## WOODSTONE HOMEOWNERS ASSOCIATION ARCHITECTURAL REVIEW BOARD

## **RULES AND REGULATIONS**

## **REVISED MAY 2022**

(ORIGINALLY APPROVED DECEMBER 6, 1988)

# APPROVED BY ACTION OF THE WOODSTONE HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS

EFFECTIVE JULY 11, 2022

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#### 1. INTRODUCTION

- 1.1 The deed to every home in Woodstone is subject to a number of standard covenants, one of which pertains to architectural control (the Declaration of Covenant and Restrictions, which is available from the Homeowners Association Management Agent). This covenant imposes a legal obligation on each homeowner to seek and obtain from the Woodstone Homeowners Association Architectural Review Board (ARB) prior approval, in accordance with procedures established for such purposes, to build any structure on the premises or to make any additions to or modifications of the exterior of the home or any portion of the yard.
- 1.2 At a meeting held on August 2, 1988, the Board of Directors appointed an Architectural Review Board to perform the Board's architectural control functions. In December 1988, the ARB published a set of policies, guidelines, and procedures for the information of homeowners. In October 2005, February 2013 and most recently May 2022 a revised version of these policies, guidelines, and procedures was approved, published, and distributed to the homeowners. These policies, procedures and guidelines will be used in determining approval/disapproval of homeowner petitions filed pursuant to the covenant, and for establishing an appellate procedure in instances where petitions are disapproved by the ARB.

#### 2. PURPOSE, RESPONSIBILITIES, AND FUNCTIONS

#### 2.1 ARB PURPOSE

- 2.1.1 Woodstone, like most communities in the United States, was designed to reflect a particular architectural style. In particular, Woodstone is reflective of the builder's interpretation of Colonial style. The houses vary in size, style, color of siding and brick, interior space, window design, and numerous other details. However, they were designed to harmonize with each other in a uniform and well-defined style of architecture. This architectural style is intended to remain unchanged through many generations of homeowners.
- 2.1.2 The attractiveness and monetary value of each home is substantially related to the external appearance and value of every other home in Woodstone, which are given cohesion because of this common architectural bond. Any change in the appearance of one home which is not consistent with the overall architectural theme of the community will not only detract from its own beauty and value, but also negatively affect the attractiveness and value of a neighbor's home. If enough of these inharmonious changes occur, the aesthetics and values of the community as a whole may be irrevocably reduced. Architectural control is the method by which our community protects itself against these possibly deleterious effects by limiting alterations only to those which will best preserve the community's aesthetic homogeneity.

#### 2.2 ARB RESPONSIBILITIES

2.2.1 The Architectural Review Board shall regulate the external design, appearance and locations of the property and improvements thereon in such a manner so as to preserve and enhance values

and to maintain a harmonious relationship among structures, the natural vegetation and topography. Other functions of the ARB are as specified in the By-Laws of the Woodstone Homeowners Association (HOA).

2.2.2 The Woodstone HOA Board of Directors shall oversee actions of the ARB. The Board of Directors shall approve all ARB Rules and Regulations and modifications to these standards.

#### 2.3 MEMBERSHIP OF THE ARB

Membership of the Architectural Review Board is comprised of Woodstone homeowners appointed by the Board of Directors, in accordance with the By-Laws of the Woodstone Homeowners Association.

#### 2.4 HOMEOWNER RESPONSIBILITIES

- 2.4.1 It is important for homeowners to remember that all grounds, including enclosed back yards and side yards, are subject to the Restrictive Covenants. Hereafter these Restrictive Covenants will be called Architectural Covenants. Thus, the commencement, erection, or maintenance of any structure on such grounds, or within any enclosed portion thereof, must conform to the Covenants and, as applicable, to these guidelines.
- 2.4.2 Nothing shall be done or placed on any lot which may become an annoyance or nuisance to the neighborhood. In addition, if any structure, fence, shed, object, or any landscaping will potentially or in fact does encroach on any common area, both the Board of Directors and Architectural Review Board must first receive and act favorably on a written request for approval of the proposed action. Approvals or disapprovals will be provided in writing. A failure to request such advance approval or a failure to prevent such actual encroachment will be a violation of the Architectural Covenants, the Articles of Incorporation, the By-Laws, and other applicable covenants.
- 2.4.3 The homeowner is responsible for any adverse effects and possible litigation resulting from any project undertaken.
- 2.4.4 The homeowner is wholly responsible for obtaining any building permits required by the County of Fairfax. Approval of any project by the ARB does not waive the necessity of obtaining required *Fairfax County* permits. Obtaining a county permit does not eliminate the need for ARB approval.

#### 3. PROCEDURES FOR ARCHITECTURAL REVIEW BOARD APPROVALS

#### 3.1 SUBMISSION OF PROJECTS FOR REVIEW

#### 3.1.1 ROLE OF THE HOMEOWNER

- 3.1.1.1 Homeowners are responsible for submission of requests for all exterior modifications to the ARB for review prior to construction of the modification. Applications for approval of structures, additions, changes, or alterations for which prior approval is required shall be in writing. All applications shall be mailed to the Woodstone Architectural Review Board in care of the HOA Management Agent and shall contain the following information.
  - a) Homeowner Request for Approval form (or letter providing name, street address, lot number and telephone number of the applicant) listing the nature, location, and description of the improvement covered by the application. The homeowner architectural checklist shall be completed and submitted with this form.
  - b) Lot plat plan showing the locations of the project, especially in relationship to neighboring properties. The locations of any trees and/or bushes where used to "screen" the project from view of neighbors or the road shall be shown on the plan.
  - c) Plans, diagrams, and specifications of the improvement, including the shape and dimensions of any structure or structures covered by the application, as well as any structures affected by or adjacent to such structure or structures. As a minimum, include a plan view (from above) and an elevation view (from eye level) both showing details and dimensions.
  - d) Specific colors by brand name or sample and types of materials to be used in making the requested improvement.
- 3.1.1.2 Homeowners should get approval from the ARB before getting county permits, committing to construction contracts, or purchases of materials. The homeowner is strictly responsible for ensuring that the project meets all general engineering and Fairfax County building code requirements. The Woodstone ARB only reviews projects for their architectural aesthetics and impact on the community.

#### 3.1.2 ROLE OF THE HOA MANAGEMENT AGENT

- 3.1.2.1 The HOA management agent receives all applications for ARB review and maintains a record of ARB actions. ARB applications shall then be reviewed for completeness of information by the management agent. If the items listed above in section 3.1.1.1 are not provided in the application by the homeowner, the management agent will return the application to the homeowner requesting that the missing information be provided. In this notification to the homeowner it will note that the project is administratively disapproved without prejudice due to lack of information. Applications that have all of the proper information shall be forwarded to the ARB for its review. The HOA management agent will maintain a database of all ARB actions including approval or disapproval decisions. A copy of this database shall be supplied to the ARB chairman annually upon request.
- 3.1.2.2 The HOA management agent shall inspect the entire community as directed by the Board for any potential ARB violations. New construction and modifications to homes shall be noted and reviewed against the community ARB database. If a homeowner has performed or is performing a modification that comes under ARB review without having ARB approval, the HOA management agent shall send written notification to the homeowner that he/she is in violation of the Woodstone Covenant that requires prior approval of exterior modifications to

their home. In this notification, the homeowner shall be told to immediately submit the modification for ARB approval.

3.1.2.3 The HOA management agent may inspect the entire community at least once a year or as directed by the Board – for any potential covenants' violations. New construction and modifications to homes shall be noted and reviewed against the community ARB database. If a homeowner has performed or is performing a modification that comes under ARB review without having ARB approval, the HOA management agent shall send written notification to the homeowner that he/she is in violation of the Woodstone Covenant that requires prior approval of exterior modifications to their home. In this notification, the homeowner shall be told to immediately submit the modification for ARB approval.

#### 3.1.3 ROLE OF THE ARB

- 3.1.3.1 The ARB will review all complete applications for compliance with the architectural guidelines and rules given below in sections 4 and 5, and for the architectural aesthetics and impact of the project on the community.
- 3.1.3.2 Each application filed with the ARB shall be either approved or disapproved within 45 days after its receipt by the ARB. Failure of the ARB to so act within this time period shall be deemed to be approval of the application but shall not absolve a homeowner (applicant) from adherence to these ARB policies, standards and procedures. The HOA reserves the right to require compliance to the ARB standards at any time. When the ARB disapproves an application, it shall notify the applicant in writing of such determination within the time period prescribed above, specifying in such notice the rationale for disapproving the application.
- 3.1.3.3 The ARB will, as needed, undertake a detailed inspection of all Woodstone homes to compare with the ARB database of approvals. The ARB will use the guidelines listed above in paragraph 3.1.2.3.

#### 3.1.4 STANDARD FORMS FOR ARB SUBMITTALS

For each project to be reviewed by the ARB, a homeowner request for approval and architectural checklist must be completed and submitted along with the project plans and other information such as, but not limited to, copies of brochures, paint swatches, samples of products and draftspersons renderings. These forms are available from the HOA management agent, on the Woodstone Website when available, and also are included herein (see Appendix A).

#### 3.1.5 ADDRESS FOR ARB SUBMISSIONS

Applications for ARB review, including all supporting documents, may be mailed, emailed, or faxed to the HOA management agent.

#### 3.2 APPEALS OF ARB DECISIONS

- 3.2.1 Any homeowner whose request for approval of modifications to a home is disapproved by the ARB may appeal to the Woodstone Board of Directors for review of the ARB's action. Such appeal must be filed with the Board of Directors no later than 30 days after the date the request denial is received by the homeowner. The filing of an appeal does not override the decision of the ARB; only specific Board of Directors action will result in a decision to uphold or overturn the ARB decision. No project shall be undertaken that is under appeal to the Board of Directors.
- 3.2.2 Appeals of ARB decisions to the Board of Directors shall be in writing, and shall be mailed to the HOA Management Agent. Appeals shall contain the following information:
  - a) Name, street address, lot number and telephone number of the homeowner and of the property if different;
  - b) A copy of the application disapproved by the ARB, together with all supporting documents and diagrams that were submitted to the ARB; and
  - c) A concise statement of facts and reasons which the homeowner believes establishes error in the ARB decision.
- 3.2.3 By resolution adopted August 9, 1988, the Board of Directors of the Homeowners Association has expressed its intention to render a decision on each properly submitted appeal at the regularly scheduled meeting of the Board immediately following the date on which such appeal is filed, or as soon thereafter as practicable.

#### 3.3 CONSTRUCTION OF PROJECTS

3.3.1 In consideration of other residents, any and all noise-producing work on exterior projects, including standard home maintenance which does not require approval by the ARB such as lawn care, shall be done only during and between the following hours:

Sunday -Thursday 7 AM until 9PM Friday/Saturday/Holidays 9 AM until 9PM

3.3.2 No structure shall be permitted to stand with its exterior in an unfinished condition for longer than six (6) months after the commencement of construction. In the event of fire, windstorm, or other damage, homeowners must complete repairs within three (3) months, except for legal or insurance delays.

#### 3.4 INSPECTIONS

The ARB members, managing agent or the board of directors may inspect the site of proposed additions and modifications. Inspections may be done by the aforementioned representatives prior, during, and at completion of the project. Access to homeowner's property will be in accord with the Woodstone Homeowner's Association Covenants.

#### 4. GENERAL ARCHITECTURAL GUIDELINES

All applications are evaluated on the basis of the restrictions contained in the Declaration, the guidelines contained in these Rules, and on individual merits. Besides evaluation of the particular design proposal, this includes consideration of the characteristics of the community housing type and the individual site. What may be an acceptable design treatment in one location, may not be so in another. For example, design treatment appropriate for townhouse end units may not be appropriate for interior units or what is acceptable for a townhouse may not be acceptable for a single family home. Acceptable designs are based on the following criteria and the guidelines in these Rules.

#### 4.1 VALIDITY OF CONCEPT

All applications are reviewed as to the soundness of the basic idea, appropriateness to surroundings and the character of the community.

#### **4.2 DESIGN COMPATIBILITY**

The proposed improvement must be compatible with the applicant's home, adjoining homes, and the neighborhood setting. Compatibility is defined as: "similarity in architectural style and design elements (such as square columns and mullions (grids) – etched or physical – in all windows and patio doors), quality of workmanship, materials, color, and construction details."

#### 4.3 LOCATION AND IMPACT ON NEIGHBORS

The proposed alteration should relate favorably to the landscape, existing structures, and the neighborhood. Primary concerns are, but not limited to, access, view, sunlight, ventilation, and drainage. The homeowner is responsible for ensuring that the project is within their property lines and that all Fairfax County building "set back" requirements are met. When a proposed alteration has a possible impact on adjacent properties, it is strongly recommended that the applicant discuss the proposal with affected neighbors prior to submitting the application. The ARB reserves the right to require neighbors' signatures on the application as an indication of their awareness of the proposed alteration.

#### 4.4 SCALE

The size (in three dimensions) of the proposed alteration should relate appropriately to the adjacent structures and its surroundings.

#### 4.5 COLOR

Parts of the addition that are similar to the existing house, such as <u>siding</u>, roof and trim, should match the color and style of the existing materials. Any changes to the existing colors of the home must be approved by the ARB. Colors must conform to the approved Woodstone color palettes. Color palettes are available from the HOA management agent or on the Woodstone HOA website. Woodstone homes were originally painted with McCormick Paint Company Colonial Exterior Colors. Homeowners are not required to use McCormick paints, but must match approved colors and shades. The color palette available on the HOA website should NOT be printed and matched

as distortion may occur. Actual paint chips for color matching should be obtained from McCormick Paint Company. Note: White was not included as an original color for front doors, and cannot be used for front doors without permission by the ARB.

#### **4.6 MATERIALS**

Continuity is maintained by use of the same (or comparable) materials that were used in the original house. Should the original materials no longer be available, request for approval by the ARB must be submitted prior to commencement of the project.

#### 4.7 WORKMANSHIP

Workmanship is another standard applied to all exterior alterations. The quality of work should be equal to, or better than, that otherwise used in the community. Poor practices, besides causing the owner problems, can also create safety hazards. The homeowner assumes all responsibility for the safety of new construction, and damage/repairs to common area and structures.

#### 4.8 COMMON GROUNDS

All homeowners are entitled to use the common grounds. However, homeowners may not convert any portion of the common grounds for their exclusive use. For example, homeowners may not plant gardens, trees, or shrubs in the common areas, may not store firewood or other items on the common grounds, etc. Neither homeowners nor their contractors may drive vehicles on the common grounds unless prior approval is obtained by the managing agent or board of directors. It is important for each homeowner to be aware of the precise boundaries of their lot. Everything in Woodstone that is not a private lot is considered common grounds. Homeowners will be held responsible for repair (or costs associated with repair) of any damage they or their contracted service provider cause to common ground areas.

#### 4.9 ALL OTHER STRUCTURES NOT LISTED ABOVE

Any exterior addition to or exterior alteration on any of the dwellings located in the community shall not be made unless and until that structure, addition, change, or alteration has been previously approved by the ARB in writing.

#### 5. SPECIFIC RULES AND REGULATIONS

There are a great variety of additions and modifications which could be made to houses in Woodstone, and the review of these will impose a considerable burden on the homeowners as well as the ARB. For this reason, the ARB has carefully evaluated a number of external modifications that we believe would be most frequently contemplated by homeowners. From this evaluation the Board has compiled a list of general guidelines for home improvements which are consistent with the architectural style reflected in the community. Utilizing the guidelines stated below when designing proposed structures, additions, and alterations will facilitate ARB approval. In all cases, compliance with Fairfax County building codes is required. This compliance is the responsibility of the homeowner.

#### 5.1 CHIMNEYS

- 5.1.1 With prior approval by the ARB, owners may install chimneys.
- 5.1.2 Installation of chimneys must be on the backside of the house for townhomes and the back or side of single family homes. The chimney or flue shall extend above the ridge line to the same height as adjacent chimneys and flue enclosures or to such height as may be required for proper "draft."
- 5.1.3 Single family home chimneys will be of brick construction, or constructed of siding that exactly matches in texture and color the existing siding of the house.
- 5.1.4 Townhouse flue enclosures must be constructed of siding that exactly matches in texture and color the existing siding of the house. Brick or other types of chimneys are not permitted on townhouses.

#### 5.2 CLOTHES LINES

No clothing, laundry, or wash shall be aired or dried on any portion of the lots, except where lots are fully fenced, in which case such activity must be out of public view and fully concealed by fencing.

#### 5.3 DOORS

#### 5.3.1 FRONT ENTRY DOORS

- 5.3.1.1 Existing exterior doors may be replaced with any of the following styles without ARB approval:
- 5.3.1.1.1 Doors matching the original door style and color (i.e., two-panel, nine-light doors in townhouses, or six-panel doors in single family houses); White is not an original color.
- 5.3.1.1.2 Four-panel, fanlight doors (but not cambered fanlights);
- 5.3.1.1.3 Four-panel, two-light doors;
- 5.3.1.1.4 Four-panel, single divided-light doors; and
- 5.3.1.1.5 Nine-panel, center light doors.
- 5.3.1.2 Examples of the doors are attached as Appendix B and may be found with the HOA management agent or on the Woodstone Website when available. All other exterior door styles will require ARB approval (with an explanation of why one of the above styles is not appropriate).
- 5.3.1.3 Any change to the door color must be approved by the ARB and adhere to the approved Colonial Colors palette on the HOA website. White is not an approved color for doors.

5.3.1.4 Door styles should have plain glass and be free from etching, decoration or color. Any style of decorative glass must be approved by the ARB. Door styles with stained glass are prohibited.

#### 5.3.2 SCREEN AND STORM DOORS

- 5.3.2.1 Screen and storm doors may be installed. They should conform to the doorframe of the house and be painted the same color as the trim or the door. As an exception, screen and storm doors may be painted white or a cream-based color. Other colors must be approved by the ARB.
- 5.3.2.2 Doors shall only be of full, full with cross bar, or half-view type. [Vertical security bars are permitted] Examples of these doors are shown as described in para. 5.3.1.2, above.
- 5.3.2.3 Doors should have plain glass and be free from etching, decoration or color. Any style of decorative glass is prohibited.
- 5.3.2.4 Screen and storm doors installed in compliance with the above requirements require no ARB approval. All other installations must have prior ARB approval.

#### 5.3.3 PATIO DOORS

The original sliding glass patio doors may be replaced with new doors which match in style and color without ARB approval. They may also be replaced with French doors without ARB approval if the dimensions of the French doors match the dimensions of the existing sliding glass door. Any replacement patio door must have mullions (grids) – etched or physical. Any change in dimensions of the replacement door or addition of sidelights must have ARB approval.

#### 5.4 DRIVEWAYS

Single family home driveway extensions or other driveway changes must have prior approval of the ARB. Driveways may be replaced without ARB approval provided that the replacement driveway is in the same location, and of the same size as the existing driveway. Only asphalt is permitted as a driveway material. Homeowners must maintain their driveways in good condition at all times.

#### 5.5 EXHAUST DUCTS AND ATTIC FANS

Installation of attic fans or other exhaust ducts on the roof are permitted without ARB approval, provided they are painted the same color as the chimney duct, are aluminum, or match the roofing color. Installation must be on the back side of the house and the tops must not extend above the ridge line (roof's peak). Any other installation requires ARB approval. Exhaust ducts which exit through the siding of a house are only permitted on the rear or side of the house and must match the color of the siding, unless approved by the ARB.

#### 5.6 EXTERIOR ANTENNAS AND SATELLITE DISHES

- 5.6.1 The installation of one satellite dish under one meter or thirty-nine (39) inches in diameter or an antenna for TV reception is permitted without ARB approval under the following guidelines:
- 5.6.1.1 To the extent possible, it should be placed in an area not visible from the street in front of your property, such as the attic, backyard, or backside of the house;
- 5.6.1.2 If suitable signal reception requires placement where a satellite dish is visible from the street, or in front of your house, it must be camouflaged, i.e., ordered in a color or painted (if manufacturer permits) to match the background (siding, roof, etc.) or landscaped. Within 30 days of installation, the homeowner must submit appropriate documentation to the ARB with reasons precluding compliance with paragraph 5.6.1.1; and
- 5.6.1.3 If installed in the yard, the dish should be clear of common walkways and associated wiring must be buried to prevent being a safety hazard;
- 5.6.1.4 All required health, safety, building and electrical codes must be followed.
- 5.6.2 To ensure compliance with these guidelines, the homeowner prior to installation may wish to notify the HOA management agent, providing details of installation. The management agent will then notify a member of the ARB within 5 business days who will respond to the homeowner within 3 business days of notification. The homeowner is responsible for ensuring unused hardware is removed promptly (to include, but not limited to satellite dishes, wires).
- 5.6.3 Satellite dishes over the size limit in paragraph 5.6.1 above, and antennas other than television and multichannel multipoint distribution (MMDS) antennas are prohibited.
- 5.6.4 No dishes or antenna may be placed on the common areas.

#### 5.7 EXTERIOR LIGHTING

- 5.7.1 Installation of newly-placed exterior lighting must have prior approval of the ARB. Newly-added fixtures should be of a style, size, color and material consistent with the existing exterior lighting or architectural appearance of the home. All exterior lights must be properly shielded (no bare bulbs except properly aimed, unobtrusive spotlights).
- 5.7.2 Replacement of existing exterior lighting is permissible without ARB approval if replaced with the carriage style and size. Pre-approved colors for lighting fixtures are black, white, bronze, brass and nickel. Any changes to the size, style, color or material other than previously stated, must be approved by the ARB prior to installation.
- 5.7.3 Exterior lighting shall not be directed onto or into surrounding homes.
- 5.7.4 Walkway lights are permissible without ARB approval provided that they do not cast light onto the home or onto surrounding homes, that all wiring be concealed below the ground, and they are compatible with the existing exterior lighting attached to the home. Walkway lighting shall be illuminated *only* with white lights, except for holiday lighting (see below).
- 5.7.5 Maximum wattage for exterior lighting should not exceed 100 watts. External lights, such as porch lights should be absent of color, except for white, or yellow.
- 5.7.6 Holiday or seasonal decorations and lighting shall be specific and appropriate to the holiday or season occurring at the time of display. All materials shall be within the property's boundaries (no decorations/lighting may be placed in or extend into the common area). December exterior holiday decorations may be placed out as early as November and may remain on display until January 15th. Exterior decorations/lighting for all other times may be placed out thirty (30) days in advance of the holiday/season and removed no later than fourteen (14) days after the holiday/season, weather permitting. No approval is required for temporary or seasonal lighting.

#### 5.8 FENCES, SCREENS AND WALLS ABOVE GRADE

#### 5.8.1 TOWNHOUSE FENCES

- 5.8.1.1 Blanket approval is granted for installation of pressure treated wooden single board-on-board six foot high fences within the property lines. These fence additions shall match, and must be no higher than, the existing fences originally installed in the sub-division (but in no case higher than six feet in height). The fence must have at least one entry, to allow access by fire and rescue teams and escape in emergencies. The fencing should be left unpainted and unstained. Treatment with a clear wood preservative is permitted and encouraged. Fencing purchased in prefabricated sections must be modified so that the boards are parallel to or perpendicular to the ground to permit the fence to conform to the horizontal and vertical installation rule (paragraph 5.8.2.8). No other style fence will be approved for townhouses.
- 5.8.1.2 Use of synthetic fencing must be approved by the ARB.

#### 5.8.2 SINGLE FAMILY HOUSES

- 5.8.2.1 Blanket approval is granted for installation of fences which meet the requirements of paragraph 5.8.1. Any other fence, screen, or wall above grade must be submitted for ARB review and approval. The following guidelines apply.
- 5.8.2.2 Wood fencing or screening will be in conformity with the architectural design of the community. Other designs and types may be considered by the ARB upon request by the homeowner prior to installation.
- 5.8.2.3 Chain link or other galvanized metal fencing may be permitted with ARB approval if it is installed inside an approved fence enclosure, below the height of the other fence, and not visible from outside of the yard.
- 5.8.2.4 All fencing, screening, or walls should preferably have finished materials on both sides. If only one side has finished materials, this side must face the public side of the individual lot. In other words, posts and hardware (except gate hardware) should be hidden from view by the public and neighbors.
- 5.8.2.5 Fences will be left unpainted, unstained or painted/stained in colors compatible with those originally employed in the homes in the community. Treatment with a clear wood preservative is permitted and encouraged. If a fence is made of wood, it may be painted or stained on either side as long as such treatment is approved by the ARB. If approved, maintenance in good order of the painted fence surface is the responsibility of the homeowner.
- 5.8.2.6 If a fence or wall is made of brick, it is preferred that it be identical in color, size and shape to that used in the construction of the house. Other complimentary colors of brick may be considered by the ARB.
- 5.8.2.7 If a fence is made of both brick and wood it must meet the requirements above for these materials.
- 5.8.2.8 All fences must be installed such that the wood members are vertical and horizontal. All other angles and artistic designs must be submitted to the ARB for approval. Fencing purchased in prefabricated sections must be modified to conform to the horizontal and vertical installation rule.
- 5.8.2.9 New fencing or replacement fencing must be of identical material and design of any existing fence(s) to which it is connected. Should the existing fences on either side of the property be different, approval by the ARB is required prior to installation of the new fence. The request must be accompanied by pictures of both existing fence types along with specifications of the type the homeowner would prefer installing. The new fence must match one of the adjacent existing fence styles. The ARB reserves the right to deny approval of the preferred type in favor of installation of the second fence type.

- 5.8.2.10 All fencing must be contiguous with other fencing and the house.
- 5.8.2.11 For homes adjoining common property, the fence must have at least one entry to common property, to allow access by fire and rescue teams and escape in emergencies. Exceptions may be submitted to the ARB for approval.
- 5.8.2.12 All fences must be wholly erected on the homeowner's private property so that no part of the fence is installed on common area which are the property of the Woodstone HOA or on a neighboring yard.
- 5.8.2.13 No fence, wall or screen will be approved if its installation will obstruct sight lines for vehicular traffic. Fencing shall not extend forward of the front house line, nor forward of the front house line of adjacent homes. No fencing shall be permitted to enclose any front yard. Short sections of decorative fence in front yards will be considered for approval by the ARB.
- 5.8.2.14 Use of synthetic fencing must be approved by the ARB.

#### 5.9 FIREWOOD

- 5.9.1 Firewood shall be neatly stacked at the rear of the house at a height no greater than 5 1/2 feet and be contained within the owner's property lines. Firewood stacks on the side of the house may be considered only if the location is the least conspicuous. The location should be selected in such a manner as to minimize visual impact.
- 5.9.2 In no case shall firewood stacks exceed the height of any nearby fence. Firewood stacks must contain firewood only, with no storage of debris. When stored within a privacy fence, it will be stacked in a manner so as not to damage the fence.
- 5.9.3 The ARB recommends that firewood not be stored during the spring or summer and that it not be stored touching the ground, a house or other structure to prevent attracting termites. In cases of year to year use, screening or landscaping is recommended and <u>may</u> be required.
- 5.9.4 Any variation to the above guidelines requires ARB approval.

#### 5.10 FLAG POLES

- 5.10.1 Installation of free standing flag poles must be approved by the ARB. Short flagpoles attached to the house require no ARB approval. A completed application requires the following information: Site plan showing location of flagpole; height and materials of flagpole and mounting; and size and description of flag to be flown.
- 5.10.2 Permanent flagpoles must be of a height, color, and location which is appropriate for the size of the property and background. Permanent free standing flagpoles are generally approved only for detached houses and must be installed and maintained in a vertical position. Flags must be well-maintained.

#### 5.11 GUTTERS AND DOWNSPOUTS

- 5.11.1 Replacement of existing gutters and downspouts, provided they are the same type and color as the original installation, is permitted without ARB approval. Any installation other than that matching the original requires ARB review and approval.
- 5.11.2 Downspouts must not bisect a wall.
- 5.11.3 Downspouts on townhouse end units and single family homes should not be on the front of the house, if at all possible.
- 5.11.4 Downspouts must be contiguous from the roofline to the ground. No water should be permitted to fall to the ground from any height.
- 5.11.5 Gutters must be contiguous with the roof line.
- 5.11.6 The color of downspouts, gutters and any supporting structure or attachments must be the same as the exterior trim or white, and must be attached to the house at all times.

#### 5.12 HOT TUBS AND JACUZZIS

- 5.12.1 Hot tubs and Jacuzzis of any kind that are permanently installed must be installed within a fenced area, and must have prior ARB approval. Under no circumstances may any hot tub be placed within public view from the street. Any hot tub installed on an elevated deck must have ARB approved screening to shield the hot tub from public view, which includes view by the neighbors. Any variation to the these guidelines may also require written approval by the adjacent neighbors, including the owner of the property directly behind the proposed installation if the hot tub or jacuzzi is within view of that property.
- 5.12.2 Portable hot tubs placed on ground-level surfaces or decks less than 18 inches above ground require no ARB approval provided they are placed within fenced areas and are reasonably hidden from public view.

#### 5.13 HOUSE NUMBERS

House numbers should be between 3 inches to 6 inches in height and should not be painted or stenciled on the house. The numbers should be either black or metallic in color and should be in a style easily identifiable for emergency vehicles. Any numbers not conforming to these standards should be submitted to the ARB for approval. All four digits of the house number should be visible. If a digit is missing, it should be replaced within 30 days.

#### 5.14 LANDSCAPE TIMBERS AND RETAINING WALLS

- 5.14.1 Landscape timbers and retaining walls over 18 inches above local grade at any point must be submitted for ARB approval. All other installations of landscape timbers and retaining walls at or below 18 inches above grade need not be submitted to the ARB.
- 5.14.2 Landscape timbers and retaining walls shall be constructed so as not to divert ground water onto adjoining properties or otherwise substantially change existing drainage patterns.
- 5.14.3 For retaining walls of any height, the following materials may be used: timbers, bricks, stone, or pre-fab retaining wall blocks. Cement blocks or reinforced concrete walls must be covered with one of the above materials and must not be exposed. The ARB will consider other materials if requested.

#### 5.15 LANDSCAPING FOR PRIVATE PROPERTY

- 5.15.1 While most simple landscaping of property does not involve the erection or maintenance of a "structure" and thus may not be subject to the Covenant, any such action that does involve a structure, fence, object or wall <u>is</u> within the Covenant.
- 5.15.2 Owners shall, at all times, maintain their property and all appurtenances thereto in good repair and in a state of neat appearance. All lawn areas shall be kept mowed and shall not be permitted to grow beyond a height of six (6) inches. This included yards in the side and back of homes, regardless if they are fenced in.
- 5.15.3 All flower gardens, plants, shrubs, and trees shall be neatly maintained. Paving of yards is prohibited. Covering of front or side yards with decorative stones as the principle design element, is prohibited. Other lawn materials or other coverings must be approved by the ARB.
- 5.15.4 When more than 50 percent of the non-paved area in front of a home is to be changed from grass lawn to a new treatment or covering, the homeowner must submit landscape plans to the ARB for prior approval.
- 5.15.5 One or two lawn ornaments, including but not limited to statuary, bird baths, decorative balls, etc., are permitted in front and side yards, as long as they are in good condition.
- 5.15.6 All trees and shrubs must be located so as not to obstruct walkways. No tree, hedge, or shrub planting shall be maintained in such a manner as to obstruct sight lines for vehicular traffic. Trees, hedges, or shrubs that restrict sight lines for vehicular traffic must be cut back or removed. Proper maintenance of all plant material installed by the homeowner becomes and remains the responsibility of the homeowner.
- 5.15.7 Any changes to ground elevation of a lot in excess of 18 inches requires prior approval of the ARB.
- 5.15.8 ARB approval is not necessary for landscape edging provided that it is no higher than 18 inches above grade at its highest point.

#### 5.16 SINGLE FAMILY HOME MAILBOXES

5.16.1 Replacement mailbox and post colors must match the existing color as installed by the builder or match the existing approved house colors. Any changes must be submitted to the ARB for approval. *Note: Cluster mailboxes located within the townhome community are maintained by the association.* 

#### 5.17 NEW BUILDINGS, ALTERATIONS, ADDITIONS AND DETACHED STRUCTURES

- 5.17.1 Properties shall be used exclusively for residential purposes. No building shall be erected, altered, placed or permitted to remain on any lot other than one dwelling, a garage (single family home only) and other approved structure(s) for use solely by the occupants.
- 5.17.2 Any new building, addition to an existing building, exterior alteration, modification or change to an existing building or any new detached structure must have the approval of the ARB <u>before</u> any work is undertaken, and shall be compatible with the design character of the original building. Examples of such projects include: new additions to homes, a screen porch, deck, garage, green-house, storage shed (see Section <u>5.25</u>), fireplace, dog house, etc.

#### 5.17.3 MATERIALS AND COLOR

- 5.17.3.1 Only the exterior materials existing on the parent structure or those comparable with the architectural design character of the community may be used unless approved by the ARB.
- 5.17.3.2 Exterior color changes to the structure must be in harmony with the other existing homes in the community, similar to the colors originally employed in the community (see the approved trim and shutter color palette on the HOA website for the complete listing), and must have prior approval from the ARB. House trim, shutters and entry doors generally should contrast with the siding or brick color of the main portion of the house.
- 5.17.3.3 Exterior color changes must harmonize with existing structures in the immediate vicinity. Adjoining houses should not be of identical color schemes.
- 5.17.3.4 Only those areas that are painted may be repainted; only those areas that are stained may be re-stained. Brick shall remain unpainted, except with prior approval of the ARB.
- 5.17.3.5 Exposed concrete or block foundations shall be painted in harmony with the house's color scheme.

#### 5.18 NOISE PRODUCING DEVICES

The use of high noise producing devices such as (but not limited to) lawn mowers, edgers, electric tools, air compressors, leaf blowers, etc. is limited to the hours Sunday -Thursday 7AM until 9PM and Friday/Saturday/Federal Holidays 9 AM until 9PM. The Association follows the noise ordinance guidelines of Fairfax County as default guidance.

#### 5.19 PAINTING AND HOUSE EXTERIOR SURFACES

- 5.19.1 ARB approval is not necessary for painting of front doors and exterior trim when the colors and shades of the paint used are the same as the original colors of paint used on the house by the builder. (White is not an approved color for doors). No person shall paint the exterior of any home a color different than the original color and shades of said structure without the proposed color having been approved by the ARB. Approved exterior paint colors for trim and shutters are available from the HOA management agent and located on the Woodstone website when available.
- 5.19.2 The exterior surface materials and colors have been designed to present a uniform architectural theme and appearance for Woodstone. Therefore, changes to the roof materials, siding materials, trim and exterior color are prohibited, unless approved in advance by the ARB. In the event there is a general unavailability of the materials or color, or a problem exists with any material, the Association may designate another compatible exterior color and/or material. Only the approved colors for exterior paint and trim may be used. Generally, painted surfaces may only be repainted, and unpainted and unstained surfaces (such as brick) must remain unpainted and unstained unless prior approval is received from the ARB.
- 5.19.3 The exterior of the home must be properly maintained by the homeowner to preserve structural integrity, appearance and property value.

#### 5.19.4 SIDING

Replacement siding must match the existing style and color as was originally placed on the house at the time of construction. Any changes to the style, material or color must be approved by the ARB. It is permissible to change the type of siding from aluminum as originally placed on the house to vinyl if the style and color exactly match the existing home.

#### .19.5 SHUTTERS AND TRIM

Colors must conform to the approved Woodstone color palettes. Color plates are available from the HOA management agent or may be viewed on the HOA website. Woodstone homes were originally painted with McCormick Paint Company Colonial Exterior Colors. Homeowners are not required to use McCormick paints but must match approved colors and shades. If the home has shutters, the color of the shutters and door must match.

#### 5.20 PATIOS AND DECKS

5.20.1 All patio or deck installations more than eighteen inches above grade require prior approval from the ARB. Rear yard ground level patios or decks may be constructed of poured concrete, brick, stone, synthetic wood materials, commercial paver tiles or wood, and do not require ARB approval. Proper workmanship to assure sound construction and attractive appearance is required. Appropriate landscaping or fencing to soften the effect of the installation is encouraged. Patio or deck installation shall not adversely affect drainage.

5.20.2 Subject to prior ARB approval, elevated decks may be installed on the rear of homes, provided that they do not exceed the width of the rear of the home. Such elevated decks shall be constructed so that there is proper drainage and that no ground-level drainage problems are created on either the adjoining properties or Common Area. Awnings, screens, siding or any type of enclosures may be allowed above or below the deck, but must be approved in advance by the ARB. Their description, including color and location, must be shown on all plans. Plans must show the location, style and materials of any handrails on the deck. Any plans for such decks must show access from the home to the deck, including the design for any new doors or windows. New door and window styles and trim must match the existing.

5.20.3 Dimensions (width, depth and height), materials and location within the backyard must be specified on the plans. Elevated decks must be constructed of wood and synthetic wood materials may be stained, but may not be painted. Staining and colors of synthetic wood materials must be in harmony with the color scheme of the home and with the other existing homes in the community

5.20.4 Use of synthetic materials in place of wood for decking must be approved by the ARB.

#### 5.20.5 SCREEN PORCHES, SUNROOMS AND ENCLOSED PATIOS

Screen porches, sunrooms and enclosed patios are permitted with prior approval of the ARB. The requirements of the New Building, Alterations, Additions and Detached Structures section, above, apply. Door and windowpane trim must match the existing trim on the home. Windows and door size and styles must match the existing home architectural style, which includes mullions (grids) – etched or physical – in all windows and sliding glass or French doors.

#### 5.21 PLAY EQUIPMENT

Semi-permanent children's play equipment, such as sandboxes, swings, slides, playhouses and tents may be located in the rear of the house without ARB approval. No play equipment should be placed in the front or side of a house. All equipment must be maintained in a good state of repair. The ARB cannot rule on, nor is the HOA liable for, any safety aspects in regard to any play equipment. Consideration should be given to neighbors with respect to location, sight, sound and color. General courtesy is expected when using any outdoor play equipment. The guidelines listed below are provided in an effort to reconcile the need for play equipment with the goal of minimizing its visual impact. In some cases, visual screening may be required for approval.

#### 5.21.1 TRAMPOLINES

Outdoor trampolines must be confined to the rear yard only and should be disassembled when not in use unless within a fenced yard. Permanent, in-ground types are not encouraged.

#### 5.21.2 PLAY HOUSES

Freestanding playhouses shall be confined to the rear yard only and shall not be used as storage sheds. Maximum dimensions shall not exceed 6'x 5' (length x width) and 6' (from the ground

level) to the roof peak. Playhouses are considered temporary structures and shall not be built on foundations or concrete slabs. Any exceptions in size, *design* or use must have prior ARB approval.

#### 5.21.3 BASKETBALL BACKBOARDS AND POLES

Basketball backboards must be free standing and adjacent to paved surfaces where play will not interfere with neighbor's property. Those types attached to a dwelling are prohibited. Free standing poles for basketball backboards should be painted dark brown, dark green or black to blend with the natural surroundings, or if located adjacent to a dwelling or fence, painted to match the background or screening structure. Fiberglass basketball backboards may remain all white as they come from the factory. Freestanding hoops may not remain in or on the street when not in use and shall not be stored on common area. Residents must comply with current Fairfax County ordinances. Fairfax County specifies: "Poles must be located at least twelve (12') feet from the side property line and fifteen (15') feet from the front property line, and hoops cannot be used between 8 p.m. and 8 a.m."

#### 5.22 POOLS

Installation of pools of any kind (e.g., swimming or garden) exceeding 18 inches in depth, must have prior ARB approval.

#### 5.23 REPAIRS TO EXISTING STRUCTURES

ARB approval is not necessary for any repairs and maintenance to existing structures, provided it is the same as the original design including materials, location, trim, colors, siding type, windows, etc. Any changes require approval by the ARB.

#### **5.25 SHEDS**

- 5.25.1 Storage sheds that are within a closed fenced-in area, are below 5 1/2 feet in height as measured from the ground and have colors which match the house and roofing colors are permitted without approval of the ARB. All other storage sheds must be reviewed and approved by the ARB prior to installation.
- 5.25.2 Any shed above 5 1/2 feet in height or not within a privacy fence must have a shed or gable roof with shingles to match the existing house.
- 5.25.3 Storage sheds should be closed structures and of a scale appropriate to the location.
- 5.25.4 The shed siding must match the house trim, the house siding or fence.
- 5.25.5 Landscape screening or fencing may be required to hide the shed from view.
- 5.25.6 Storage sheds must be properly maintained by the Owner so as not to present an unsightly appearance.

#### 5.26 **SIGNS**

- 5.26.1 No illuminated sign of any kind will be permitted. No non-illuminated sign that is larger than two (2) square feet shall be displayed to the public view on any lot, except for temporary real estate signs not more than four (4) square feet in area, advertising the property for sale or rent. Only one temporary real estate sign will be permitted per\_house, located in the front yard. (A second sign for the side yard is permitted for houses on corner lots.) All signs advertising the property for sale or rent shall be removed within three (3) days from the date of execution of any agreement of sale or rental.
- 5.26.2 No signs, advertisements or messages, other than for identification purposes only, shall be displayed on the homeowner's property which offer or imply commercial or professional products or services, or which may constitute any other kind of business solicitation in, or from, any residence or residential property.
- 5.26.3 Signs on homeowner property advocating for political candidates or positions related to a primary, special, or general election shall be permitted, subject to the following limitations: Signs shall not be larger than two (2) square feet; shall not be displayed more than 30 days prior to and 7 days after the subject election; shall not be more than two (2) signs in total displayed on the property simultaneously.
- 5.26.4 Signs prohibited by this section shall be removed within 48 hours of delivery of written notice (electronic or hard copy) by the management company. Each sign prohibited by this section shall be considered as a separate violation for purposes of remedy under the Association's Due Process Resolution.

#### 5.27 SOLAR PANELS

All installations must have prior approval of the ARB. Solar panels are restricted to roof and may not be on side of home or ground.

#### 5.28 TREES, BUSHES AND SHRUBBERY

Replacement of existing or planting of new trees, bushes or shrubbery does not require ARB approval. Dead trees, bushes and shrubbery shall be removed or replaced. Homeowners shall maintain trees, bushes and shrubbery in healthy condition and they shall be located and trimmed so as not to encroach upon a neighbor's property or HOA common area.

#### 5.29 WALKWAYS

5.29.1 Existing walkways shall be maintained by the homeowner in good condition at all times. Replacement of existing walkways with an identical walkway in the same location is permitted without ARB approval.

- 5.29.2 Single family walkways may be replaced with concrete, brick or slate walkways without prior ARB approval.
- 5.29.3 Walkways in new locations or of material other than described above must have prior approval of the ARB.
- 5.29.4 For walkway lighting, see Section 5.7.4.

#### 5.30 WINDOWS

- 5.30.1 Replacement windows which match the appearance of the original windows, including mullions (grids) etched or physical may be installed without ARB approval. The type of window may differ from the original "single-hung" type, i.e., may be "double-hung," "casement" (swing open) or "sliding" windows. Windows which do not repeat the "nine-over-nine" or "six-over-six" style of Woodstone's original windows are prohibited.
- 5.30.2 Garden windows require ARB approval prior to installation. Mullions (grids) etched or physical are required unless the ARB grants a waiver.

#### 5.30.3 SCREEN AND STORM WINDOWS

Screen or storm windows may be installed without prior approval of the ARB provided that they are of aluminum construction, and their color matches the window frame color. All other screen and storm window colors shall be submitted to the ARB for review and approval.

#### 5.31 WINDOW AIR CONDITIONERS

Window air conditioners are prohibited.

#### 5.32 TEMPORARY STORAGE CONTAINERS/BINS

- 5.32.1 Temporary storage containers/bins, for example: PODS storage containers, are permitted without ARB approval under the following guidelines.
- 5.32.1.1 For townhouses, the temporary storage container/bin must fit in the RESERVED parking space for your townhouse(s) and must not be placed in a neighbor's or guest parking space.
- 5.32.1.2 For single family homes, the temporary storage container/bin must be placed in your driveway. No containers or bins are to be placed on the street unless the grade of the driveway prevents its use.
- 5.32.1.3 Temporary storage containers/bins may only remain for ten days in any calendar year.
- 5.32.1.4 Homeowners may only have one storage container at a time.

5.32.2 Any deviation from these guidelines requires prior ARB approval.

#### 5.33 ELECTRONIC CHARGING STATIONS (New)

An electrical vehicle charging station (EVCS) is a plug-in electric appliance that supplies energy to recharge an electrically powered motor vehicle battery. EVCS to be installed outdoors or at a townhome parking space location require ARB approval. To satisfy the criteria for approval, the application for the proposed installation of an electric vehicle charging station shall state that the homeowner assumes all of the risk and will release the Association from any and all liability related to the installation or operation of the EVCS. Further, the application shall also demonstrate compliance with the following characteristics:

- A homeowner wishing to install an ECVS shall submit detailed specifications and scale drawings to the ARB for review. These should show the nature and location of the EVCS and the route followed by the electric supply conduit from the station to the homeowner's property. The ARB may request additional information deemed necessary to assist in the approval process.
- The EVCS shall be installed at a parking space assigned to the homeowner, and the electric vehicle shall be parked in that space to be recharged. Electric vehicles may not be recharged in any parking space not assigned to the homeowner.
- The EVCS shall be connected to the homeowner's electrical supply by an electric cable carried by a safe and proper conduit passing below ground to the charging station. The conduit may pass under the common property of the Woodstone HOA is on, but it may not pass under, or across, the private property of other homeowners. In no circumstance may electric vehicles be recharged via loose, above-ground extension cords that pass across the homeowner's property, other owners' private property, or Woodstone HOA common sidewalk or other common property.
- Installation of an electric vehicle charging station is the homeowner's responsibility. The homeowner shall pay all costs associated with the required permits and installation. The installation of a charging station shall comply with all applicable government codes and regulations. The receptacle on the charging station shall have a safety cover that meets electrical code standards.
- The charging unit shall be an authorized unit provided or recommended by the vehicle manufacturer. It should be mounted on a black post no taller than 4 feet.

For safety, pending Fairfax County inspection of electrical work, the homeowner's responsibility is to ensure that any trench is covered, and warning signs are posted. Installation of the ECVS shall follow all applicable Fairfax County codes and regulations, including the requirement for permits as necessary. Unpermitted installation may be removed by Woodstone HOA and costs billed directly to the homeowner. Following installation, the homeowner is responsible for restoring all property to its original condition. If the common property (including sidewalks) is not restored satisfactorily, Woodstone HOA may contract the work and bill the costs incurred directly to the homeowner.

The EVCS shall be maintained in good operating condition so as not to detract from the common property of Woodstone HOA or present a hazard to the community. Any liability arising from the installation or operation of an EVCS is the responsibility of the homeowner. The homeowner will carry insurance on the EVCS to ensure that the Woodstone HOA is indemnified and released from any and all liability relating to the installation or operation of the EVCS. Woodstone HOA is

not liable for any damage to the EVCS caused by vehicles using the common pavement - this includes snow removal contractors, trash contractors, grounds contractors, pavement, sidewalk, curb repair contractors or other third parties.

If the homeowner moves, the EVCS shall be removed unless the purchasing homeowner agrees in writing to assume all responsibility for the EVCS as stated in this article. If the homeowner no longer owns an electric vehicle, the homeowner must remove the EVCS at their expense no later than 90 days after the sale/release/disposal of the electric vehicle. The homeowner is responsible for restoring the common property to its original condition. If this is not done satisfactorily, Woodstone HOA may contract the work and bill the costs incurred to the homeowner.

## APPENDIX A **HOMEOWNER REQUEST FOR APPROVAL**

To the Woodstone Homeowner:

This form is designed to make the Architectural Review Board (ARB) approval process quick and easy for you and the ARB. Project details must be submitted with this form to expedite the ARB's review. According to the Woodstone Homeowners Association By-Laws, Article VII, the ARB <u>must</u> respond to you in writing within 45 days, or your project is considered approved. Be sure to keep a copy of this request form and attachments for your records.

#### COMPLETE AND DELIVER THIS FORM TO:

Woodstone Homeowners Association Architectural Review Board C/O Sentry Management, Inc. 7619 Little River Turnpike, Suite 210 Annandale VA 22003 or email to <a href="mailto:cberuete@sentrymgt.com">cberuete@sentrymgt.com</a>

#### BE SURE TO ALLOW A MINIMUM OF 45 DAYS FOR PROJECT REVIEW

NAME	LOT#	PHONE(S)	
ADDRESS			
PROJECT DESCRIPTION			
Please provide the following information	<u> </u>	•	
Plan view (from above) showing Elevation views (from the side)	showing details and di		
Color(s) and type(s) of materials Location of trees and bushes use		ect (if applicable)	
(Brochures or hand drawn sketches (	(to scale) can be substi	tuted for elevation views	s.)

## WOODSTONE HOMEOWNER/ARCHITECTURAL REVIEW CHECKLIST

For your protection, please ensure that you have checked all of the following items which apply to your project and sign the checklist at the bottom. Review your (and your contractor's) insurance policies, plat of survey, easement restrictions, and utilities **before** starting. Be thoughtful of your neighbors! Watch for power/gas lines!

——	To minimize noise in the community, I/we may commence work on the project only during a between the following hours:			
	Sunday - Thursday: Friday/Saturday/ /Federal Holiday:	7AM until 9PM 9AM until 9PM		
	Our/my project involves digging/grading. MISS 257-7777 to determine the location of power, galines.	UTILITY has been contacted at (800) s, water, cable, sewer, and any other underground		
	A Fairfax County Permit was obtained from the of the Fairfax County Department of Public Wor Government Center Parkway, Fairfax, VA (703) location.			
	I/we understand that <b>I</b> /we are responsible for <u>an</u> damage, debris removal, clean-up, and legal actiproject.			
	I/we understand that <b>I</b> /we must meet or exceed a the time the project begins.	ll Fairfax County building codes as established at		
	I/we understand that <b>I</b> /we <b>MAY NOT CHANG</b> review and approval by the Architectural Review			
	Plans for the project are attached, with measurer	nents shown where needed.		
	I/we understand that the members of the Board of Board may inspect our property prior to, during, provide reasonable access during daylight hours for calling Fairfax County for <b>REQUIRED</b> insp	or at the completion of the project, and will I/we further understand that I/we are responsible		
	My/our neighbors are aware of this project and n	<i>ny</i> /our plan to proceed.		
	This project will be built/installed/constructed by	y:		
SUBN	/IIT WITH REQUEST FOR APPROVAL			
Home	owner(s) Signature(s):	Date:		

## **ARB/MANAGEMENT USE ONLY:**

Approved Date:	
Denied Date: (Any project denied by the ARB may be appealed to the Woodstone HOA	A Board)
Comments:	