscape beds and the alteration of existing landscape beds:

- **Design:** All landscape beds, and the plantings within, shall be harmonious with the applicant’s house and consistent with the overall character of the community.
- **Total Area:** The total area of non-turf landscaping elements, including landscape beds, shall not occupy more than 30 percent of the front and side yards.
- **Plants:** Plantings within landscape beds, at maturity, shall not encroach upon adjacent properties. Bamboo plantings are prohibited due to its tendency to propagate uncontrollably. Creeping vines are allowed; however, the homeowner shall take care to control the spread of creeping vines.
- **Hedges and Screens:** Plantings within landscape beds intended to form a hedge or natural screen and located forward of the front plane of the house shall be maintained at a height of 48” or less at all times.
- **Vehicular Sight Lines:** Plantings shall not restrict vehicular sight lines along roadways or driveways.

- **Maintenance:** Landscape beds shall be neatly maintained including the pruning of trees and shrubs and the removal of weeds, dead growth and unused/obsolete stakes.

Application Procedures: In addition to the basic application requirements, applications for the installation of new landscape beds and/or the alteration of existing landscape beds shall include:

- Property plat/site plan showing the location of proposed landscape bed(s).
- Detailed specifications of the proposed landscape bed(s) including the landscape bed(s) size/dimensions, the type of planting, location, and size at maturity of all plantings.

Mailboxes

The following standards pertain to mailboxes:

- **Mailbox Type:** There are two types of mailboxes approved for use in the Community as illustrated in **Figures 5-1a and 5-1b**. No other mailbox type or mailbox color is allowed.
- **Installation:** Type A is the preferred mailbox type. Homeowners may only replace a mailbox with a mailbox of Type A.
- **Color:** Mailboxes and posts shall be black.
- **House Addresses:** Mailboxes shall have house addresses on one or both sides of the mailbox. If only on one side, then the house addresses shall face the direction of traffic so as to ensure visibility for US Mail personnel and community visitors. House addresses shall be consistent in size and color with house addresses on other mailboxes in the Community.

Application Process: An application is not required for mailboxes if the homeowner follows these standards.

Mailboxes and parts can be obtained at www.mainstreet-mailboxes.com



Figure 5-1a: Type A Mailbox-
Model MP-200



Figure 5-1b: Type B Mailbox

Painting

See the **External Surfaces** section.

Parking

See the **Vehicle Storage** section.

Patios

The following standards pertain to patios:

- **Location:** Patios shall be located in rear yards. Patios in side yards are not allowed. Small patio areas in front yards will be considered on a case-by-case basis. Some lots have a small area between the garage and the front door that is

- typically set up as a mulch bed – some owners have created small patios in this area that are attractive.
- **Size and Scale:** The size of any patio shall be compatible with the size of the lot and its location within the lot.
 - **Level:** Patios located in front yards shall be installed flush with the ground. Patios located in rear yards may be elevated if the overall design is compatible with the house and the lot topography.
 - **Materials:** Concrete is allowed for patios, but more decorative construction materials are preferred, including, but not limited to, concrete aggregate (concrete with embedded stones), brick, flagstone, slate or decorative pavers.
 - **Drainage:** Patios shall not have an adverse effect on drainage. The use of a partially porous patio surface, visually unobtrusive drains and adjacent mulch beds are techniques to minimize drainage issues associated with patios.

Application Procedures: In addition to the basic application requirements, applications for patios shall include:

- Property plat/site plan showing the location of the proposed patio.
- Detailed specifications of the proposed patio including the size/dimensions and the type of materials.

Pools

The following standards pertain to permanent pools, as well as in-ground hot tubs and spas:

- **Temporary Pools:** Temporary pools, such as children’s pools, are permitted and do not require an application. Temporary pools shall be placed behind the house when used. Temporary pools shall be drained and put away when not in use.
- **Pool Types:** Only in-ground pools are permitted. Permanent hot tubs and spas are also permitted, either alone or integrated with a pool. For freestanding hot tubs and spas, see the **Hot Tubs and Spas** section.
- **Location:** Pools, hot tubs and spas shall be located in the rear yard. A location directly behind a house is preferred but other locations within a rear yard may be considered on a case-by-case basis.
- **Setbacks:** Pools shall adhere to Loudoun County ordinances regarding setbacks from property lines. The Loudoun County ordinance, in effect as of July 2007, which is subject to change without notice, is that the edge of the pool (or spa or hot tub), not counting decking around it, shall be nine (9) feet or more from any property lines. It is responsibility of the homeowner to ensure adherence with current Loudoun County ordinances regarding setbacks.
- **Decking Materials:** The area surrounding a pool is referred to by pool builders as the “decking” of the pool. Decking shall be concrete, concrete aggregate, stone, brick or a similar material. Wood decking around an in-ground pool is prohibited.

- **Decking, Square Footage:** For a balanced design, the square footage of the decking is recommended to be equal to or greater than the square footage of the pool, e.g. – a 600 square foot pool is recommended to have at least 600 square feet of decking.
- **Pool Covers:** Pool covers are permitted. Pool covers shall use muted colors such as black, brown, dark green, tan, gray or other muted shades to minimize their visibility.
- **Accessory Structural Elements:** Pools may be designed to include such features as retaining walls, bench seating areas, gazebos, raised beams, waterfalls, slides, diving boards, lighting, privacy screening and other features. Such features shall be appropriate within the context of the overall pool design and shall adhere to other applicable guidelines.
- **Equipment Screening:** Pool equipment shall be screened to limit the impact of the view on adjacent properties. See the **Equipment Screening** section for guidelines.

Application Process: Pools are one of the largest external projects that can be undertaken by homeowners. Typical projects involve excavation, decking, electrical work, plumbing, natural gas hookups, meter enlargements, landscaping, lighting, retaining walls, etc. The application shall fully describe the entire project, including accessory structural elements, so that the Covenants Committee can properly evaluate the application. In addition to the basic application requirements, applications for pools shall include:

- Property plat/site plan showing the location of proposed pool and any accessory structural elements.
- Detailed specifications of the proposed pool, including size/dimensions of the pool, size/dimensions of the decking, materials, colors and the location of pool equipment.

Privacy Screening

The following standards pertain to privacy screening, which includes, but is not limited to, deck privacy screening, patio privacy screening, deck lanai and free-standing lanai.

- Privacy screening on any deck or patio shall not adversely affect light or natural ventilation of adjacent properties.
- All privacy screening shall be made of wood or an artificial wooden product that is compatible with the design of the house.
- Patio privacy screening will be considered on a case-by-case basis.
- A privacy screen on a deck shall not exceed a height of three feet above the railing of the deck, or a total height of six feet above the level of the deck floor.
- Privacy screens shall be lattice or other open design – solid privacy screens are prohibited.

- Privacy screens on a deck shall not exceed a total length, which exceeds fifty percent of the total perimeter of the deck, excluding the length of the side, which is bordered by the exterior wall of the house.
- **Undercroft Screening:** Decks may have latticework as a screening material. Latticework may be made of vinyl, an artificial wood product or pressure treated wood. The lattice shall be compatible with the color of the deck or the trim of the house.

Application Process: An application is not required for awnings, trellises or privacy screening as long as the homeowner complies with all of these standards.

Recreation and Play Equipment

The following standards pertain to recreation and play equipment, including permanent and semi-permanent equipment. For clarity, the guidelines have been divided into several sub-sections.

Portable Equipment

The following standards pertain to portable play equipment:

- **Portable Equipment:** Portable play equipment does not require approval but shall be stored out of view of the street when not in use.

Children’s Recreation and Play Equipment

The following standards pertain to semi-permanent play equipment, including, but not limited to, sandboxes, playhouses, swing-sets and play-sets.

- **Location:** Play equipment shall be located behind the house.
- **Size:** Structures and equipment shall be compatible with the lot in terms of size.
- **Materials:** Equipment constructed of wood and left to weather naturally is encouraged. Metal “A-frame” style swing-sets are not permitted. Tarps and canopies may be solid in color or can be three (3) primary colors, striped (red, yellow, and blue). Pre-formed plastic is allowed.

Playhouses

The following standards pertain to semi-permanent playhouses. A playhouse is defined as any recreational equipment that features an enclosed area, whether it is a stand-alone item or incorporated into a swing-set or play-set.

- **Location:** Playhouses shall be located behind the house.
- **Materials:** Playhouses shall be of a natural wood color, painted earth tone colors or match the color scheme of the house.

- **Size:** Playhouses shall not exceed an area of 30 square feet and a height of 6 feet.
- **Conversion to Storage:** Playhouses shall not be used as or converted into storage sheds.

Basketball Setups

- **Attached Backboards:** Backboards attached to the house are prohibited.
- **Poles:** A backboard may be affixed to permanent, semi permanent, or temporary freestanding pole (i.e., portable type setup), which pole shall be gray, black or silver
- **Backboards on Permanent Poles:** A backboard affixed to a permanent pole shall be of a transparent material (i.e. acrylic), not wood, wood composite, or metal.
- **Location:** Basketball setups shall be located on the homeowner's property at all times. Basketball setups must be placed so that missed basketballs do not tend to go into a neighbor's yard.
- **Court Markings:** No court markings may be painted on the playing surface, unless it is located behind the rear plane of the house and screened from view.
- **Maintenance:** The backboard, rim, pole and net shall be maintained in good condition at all times, with no evidence of peeling paint or rust.
- **Permissible Hours:** Usage must adhere to Loudoun County noise ordinances.

Trampolines

- **Location:** Trampolines shall be located behind the house.
- **Maintenance:** Trampolines and any attached safety netting or padding shall be maintained in good condition.
- **Off-Season:** Homeowners are encouraged to remove or disassemble trampolines during the off-season.
- **Size:** Trampolines do not require an application if the trampoline has no dimension that exceeds 12 feet. Otherwise, an application is required for a trampoline.
- **Safety Netting:** Numerous accidents occur each year in which children are severely injured or killed in trampoline-related accidents. The addition of safety netting to trampolines is recommended and highly encouraged.

Soccer/Lacrosse/Hockey Goals

- **No Permanent Setups:** Permanent soccer/lacrosse/hockey goal setups are prohibited.

All Other Sporting Equipment and Facilities

This section includes all other types of sports equipment:

- **Location:** All sporting equipment and facilities shall be located behind the house.

- **Design:** The scale, location and design shall be compatible with the lot, house and surroundings.
- **Drainage:** Applicants are responsible for ensuring that all sporting equipment and facilities do not have an adverse impact on grade or other conditions, which may affect drainage.
- **Materials, Wood:** Sporting equipment and facilities constructed of wood shall not be painted, but left to weather naturally; except, however, wooden play structures that are purchased pre-stained may be stained to match the original approved stain color.
- **Materials, Metal:** Metal sports equipment shall be painted in white, gray, black or silver. Exceptions may be granted on a case-by-case basis based on the architectural design and character of the existing structure.

Application Process: In addition to the basic application requirements, applications for the installation of play equipment, basketball setups, and trampolines and other sporting equipment and facilities shall include:

- Property plat showing proposed location of play equipment, sports equipment or sports facility and its relationship with respect to the applicant's property and adjacent properties.
- Description of the equipment, including colors and method of installation.
- Photograph, brochure/catalog photo, rendering or drawings of the equipment.

Retaining Walls

The following guidelines pertain to the installation or alteration of retaining walls, including, but not limited to, walls used to retain soil in raised landscape beds, decorative landscape walls and walls around patios:

- **Drainage Impact:** Applicants are responsible for ensuring that the installation/alteration of a retaining wall does not have an adverse impact on grade or other conditions, which may negatively affect drainage.
- **Design:** The scale, location and design of retaining/landscaping walls shall be harmonious with the applicant's house and consistent with the overall character of the community.
- **Materials:** Retaining/landscaping walls installed in the front or side yard shall be constructed of brick or stone masonry or dry-stacked natural or man-made landscaping stones/blocks.
- **Materials, Lumber:** The use of treated lumber or wood components for retaining/landscaping walls in the front or side yards is prohibited, except for retaining walls installed by the builder.
- **Property Lines:** Retaining walls installed along property lines will be considered on a case-by-case basis.

Application Procedure: In addition to the basic application requirements, an application for the installation or alteration of retaining or landscaping walls shall include:

- Property plat/site plan showing the location of proposed retaining wall(s) or decorative landscape wall(s).
- Detailed specifications of the proposed walls including the dimensions, construction methods, and materials to be used.

Roofs

The following standards pertain to replacement of existing roofs or installation of roofs, alterations, reconstruction and new construction:

- Materials:** Shingle replacement must be an exact match in style, brand and design of the original builders specifications. If the exact original is not available then the replacement is the Timberline GAF Pewter Gray or Charcoal. Original roofing which requires repairs will necessitate replacing the entire roofing with the approved shingle should the original builders specified shingle not be available.
- **Alternate Materials:** Other roofing materials and styles on the main portion of a house will be considered on a case-by-case basis based on their consistency and compatibility with the general architectural design and character of existing houses within the community.
 - **Bay Windows and Porticos:** For bay windows and porticos, other roofing materials, including standing seam (tin/aluminum/steel) and copper, will be considered on a case-by-case basis based on their consistency and compatibility with the general architectural design and character of the house and other houses within the community.
 - **Porches:** Roofing materials used on porches and screened porches shall match the roofing materials used on the main part of the house.
 - **Style:** The architectural character and style of the proposed roofing material shall be consistent and compatible with roofing products used on other houses within the Community. In addition, the architectural character and style of the proposed roofing material shall be harmonious with any existing roofing materials on other areas of the house.
 - **Pitch:** Roofs shall be architecturally compatible with the roof of the applicant's house. Exceptions may be granted on a case-by-case basis to maintain the architectural design and character of the existing structure.

Application Process: In addition to the basic application requirements, applications for the replacement of existing roofs or the installation of roofs on alterations, reconstruction and new construction shall include:

- A sample of the same color, type and material as that being proposed for the roof.

- Detailed drawings of the house indicating the location of the proposed roofing and (if applicable) the location and type of any existing roofing that will remain on the house.

Roadway Easement

The following standards pertain to the easements as it pertains to the road facing properties, with the exception of The Reserve.

- Easements: In general, all properties must maintain a 10 foot distance from the main roadway in regards to the installation of plantings, retaining walls, landscaping additions etc.
- In addition, homeowners must comply with all VDOT easement regulations.

Room Additions, Garages and Sun Rooms

The following standards pertain to any sort of room addition for a home that changes the existing square footage of the home, whether finished or unfinished space. This includes, but is not limited to, sunrooms, garage expansions or any other room additions. For screened porches, see the *Screened Porches* section.

- **Design:** Room additions shall be compatible in design, scale, materials and color with the applicant's house and adjacent houses.
- **Roof Pitches:** Roof pitches shall match or be compatible with the roof slope of the existing home. Roof materials shall match or be compatible with that of the existing house.
- **Windows/Doors:** Windows and doors shall match those of the applicant's house, and shall be located in a manner, which relates well to the location of exterior openings in the existing house.
- **Setback:** In considering an application for a garage or other extension to the front of a house, the Covenants Committee shall consider the effect of the proposed extension on the streetscape and the view of adjoining and other affected property owners. The extension shall not result in a setback from the street that is less than the minimum setback from the street of other houses on that side of that street.

Application Process: An application is required for any sort of room addition. In addition to the basic application requirements, applications shall include:

- Property plan/site plan showing the location of the proposed room addition and any resulting change to the setback of the house from the street or adjacent houses.

- Detailed specifications and drawing of the proposed room addition, including types of materials, finish type and color, size/dimensions and the location of windows, doors and other pertinent details.
- A list of materials, finish types and proposed colors.
- Due to the scope of this type of change, it is possible that the Covenants Committee may request additional information related to the proposed change.

Satellite Dishes and Antennas

Antennas: No antenna shall be installed on any common area of the Community.

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. Antennas and satellite dishes are subject to the guidelines below and do not require prior approval from the Covenants Committee.

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 must be located in the rear yard, below the height of privacy fencing. If they must be installed at roof level, then they must be situated on the rear side of the roof ridgeline, so as to have no, or minimal, visibility from the front of the home.

Screening. To the extent possible, dishes and antennas must 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, must 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.

Sale of House: Antenna approval does not convey upon sale of the house. When any antenna is no longer in continuous use as such, the Association reserves the right to require the homeowner to remove the antenna, along with all exterior wiring, prior to issuance of the disclosure packet.

Notice Requirement: To comply with the Federal Telecommunications Act of 1996, prior approval of the Covenants Committee is not required for the installation of a satellite antenna or dish, which is allowable under these Design and Maintenance Standards. *However, notice of such an installation is required within seven (7) days of such installation to assist the homeowner in selecting the best possible location for the*

equipment while complying with the requirement for the least visible and unobtrusive location.

Placement: *The Association may condition the placement of the dish as long as signal reception is not impaired.* The preferred placement of the antenna is:

1st: *Rear Roof Mount:* Must be located on the rear of the roof, below the roof peak. Equipment shall be required to be painted to match the roof (so long as warranties are not voided).

2nd: *Ground Mount, Rear of Lot:* Must be located on a rear lot location. The Covenants Committee reserves the right to require the owner to install screening to minimize the visual impact of the antenna on neighboring lots.

3rd: *Structure Mount:* Shall be located such that the equipment is adjacent to a chimney or other structure on the home. If on a deck, the equipment shall be installed to one side of the deck or adjacent to the house, if possible. The Covenants Committee reserves the right to require the owner to install reasonable screening to minimize the visual impact of the antenna on neighboring lots.

4th: *Ground Mount, Front or Side of Lot:* Where front or side yard locations are necessary, all equipment must be installed near other utility equipment, or as close to the house/structure as possible, without affecting ingress/egress to the home. The Covenants Committee reserves the right to require the owner to install screening to minimize the visual impact of the antenna on neighboring lots.

5th. *Front Roof Mount:* If a front roof mount is necessary, all equipment must be installed to one side of the roof, rather than in the center

Screened Porches

The following standards pertain to screened porches:

- **Design:** The design of screened porches, which are attached to the home, shall be the same or compatible in design, scale, materials and color with the applicant's house and adjacent houses.
- **Location:** Screened porches shall be located to the rear of the applicant's house.
- **Roof Pitches:** Roof pitches shall match or be compatible with the roof slope of the existing house.
- **Roof Materials:** Roof materials shall match or be compatible with the existing house.
- **Siding/Trim:** Siding and trim shall match or be compatible with existing siding and trim in color, material, size and style.
- **Doors:** Doors shall match or be compatible with those of the applicant's house.

Application Process: An application is required for a screened porch. In addition to the basic application requirements, applications shall include:

- Property plan/site plan showing the location of the proposed screened porch in relation to house and property lines.
- Detailed specifications and drawing of the proposed screen porch, including types of materials, finish type and color, size/dimensions and the location of windows, doors and other pertinent details.

Security Bars

The following standards pertain to security bars:

- The use of security bars or grates on windows and doors is prohibited.
- Exceptions may be made if the security apparatus will not be visible from the street and from adjoining properties.

Application Process: An application is required for the installation of security bars. The use of security bars is discouraged and exceptions to the general prohibition will be carefully scrutinized. Homeowners concerned about the security of their house are advised to consider alternatives, including alarms and lock systems.

Sheds / Storage

Any storage shed has an aesthetic impact on neighboring lots. An inconsiderately placed or poorly designed shed can visually and functionally negate an otherwise desirable residential area. Therefore, it is important to remember in choosing and locating a shed that there are needs other than storage, which must be considered. The following guidelines pertain to sheds:

- **Location:** Sheds shall be located in the rear yard. Sheds shall not be placed adjacent to a house. Landscaping shall be required to screen any shed that is visible from the street.
- **Setback:** Sheds shall be entirely within the property lines of a homeowner's lot and shall be not less than 10 feet from any property line.
- **Style:** Sheds shall conform to the color, style and materials of the house. Pre-fabricated sheds are allowed if they conform to the shed standards. Metal, plastic, and vinyl sheds are prohibited.
- **Size:** A shed shall not exceed ten (10) feet in total height, twelve (12) feet in total width and fourteen (14) feet in total length (168 square feet maximum).
- **Roof:** The roof slope, type and color shall match the roof slope, type and color of the house.

- **Under-Deck Storage:** A storage area may be built under a deck if suitable screening, such as latticework or shrubbery, is provided. Plastic storage units under decks are allowed if they are neutral in color, placed next to the house and are otherwise visually unobtrusive.

Application Process: An application is required for a shed. In addition to the basic application requirements, applications shall include:

- Property plan/site plan showing the location of the proposed shed.
- Detailed specifications and drawing of the proposed shed, including types of materials, finish type and color, size/dimensions and the location of windows, doors and other pertinent details.

Shutters

The following standards pertain to shutters:

- **Style:** Shutters shall be applied to windows only as per the builder's original design. Shutters that have been lost or damaged shall be replaced with shutters that conform to the shutters installed by the builder in size, style, and color. Homeowners are not permitted to remove shutters from windows that have them, add shutters to windows that do not have shutters or change the size, style or color of shutters.

Application Process: No application is required for the replacement of shutters in accordance with these standards.

Sidewalks and Pathways

These standards pertain to sidewalks and pathways:

- **Setback:** Sidewalks and pathways shall be set back a minimum of 4 feet from side property lines.
- **Easements and Right-of-Ways:** Sidewalks and pathways shall be set back from any VDOT right of way or easement.
- **Style:** The scale, location and design of sidewalks and pathways shall be harmonious with the applicant's house and adjacent houses and consistent with the overall character of the community.
- **Level:** Sidewalks and pathways shall be installed flush with the adjacent ground, turf or landscape beds.
- **Materials:** Sidewalks and pathways shall be constructed of flagstone, brick, brick pavers, stepping stones, concrete, pea gravel set firmly in stone dust, or similar durable construction material. No asphalt sidewalks and pathways are permitted. Stone dust may be used as sidewalks and pathways in the rear of the house only.

If the proposed sidewalk or pathway is to be constructed of brick or brick pavers, the color of the brick or brick pavers shall complement the existing brick of the house.

- **Width:** Sidewalks shall generally be a minimum of 3 feet and a maximum of 5 feet in width, with exceptions for wider portions at each end.
- **Drainage:** Changes in grade or drainage patterns shall not adversely affect adjoining properties.

Application Process: An application is required for sidewalks and pathways. In addition to the basic application requirements, applications shall include:

- A property plat/site plan showing the location of proposed sidewalks or pathways.
- Detailed specifications of the proposed sidewalk or pathway, including the dimensions, construction method and materials to be used.

Signs

The following standards pertain to any signs displayed on a homeowner's lot, including, but not limited to, real estate signs, political signs, commercial contractor signs and signs related to security systems:

Security System Signs

- Two security signs are permitted per lot on a permanent basis.
- Security signs shall be located within 5 feet of the house or within 5 feet of the driveway entrance.
- Security signs shall not exceed 64 square inches in size.

Other Signs

- Only one sign per lot is approved for display at any given time. This is in addition to the two small security signs that may be displayed.
- Fence advertisements are generally discouraged, but are allowed if small in size.
- Signs may be displayed in the front yard only.
- Real estate signs shall be removed within 5 days of settlement.
- Political signs shall not exceed 8 square feet and may be placed on a lot temporarily. Political signs can only represent a declared candidate or referendum and shall be removed within 48 hours after the applicable voting day. Political signs shall not be displayed earlier than 3 weeks before an election.
- Commercial signs, including commercial contractor signs and any other sign advertising a product or service, are not permitted.

Application Process: An application is not required for signs as long as the homeowner complies with all of these guidelines.

Skylights

The following standards apply to skylights:

- Skylights shall be located such that they are not visible from the front of the house.
- Skylights are not permitted on the front side of the roof ridgeline.
- Skylights shall be constructed flush with the roofline.
- The skylight frame and trim shall match the color of the roof.
- Bubble or elevated skylights are prohibited.

Application Process: An application is required for skylights. In addition to the basic application requirements, applications shall include:

- A property sketch showing location of the skylight on the house.
- Manufacturer's product information or sketch a showing dimensions, materials and colors of the skylight.

Please note that new technologies related to skylights are becoming available in the marketplace. Accordingly, do not hesitate to submit applications for new types of products, which will be considered on a case-by-case basis.

Solar Panels

- Solar panels and solar collectors shall be mounted on the rear roof ridge so as to minimize visibility from the street and shall not extend above the ridgeline.

Application Process: An application is required for addition or modification of solar panels. In addition to the basic application requirements, applications shall include:

- Property plan/site plan showing the house and the location of the proposed equipment.
- Detailed specifications of the proposed equipment, including catalog photographs or manufacturer's "cut sheets" of the unit.

Sprinklers

See *Irrigation Systems*.

Sun Control Devices

For awnings, see the **Awnings** section. For privacy screening or a lanai, see the **Privacy Screening** section.

Temporary Moving Storage (aka PODS)

The following standards pertain to the use of temporary moving storage containers:

- Temporary moving storage containers will be placed within the owner's driveway.
- Temporary moving storage containers will be removed within 30 days of arrival.

Should the container need to remain on the premise more than 30 days, an exception must be requested from the HOA.

Trash/Recycling Containers

The following standards pertain to trash containers, recycling containers and yard debris:

- Trash containers, recycling containers and yard debris shall be stored out of sight at all times, except for the approved interval during which such items are placed adjacent to the street for pick-up.
- Trash containers, recycling containers and yard debris for pick-up shall be placed adjacent to the street on the side of the driveway opposite the mailbox.
- Items for pick-up shall not be placed at the street for pick-up prior to 5:00 PM on the evening prior to pick up.
- All containers left at the street for pick-up shall be collected by 7:00 PM. on the day of pick-up and stored out of view.
- Trash shall be secured in such a way that it is not inadvertently distributed on neighboring properties or common areas. Cleanup of any trash that is inadvertently spread is the responsibility of the homeowner whose trash was distributed.

Application Process: An application is not required for trash containers, recycling containers or the pick-up of yard debris.

Tree Removal

The following standards pertain to the removal of trees from homeowner's property:

- The removal of viable trees, regardless of size/species, is generally discouraged.
- Trees may be removed if they are dead or present a hazard.
- Homeowners are strongly encouraged to replace dead trees.

- Trees that meet the criteria below shall not be removed. Exceptions are at the discretion of the Covenants Committee and will be evaluated on a case-by-case basis.
 - No live trees with a diameter (caliper) of 4 inches or more when measured 12 inches from the ground shall be removed.
 - No live flowering trees (e.g., Dogwood, Redbud, etc.) with a diameter (caliper) of 2 inches or more when measured 12 inches from the ground shall be removed.
 - No live vegetation on slopes of more than 20% gradient or marked as no-cut areas or “tree-save” areas on approved plans shall be removed.
 - No developer-planted street trees shall be removed.
 - No trees, shrubs or other vegetation on common areas are to be cut, pruned, or removed by homeowners.

Application Process: Tree removal requires an application. In addition to the basic application requirements, applications for the removal of trees shall include:

- Property plat/site plan showing the location of tree(s) to be removed.
- A detailed explanation of the reason for the removal of each tree.

Vegetable Gardens

The following standards pertain to all vegetable gardens:

- Vegetable gardens shall be located in the rear yard.
- Vegetable gardens shall not exceed 10x10 feet in size, or a total of 100 square feet if irregular in shape.
- Vegetable gardens shall be maintained neatly even during the non-growing season.
- Vegetable gardens shall not encroach on neighboring properties or common areas.
- Walls, borders or fencing may be acceptable in conjunction with a vegetable garden, except that wire mesh fencing is not permitted. See the *Landscaping* section for guidelines for landscape borders.

Application Process: An application is not required for vegetable gardens as if the homeowner complies with these standards. However, an application is required if any fencing is included with the vegetable garden.

Vehicle Storage

All Vehicles – The following standards pertain to all vehicles:

- No vehicle may be parked on the grass.

- Vehicles shall be parked in driveways/garages when possible. If driveway/garage parking is not available, vehicles shall be parked as to not obstruct the roadway.

Recreational Vehicles - The following standards pertain to all recreational vehicles:

- No recreational vehicle may be parked in open view of residential property, residential streets, open spaces or other common areas except on a temporary and occasional basis. Temporary and occasional is defined as not more than one week in a thirty (30) consecutive day period.
- A recreational vehicle is defined as:
 - Any boat or boat trailer, including any Jet Ski, paddleboat, canoe, rowboat, inflatable boat, motorboat or sail boat.
 - Any trailer or motor home or other self-contained camper.
 - Any other vehicle that could not normally or regularly be used for daily transportation, including a dune buggy, non-operative collectible automobile or other automotive equipment not licensed for use on the highways of Virginia.

Commercial Vehicles – The following guidelines pertain to all commercial vehicles:

- No commercial vehicle may be parked in open view of a residential property, residential street, open space or other common area.
- A commercial vehicle is defined as:
 - Any private or public school or church bus.
 - Any vehicle that is defined as a commercial vehicle under State or local law.
 - A normal passenger vehicle used for commercial purposes, which has been permanently modified or marked for commercial purposes.
- Normal passenger vehicles used for commercial purposes but not modified or marked for commercial purposes may be parked in the community. Magnetic signs on such vehicles shall be removed or the vehicle shall be parked in a garage.

Application Process: An application is not required in order to park vehicles in the community if the homeowner complies with these standards.

Vents and Radon Fans

The following standards pertain to vents and radon fans:

- **Appearance:** Ventilating equipment shall be selected, located and installed so as to minimize its appearance on the house and visibility from neighboring properties and the street.

- **Non-Allowed Types:** Rotating or wind powered turbine ventilators will generally not be approved.
- **Roof Installations:** Radon fan vents and other mechanical devices requiring penetration of the roof shall be as small in size as functionally possible and shall be located on the back side of the roof and not extend above the ridge line.
- **Colors:** All ventilators shall be painted to match the siding or trim color on the house, if mounted on a gable end. If mounted on the roof they shall be painted to match the roof.

Application Process: No application is required for the replacement of existing approved ventilators of a similar size and appearance in the currently approved location. An application is required for new ventilation systems. In addition to the basic application requirements, applications shall include:

- Property plan/site plan showing the location of the proposed ventilation system on the house, and including details of the rooflines.
- Catalog photographs or manufacturer’s “cut sheets” of the proposed ventilation system.

Water Gardens

The following standards pertain to the installation or alteration of ponds or other landscape water features, excluding fountains:

- Ponds, and other man-made landscape water features, are permitted only in the rear yard.
- Ponds and other water features shall be safely and neatly maintained.
- Ponds shall be properly aerated to prevent undesirable odors and the accumulation of mosquitoes.
- Fencing of yards, which include ponds and other landscape water features, is strongly encouraged.
- The scale, location and design of ponds and other landscape water features shall be harmonious with the applicant’s house and adjacent houses and consistent with the overall character of the community.

Application Process: Water gardens, ponds and other landscaping water features require an application. In addition to the basic application requirements, applications shall include:

- Property plat/site plan showing the location of the proposed pond or other landscape water feature.
- Detailed specifications of the proposed pond or other landscape water feature including the dimensions, construction method, and materials to be used.
-

Windows

Please look at the below and tweak to the neighborhood, this could need expansion or other items, please let me know your thoughts.

Window Coverings

- No plastic covering will be permitted on the exterior of any window of the dwelling.

New Windows

- Approval is required to add new windows in walls.
- Windows must match the existing house windows.
- Homes may have windows on the side of the unit only if the window style is an exact match of the home's other windows and if the placement of the window is approved by the BOD and ACC.
- The size of the window trim and frame must match that of the other windows as closely as possible.
- All trim details must be duplicated.
- The color of the window frame and trim must match the existing windows.

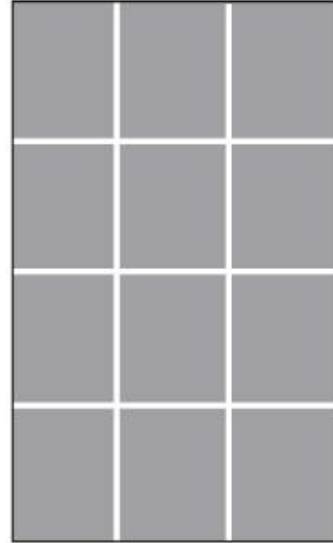


Figure 4. Original style of mullion.

Replacement Windows

- Approval is not required to replace existing windows provided that replacement windows are identical to the original windows.
- Application and approval is required for replacement windows which are not identical to the original windows
- Noticeable cracked or broken windows must be replaced within forty-five (45) days.
- Mullions (Grid pattern) must match original windows. See the accepted mullion style in Figure 4.

Egress Windows

- Egress windows are permissible if the egress window style and placement are approved by the ACC and BOD. Egress window access (tunnels, ladders, etc.) must not be visible from the front of the home, must adhere to all Loudoun County codes and regulations, and must match the window style of home's other windows. Egress window access areas must be kept clear of debris and cannot be used for storage of any kind.



Wellcraft Egress Window



American Egress Windows

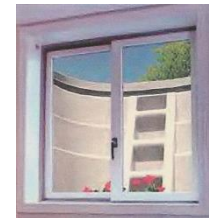


Figure 5. Examples of egress windows

6. Maintenance Standards

Homeowners are responsible for the maintenance of structures and grounds that are part of their property. Structure maintenance includes, but is not limited to, restoring, repairing, or replacing items in accordance with these Standards. Ground maintenance includes, but is not limited to, grass mowing, trimming shrubbery, and removal of trash and debris. Overall maintenance of a lot affects the visual character and economic values of the property and neighborhood and, in some cases, safety.

6.1 Structures

The following standards apply to the maintenance of structures:

Exterior Appearance – Residents are responsible for maintaining the exterior of their dwellings and any other structures on their lots, including, but not limited to, decks, fences, sheds and recreational equipment.

Exterior Building Components – Exterior building components which are missing, broken or otherwise in a state of disrepair shall be repaired or replaced. External building components include, but are not limited to, siding, gutters, downspouts, roof shingles, windows and doors.

Conditions that are considered to be violations of these standards include, but are not limited to, the following:

1. Bald, significant blistering or peeling of exterior painted surfaces.
2. Dented, cracked, broken, loose, or missing pieces of garage doors or siding.
3. Recreation equipment which is either broken or in need of repainting.
4. Guttering in need of painting or replacement.
5. Fences with either broken or missing parts or which are leaning.
6. Sheds with broken doors or in need of painting or repair.
7. Decks in need of repair or re-staining
8. Concrete or masonry block foundations and/or party walls in need of repainting.

6.2 Grounds

The following standards apply to the maintenance of lots within the community:

Mowing - Turf areas need to be mowed at regular intervals, maintaining a maximum height of six (6) inches, and a minimum height of two (2) inches. This includes the mowing of grass in ditches.

Landscaping – Landscaping shall be maintained in a neat and orderly condition. All hedges and shrubs shall be neatly trimmed and maintained, and their size maintained through pruning in proportion to the lot and home. No bare earth may be exposed on a lot except for flower beds with appropriate approvals. All other areas are to be maintained with grass. Any dead plants, shrubs, or trees shall be immediately removed. Trees shall be kept pruned so that dead or dangerous limbs do not cause damage to property or injury to persons. Suckers and low hanging branches shall be removed regularly.

Tree-Save Areas – All trees in a designated “tree-save” area within residential lots shall be preserved if feasible. Trees shall be kept pruned so that dead or dangerous limbs do not cause damage to property or injury to persons. Replacement of dead trees within a “tree-save” area is encouraged.

Weed Control – Weeds shall be controlled in all areas of a lot, including lawn areas, plant beds and ditches.

Ditch Maintenance – Homeowners are responsible for the maintenance of ditches that run along the road next to their property, regardless of whether the ditch is fully enclosed within their property lines. Maintenance includes, but is not limited to, mowing, weed control and elimination of blockages that may interfere with drainage flow.

Gravel Aprons – Homeowners are responsible for weeding the edges of the gravel aprons adjacent to their property.

Lawn Watering – Watering shall be performed during extended dry periods. Please follow Loudoun County restrictions for drought periods.

Lawn and Garden Fertilization – Soil shall be tested before fertilizer is added, especially in areas where drainage will flow into ponds. Special care shall be taken not to over-fertilize or to fertilize lawns and gardens when there is the likelihood of run-off. Soil test kits and reference materials are available from the Loudoun County Extension office and reference materials at Loudoun County libraries.

Trash Removal – Each resident is responsible for picking up litter on their property and preventing wind-blown debris from originating from their land.

Construction Materials – Materials required for the improvement of a home or lot shall be neatly stored in an unobtrusive location.

Erosion Control - Each resident is responsible for seeing that their lot area is protected from erosion; and that storm drain structures and drainage ditches are not blocked so as to cause additional erosion problems.

Pesticides and Herbicides – Pesticides and herbicides shall be applied according to label instructions for the specified problem. Emphasis should be placed on organic/biodegradable materials in order to ensure the least harm to the environment.

Care in application is extremely important along ponds and waterways, near neighborhood play areas and tot lots, and near adjacent houses. Avoid the use of pesticides and herbicides if at all possible, but when necessary, use with caution and follow the manufacturer's instructions.

Snow Removal – Residents are required to clear snow and ice from the sidewalks and walkways. Snow shall be cleared from around mailboxes as well. Sand may be used as an abrasive when necessary, but the use of any rock salt or any de-icing salts, which are known to cause surface deterioration, is not advised.

6.3 Maintenance Citations

The Belle Terra Homeowner's Association expects that all residents will do the necessary maintenance on their property and lot to prevent any conditions that will result in a citation. Therefore, as defined in Section 5.1.3 of the Belle Terra Declaration, all homeowners shall maintain their lots in accordance with the general maintenance standards detailed in this section. Violation of maintenance standards may result in an enforcement process pursuant to Section 5.14 of the Belle Terra Declaration.

7. Common Area Maintenance

At no time are the common areas of the Belle Terra community considered a dumping area for debris. Organic debris such as leaves, grass clippings and branches may not be dumped in common areas. Yard waste is required to be recycled according to Loudoun County specifications.

Individual residents are responsible for removal of trash and debris from common areas if the trash or debris has accumulated due to their use of the common area, or if the trash or debris originated from their land. As per county ordinances, dog owners are required to clean up after their pet on common areas.

The cost of maintenance and cleaning of common areas is shared by all homeowners. Misuse or abuse of common areas by one or more residents will likely impact the association through higher maintenance costs, which are ultimately borne by all owners.

Only the Belle Terra Homeowners Association is allowed to improve on a common area by installing temporary structures or building permanent structures. All other structural improvements to common areas are prohibited.

Common Area Modifications & **Common Area Landscaping Guidelines for Approval**

There shall be no landscaping of any kind without board approval. The following standards pertain to the installation of new landscape and the alteration of existing landscape per the communities master beautification plan:

- **Design:** All landscape beds, and the plantings within, shall be harmonious with the surrounding landscape and consistent with the overall character of the community.

- **Plants:** Plantings within landscaping, at maturity shall not encroach upon adjacent properties. Bamboo plantings are prohibited due to its tendency to propagate uncontrollably. Creeping vines are allowed: however, the homeowner responsible for planting then shall take care to control the spread of creeping vines.

- **Hedges and Screens:** Shall not be allowed in the common areas.

- **Vehicular Site Lines:** Plantings shall not restrict vehicular sight lines along roadways or driveways.

- **Tree Suggestions:** The trees that the HOA have deemed as amenable to the soil and weather of our area are:

1. Eastern Red Cedar (common juniper)
2. Red Maple
3. Crepe Myrtles
4. Sweet Gum
5. Willow
6. Sycamore
7. Sassafras
8. White or Green Ash
9. Spruce (e.g., Blue or Colorado)
10. Arborvitae Green Giant (a great alternative to a Leyland cypress)
11. Norway Spruce
12. White Dogwood
13. Redbud
14. River Birch
15. Sycamore
16. Shumard
17. White Pine (mixed results in our area with this tree)

Trees to avoid:

1. Pear Trees
2. Norway Maples (invasive)
3. Leyland Cypress (see above)

- **Size of Tree:** Minimum of five feet in height (not including root ball)

- **Responsibility of neighbor:**

- Ensure before planting that the chosen location is amenable to landscaping (i.e. the soil is not solid rock below the surface).
- Create a basin of mulch around any trees to ensure other growth does not over take the trees and also to allow watering to be effective.
- Water once a week any landscaping that they have planted in the common area.
- For watering trees, it must be slow, dripping application of approximately 3 gallons of water.
- Watering must take place from last freeze of early spring to first frost of early Fall.
- Fertilize the installed landscaping as necessary.
- As with any landscaping, there is no guarantee that a certain tree will thrive in certain common areas. All landscaping planted are the responsibility of the neighbor who planted them. This includes removal of trees do not thrive.

Common Area Landscape Request

Belle Terra Homeowners Association

Mail To: Belle Terra Homeowners Association
c/o Sequoia Management Company
13998 Parkeast Circle
Chantilly, VA 20151-2283

Name: _____ Date: _____

Address: _____ Lot #: _____

Phone: (H) _____ (W) _____ (Fax) _____

Description of Landscaping:

Please describe your suggestion for improving the Belle Terra Common area in detail. Clearly define which common area you wish to landscape. A detailed diagram of that common area landscaping is required. Feel free to add additional pages to the Suggestion form as needed.

Appendix 1: Allowed Fence Types

This Appendix illustrates the fences that are allowed to be built in the Belle Terra Community. There are different fence types allowed in each of the four Belle Terra neighborhoods.

Quail Pond Estates

Only black aluminum and wrought iron fences are allowed in Quail Pond Estates. Allowed fence heights are 4 feet and 5 feet. Numerous variations on the top portion of the fence exist in the Community. Some common variations include: spikes, spikes with a safety bar attached to the top of the spikes, spikes with a safety bar an inch above the spikes, scalloped (concave) spikes, arched (convex) spikes, balls instead of spikes, etc.



Figure A1-1: Four foot black aluminum fence with spikes on top.



Figure A1-2: 5-foot black aluminum fence, with spikes and a floating safety bar across the top.

The Park at Belle Terra & The Lakes of Belle Terra

These two neighborhoods allow the same black aluminum and wrought iron fences as Quail Pond Estates. In addition, these neighborhoods also allow a four-foot wooden fence and a six-foot wooden privacy fence. The allowed wooden fences are illustrated below:

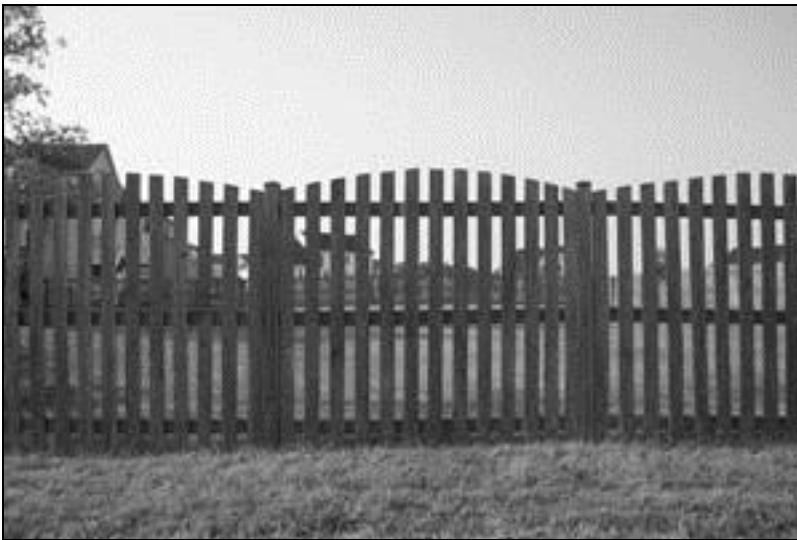


Figure A1-3: Four foot picket fence with arched (convex) top.



Figure A1-4: A four-foot paddock fence.

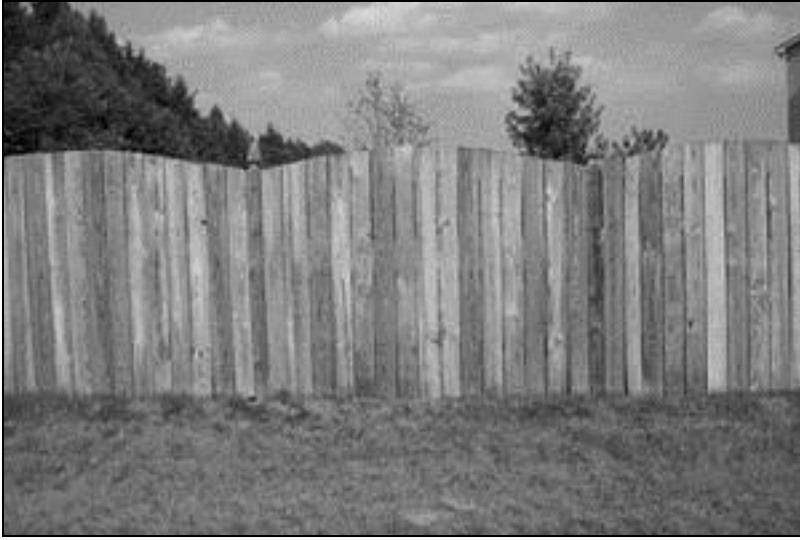


Figure A1-5: Six foot privacy fence with an arched (convex) top.

The Reserve at Belle Terra

This neighborhood allows the same black aluminum and wrought iron fences as Quail Pond Estates. In addition, this neighborhood allows a six foot vertical board fence (privacy or board on board) with one foot of lattice. The allowed wooden fences are illustrated below:

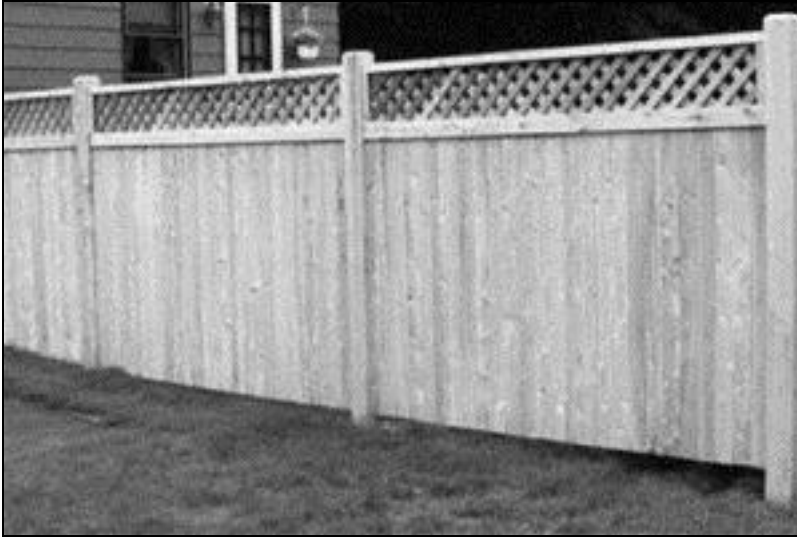


Figure A1-6: Six foot privacy fence, vertical board with one foot of lattice.

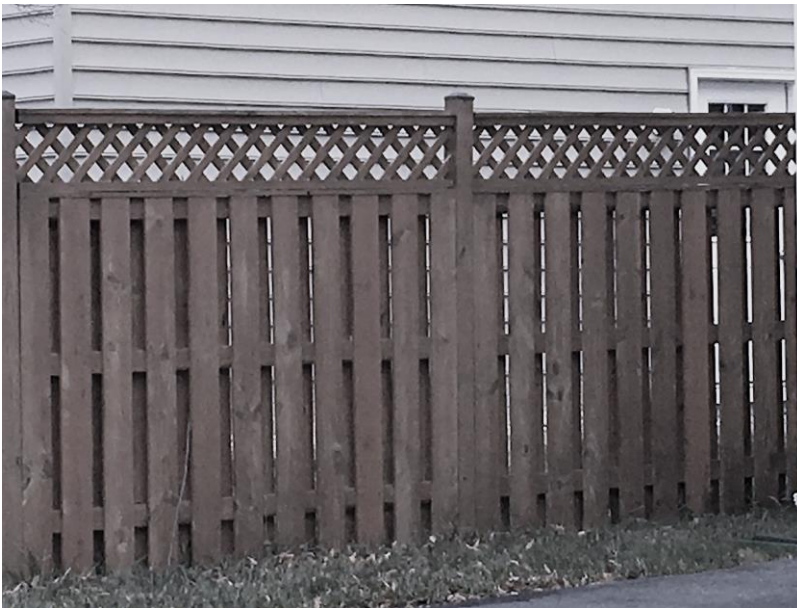


Figure A1-7: Six foot board on board fence, vertical board with one foot of lattice.

Appendix 2: Architectural Standards Suggestion Form

The Belle Terra Architectural Standards document provides detailed information about the types of alterations that would generally be considered an improvement to a property and, by extension, an improvement to the value of the Belle Terra Community. However, it cannot cover every possible issue or type of change that might reasonably be contemplated by homeowners.

To ensure that the Standards meet the needs of the Community, homeowners are encouraged to submit suggestions for changes to the Standards. The Board of Directors and relevant committees will review suggestions periodically and determine whether the Standards need to be updated. The intent is that the Standards should be a “living document” that reflects the desires of the Community and which evolves over time to more effectively meet the needs of the Community.

To submit suggestions, homeowners may print the Architectural Standards Suggestion form from this document. Alternately, the Architectural Standards Suggestion form is also available as a PDF download from the Belle Terra Homeowners Association web site at:

<http://www.belleterrahoa.com>.

Architectural Standards Suggestion

Belle Terra Homeowners Association

Mail To: Belle Terra Homeowners Association
c/o Sequoia Management Company
13998 Parkeast Circle
Chantilly, VA 20151-2283

Name: _____ **Date:** _____

Address: _____ **Lot #:** _____

Phone: (H) _____ **(W)** _____ **(Fax)** _____

Description of Suggestion:

Please describe your suggestion for improving the Belle Terra Architectural Standards in detail. Feel free to add additional pages to the Suggestion form as needed.

Appendix 3: Neighborhood Map



Appendix 4: Architectural Improvement Request Form

The Architectural Improvement Request form for the Belle Terra Community is provided on the following two pages. To submit applications, homeowners may print the two pages of the form from the Guidelines. Alternately, the Architectural Improvement Request form is also available as a PDF download from the Belle Terra Homeowners Association web site at:

<http://www.belleterrahoa.com>.

Architectural Improvement Request

Belle Terra Homeowners Association

Mail To: Belle Terra Homeowners Association
c/o Sequoia Management Company
13998 Parkeast Circle
Chantilly, VA 20151-2283

Applicant Name: _____ **Date:** _____

Address: _____ **Lot #:** _____

Phone: (H) _____ **(W)** _____ **(Fax)** _____

Type of Alteration/Change (please check appropriate box):

- | | | |
|--------------------------|-------------------|--------------------------|
| <input type="checkbox"/> | Second Story Deck | Complete Section A below |
| <input type="checkbox"/> | Ground Level Deck | Complete Section A below |
| <input type="checkbox"/> | Fence | Complete Section B below |
| <input type="checkbox"/> | Patio | Complete Section C below |
| <input type="checkbox"/> | Storm Door | Complete Section D below |
| <input type="checkbox"/> | Other | Complete Section E below |

Section A: Deck Additions

Dimensions, across the back of the house: _____

Dimensions, length out from the house: _____

Elevation, from ground level: _____

Railing height, from deck surface: _____

Railing type (describe): _____

Type of materials: _____

Section B: Fence Additions

Total dimensions of the fence: _____

Fence type: _____

Type of gate: _____

Type of materials: _____

Section C: Patio Additions

Total dimensions of the patio: _____

Type of materials: _____

Section D: Storm Doors

Placement of door: _____

Type of door (describe): _____

Describe color of door as it relates to the following:

Front door, siding (brick) and trim: _____

Section E: Other (includes Addendums to previously approved requests, if applicable)

Please provide an explanation of the project, providing details on dimensions, materials and colors as applicable.

All applications must be accompanied by the materials listed below. Incomplete applications will not be reviewed and may result in your project being delayed.

- Attach architectural plans/drawings or photographs of the proposed project. Drawing **MUST** show elevations, dimensions, height off the ground, relationship to existing structures, railings, footings, color samples if necessary and manufacturer’s brochure if available.
- Attach a copy of the property plat showing size, shape and location of improvement to residence and to adjoining properties (including specific dimensions of improvement and distances to adjoining properties). Grading plan must be included, if applicable.
- Obtain the signatures of all adjacent or affected property owners. The signatures only indicate their awareness of your proposed plans, not their approval. Signatories having concerns about your proposed plan must notify the Association of specific concerns in writing.

Name: _____ Phone: _____
 Address: _____ Lot #: _____

Name: _____ Phone: _____
 Address: _____ Lot #: _____

I understand and agree to the following:

- That this modification may require a County building permit or may be subject to other governmental regulations. I agree to obtain all required city/county approvals. Miss Utility will be contacted prior to the commencement of any construction. Approval of this application satisfies only the requirements of the Association and not any obligations to the County or others as may be required.
- That I assume full responsibility for: all landscaping, grading and/or drainage issues relating to the improvements, including applicable replacing bonds or escrows posted by Developer/Builder currently in place affecting the lot; any damage to adjoining property (including common area); and any injury to third persons associated with the improvement.
- That all work associated with the project will be completed within the property lines.
- That no work on this proposal will commence until I receive written approval of the Association. To do so is a violation of the Covenants of the Association and may result in my being required to remove an unapproved modification and restore my property to its original condition at my own expense if this application is disapproved. I also understand I may be held responsible for any legal fees incurred on behalf of the Association in enforcing this provision.
- That an approval is contingent upon the construction being completed in a timely and a professional and a workmanlike manner as per the specifications as submitted in this application.
- That members of the Association may enter upon my property to make routine inspections.
- That there are architectural requirements addressed in the Design Guidelines and the Declaration and a reviews process as established by the Board of Directors.
- That the approval authority granted by the Association (if so granted) will automatically expire should the proposed project not be commenced within 180 days of the approval or completed within one year of the approval.
- That a variation from the original application must be submitted for approval of the Association.

Owner/Applicant’s Signature: _____ **Date:** _____

 (For Committee Use Only)

- Approved
- Disapproved
- Approved with conditions: _____
 Comments: _____

Committee Representative: _____ Date of Decision: _____