

# ASHLAND CONSERVANCY

## Architectural Review & Covenants Committee

### *STANDARDS & DESIGN GUIDELINES*

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# ASHLAND CONSERVANCY STANDARDS AND DESIGN GUIDELINES

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# **I. OBJECTIVES AND GENERAL INFORMATION**

## **A. OBJECTIVES OF ASHLAND STANDARDS AND DESIGN GUIDELINES**

This document's overall objective is to serve as a guide to aid members of the Architectural Review and Covenants Committee, also known as ARCC or the Covenants Committee, staff and residents in maintaining and enhancing Ashland Conservancy's (the "Community") design environment. The Standards and Design Guidelines (the "Guidelines") described in this booklet address improvements for which Owners most commonly submit an application to ARCC. They are not intended to be all-inclusive but rather serve as a guide.

The objectives of this booklet are:

1. To increase residents' awareness and understanding of the Declaration of Covenants, Conditions, Restrictions and Reservation of Easements, referred to here as the Declaration, that applies to Ashland Conservancy.
2. To describe the procedures related to the architectural standards established by the Declaration.
3. To illustrate design principles that will aid Owners in developing exterior improvements that are in harmony with the immediate neighborhood and Ashland Conservancy as a whole.
4. To assist Owners in preparing an acceptable application to ARCC.
5. To relate exterior improvements to the plans for Ashland Conservancy.
6. To outline uniform guidelines to be used by ARCC and the Board of Directors of the Ashland Conservancy, Inc. (referred to here as the Association) in reviewing applications in light of the goals set forth in the Declaration and Bylaws of Ashland Conservancy.
7. These Guidelines may be amended as outlined in Section 1F below.

## **B. THE DECLARATION OF COVENANTS**

The basic authority for maintaining the quality of design at Ashland Conservancy is founded in the Declaration which was recorded among the land records of Prince William County, Virginia and which is incorporated into the deed to every property in Ashland Conservancy. Through the Declaration, the Developer set forth certain covenants, conditions and restrictions intended to establish and assure a uniform plan for the

development of Ashland Conservancy and enhance and protect its economic and aesthetic value and the health, safety and welfare of its residents. Because the covenants, conditions and restrictions set forth in the Declaration “run with the land,” they are binding on all Owners and Residents whether or not they have been read.

All capitalized terms used in his booklet will have the meaning set forth in the Declaration unless otherwise defined herein.

The Virginia Property Owners Association Act, Va. Code §55-424, requires that purchasers be given, among other documents, copies of the Declaration and the Bylaws for the Association, as well as Association rules and regulations and any architectural guidelines adopted by the Association (the “Disclosure Packet”). All Disclosure Packets are required to include a statement that any improvement or alteration made to the Lot, or uses made the Lot or the common areas assigned to the lot are or are not in violation of the Declaration, bylaws, rules and regulations, the articles of incorporation of the Association, and these Guidelines.

It is important that Owners and Residents are in compliance with these Guidelines to avoid potential problems regarding re-sales of Lots and Dwelling Units.

### ***C. ROLE OF THE ASHLAND CONSERVANCY ARCHITECTURAL REVIEW AND COVENANTS COMMITTEE***

The Declaration authorizes ARCC to serve as a review board to regulate the external design, appearance and location of structures so as to maintain the harmony that was intended by the provisions of the Declaration. Members of ARCC are appointed by the Board of Directors which oversees its activities.

The role of the Association, of which every Owner is a member, is not only to own and maintain open space, but also to conserve and enhance the resources of the total community.

The Association accomplishes these functions in a variety of ways, one of which is by assuring, through ARCC, the retention of harmonious, though diverse, design qualities of the community. Surveys of planned communities show that providing this assurance is of prime importance to residents.

ARCC performs its task of maintaining aesthetic quality of the homes and their environs by establishing and implementing the architectural review process.

ARCC is charged with assuring that proposed exterior alterations comply with the objectives set forth in the Declaration. This task involves systematic review of all applications for exterior alterations submitted by Owners.

#### **D. WHAT CHANGES MUST HAVE ARCC APPROVAL?**

Section 5.03 of the Declaration requires all exterior alterations to be approved by ARCC (also referred to as the Covenants Committee):

Submission of Plans to Covenants Committee for Approval. Except for such structures as may be constructed by the Developer or structures constructed by a Participating Builder which have first been approved by the Developer, no Structure of any kind whatsoever shall be commenced, erected, placed moved onto or permitted on any Lot, nor shall any existing Structure upon any Lot be removed or altered in any way which materially changes the exterior appearance thereof (including change of exterior color) until plans and specifications therefor[e] shall have been submitted to and approved in writing by the Covenants Committee. Such plans and specifications shall be in such form and shall contain such information as the Covenants Committee may reasonably require, but shall in all cases include:

- (a) A site plan showing the location of all proposed existing Structures on the Lot and all existing Structures on Adjoining Lots,
- (b) Exterior elevations for the proposed Structures,
- (c) Specifications of materials, color scheme and other details affecting the exterior appearance of the proposed buildings, and
- (d) Description of the plans or provisions for landscaping and grading.

Section 1.29 of the Declaration defines a Structure as follows:

- (a) Any Community Facility,
- (b) Any thing or object (other than trees, shrubbery, landscaping and hedges less than two feet high) the placement of which upon any Lot may affect the appearance of such Lot, including any building, garage, porch, shed, greenhouse, bathhouse, coop, cage, house trailer, covered or uncovered patio, swimming pool, fence, curbing, paving, wall, signboard or any other temporary or permanent improvement on such Lot,
- (c) Any excavation, fill, ditch, dam or other thing or device which affects or alters the natural flow of surface waters from, upon or across any Lot, or which affects or alters the flow of any waters in any natural or artificial stream, wash or drainage channel from,

upon or across any Lot [and],

(d) Any change of more than six inches in the grade of any Lot.

Section 1.09 of the Declaration defines a Community Facility as “all real property and the improvements thereon from time to time owned or leased by the Association for the common use and enjoyment of the Members.”

Section 1.19 of the Declaration defines a Lot as “any plot of land shown upon any recorded subdivision map of the Property upon which a Dwelling Unit(s) could be constructed in accordance with Prince William County zoning ordinances and to each condominium unit or apartment or cooperative unit on the Property created in accordance with the applicable laws of Virginia from time to time. “Lot” shall not mean any Community Facility.”

The Declaration requires that any change (permanent or temporary) to the exterior appearance of one’s property must be approved by ARCC. Once a plan is approved it must be followed. All modifications of approved plans must also be approved in accordance with Section 5.03 of the Declaration.

It is important to understand that ARCC approval is not limited to major alterations such as adding a room or deck to a house, but includes such items as changes in color and materials of exterior Structures. Approval is also required before an existing Structure is removed.

ARCC reviews each application on an individual basis. As a general rule, changes and alterations can be categorized in three ways: (1) pre-approved items that do not require an application; (2) quick track items that require an application but can be approved by the ARCC Director and do not require approval by ARCC at a monthly meeting; and (3) items with requirements or restrictions which require an application and approval by ARCC at a monthly meeting. By way of note, the replacement of a previously approved item with an identical item does not require approval, provided the item meets current standards and is not the result of a variance.

## ***E. ARCC REVIEW CRITERIA***

ARCC is required to evaluate all plans individually. Because what may be an acceptable design of an exterior of a Structure in one instance may not be acceptable in all instances, ARCC not only considers each particular design proposal but also the characteristics of the individual site and the housing type involved. Design decisions made by ARCC are based on the following criteria as envisioned by the Declaration:

1. Relation to the Ashland Open Space Concept. In particular, certain fencing types can have damaging effects on open space. Other factors such as removal of trees, disruption of the natural topography and changes in rate or direction of storm water run-off also adversely affect Ashland’s open space.
2. Validity of Concept. The basic idea must be sound and appropriate to its surroundings.

3. 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.
4. Location and Impact on Neighbors. The proposed alteration should relate favorably to the landscape, the existing structure, and the neighborhood. The primary concerns are access, view, sunlight, ventilation and drainage. For example, fences may obstruct views, breezes or access to neighboring property; decks or larger additions may cause unwanted shadows on an adjacent patio property or infringe on a neighbor's privacy.
5. Scale. The size (in three dimensions) of the proposed alteration should relate well to adjacent structures and its surroundings. For example, a large addition to a small house may be inappropriate.
6. Color. Color may be used to soften or intensify visual impact. Parts of any addition that are similar to the existing house such as roofs and trim must be matching in color.
7. Materials. Continuity is sought through the use of the same or compatible materials as were used in the original Structure. Options may be limited by the design and materials of the original Structure.
8. Workmanship. Quality of workmanship is another criterion applied to all proposed plans. The quality of work should be equal to or better than that of the surrounding structures. Poor workmanship can be visually objectionable to others and may also create safety hazards. The Association, the Board of Directors and ARCC assume no responsibility as to the safety of any proposed construction of, or alteration to, any Structure. ARCC is responsible for reviewing the design, workmanship and aesthetic impact of all construction and alterations to determine if the proposed plan complies with quality of workmanship criteria.
9. Timing. To the extent allowed by local law, alterations may be constructed and installed by owners/residents rather than a contractor. All work applications must be approved in writing by ARCC. The authority granted by the application will be revoked automatically if the alteration requested is not begun within three months and/or completed within six months of the approval date of the application.

## ***F. AMENDMENTS TO THE STANDARDS AND GUIDELINES FOR SINGLE FAMILY DETACHED HOUSES AND TOWNHOUSES***

ARCC will conduct a yearly evaluation of the Guidelines to determine if amendments are required. This evaluation will occur at the annual February meeting. Owners are encouraged to participate in this process. Owners should submit email requests for additions or changes to the guidelines to the Ashland Property Manager (ashlandgm@comcast.net) no later than



the 2<sup>nd</sup> Friday in January. Sufficient time shall be allocated during the February meeting to allow for public discussion of proposed amendments and the final submission to the Board of Directors.

## **G. APPLICATIONS**

ARCC's ultimate goal is to make the application process as easy as possible. In doing this, ARCC strives to work with all homeowners to maintain the high community standards necessary to maximize property values. Each application should provide ARCC all the information necessary to determine the scope and detail of the proposal. Applications may be obtained from the Management Office at 5550 Fincastle Drive, Manassas, VA 20112.

For all changes requiring ARCC approval, the following must be included as part of the application:

1. Site plan showing the location of the proposed Structure and its relationship to property lines and adjacent houses.
2. Detailed drawings and plans including exterior elevations and dimensions. A full set of architectural drawings must be included for construction related proposals (decks, patios, etc.).
3. Description of materials including items such as type of siding on dwelling and proposed Structure, colors, exterior lighting arrangements, etc., where applicable.
4. Photos of proposed product or construction materials, if available.
5. Landscape plans including size and types of plants as well as number to be planted.
6. Estimated start and completion date for the project.
7. The signatures of at least two neighbors who are nearest to the planned change must be included with the application.
8. If a county permit is required, it should be included as part of the application.
9. Assurance that contractors (if applicable) will not post signs advertising a business upon completion of work.

Note: The Owner is responsible for ensuring that all modifications comply with the Prince William County Building Code. ARCC is not responsible for ensuring county codes are incorporated into any plans.

## **H. SITE PLAN**

A site plan is required as part of each application, unless waived by ARCC. A site plan is a scaled drawing of the subject lot (site) that shows exact dimensions of the property, adjacent properties, if applicable, and all improvements including those covered by the application. Contour lines are required where drainage is a consideration. In most cases, the site plan for single applications can be developed from the house location survey provided to you when you purchased your home. More complex applications may require larger scale blowups of the plat plan or county approved development or site plans.

## **I. REVIEW PROCEDURE**

All applications shall either be submitted to the Ashland Conservancy Management Office at 5550 Fincastle Drive, Manassas, VA 20112, during normal working hours or mailed via certified mail, return receipt requested to the Ashland Conservancy's Management Company, Zalco Realty, Inc. at 8701 Georgia Avenue, Suite 300, Silver Spring Maryland 20910.

ARCC generally meets the first Thursday of every month to review applications. Therefore, applications should arrive at the Conservancy Office no later than the last business day of the month prior. The management office staff will check each application for complete information. If required information is missing, the staff will return the application as incomplete.

This preliminary review of the completeness of an application by the management office staff does not waive the right of ARCC to return the application to the applicant with a request for additional information should ARCC deem such additional information necessary to make an informed review of the application.

Once accepted, each application shall be available for public review and comment at the management office during normal working hours for a period of four (4) working days beginning the 1<sup>st</sup> business day of each month.

ARCC will not act on the application during this public review period. Upon review, ARCC may choose to approve, deny or hold over the application for further review and clarification. Further review and clarification may include a visit by ARCC members to the home site to view the impact of the proposed changes, meetings with the Owner, or return of the application with a request for additional information. In the event that ARCC, in its sole discretion, determines that an application requires explanation, the Owner will be notified and requested to attend the ARCC meeting at which the application is scheduled to be considered.

ARCC must act upon all applications within 60 calendar days after acceptance of a complete application.

All ARCC decisions will be reduced to writing, signed by the ARCC Chairperson or his/her designated representative, and will be sent to the address shown on the application.

All ARCC decisions, including decisions on applications under this Section I and those relating to enforcement of the Guidelines under Section J below, are appealable to the Board of Directors, both by the applicant Owner and affected Owners, within ten (10) days of the date of ARCC's written decision. Therefore, Owners are urged not to begin construction until the ten (10) day appeal period has expired. If an Owner begins the work on any project prior to the expiration of the appeal period, the Owner will be solely responsible for all costs to remove the work if the Board, on appeal, revokes or reverses the approval granted by the ARCC.

To initiate an appeal, the Owner, or other affected Owners, must submit a written request for an appeal within ten (10) days of the date of the notice of decision issued by the ARCC. Additionally, the Board of Directors may initiate an appeal of an ARCC decision within ten (10) days of the date of a notice of decision.

The following are each a proper basis for the filing of an appeal:

1. Proper procedures were not followed following submission of the application.
2. The applicant and any other affected Owners were not given a fair hearing by ARCC.
3. The ARCC decision was arbitrary or did not have a rational basis.

The Board of Directors shall review each appeal at the first monthly meeting following the date of appeal. It may, in its discretion, modify or reverse any ruling or decision of the ARCC. The Board of Directors shall issue its ruling on the appeal within forty-five (45) days of the date of the written notice of appeal.

## ***J. ENFORCEMENT PROCEDURES***

Section 5.02 of the Declaration requires ARCC to regulate the external design, appearance and location of Lots and Structures so as to enforce the architectural provisions of the Declaration, preserve and enhance values and maintain a harmonious relationship among Structures and the land within Ashland Conservancy. To fulfill these requirements, the following enforcement procedures have been adopted:

1. All alleged violations of these Guidelines will be confirmed by a site visit by an ARCC member, Board member, or the management company.
2. If a violation is confirmed, a written notice of violation will be sent to the Owner by certified mail.

3. If lawn related violations are not resolved within ten (10) calendar days after the date of receipt of the first notice of violation, ARCC reserves the right to have a contract lawn service correct the violation. In the event that ARCC takes such corrective action, the Owner will be charged standard contract rates plus an administrative fee.
4. If other violations are not resolved within fifteen (15) calendar days after the date of receipt of the first written notice of violation, a second written notice will be sent by certified mail. This notice shall include a statement that monetary charges may be imposed if the violation is not corrected, shall inform the Owner of his/her right to request a hearing on or before the hearing confirmation date shown in the letter, and to have counsel present at any hearing.
5. If an Owner requests a hearing on or before the hearing confirmation date, the Owner shall receive written notice of the date, time and place of the hearing at least fourteen (14) days prior to the hearing date.
6. If a hearing is convened by ARCC, and ARCC votes to impose monetary charges against the Owner found to be in violation of the Guidelines, the Owner shall be provided with written notice of the ARCC's decision within seven (7) days of the date of the hearing. All such notices shall be sent by hand-delivery or by certified mail to the address of record provided to the Association.
7. Monetary charges shall be treated as an assessment against the member's Lot, and so assessed, shall not be limited to the expense or damage to the association caused by the violation, but shall not exceed \$10.00 per day, for each violation of a continuing nature for a period not exceeding ninety (90) days or such longer time as permitted by law. Monetary charges in the amount of \$50.00 may be assessed for violations that are not of a continuing nature.
8. If the violation cannot be resolved by ARCC, ARCC may refer the matter to the Board of Directors for further action.
9. All enforcement decisions under this Section J are appealable to the Board of Directors as outlined in Section I above.

#### ***K. MAINTENANCE REQUIREMENTS***

Maintenance affects the visual character and economic values of the property and neighborhood, and in some cases, safety. Section 6.15 of the Declaration requires that each Owner and Resident "at all times keep his premises, buildings, improvements and appurtenances in a safe, clean neat and sanitary condition." Under Section 6.15, appropriate maintenance includes, but is not limited to seeding, watering and mowing all lawns; pruning and cutting all trees and shrubs; and painting and caring for buildings and other improvements in a manner and with the frequency that is consistent with good property management.

Section 6.16 of the Declaration gives ARCC the right, during normal business hours, after ten (10) days' notice to an Owner or Resident of any Lot, to undertake any and all maintenance work reasonably necessary, in the written opinion of ARCC, to keep such Lot, whether unimproved, improved or vacant, in neat and good order. That section also permits the ARCC to require the Owner or Resident to pay those costs of maintenance. Non-payment of such amounts within thirty (30) days of ARCC's demand for payment shall result in a lien being placed on the Lot.

The following maintenance standards shall apply to all Lots:

## **1. Dwelling and Structures**

Each Owner and Resident is responsible for maintaining the exterior of his/her dwelling and any other Structures on his/her Lot, such as decks, fences, sheds, and play equipment.

While it is difficult to provide precise criteria for what ARCC deems as unacceptable conditions, the following conditions are considered a violation of the Declaration:

- a. Peeling paint on exterior trim;
- b. Dented mailboxes, or mailboxes and/or stands in need of repainting;
- c. Playground equipment that is regularly visible from the street, which is broken or in need of repainting;
- d. Fences with either broken or missing parts;
- e. Sheds with broken doors or in need of painting or other types of repair;
- f. Decks/porches with missing or broken railings or parts, or parts in need of restraining or painting;
- g. Concrete or masonry block foundations and, in attached units, party walls in need of repainting;
- h. Dented, broken, peeling, or rotted garage door panels; and
- i. Mold, mildew, or discoloration on dwelling unit or other structures.

The above list of improper maintenance conditions is illustrative, not exhaustive.

## **2. Mowing**

Turf areas must be mowed, edged, and trimmed at regular intervals, maintaining a maximum height to six (6) inches. Weeds that interfere with the growth of a healthy lawn must be

removed. The desired height for cool-season grasses (e.g. Kentucky bluegrass, tall fescue, fine-leaf fescues, etc) is 3"-4" during the summer. Mowing at the higher level, during the summer prevents turf from drying out as easily, and suppresses germination of weed seeds. Planted beds must be kept in a neat and orderly manner.

### **3. Lawn and Garden Fertilization**

Lawns and gardens should be well-fed and maintained.

As a guide to maintaining these areas, it is suggested that all soil be tested before fertilizer is added. The following is the link to "Great Scapes" to get a soil sample taken through the Cooperative Extension Office and Virginia Tech:

<http://www.pwcgov.org/default.aspx?topic=010008000750002898>.

Additional helpful information regarding lawn and garden fertilization and maintenance can be found at <http://www.ext.vt.edu/> under "Publications and Resources."

### **4. Trash/Yard Waste Removal**

Each Owner and Resident is responsible for keeping his/her Lot and any adjacent conservancy areas litter free by removing debris that originated from their Lot. Conservancy areas are not to be used as a dumping ground for yard waste. Residents will properly dispose of all trash and debris from Conservancy areas accumulating from their usage.

### **5. Erosion Control & Drainage Management**

Each Owner and Resident is responsible for seeing that his/her Lots and adjacent areas are protected from erosion and that storm drain structures are not blocked so as to cause additional erosion problems that would silt up ponds and stream valleys. Each Owner and Resident is responsible for maintaining proper drainage through his/her Lot and should not block or hinder natural drainage from adjoining properties.

### **6. Pesticides and Herbicides**

Pesticides and herbicides may be applied according to label instructions for specified problems. The use of organic/biodegradable materials is preferred in order to ensure the least harm to the natural environment. Care in application is extremely important along ponds and waterways, near neighborhood play areas and tot lots and near adjacent residences. Avoid the use of pesticides and herbicides if at all possible, but when necessary, use with caution and follow instructions.

## II. STANDARDS AND GUIDELINES FOR SINGLE FAMILY DETACHED HOUSES AND TOWNHOUSES

### A. MAJOR EXTERIOR CHANGES

#### 1. Fences

The installation or alteration of fences requires submission of an application and approval by ARCC.

The following requirements and restrictions apply:

- a. All side yard fencing must terminate within half the distance from the front plane to the rear plane of the house.
- b. Fence heights may not exceed 52" from the ground to the highest point of the fence structure in single family detached houses. Fence heights may not exceed 72" from the ground to the highest point of the fence structure in townhouses.
- c. A symmetrical dip, scalloped top, or decorative lattice portion at the top of the fence is acceptable provided the fence height regulation is not exceeded.
- d. No fence shall hinder traffic visibility.
- e. Fences should be properly maintained. The Association may require repair or replacement of broken, deteriorated, or discolored fences.
- f. Front yard fences (or fences which appear to be in a neighbors front yard due to lot configuration) may be allowed on case-by-case basis. No fences will be permitted in front of the face of the house (in front yards).
- g. All fences shall be wood or synthetic material that resembles natural wood (e.g. Trex). Wood fences must be left to weather naturally or stained with a semi-transparent stain in a natural wood color. Fencing which is finished on one side only must be constructed with the finished side facing out. No redwood stains, paint, or solid stains are acceptable.
- h. **For townhouses only.** All fences shall be wood, 6 foot alternating board-on-board fencing.
- i. **For single family detached houses only.** All fences will have a minimum of 1" separation between slats. No board-on-board or solid fencing will be approved for single family detached houses. Fencing should match or blend with existing adjacent fencing.

- j. Gates should be compatible to fencing in design, materials, height, and color.
- k. Wire mesh screening used to increase security as part of an “open fence” is allowed. The wire mesh will be attached on the inside of the fence and will not extend above the top rail.
- l. Chain link fencing is not permitted.
- m. Fences must tie in to neighboring fences, if possible.
- n. No fence may be placed outside the property line of the subject Lot.

## **2. Patios and Decks**

The installation or alteration of patios and decks requires submission of an application and approval by ARCC.

### The following requirements and restrictions apply:

- a. Patios or decks must be located in rear yards.
- b. No deck may extend beyond one half the distance from the front plane to the rear plane of the building.
- c. Decks with supports more than five (5) feet in height must have landscaping around the supports to soften the visual impact. Landscaping shall be of a permanent nature, such as bushes, or trees and height at maturity shall be such that most or all of the height of the deck supports will be screened.
- d. Decks and deck railings should be quality grade wood or synthetic material which resembles natural wood (e.g. Trex). Deck pickets may be made of dark aluminum or metal if it enhances the proposed design. Deck railings and pickets should be stained/painted in a color that enhances the proposed deck design and should complement the deck color. These colors must be compatible with the existing trim and must be approved by the ARCC.
- e. For deck awnings, see the section on awnings.
- f. All elevated decks (12” or higher at the highest point above grade) require guardrails. Guardrail height shall be between 36 inches and 42 inches, with vertical pickets.
- g. The area under a deck should not be used for open storage. If below-deck storage is desired, a freestanding (i.e., storage) container, solid-walled shed, or lattice, appropriate for the surroundings, is recommended. A shingled roof is not required for a below-deck shed.



For all decks, the following are required in addition to the standard application:

- a. A copy of the Prince William County application and approval must be submitted to ARCC with the application for any deck that is 16.5 inches above the ground. For reference, the County has a standard set of acceptable deck plans and guidelines. It is the responsibility of the Owner to apply for a Prince William County approval if one is required.
- b. Dimensions of railings, posts, stairs, steps, benches, and other details as required to clearly describe the proposed deck, including the height of the deck above the ground.
- c. The application must indicate whether or not the area below the deck will be used for storage. If so, indicate whether trellis work or solid walls will be used.
- d. Details of changes to windows or doors, if applicable, must be included.

### **3. Solar Collectors**

- a. All solar power system projects must be approved in writing by the ARCC prior to commencing any construction activities on the exterior of the residence. It is recommended that ARCC approval be obtained prior to seeking necessary Prince William County permits.
- b. Solar panel installations can be roof-mounted or surface (ground or walls of the Dwelling Unit) mounted. ARCC has a strong preference for solar panels to be installed either: a) on existing roof space or b) mounted to ground or walls of the Dwelling Unit in the rear of the Lot and not visible from the front of the Lot. Proposals to install solar panels on the ground surfaces or walls of the Dwelling Unit visible from the front of the Lot are discouraged. Any such proposals must include justification showing that it is not possible to achieve sufficient energy capture (defined as up to 100% of historic electric usage averaged over at least one year) by installation of solar panels on the roof surface, or the ground or walls of the Dwelling Unit in the rear of the Lot.
- c. Roof-mounted panel designs must conform to existing roofline geometry. A key element of maintaining architectural harmony within the development is to avoid deviations from existing rooflines within a given unit and across connected units. Accordingly, designs which do not have the solar panels retaining the same angle as the existing roofline are to be avoided. The panel distances above the existing roof surfaces are to be minimized, as practically possible. Any exposed electrical conduit must be colored (e.g., powder coated) to be color-matched to the roof or other parts of the Dwelling Unit where the exposed electrical conduit is located.
- d. Solar power system applications submitted to ARCC must include photographs or drawings showing the specific proposed panel layouts and the location of any inverter hardware, or other system infrastructure, which is located on the exterior of the

Dwelling Unit. The application must also identify the photovoltaic panel manufacturer and model number, preferably by submission of a specification sheet.

#### **4. Storage Sheds**

The installation or alteration of storage sheds requires submission of an application and approval by ARCC. Freestanding sheds falling under the descriptions outlined below in Sections 4.e and 4.f may be approved on the quick track method described in the last paragraph of Section I.C. of these Guidelines.

The following requirements and restrictions apply:

- a. Sheds must be made of similar, matching materials and color as the house. This includes, but is not limited to, siding, roofing shingles, windows, and doors of the house.
- b. Sheds must be designed to appear as part of the house-landscape-fence theme and may be part of a deck. If the shed is under a deck, a shingled roof is not required.
- c. Only one shed per Lot is recommended. Multiple sheds shall require additional justification.
- d. Sheds must be located at least five (5) feet from the rear and side property lines. No shed may be located in a front yard.
- e. Other sheds (freestanding) such as Rubbermaid, Black & Decker, Suncast or similar brands are permitted if placed against the rear of the house, under a deck, or against the fence section closest to the house. They should not be visible from the street and the visual impact from the rear of the yard should be minimized. The shed itself may not exceed 30 square feet and the roof line may not exceed six feet in height. All sheds must be an earth tone color and designed for outdoor use. Applications for installation of all sheds must include a detailed brochure with an exact picture of the shed indicating colors, size and an outdoor use designation.
- f. Deck boxes (freestanding) such as Rubbermaid, Black & Decker, Suncast or similar brand storage containers for use on or underneath an existing deck or patio are permitted. The deck box may not exceed 56" L x 24" W x 36" H. The deck box must be an earth tone color and designated for outdoor use. Only one deck box is permitted on each Lot regardless of size. Applications for installation of deck boxes must include a detailed brochure with an exact picture of the deck box indicating colors, size and an outdoor use designation.
- g. For any shed that is to be installed under a deck, please refer to the section on patios and decks for guidelines.

## **5. Greenhouses, Screened Porches, and Additions**

The installation or alteration of greenhouses, screened porches and additions requires submission of an application and approval by ARCC.

The following requirements and restrictions apply:

- a. Detached greenhouses will be reviewed under the same criteria as storage sheds with consideration for the special requirements of sun orientation.
- b. Attached greenhouses, screened porches, and additions must be constructed of the same material as the house to include siding, roofing shingles, windows, and doors. Architectural drawings are required. If applicable, a copy of the Prince William County application and approval must be submitted to the ARCC with the application.

## **6. Swimming Pools**

The installation or alteration of swimming pools requires submission of an application and approval by ARCC.

The following requirements and restrictions apply:

- a. Swimming pools and water areas are only allowed in single family detached houses.
- b. Only in-ground pools are allowed. Pools for swimming must be located in rear of the house and be no closer than five (5) feet from the Lot line, or the minimum standard set by Prince William County. All mechanical hardware such as chlorinator(s), pump(s) etc, must be installed in the rear of the home and not on the side(s) so pool mechanical/electrical operating noise will not create a nuisance to adjacent neighbors.
- c. Swimming pools shall not occupy more than 50% of the square footage of the back yard.
- d. Prince William County has regulations regarding any pool with a depth greater than 24 inches. In addition to these Guidelines, Prince William County regulations must be observed.

The following are required in addition to the standard application:

A copy of the Prince William County application and approval must be submitted to ARCC with the application for any pool with a water depth of 24 or greater.

## **7. Hot Tubs and Spas**

The installation or alteration of hot tubs requires submission of an application and approval by ARCC.

The following requirements and restrictions apply:

Hot tubs and spas may be installed on the approved deck or patio of each house. Hot tubs and spas must be maintained in a manner consistent with the Prince William County Code, including any provision for covering the hot tub/spa and installing a fence around the perimeter of said device.

- a. Hot tubs and spas must be located to the rear of the dwelling.
- b. A locking cover is required for any hot tub or spa that does not have a county-regulated fence.
- c. A hot tub or spa must be an integral part of the deck, patio, or landscaping and may require screening.

The following are required in addition to the standard application:

- a. The site plan must be marked with the location of the hot tub in relation to the dwelling.
- b. Detailed drawings of the hot tubs/spas, deck area, lighting, walkways, fences, etc. and pertinent information concerning water supply system drainage, and water disposal system.
- c. Landscaping and screening, if any.
- d. Size, color and details of locking cover, if required.

## **8. Recreation and Play Equipment**

The following are pre-approved and do not require an application:

- a. Portable basketball goals that satisfy the requirements and restrictions listed below.
- b. Trampolines
- c. Portable play equipment in rear yards that does not extend above the fence line.
- d. Portable skateboard ramps

The installation or alteration of recreation and play equipment, including but not limited to permanent basketball goals not falling under the pre-approved items above, requires

submission of an application and approval by ARCC.

The following requirements and restrictions apply:

- a. Equipment must be placed in rear yards, with the exception of temporary equipment used for special occasions that is then to be removed at the end of the day. ARCC will consider Lot size, equipment size and design, amount of visual screening, etc.
- b. Play equipment constructed of wood is encouraged. Unfinished galvanized gray play equipment is acceptable. Painted metal play equipment, exclusive of the wearing surfaces (slide poles, climbing rings, etc.), should be painted dark earth tones to blend with the natural surroundings or, if located adjacent to a dwelling or fence, painted to match the background or screening structure. Other play equipment colors will be considered, contingent upon locations and landscaping.
- c. Basketball goals:
  - 1) Basketball goals are only acceptable for single family detached houses and not for townhouses.
  - 2) Basketball backboards secured to single family detached houses or garages will be considered and should be painted to match or blend with the background. A contrasting rectangular color outline may be painted on the backboard behind the goal. Backboards secured to houses will only be considered in the rear yard where it is not visible from the street.
  - 3) The unit must be commercially purchased (not homemade).
  - 4) The unit must be free standing (without sandbags, cinderblocks, mulch bags, etc.)
  - 5) The unit must be located on the Lot (not sidewalks, streets, cul-de-sacs).
  - 6) The unit must be maintained in an upright position if in view from any street.
  - 7) The unit must be kept in good repair.
  - 8) No artificial lighting is allowed.
- d. Tree Houses: Not permitted in Ashland
- e. Skateboard Ramps: No permanent skateboard ramps are permitted in Ashland. Portable skateboard ramps must be stored out of view when not in use.

## **9. Siding**

Replacement siding in existing size, material and color is pre-approved and does not require an application.

If all siding is to be replaced and there will be any difference in size, material, or color, an application and ARCC approval are required.

## 10. Roofing

Replacement roofing in existing size, material, and color is pre-approved and does not require an application.

If all roofing is to be replaced and there will be any difference in size, material, or color, an application and ARCC approval are required. In addition, the new roofing must be compatible with the color schemes of the houses in the immediate area.

### ***B. MINOR EXTERIOR CHANGES***

#### **1. Air Conditioners and Heating Units**

A replacement unit installed in the same location as the original unit is pre-approved and does not require an application.

Window air conditioning units are not permitted.

#### **2. Antennas & Satellite Dishes**

Antennas and satellite dishes not exceeding 39" in diameter are pre-approved and do not require an application. However, antennas and satellite dishes are subject to the following requirements and restrictions.

##### Requirements and Restrictions:

- a. If reception permits, satellite dishes should be placed in locations having the least visual impact on neighbors and the community.
- b. No existing tree or vegetation shall be removed to accommodate antenna or satellite installation or reception.
- c. Exterior antennas of all other varieties, including short wave radio antennas or antennas that transmit a signal of any sort are prohibited. **\*\* First responders should submit a request for exception to ARCC.**
- d. If a satellite dish is installed in street view, ARCC reserves the right to request the Owner to submit written verification that no alternate location on the Lot provides an acceptable quality signal.
- e. If no alternate location is available, ARCC may require the Owner to minimize the visual impact of the dish with the installation of additional landscaping (shrubbery, etc.) in order to render the installation as inoffensive as possible to other Owners and Residents.

- f. If satellite service has been discontinued (such as conversion to cable), all exterior equipment (satellite dishes, cabling, etc.) shall be removed.

### **3. Attic Ventilators and Metal Flues**

Identical replacements for existing attic ventilators, turbines, and metal flues/vents are pre-approved and do not require an application. However, the following requirements and restrictions apply.

#### Requirements and Restrictions:

- a. Attic ventilators and turbines are encouraged but must match the siding or trim color on the house if mounted on a gable end or be painted to match the roof if placed on a roof.
- b. Roof location shall be on the least visible side of the roof peak with the possible exception of solar powered attic/roof ventilators. Special consideration (via application) may be given to solar powered attic/roof ventilators with respect to placement and the maximum angle to the sun.
- c. Large metal flues and any vent through the roof must be painted to match roof color.
- d. Exposed metal flues must be galvanized steel.

### **4. Chimneys**

Identical replacement of an existing chimney is pre-approved and does not require an application.

The installation, removal or alteration of any chimney not falling under the pre-approved item above, requires submission of an application and approval by ARCC. The following requirements and restrictions apply.

#### Requirements and Restrictions:

- a. Chimney caps and any vent through the roof must be painted to match roof color.
- b. Chimneys must match the existing brick or other dominant material on the Dwelling Unit in style, size, color, and material

#### The following are required in addition to the standard application:

- a. Site plan showing the relation of chimney to the house, property line and adjacent neighbors.
- b. Picture and/or detailed drawing of chimney to include dimensions.

- c. Color and style of house.
- d. Description of materials being used to construct chimney. If brick is being used and there is brick already on the house, then the brick colors must match.

## **5. Clotheslines**

Demountable clotheslines are pre-approved and do not require an application. However, the following requirements and restrictions apply.

### Requirements and Restrictions:

- a. Clotheslines that are demountable should be taken down when not in use.
- b. While in use, clotheslines must meet same location and screening criteria as that of play equipment.
- c. Clotheslines must not be visible from the street.

## **6. Compost Piles**

Compost piles require an application and approval by ARCC.

### Requirements and Restrictions:

- a. Compost piles are only authorized for single family detached houses and are limited to one (1) compost pile per Lot.
- b. The close proximity of most homes in Ashland is a significant concern of ARCC when considering approval of composting (odor impact on neighbors).
- c. If approved, compost piles must be constructed of a wooden outside frame with wire or block interior.
- d. A planting plan that screens the composter must be submitted with each application.
- e. Compost piles must not exceed four (4) feet in height and must be located at least ten (10) feet from the Lot line and in the rear of the house.
- f. All active compost piles must have a six (6) inch layer of straw over top of them at all times to minimize the chance of odors escaping.
- g. All compost piles must be maintained and turned periodically to ensure the proper destruction of bacteria and weed seeds by heat.



- h. Failure to maintain a satisfactory compost pile and/or the point at which the compost pile becomes a nuisance shall indicate an abandonment of the compost pile and a violation of these Guidelines.

The following is required in addition to the standard application:

Justification for allowing composting and a plan showing how Owner/Resident will negate its impact on neighbors.

## **7. Dog Houses, Dog Runs and Animal Entry Doors**

Animal entry doors at the rear of a house are pre-approved.

Dog houses and runs require an application and approval by ARCC.

Requirements and Restrictions:

- a. Dog houses must be compatible with the applicant's house in color and material, or match a natural wood fence and must be located where they will be visually unobtrusive.
- b. The same criteria apply to dog houses as to storage sheds (See Storage Sheds, section II, para 4.a-d).
- c. Dog runs are small fenced areas within a rear yard for dogs
- d. Reminder: Chain link fencing is not allowed in Ashland.

The following are required in addition to the standard application:

- a. Plan for maintaining odor typically generated by dog runs
- b. Landscape plans to compliment and/or screen the dog house/run

## **8. Exterior Decorative Objects**

A limit of three (3) exterior decorative objects is permitted in the front of each Lot. Exterior decorative objects include (but are not limited to) items such as bird baths, wagon wheels, sculptures, fountains, free-standing poles not including flag poles.

The following are pre-approved and do not require an application:

- a. Porch furniture and storage benches
- b. Door wreaths

Requirements and Restrictions:

Prohibited objects include, but are not limited to, plastic, wooden, bronze, etc. statues, swans, flamingos, ducks, windmills and anything considered as “yard art”.

**9. Exterior Lighting and Electronic Insect Traps**

The following are pre-approved and do not require an application:

- a. Exterior lighting fixtures commonly available at any local hardware store.
- b. Exterior lighting, in addition to that initially provided on the house, that may be desired to enhance a deck or patio or to improve visibility on a driveway.
- c. Low voltage landscape lights or solar lights not higher than 18”, evenly spaced, with concealed wiring.
- d. Electronic insect traps will be regulated based on the same criteria as for exterior lighting. In addition, electronic insect traps may only be installed at the rear of the Lot.

Requirements and Restrictions:

- a. Lights added to the front of a home must match or complement existing fixtures and be unobtrusive in nature.
- b. Lighting in the front or rear yard must be placed so that light does not shine outside the property in a manner that could disturb neighbors.
- c. Care must be taken in arranging the angle of a spotlight.
- d. No electronic insect trap device shall be installed or maintained in such a way as to cause discomfort to adjacent owners from noise and may only be operated during those times when the immediate area protected by the trap is operated by an Owner, a Resident or their guests.

**10. Exterior Painting/ Color Changes**

The repainting or staining of an object on the exterior of a Structure to match its current color is pre-approved and does not require an application.

Color changes to house siding, doors, shutters, trim, roofing, and other appurtenant structures require an application and approval by ARCC.

Requirements and Restrictions:

Change of exterior color for single family houses should relate to the colors of the houses in the immediate area.

The following are required in addition to the standard application:

- a. List of all exterior colors on the house siding, doors, shutters, trim, roofing and appurtenant structures.
- b. A color sample of the new color(s) to be used.
- c. Owner assessment of the new color in relation to houses in the immediate area.

## **11. Firewood**

Storage of less than three cords of firewood is pre-approved and does not require an application. However, the following requirements and restrictions apply.

Requirements and Restrictions:

- a. Firewood shall be kept neatly stacked and located to the rear of the residence, within the Lot line.
- b. Firewood piles longer than six (6) feet should be two (2) rows deep at a minimum.
- c. Firewood piles must not exceed four (4) feet in height for safety reasons.
- d. Firewood piles may contain firewood only and no storage of debris.
- e. Firewood piles should be located so as to minimize visual impact.

## **12. Flagpoles**

A single flagpole of reasonable length attached at an incline to the front wall or pillar of the house is pre-approved and does not require an application.

In addition, a free standing flagpole may be placed in the rear yard out of view from the common areas in single family detached houses only.

Requirements and Restrictions:

- a. Flagpoles will be allowed in selected Association owned land where deemed appropriate by the Board of Directors.
- b. Proper etiquette for United States flags should be followed.

- c. Flags that are deemed to be offensive by ARCC or the Board of Directors must be promptly removed.

### **13. Gutters and Downspouts**

Replacement gutters and downspouts of a similar size, color and appearance as existing, as well as gutter guards are pre-approved and do not require an application. However, the following requirements and restrictions apply.

#### Requirements and Restrictions:

- a. If gutter and downspouts are moved or added or replacement gutter/downspouts are a different size, material, or color, an application and ARCC approval is required.
- b. Gutters and downspouts shall be painted to match existing gutters and downspouts or may be painted the color of the surface to which they are attached, or the existing trim color.
- c. Downspouts must be brought to grade. Downspout extensions, including underground drainpipe, must not detrimentally impact any adjacent property.

#### The following are required in addition to the standard application:

- a. Drawings or photographs of the house marked to show the locations of the proposed gutters and downspouts
- b. Catalogue photographs showing their profile, dimensions and color

### **14. Dwelling Unit (House) Numbers**

- a. Dwelling Unit numbers attached to the house must be legible, simply designed in appropriate scale and of professional quality.
- b. Lit numbers are prohibited.
- c. Curbside Dwelling Unit numbers are permissible and should be block high gloss black numbers on a high gloss white background approximately 4" high evenly spaced inside the white background, which is not to exceed 15" in width.

### **15. In-Home Business**

All in-home businesses require an application and ARCC approval.

### Requirements and Restrictions:

Consistent with Section 6.02 of the Declaration, no Lot shall be used for business, commercial, manufacturing, mercantile, storing, vending or other non-residential purpose; provided, however, that with prior written approval, an Owner may maintain an office or home business in his/her dwelling, if:

- a. Such office or business does not generate a significant number of visits or unreasonable parking usage by clients or other persons related to the business and does not otherwise negatively impact surrounding Owners (as determined by the Board of Directors).
- b. No equipment or other items related to the business are stored, parked or otherwise kept on such Owner's Lot or the property outside of an approved enclosure.
- c. The home business/occupation has obtained approvals for such use as may be required by the appropriate local governmental agencies.

The Board of Directors may limit the number of children receiving care in a family day care operation which may be permitted in a dwelling under Prince William County zoning regulations. As a condition of such use, the Board of Directors may require an Owner to pay any increase in the rate or insurance or other costs of the Association which may result from such use.

### **16. Generators**

Installation of permanent emergency generators must be approved by ARCC. The Owner or Resident must assure that the generator meets all governmental code requirements. Portable gasoline or propane powered generators are permissible for temporary power outages without ARCC approval. Permanent generators must meet the following requirements:

- a. Generators must be installed on the side or back of the Dwelling Unit;
- b. Generators must be installed on a cement/concrete pad with edging and landscape stone around the pad.
- c. Landscape screening/shrubs must be planted so as to mitigate impact on neighboring Lots.
- d. Along with an application, the Owner or Resident must provide a sketch showing the location of the generator and related landscaping.

### **17. Landscaping**

The following are pre-approved and do not require an application:

- a. Foundation planting is required (bed area surrounding home)

- b. Planting single tree or shrubs
- c. Plantings that cover less than 25% of the open area of the Lot
- d. Shredded bark, pine needle, or cocoa mulch (Note: Pebble or gravel is only allowed under a raised deck in an area the same dimension as the deck above.)
- e. Evergreen plant materials used for the purpose of ground cover such as pachysandra, myrtle or low growing junipers, etc.
- f. Artificial plants are not an authorized replacement in for live plants/shrubbery.

Significant structural elements related to landscaping, such as retaining walls, paved areas, steps, etc. require an application and ARCC approval.

Requirements and Restrictions:

- a. The preservation of wooded areas should be maximized through the retention and maintenance of existing trees.
- b. Plant materials should be appropriate in character, habitat, species, size (both installed and mature), number and arrangement for their purpose and surroundings.
- c. Bare ground, cement, or asphalt in lieu of grass, mulching, or ground cover is not permitted.
- d. No tree, hedge, or shrub may be planted or maintained in such a manner as to encroach on any neighboring property, or common area or impact sidewalk use or vehicular traffic.
- e. Landscape and planting plans may still be required as a part of the review of another application even if the above criteria are met.
- f. Rocks in place of mulch shall be left in their natural color.
- g. Neither flower pots nor any other object may impede the normal use of driveways and walkways leading to the Dwelling Unit.
- h. Artificial plants may not be substituted for living plants.
- i. For additional questions, please consult Section II, Landscaping Design Guidelines, below.

## 18. Rock Gardens

Rock gardens in rear or side yards that are less than 24 inches in any direction are pre-approved.

Rock gardens greater than 24 inches in any direction can be quick tracked.

## 19. Vegetable Gardens

Gardens that meet the following requirements and restrictions are pre-approved and do not require an application:

- a. The garden is located between the rear line of the house, the rear and side property lines.
- b. The size of the garden does not exceed 1/4 of the areas described in (a).
- c. The garden does not damage property below it or significantly alter the flow of water onto adjacent property.

## 20. Mailboxes

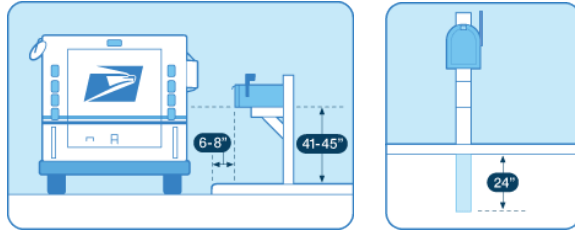
Replacement mailboxes that meet the following requirements and restrictions are pre-approved and do not require an application.

### Requirements and Restrictions:

- a. Mailbox Type & Size: All mailboxes should conform to the minimum standards of a traditional style level 3 mailbox. The material may be either aluminum/metal or rigid plastic. Both must be of approved USPS standards. The below standards are approximations:

Type	Length	Width	Height
T3	22"	8"	11"

- b. Mailbox Placement: Roadside mailboxes must be positioned approximately 41" to 45" off the ground and back about 6" to 8" from the curb so that the mail carrier does not need to leave his/her vehicle when delivering mail. In the absence of a raised curb, contact your local postmaster for guidance. The diagram below shows placement only.



- c. Mail Box Post: The post supporting the mail box should be made of wood and approximately 4" x 4". It should extend from the ground to a height of approximately 30". The color should be a flat gray. Below the mailbox should be a space for the placement of newspapers or advertisement allowed by federal law. See pictures below for design example.



- d. Mail Box Color: All mailboxes should black in color with a non-gloss finish.
- e. Maintenance: Mailboxes sustain considerable damage from the weather. Your mailbox takes a serious beating from the weather, especially in the winter and should be maintained every spring with a focus on replacing loose hinges on the door, repainting rust or peeling parts, and remounting the post if loose. We suggest a routine mailbox check-up every spring.
- f. Year-round, obstructions should be kept away for mailboxes so as not to hinder the delivery of mail.

Note: Mail box post paint is available at the club house and can be signed for on a first come first serve basis.

## 21. Permanent Grills



Permanent grills are only authorized in single family detached houses and require an application and ARCC approval.

The following are required in addition to the standard application:

Pictures and/or detailed drawings of grill to include dimensions and materials used.

## **22. Real Estate Sales/Rent Signs – Home Improvement Signs**

The following are pre-approved and do not require an application:

- a. Real Estate/Rent signs that meet county specifications and are placed only on the property for sale or rent. All signs must be removed 48 hours after contract closing or lease acceptance.
- b. Open House signs are permitted for the day of the open house. They may be placed in common areas within the Ashland community. Balloons and flags may be used if they do not obstruct vehicular sight lines and are securely fastened. Open House signs must be removed at the end of the day.
- b. Special occasion signs such as “Happy Birthday” or “Welcome Home” are permitted for use but must be removed in 72 hours.

Requirements and Restrictions:

Signs advertising a business, either home based or off site, are specifically prohibited.

## **23. Sidewalks and Pathways**

All pathways and driveways leading to the Dwelling Unit must be maintained in a serviceable manner, free of excessive cracks, breaks, or underlying erosion. Replacement of existing sidewalks and pathways of a similar size, color and appearance is pre-approved and does not require an application.

An application and ARCC approval is required for all new sidewalks and pathways, as well as for resurfacing or realigning of existing walkways.

Requirements and Restrictions:

- a. New stone or brick pathways or sidewalks should be set back at least 4 feet from the property line and generally be installed flush to the ground. If using brick, the brick type should blend with that on the house (if any).
- b. A new or replacement sidewalk or walkway should be constructed of natural-colored

concrete, aggregate, brick or other appropriate paving material. Modifications and additions to existing sidewalks or walkways must incorporate the same material, color and detailing as the builder's or other approved sidewalk. Gravel walks are not appropriate.

- c. Changes in grade or drainage pattern must not adversely affect adjoining properties.

The following are required in addition to the standard application:

Method of installation plus a description of grading changes required, if any, and the resulting impact on neighbors.

## **24. Storage of Boats, Trailers, Campers, Mobile Homes, Recreational, Commercial or Junk Vehicles**

Requirements and Restrictions:

None of the commercial, recreational or junk vehicles, as defined below, may be parked or stored in open view on residential property, streets or common areas.

The Board of Directors has defined these restricted vehicles as follows:

- a. Any boat or trailer or personal water craft;
- c. Any motor home or other self-contained camper;
- d. Any camper slip-ons where the camper backs are higher than the roof line of the cab of the truck or van;
- e. Any mobile home, trailer or fifth wheel trailer;
- e. Any pop-up camp/tent trailer or similar recreation orientated portable or transportable facility or conveyance;
- f. Any other vehicle not defined above, which could not normally be used for daily transportation including dune buggies or non-operative automobile collections or automotive equipment not licensed for use on the highways of Virginia;
- g. Any vehicle that is included in the Prince William County Code as being defined as commercial;
- h. Any unmarked vehicle, which because of its irregular height, length, shape or weight is not a conventional passenger vehicle and is more suited to commercial use;

- i. Any vehicle that has commercial signs, advertising or commercial equipment visible;
- j. Any private or public school or church buses;
- k. Any vehicle with a malfunction of an essential part required for legal operation of the vehicle or any vehicle which is partially or totally disassembled as a result of the removal of tires, wheels, engine or other essential parts required for the legal operation of the vehicle; and
- l. Any vehicles that are not currently licensed, inspected or registered.

Commercial storage for recreational vehicles is available locally. If a recreational vehicle owner chooses not to use one of these storage areas, any storage or parking on the Owner's Lot must be properly screened. Such screening must meet the fence, storage shed or major addition criteria, as applicable. The Owner must obtain a storage permit from the Ashland Property Manager. An application must be submitted to the ARCC for any necessary landscape screening.

Visiting recreational vehicles may be parked up to ten (10) days in the driveway of a single family detached home or townhome after the Owner obtains a temporary parking permit from the Management Office.

## **25. Storm Doors, Entry Doors and Windows**

The following are pre-approved and do not require an application:

- a. Full-view storm doors that match the entry door or surrounding trim of the house and are without extensive or extreme decorative-embellishment
- b. Replacement windows in the existing style, material, color and location and replacement entry doors that are the same color and compliment the style of the house.

The installation of all other storm doors, entry doors and windows requires an application and must be approved by ARCC.

The following are required in addition to the standard application:

- a. Description of windows/door to include style, material, color and location;
- b. Sketch, drawing or brochure of windows/door;
- c. Color samples of the new color to be used; and
- d. Location of windows/doors on the dwelling.

## **26. Sun Control Devices (Awnings)**

Replacement of existing awnings with those of a similar size, color and appearance is pre-approved and does not require an application.

Installation or replacement of all other sun control devices requires an application and approval by ARCC.

### Requirements and Restrictions:

- a. Awnings should be harmonious with and enhance the architecture of the house. The style, size, material and color of the awning must be compatible with the architecture of the house.
- b. Generally, individual awnings are prohibited on front elevations.
- c. Solid colors are required.
- d. If the awning is removed seasonally, the frame must also be removed. The frames must be painted to match the trim of the dominant color of the house.

### The following are required in addition to the standard application:

- a. Elevation drawings to scale showing the house and the proposed awning including details of how the awning will attach to the house as well as a list of materials and exterior colors of the house.
- b. Catalogue photographs of the proposed awning showing colors and materials.

## **27. Trellises/Arbors**

Replacement of existing trellises/arbors with those of a similar size, color and appearance is preapproved and does not require an application.

Installation or replacement of all other trellises/arbors requires an application and ARCC approval.

### Requirements and Restrictions:

- a. Trellises and arbors should be design and located so as to be compatible with the existing house in style, character, scale, materials and colors. In general, the addition of a trellis should be integrated visually and structurally with the rear deck of the house. Freestanding arbors should complement the overall composition of the yard and may not extend beyond the front of any home.

- b. Trellises and arbors may be integral to a fence and if so, must match the fence in material and color.

The following are required in addition to the standard application:

- a. Drawings, to scale, including plan and elevations, materials and colors
- b. If a prefabricated trellis/arbor is proposed, include a catalogue photograph and/or manufacturer's "cut sheets" with dimensions, materials and colors
- c. Where applicable, a planting plan indicating the type and location of proposed landscaping

## **28. Trash Containers**

Requirements and Restrictions:

Trash containers shall not be placed for pickup at appointed locations prior to 6:00 p.m. on the evening prior to pickup and must be removed the following day. Trash is to be placed for pickup in appropriate metal or plastic containers manufactured for trash storage purposes only. Trash cans and recycling bins must be stored out of public view from the street when not placed for pick-up. It is recommended that trash cans be stored in the garage to minimize the impact on adjoining neighbors. With ARCC approval, trash containers may be stored within a screened enclosure in the backyard.

## **29. Holiday Decorations**

Requirements and Restrictions:

Holiday decorations are both permitted and encouraged and do not require any type of prior approval. However, such decorations may not be installed or displayed any sooner than forty-five (45) days prior to the holiday and must be removed within fifteen (15) days after the holiday for which they are intended, or in the event of inclement weather as soon as possible thereafter. The Association reserves the right to require removal of decorations that (1) generate multiple complaints or (2) are deemed to be offensive by a majority vote of ARCC.

## **30. Window Coverings**

All window coverings are pre-approved and do not require an application with the exception of bed sheets, plastic cover-ups, newspaper, paint and other similar window coverings which are strictly prohibited.

## **31. Irrigation/Water Sprinkler Systems**

The installation of an irrigation system is pre-approved and does not require an application,

provided the system is (a) being used for common residential use; (b) the sprinkler heads and system are concealed when not in service; (c) the controls are placed in the garage or screened/concealed from the street; (d) the landscaping is minimally affected (sod replaced where necessary); and (e) the installation is completed within one (1) week.

Irrigation/water sprinkler systems not complying with the above requirements are not permitted.

## **32. Tree Removal**

The removal of dead trees on an Owner's or Resident's Lot is pre-approved and does not require an application.

Removal of trees smaller than those listed below is pre-approved and does not require an application.

Quick track. The removal of a live tree will be quick tracked if the tree poses a danger to people or property or if detrimental conditions exist, as determined by a dendrologist or botanist. Detrimental conditions include the physical intrusions by roots and branches on houses in a way that causes damage, excessive shade or blocked views and sight lines. Overgrowth may also be considered detrimental.

Removal of any large tree, either deciduous or evergreen whose trunk measures four (4) inches in diameter (or twelve and one-half (12 ½) inches in circumference) when measured at a height of approximately four (4) feet from the ground requires an application and approval by ARCC.

Removal of any live ornamental tree (dogwood, holly, cherry, etc.) larger than two (2) inches in diameter requires an application and approval by ARCC.

### Requirements and Restrictions:

- a. Trees are an integral part of the overall image and character of Ashland and must be protected. Trees located within woods and other natural areas may not be disturbed without specific approval.
- b. All tree stumps must be removed below ground level.

The installation of an appropriate replacement tree is required if the tree that is removed is the only tree located in the "front yard" of the Lot. The "front yard" of the Lot is described as the area contained within an imaginary line from both left and right edges of the Dwelling Unit (to include the garage) straight out to the sidewalk or road.

- c. Trees that have fallen or been cut for any reason must be properly removed from property. Cut trees shall not be disposed of in common or conservancy areas. Improper disposal of dead (possibly diseased) trees could lead to spread of disease

throughout conservancy.

For removal of trees requiring an application, the following are required in addition to the standard application:

- a. Photographs showing the Dwelling Unit and the Lot and identifying the tree(s) to be removed;
- b. A description of the tree(s) to be removed and the reason for removal and any reports concerning the tree;
- c. The tree(s) should be marked with a ribbon or spray paint for easy identification; snf
- d. Information regarding any replacement plantings, if applicable. See Section III, Landscaping Design Guidelines.

### **III. LANDSCAPING DESIGN GUIDELINES**

#### **A. *PURPOSE***

The significance of landscaping in a residential community cannot be overestimated. The memory of unique and special communities brings to mind images of magnificent arching canopies of trees covering the streets, and of homes partially hidden yet linked by a mature undergrowth of shrubs and ornamental trees.

Landscaping should serve not only the aesthetic purpose in a community's design, but also functional purposes such as architectural, engineering and climate control. Architecturally, landscaping can articulate spatial relationships, provide privacy, screen an unpleasant view or reveal and frame a unique vista. Landscaping for engineering purposes can reduce the glare of lights, define circulation, attenuate noise and control erosion.

In addition, landscaping for climate control can decrease wind velocities and alter directions, reduce the impact of precipitation, reduce the heat absorption of paving and through the use of deciduous trees, screen the hot summer sun while in winter permitting the sun to penetrate and warm.

The most important landscape element, when building a new community proves to be the street trees. Traditionally, the street in land planning has been an important organizing element. In the city, the street wall is formed by the architecture, however in the suburban context, the street tree becomes the tool to structure and articulate circulation in the third dimension. The street tree in the suburbs provides continuity or unity to a street where architectural types may vary and helps to define the sense of orientation and direction. A rhythm or pattern is created quite independent of the housing forms and landscaping.

In general, landscaping serves many purposes in a community ranging from the aesthetic to the functional, but its greatest contribution aids to create a unique and special “sense of place,” and a community which beautifies as it matures.

## ***B. SUBMISSION AND APPROVALS***

Prior to planting, all front yard landscaping plans, and side yard landscaping plans for corner lots and lots adjacent to common areas, must be approved by the ARCC.

Plans must be prepared at a scale of not less than 1” = 50” and include all base data and constructed improvements on site. Submissions in duplicate are requested and should be forwarded to the Association’s Management Company or on-site management office at the addresses referenced in Section I, H above.

Common areas are for the enjoyment of all residents. Ideas to improve common areas should be submitted to on-site management office.

Plantings in the rear yards and side yards not adjacent to roadways or common areas (behind the front line of a house) do not require submission of a plan. Annual flowers planted in existing plant beds do not require submission of a plan; however, all plantings are subject to the Landscaping Guidelines. Consideration must be given to the plantings’ effect, if any, on adjoining properties.

## ***C. TREE PLANTING GUIDELINES FOR TREES VISIBLE FROM STREETS***

No tree shall be planted within the public right-of-way without VDOT permit, or within the utility easements without the written permission of the easement holder. An initial street tree plan will be installed by the developer and/or builder as part of the initial construction.

1. Trees which are to be planted continuously along streets should be of the type which provides a large canopy at maturity.

Canopy trees should preferably not be planted opposite each other, but should alternate allowing a greater development of the crowns.

Tree spacing should be no less than 30 feet and no greater than 75 feet.

2. Evergreen/coniferous trees should be placed to screen rear and side yards that are exposed to the street.

Ornamental flowering trees (dogwoods, crabapple, etc.) should not be used as continuous street trees, but rather used as accents to define entrances and transitions in circulation.

Ornamental trees may also be used selectively to provide diversity in scale, form, and color



Distinct tree forms such as columnar and weeping trees may be used for visual accent, but shall not represent the majority or emphasis of the planting design. Landscaping shall not impede vehicular site viewing distance nor create any situation which may pose an unsafe or hazardous condition.