

**LENAH MILL
COMMUNITY ASSOCIATION**

DESIGN GUIDELINES

**A MANUAL FOR
LENAH MILL HOMEOWNERS**

Date: April 1, 2015

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PURPOSE OF THE MANUAL

The primary purpose of this manual is to familiarize homeowners at Lenah Mill with the objectives, scope and application of design standards and guidelines which are intended and will be employed to maintain the aesthetic appearance and environmental quality of the Lenah Mill Community. Familiarity with the design standards and guidelines should assist homeowners in the preparation of applications for modifications to their homes or lots which are consistent with the guidelines and therefore approvable.

The manual enumerates specific design standards and guidelines which have been adopted by the Board of Directors of the Lenah Mill Community Association. It also explains the application and review process which must be adhered to by homeowners seeking approval for any exterior modifications or changes to their homes or lots which are subject to approval by the Association.

The design standards and guidelines herein are applicable to all properties within Lenah Mill and developed as single family homes. The Board may approve separate or supplemental design guidelines for multi-family residential rental.

This manual will serve as a valuable reference source and will assist homeowners in preparing acceptable applications for review by the Association's Covenants Committee. All homeowners are encouraged to familiarize themselves with its contents and to retain the manual for future use.

The Design Guidelines may be revised from time to time by the Board of Directors.

BASIS FOR AND OBJECTIVES OF PROTECTIVE COVENANTS

The legal documents for the Lenah Mill Community Association contain covenants and use restrictions, including those pertaining to design standards. Legally, these covenants are a part of the deed for each home and are binding upon all initial homeowners and their successors in ownership, irrespective of whether or not the owners are familiar with such covenants.

The primary purpose of design covenants is to create and provide architectural design standards for the entire community. The promulgation and enforcement of design standards is intended to achieve the following objectives:

- Maintain consistency with the overall design concept for the community
- Promote harmonious architectural and environmental design qualities and features
- Promote and enhance the visual and aesthetic appearance of the community.

The enforcement of design standards not only enhances the physical appearance of a community but protects and preserves property values. Homeowners who reside in association communities which enforce design covenants are protected from actions of neighbors which can detract from the physical appearance of the community and, in some cases, diminish property values. In fact, surveys of homeowners living in association communities consistently reveal that this was an important consideration in their decision to purchase a home.

ROLE AND AUTHORITY OF THE COVENANTS COMMITTEE

All homeowners at Lenah Mill are automatically members of the Lenah Mill Community Association. The Association is a non-stock corporation which owns and is responsible for the upkeep and maintenance of all common properties within the community.

The Association is also responsible for the administration and enforcement of all covenants which are applicable to property owners, including design standards and restrictions. The Amended and Restated Declaration for the Lenah Mill ("Declaration") (Article 9) provides that responsibility for the enforcement of design standards shall be exercised through a Covenants Committee, the members of which shall be appointed by the Board of Directors of the Association.

The Covenants Committee is to consist of persons appointed by the Board of Directors. Since the Association's legal documents provide that the Developer may maintain control of the Board of Directors during most of the development phase of the community, there may initially be overlapping membership for the Board of Directors and the Covenants Committee.

The Committee is responsible for administering and enforcing the Association's Design Guidelines with respect to exterior modifications to homes and lots proposed by lot owners. The Committee does not have approval authority over initial construction by the Declarant or any Builder. The Committee shall review and approve (or disapprove) applications submitted by lot owners for visible interior and exterior additions, alterations or modifications to a home or lot. The review process shall be governed by these Design Guidelines promulgated by the Association's Board of Directors.

As part of its responsibilities, the Covenants Committee from time to time may make recommendations to the Board of Directors with respect to the modification of the Design Guidelines initially approved by the Board. The Committee will also be responsible for reviewing possible violations of the Association's Design Guidelines.

ALTERATIONS REQUIRING REVIEW AND APPROVAL BY THE COVENANTS COMMITTEE

Essentially, all changes, permanent or temporary, to the exterior appearance of a building or lot are subject to review and approval by the Covenants Committee. The review process is not solely limited to major additions or alterations, such as adding a room, deck, patio, lawn ornaments or "decorative items." It includes such minor items as changes in color and materials. Approval is also required when an existing item is to be removed.

There are a number of exceptions to this otherwise inclusive review requirement.

1. Building exteriors may be repainted or restained provided that there is no color change from the original. Similarly, exterior building components may be repaired or replaced so long as there is no change in the type of material and color.
2. Minor landscape improvements will also not require an application. This includes foundation plantings, or single specimen plantings. In general, landscape improvements of a small scale which do not materially alter the appearance of the lot, involve a change in topography or grade and which are not of sufficient scale to constitute a natural structure will be exempt from the design review process.

If there is any doubt as to whether or not a proposed exterior change is exempt from design review, and approval, homeowners should first seek clarification from the Covenants Committee before proceeding with the improvement.

DESIGN REVIEW CRITERIA

In reviewing applications for modifications, additions or improvements to homes and lots, the Covenants Committee will examine the conformance of applications to the adopted Design Guidelines and Standards, as well as any covenants or use restrictions in the recorded Declaration. There will be instances where applications are approvable or not based on specific permitted or prohibited actions or uses. For example, an application to install a chain link fence will not be approved, since this type of fencing material is prohibited by both the Declaration and the Design Guidelines.

However, the Design Guidelines cannot envision every type of improvement for which an application can be submitted and, as such, there must be latitude for the Covenants Committee to review applications based on certain criteria. Judgments of acceptable design are based on the criteria listed below which, depending on the particular application, may not be all inclusive. The latitude to evaluate applications based on appropriate design criteria should not result in the imposition of personal opinion or taste by the Covenants Committee. However, it does mean that the Covenants Committee can evaluate each application based on its individual merits and specific circumstances, such as characteristics of the housing style, the individual site and relationship to environmental features. As such, what may constitute an acceptable design and approvable application in one case may not in another.

1. Relation to Environmental Conditions and Community Open Space - Harmony of a design with its surrounding natural environment is an important factor. Fencing, in particular, can have damaging effects on open space. Other factors, such as the removal of trees, disruption of the natural topography, vegetation and changes in rate or direction of storm water run-off, also adversely affect the environment in terms of aesthetics or functionality.

2. Validity of Concept - The basic idea must be sound, appropriate and compatible to its surroundings.

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

4. Location and Impact on Neighbors - The proposed alternation 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, airflow or access to neighboring property; decks or larger additions may cause unwanted shadows on adjacent patios or infringe on a neighbor's privacy and view. For another example, an inappropriate "clutter" of play equipment or an "ill-planned" landscape scheme may also affect neighbors.

5. Scale - The size (in three dimensions) of the proposed alteration should relate well to adjacent structures and its surrounds. 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 an addition that are similar in design to an existing house, such as roofs and trim, should match in color and composition. A sample board of exterior materials, finishes, and colors may be required as the sole discretion of the Covenants Committee.
7. Materials - Continuity is established by use of the same or compatible materials as were used in the original house. The options may be limited somewhat by the design and materials of the original house. For instance, vertical wood siding on the original house should be retained on an addition. On the other hand, an addition with wood siding may or may not be compatible with a brick house.

APPLICATION AND REVIEW PROCEDURES

Application and review procedures which will be used by the Covenants Committee are detailed below.

1. Applications. All applications for proposed improvements must be submitted in writing using the application form authorized by the Covenants Committee. A copy of this form is included as an exhibit to this manual. Applications must be complete in order to commence the review process. Incomplete applications will be returned to the applicant with a statement of deficiencies which must be remedied in order to be considered for review.

Unless notified to the contrary, homeowners should mail applications to the following address:

Lenah Mill Community Association
Service First Management & Consulting, Inc.
12084 Cadet Court, Manassas, VA 20109

2. Supporting Documentation. The application must include a complete and accurate description of the proposed improvement(s). In order to permit evaluation by the Covenants Committee, supporting exhibits will frequently be required. Examples include: a site plan showing the location and dimensions of the proposed improvement; architectural drawings or plans, as applicable; landscape plan; material and/or color samples, etc. The design guidelines and application form provide guidance with respect to the supporting documentation required for various types of improvements.
3. Time Frame for Completion of the Review. The Covenants Committee is required to approve or disapprove any proposed improvement within sixty (60) days after the receipt of a properly completed application. However, the sixty (60) day review period will only commence upon the receipt of a complete application form, including any required exhibits. It is therefore advisable for homeowners contemplating substantial improvements to first ensure that they are aware of all required supporting documentation prior to submitting a design review application. In the event that the Committee fails to act within the sixty (60) day period, an application will be automatically referred to the Board of Directors, which must make a decision within fifteen (15) days after the first Board of Directors meeting following the referral of an application or within thirty (30) days following the referral of an application, whichever is less. If the Board of Directors fails to act within this period, the application shall be deemed to have been approved as submitted.
4. Notice of Approval/Disapproval. Homeowners who have submitted design review applications will be given written notice of the decision of the Covenants Committee.

5. Appeals Procedure. Homeowners who have submitted design review applications may appeal decisions of the Covenants Committee to the Covenants Committee and the Board of Directors.

An applicant whose application has been denied or modified by the Covenants Committee may request reconsideration by the Committee if new or additional information which might clarify the application or demonstrate its acceptability can be provided. A request for reconsideration must be submitted in writing within ten (10) days following a decision by the Covenants Committee. An applicant must request such reconsideration by the Covenants Committee before the applicant may appeal a decision to the Board of Directors. The Covenants Committee shall respond to a request for reconsideration of a decision within thirty (30) days from the date of receipt of such request.

A homeowner may appeal a decision of the Covenants Committee by submitting a written request to the Board of Directors within ten (10) days after the date of an action by the Covenants Committee. This request should include any new or additional information which might clarify the requested change or demonstrate its acceptability. The Board may, at its discretion, conduct an informal hearing related to the appeal. Such hearing must be convened in not less than fifteen (15) or more than sixty (60) days following receipt of a request. The Board will respond in writing to an appeal within seventy-five (75) days from the date of receipt of an appeal. The Board may sustain, modify or reverse a decision of the Covenants Committee. A two-thirds vote of the Board of Directors shall be required in order to reverse a decision of the Covenants Committee.

ENFORCEMENT PROCEDURES

The Declaration and Bylaws of the Association empower the Board of Directors and the Covenants Committee to enforce compliance with the Association's Design Guidelines. The following enforcement procedures will be used to ensure compliance.

1. A violation may be observed and reported to the Covenants Committee by a member of the Committee, the Board of Directors, the managing agent, or a homeowner. In the case of homeowners wishing to report a potential violation, a written notification should be transmitted to the Association or managing agent.
2. The alleged violation will be confirmed by a site visit by a member of the Covenants Committee or the managing agent.
3. The Covenants Committee or managing agent will contact the resident in violation by letter advising them of the violation and requesting appropriate action to remedy the violation. Notice will be sent by certified mail where the violation is deemed to involve an immediate emergency or where such violation, if not remedied, will increase or enhance with the passage of time.
4. If the violation continues for thirty days after notification to the resident in violation (or if no substantial progress is made in curing the violation, where such remedy would require more than thirty days) a letter will be sent by certified mail to the resident in violation. This letter will provide notice that the violation must be remedied within fifteen days from the date of mailing of the letter (or alternatively, that the resident in violation must submit to the Covenants Committee a written plan, including timing, for the abatement of the violation within a reasonable period of time, where such violation cannot be cured within the fifteen day period).
5. If the violation is not abated within fifteen (15) days from the date of mailing of the certified letter (or if progress is not being made to abate such violation in accordance with a plan agreed to by the resident in violation and the Covenants Committee) the Committee will send the resident in violation a certified mailing informing the resident of the time and place of a formal hearing by the Covenants Committee, in accordance with the provisions of Policy Resolution No. 4. Alternatively, the Covenants Committee may refer the violation to the Board of Directors for enforcement of the Association's Design Guidelines in accordance with the provisions of Policy Resolution No. 4.
6. The above procedures do not preclude the Covenants Committee or the Board of Directors from taking accelerated measures in the case of a violation which constitutes an emergency situation, provided that the resident in violation has been properly notified by certified mailing, and that the action is consistent with the provisions of the Association's legal documents. Likewise, the Covenants Committee or the Board may establish shorter notification periods for the correction of violations of the Design Guidelines where the homeowner shall not be disadvantaged by a shorter notification period for compliance.

7. The above procedures do not apply to the failure of an Owner to maintain a lot in good order and repair and free of debris, as required by Article 7 of the Declaration. All owners must maintain their lots in accordance with the general maintenance standards detailed below. In the event of non-compliance with maintenance standards, the Board of Directors or the Covenants Committee, as appropriate, may, after thirty (30) days written notice to the owner (or such shorter notice period as determined by the Board or Committee), authorize the Association or its contractor to enter upon the owner's lot and to perform any required maintenance at the expense of the owner. In the case of persons who fail to mow their lawn or have trash or debris visibly stored on their lot, (other than neatly stored construction materials for an approved improvement of the lot or home) the notice period shall be five (5) days.

Property Maintenance Standards

- A. All portions of a lot which are not improved by an impervious surface or a structure must be maintained with grass (or other vegetation installed by a builder or approved by the Covenants Committee). No bare earth may be exposed on a lot (except for flower beds or gardens with appropriate approvals, as required).
- B. All turf areas on a lot must be kept neatly mowed during the growing season. Grass should not be permitted to exceed six (6) inches in height.
- C. Turf areas and other vegetation should be watered during dry periods. Any dead plants, shrubs or trees or street trees should be immediately removed and replaced.
- D. Turf areas should be kept as weed free as possible. At no time should weed cover exceed more than twenty-five percent (25%) of the total turfed area.
- E. No trash or debris may accumulate or be stored in a visible location on a lot. Construction materials required for the improvement of a home or lot should be neatly stored in as unobtrusive a location on the lot as possible when not in use.
- F. All hedges, trees and shrubs must be neatly trimmed and maintained and their size maintained in proportion to the lot and home through pruning.
- G. The exterior of a home must be maintained in an attractive manner. No significant blistering or peeling of exterior painted surfaces is permitted.

Any exterior building components (i.e., siding, gutters and downspouts, roof shingles, windows and doors) which are missing, broken or otherwise in a state of disrepair must be repaired as quickly as possible.
- H. Garbage and recycling bins shall not be stored in the front yard or in any area visible from the street. Garbage and recycling bins shall be removed from the street on the same day as garbage or recycling pick-up, as applicable. Bins shall not be placed at the street for pick up until 7:00 p.m. on the evening before the scheduled pick up.

DESIGN GUIDELINES

The specific Design Guidelines detailed below have been adopted by the Board of Directors. Any visible exterior improvement to a home or lot unless otherwise stated in these Guidelines requires application to and approval from the Covenants Committee.

AIR CONDITIONING UNITS/HEAT PUMPS. The Committee will not approve applications for the installation of window or wall air conditioning units or fans. The relocation of exterior central air conditioning units and heat pumps requires approval and will be considered if there is no adverse visual or noise impact upon adjoining properties. Application and approval are not required to replace a heat pump or air conditioning unit in the original location.

ANTENNAS AND SATELLITE DISHES. Satellite dishes which are larger than one meter in diameter are prohibited. Satellite dishes which are one meter in diameter or less, television antennas and MMDS (multichannel, multipoint distribution) antennas are permitted. Antennas and satellite dishes are subject to the guidelines below and do not require prior approval from the Covenants Committee. However, homeowners are requested to provide advance notice to the Association of the proposed installation of a conforming satellite dish or other permissible device at least one week in advance of the actual installation. The notice must include the proposed location of the receiving device on the home or lot.

- **Location.** Devices are not to be installed in the front of the lot or on the front facade of a residence so long as another location exists on the lot or residence from which an acceptable quality signal can be received. If a front or side yard location is necessary for a ground mounted satellite dish, the equipment should be installed near other utility equipment or among shrubbery. They are to be located so as to be as visually unobtrusive as possible, without unreasonably increasing the cost of installation, maintenance and use and without precluding the reception of an acceptable quality signal. Whenever possible, the devices should be located in the rear yard. If a device must be installed at roof level, it should be situated on the rear side of the roof ridge line, so as to have no, or minimal, visibility from the front of the home.
- **Screening.** To the extent possible, dishes and antennas should be screened so that they are not visible either from the street or to other lot owners.
- **Color.** In order to minimize any adverse visual impact, a device which is affixed to a residence should be painted to match the color of the portion of the house to which it is attached, so long as painting the device will not void the manufacturer's warranty.

ATTIC VENTILATORS. Attic ventilators and turbines should be mounted on the rear side of the roof ridge line so as to minimize their visibility from public areas and adjoining lots. Attic ventilators must be painted to match the color of the roof (if roof mounted) or the color of the house siding or trim (if mounted on a gable end).

AWNINGS: Awnings require approval and review. Awnings must be retractable.

CARPETING. Indoor/outdoor carpeting and synthetic grass on any exterior surfaces (for example, front stoops, decks, patios, etc.) are prohibited.

CHIMNEYS. Chimneys must be masonry or enclosed in the same material as the exterior of the home and may be cantilevered. Exterior fireplace chimneys must match the exterior material of the home.

CLOTHES LINES. Clothes lines or similar apparatus for the exterior drying of clothes are prohibited.

COMPOST BINS. Compost bins must be screened with landscape and located at the rear of the home.

DECKS. ALL decks must be approved by the Covenants Committee and must conform to the guidelines detailed below.

Elevated and ground level decks are an extension of the house which can impact its exterior appearance and may affect the privacy of adjoining homes. Drawings submitted with the application do not need to be professionally done (although professional drawings are advised), but they must be to scale and show dimensions.

Any adverse drainage requirements which might result from the construction of a deck, patio, or screened porch should be considered and remedied. Approval will be denied if the Covenants Committee determines that adjoining properties are adversely affected by changes in drainage. Any drainage problems which result from a modification are the responsibility of the homeowner who makes a modification, irrespective of approval by the Covenants Committee. The following factors will be considered in the review of applications:

1. Location. Decks should generally be located in rear yards. Side yard locations will generally not be approved, but may be evaluated on their individual merit and may be considered when lot size or topography prohibit a rear yard location. The privacy of adjacent homes will be considered in evaluating the proposed location of a deck.
2. Scale and Style. Decks, particularly elevated decks, should be of a scale which is compatible with the home to which attached, adjacent homes and the environmental surroundings. Decks must meet Loudoun County minimum setback requirements and should not be constructed across Building Restriction lines shown on individual site plans for lots.
3. Materials. Wood decks should be constructed of high quality pressure-treated wood (#2 southern yellow pine or better for structural members and #1 or better for deck railing and stair stringers) or cedar, which remains stable in exterior applications. Trex or equivalent composite material may be used for horizontal surfaces (deck floor and stair risers). Vinyl may be used for deck railing components where the color and design are appropriate.

4. Railing Detail. Deck railings may include decorative design elements (i.e., sunbursts, starbursts, chippendale) so long as the total design scheme is appropriate.
5. Accessory Structural Elements. In order to enhance the deck as an extension of a home's living space decks may be designed to include such features as a gazebo, bench-seating areas, built-in planter boxes, elevated shade trellises and plant hangers. Privacy screens on a deck are discouraged but may be considered when used to screen a hot tub or an undesirable view. Generally, privacy screens will not be permitted in the case of elevated decks but will be considered on a case-by-case basis for ground level decks. When permitted, privacy screens must not exceed three feet in height above the level of the deck railing, or a total height of six feet above the level of the deck floor, in cases of a ground level deck where the privacy screen is appended to the rear side of the railing or extends the full height above the deck floor with appropriate structural support. Privacy screens must be lattice or other open design — solid privacy screens are prohibited. In addition, privacy screens must not exceed a total length which exceeds fifty (50) percent of the total perimeter of the deck (excluding the length of the side which is bordered by the exterior wall of the home).
6. Undercroft Screening. Decks which are not greater than four feet above grade must be screened with lattice or landscape materials. Lattice must comply with the color guidelines below. Lattice may be vinyl where vinyl material is used for the deck railing components. In such case, the vinyl must match the trim color of the home. Landscape materials may be used in lieu of lattice to include ornamental gravel such as river jack, river wash, peedee, Landscape materials may be used, and may be required by the Covenants Committee, to screen the undercroft of decks which exceed four feet in height. If landscape materials are to be installed in conjunction with a deck, the application must identify the items to be installed and their locations in relation to the deck.
7. Under-deck Storage. The storage of any items below a deck is prohibited, except that a storage shed which conforms to the Design Guidelines may be constructed below the floor of an elevated deck and must directly abut the exterior wall of the home. Alternatively, appropriate screening may be provided if approved in accordance with these Design Guidelines.
8. Color. All vertical elements of the deck, which include but are not limited to: all support posts and beams under the deck floor, all 4x4 rail posts, 2x2 pickets, fascia, rail cap, stair risers, arbors and trellises above the deck floor and gazebos must be stained to match the trim color of the house exterior. Behr Ultra Pure White #210 or equivalent is to be used with white trim. Navajo White Behr # DP-362 or equivalent is to be used with other trim colors.

All wood deck flooring must be sealed with either a clear preservative or stained with cedar natural tone color BEHR #DP-533. Wood rail caps may be stained or sealed to match the deck floor. Trex or a comparable composite material may be used for deck flooring, rail cap, and stair treads: Approved Trex colors are Winchester Gray, Natural (tan), Saddle (brown), or Madera (burgundy/red).

The use of vinyl as a deck material will be permitted. If vinyl material is used for the deck components, the color must be white or a color which is compatible with the trim color of the vinyl.

9. Staining/Painting. All decks must be stained or painted as approved within two (2) months after completion, or as recommended by manufacturer.

DOG HOUSES AND DOG RUNS. Dog runs are prohibited. While discouraged, dog houses will be considered on a case by case basis for single-family detached homes. Dog houses may not exceed sixteen (16) square feet of floor space and may not exceed four (4) feet in height at the highest point. The finish materials must be compatible with the applicant's house in terms of type and color. Dog houses must be located in the rear yards and should be located in such a manner as to be visually unobtrusive to neighboring properties. The use of landscape screening, fencing, shrubs, or trees is encouraged and may be required.

DRIVEWAYS. Extensions, modifications or additions to driveways will be considered only if there is no adverse aesthetic or drainage impact on adjoining lots. Driveway modifications must be constructed of the same material as found in the existing driveway. Driveway extensions must be of a size and scale which will compliment the property, rather than become a focal point. Extended driveways may not be used for parking inoperable, commercial, recreational or unused vehicles. The sealing of driveways is encouraged. Grey or black pavers may be used in lieu of asphalt as replacement materials.

EXTERIOR DECORATIVE OBJECTS. Approval will be required for all exterior decorative objects exceeding eighteen (18) inches in height and eighteen (18) inches in width or depth, whether natural or man-made, which were not part of the original construction design, either as a standard or optional feature. Examples include but are not limited to: bird houses, bird baths, driftwood, weather vanes, sculptures, fountains, free standing poles of all types, house address numerals, and any items attached to approved structures. Exterior decorative objects less than eighteen (18) inches in height and eighteen (18) inches in width or depth do not require approval and shall be limited to a total of three (3) for detached homes in front and side yard locations. There will be a limit of five (5) objects for detached homes allowed in rear yard locations. Such objects must not contain colors that are excessively bright, garish, overly reflective or luminescent. The objects should be compatible in general style and in quality of materials with the architectural characteristics of the applicant's home, adjoining homes and the neighborhood setting. Appropriate outdoor furniture and planters which are placed on a front porch do not require an application.

Objects requiring approval will be evaluated in terms of their general appropriateness, size, location, compatibility with architectural and environmental design qualities and visual impact on the neighborhood and the surrounding area. Bird baths, bird houses, fountains and similar items are restricted to rear yard locations and should not be visible from the front yard or a street and require approval. Decorative flags may be displayed and do not require approval if the flagpole complies with the Design Guidelines.

One bench may be placed in the front or side yard and one in the rear yard without application. The bench must be made of wood, iron, stone-type materials, or other similar materials. The color must be earth-tone or black.

Applications are not required for temporary holiday lights or holiday decorative objects and may only be displayed for the period of four (4) weeks prior and three (3) weeks after the holiday in question.

EXTERIOR LIGHTING. Lighting which is part of the original structure may not be altered without prior approval of the Covenants Committee. Proposed replacement or additional fixtures must be compatible in style and scale with the applicant's house.

Exterior lighting, including motion sensors, flood lights and entrance lights shall be directed downward and not outside of the applicant's property. The light source should not be visible outside of the applicant's property. Proposed additional lighting shall not be approved if it will result in an adverse visual impact to adjoining neighbors due to location, wattage or other features. Low voltage landscape lighting located along a walkway or among shrubbery will be considered so long as it does not distract from the overall appearance of the home. Landscape lights must be installed a minimum of 8 (eight) feet apart and be of similar style.

Applications for replacement or additional exterior lighting should include the wattage, height of the fixture above ground, location on the property (shown on a plat map for the lot) and a description of the fixture(s) and/or a photograph or cut sheet from a catalogue.

EXTERIOR PAINTING. An application is not required in order to repaint or restain an object to match the original color. However, all exterior color changes must be approved. This requirement applies to siding, doors, shutters, trim, roofing and other appurtenant structures.

FENCES. Guidelines for the construction and approval of fences are provided below.

1. Chain-Link and Barbed Wire Fences. Chain link and barbed wire fences will not be approved under any circumstances. Chain link or barbed wire fencing material will not be permitted for any use.
2. Fence Locations. Where permitted, fences should be placed on the rear and side lot lines and must not extend forward of the rear plane of the home. Fence applications for corner lots and cul-de-sac lots will be evaluated to determine any adverse effects on adjoining lots. Fences may be installed in tree save areas provided all tree removal rules are followed. Fences are to be installed as close to lot lines as is feasible without removing trees.
3. Standard Fence Detail for Single-Family Detached and Attached Homes. The only permitted fence style is is single sided spaced pointed dog ear picket. The maximum permitted height of a fence is forty-eight (48 inches). Fences must be constructed of cedar or high quality wood (#2 southern yellow pine or better) and must be stained with Behr Cedar Natural Tone Semi-Transparent Stain (color code DP-533). This stain is available at Home Depot and other home improvement stores. All fences must be stained within two (2) months of the final fence install date. The approved fence style is illustrated in Appendix I-A.

A \$1000.00 check, endorsed to the "Lenah Mill Community Association", must be included with all fence applications. If not included, the application will be considered incomplete and will be returned. The \$1000.00 deposit is refundable once the fence has been stained according to the above listed requirements. If the fence is not stained within 60 days of completion, the deposit will be used by the HOA to stain the fence and the owner will be assessed any additional cost.

4. Rear Lot Lines Which Abut Major Roadways. The installation of rear yard fences in cases where the rear lot line is immediately adjacent to a major roadway can present an aesthetic problem or may violate sight distance easement requirements of Loudoun County. In such cases the Covenants Committee may prohibit the installation of a fence, or alternatively, require that the fence be set back from the lot line and screened with appropriate landscape material. Fences located overtop of easements may require County approval. Otherwise, removal at the cost of the homeowner may be required.

5. Ingress/Egress Easements. Fences may not be installed on ingress/egress easement areas which are shown on a site plan or plat map.

FIREWOOD. Firewood stored on a lot shall be kept neatly stacked and shall be located to the rear of the residence and in such a manner as to avoid adverse visual impacts for adjoining properties. Screening may be required in certain cases. Firewood should be stacked in piles which do not exceed eight feet in length and four feet in height for both aesthetic and safety considerations. Covers for firewood must be a muted brown or tan color-no brightly colored tarps will be permitted. Other than a limited quantity of firewood intended for immediate use, firewood may not be stacked on a patio or deck. No firewood may be stacked on community open space.

FLAGPOLES. Permanent, free standing flagpoles are prohibited. Flagpole staffs which do not exceed six feet in length and are attached at an incline to the wall or pillar of the dwelling unit are permitted and do not require approval by the Covenants Committee.

GAZEBOS. Gazebos may be constructed as an accessory structure of a deck or as a free standing structure on the lot for single-family detached homes.

1. Location. Free standing gazebos which are not integral to a deck must be located in the rear yard behind the home.
2. Size and Scale. The size must be compatible with the size of the home and lot and, if constructed as an accessory element of a deck, with the scale of the deck.
3. Materials and Color. If constructed as an accessory structural element of a deck, the materials and color must be identical to the vertical elements of the deck (refer to the Design Guidelines for decks). The roof material must match that of the home or be constructed of shake shingle. If built as an independent structure sited in the rear yard, a gazebo may either be constructed of cedar or pressure treated lumber (#2 southern yellow be identical to that used on the home or be shake shingle. In order to minimize the visual impact of a free standing gazebo, the Covenants Committee may require the

installation of landscape materials.

GENERATORS. Only one (1) generator per lot is allowed. The size must be in scale with the home and lot. The generator must be installed at ground level next to the existing outside A/C and heat pump compressors or in the rear yard (no further than ten (10) feet from the home). The generator must be an earthen tone color and not visible from the street or landscape screening is required to hide the generator from view.

GREENHOUSES. A greenhouse will be treated as a major alteration to a dwelling unit and subject to the same level of review. Only greenhouses which are attached to the dwelling unit are permitted. Greenhouses must meet the following additional criteria to be approved.

1. The scale and design must be architecturally compatible with the home and surrounding homes and must be a glass enclosure.
2. There shall be no adverse visual impacts for adjoining properties. The installation of landscape materials to provide a visual screen is encouraged and may be required *as* a condition of approval.

GRILLS, FIREPLACES/PITS, CHIMNEYS. The construction of permanent grills is discouraged but may be considered on a case-by-case basis. Grills must be located in the rear yard, must be of a size and scale compatible with the home and lot and must be sited so as to minimize any adverse visual impacts on adjoining lots and to preclude visibility from the street. Permanent outdoor grills, fireplaces/pits and chimneys require approval and must be equipped with fire screens to prevent the discharge of embers or ashes. Prefabricated chimneys also require approval.

GUTTERS AND DOWNSPOUTS. All gutters and downspouts, including replacements, must conform in color and design to those installed originally. Any addition of new gutters or downspouts, or a change in location of an original gutter or downspout, requires approval. Gutters and downspouts must be located in such a manner as to not adversely affect drainage onto neighboring properties. Black tubing used for additional drainage purposes must be buried underground and directed away from adjacent properties. Splash blocks should be black or green plastic, or unpainted concrete.

HOT TUBS/SPAS. Exterior hot tubs or spas must be located on the ground level of the rear yard adjacent to the dwelling unit and require approval. The incorporation of hot tubs as a design feature of a deck or patio is encouraged. The exterior finish of an elevated hot tub or spa should compliment the exterior finish of the home, deck or patio to which attached or most closely related. Hot tubs or spas which are recessed into decks are preferred over those which are free standing. If free standing, a hot tub or spa must be screened with landscaping materials in order to minimize its visibility. Hot tubs or spas which are incorporated into a deck must not extend above the top of the deck railing. Hot tubs or spas which are incorporated into a deck may be screened with lattice or other open-style design in accordance with the Design Guidelines for decks. All residents are required to comply with Loudoun County Code barrier requirements for hot tubs and spas. You may apply to use a safety cover for the hot tub or spa rather than a fence by submitting a Code Modification Request form to Loudoun County.

IRRIGATION SYSTEMS. While an application is not required for an irrigation system, it must not be located within the right-of-way.

LANDSCAPING. Landscape beds need to be maintained with decorative layer of dark brown or black wood/organic mulch. Approval will be required for anything other than dark brown or black wood/organic mulch. River rocks are not permitted as a substitute for mulch.

Application and review is not required for the following modifications:

1. Planting of annuals or perennials in existing beds.
2. Installation of new beds less than four feet wide around the perimeter of the house foundation (and deck, patio, or fence if present) and perimeter of the rear of the lot, provided that plants installed have a mature height of less than eight feet.
3. Installation of new beds less than three feet wide adjacent to walks from the driveway to the front of the home, provided that plants have a mature height of less than three feet.
4. Installation of new beds less than two feet wide around a mailbox post, and around transformer/utility boxes, provided that plants have a mature height of less than three feet.
5. The installation of individual trees or shrubs on the lot, provided that such plantings at maturity are in scale with the home and lot, the center of trees/shrubs are set back six (6) feet from the property line, and do not interrupt designed drainage patterns and swales.

Any other landscaping modifications, including the following, require application and review by the Covenants Committee. Landscape materials may not be installed on ingress/egress easements shown on a site plan or plat map

1. Removal of grass and replacement with mulch or landscape ground cover, except in the case of the pre-approved locations above (this will be considered for limited areas; on steep slopes, for example).
2. Any installation of landscape timbers. Timbers should not define the individual front yards or walkways, and cannot be used on property lines. Landscape timbers are prohibited in front yard locations. Timbers may be used in rear yards to line flower beds. Timbers must be natural in color, not stained.
3. Stone or masonry landscape walls. Walls intended as a landscape feature should not exceed two feet in height. The use of natural stone is preferred. However, brick or cultured stone may be approved if consistent with design characteristics of the home and adjoining properties. Split-faced synthetic materials (e.g. keystone and versa-lock) are prohibited in front yard locations. Such material may be used in rear and side yard locations if not visible from a street.
4. Any modifications that require construction (including retaining walls or garden structures,

such as trellises, gazebos, etc.) or result in a grade change.

5. Approval is required for any shrubs or trees which are intended to form a hedge or natural screen which will be more than three feet in height. Landscape screens or barriers may be approvable in order to define private space or block undesirable views. However, the Committee will consider any adverse impacts on adjoining lots, including the disruption of sight lines for adjoining properties and interruption of designed drainage patterns. A six (6) foot setback requirement from the property line will usually apply, but will be decided on a case-by-case basis. Landscape screens or barriers are not permitted on front yard lot lines.
6. Any proposed improvement which is of such a scale or type as to be potentially inconsistent with the scale and design features of the home, adjacent homes and the surrounding area.

PATIOS. All patios require approval. Patios must be located in rear yards. Patios should be installed flush with the ground. The use of brick, flagstone, slate or decorative pavers is encouraged. Any adverse drainage requirements which might result from the construction of a patio should be considered and remedied. The use of a partially porous patio surface or the installation of mulch beds adjacent to the patio are techniques to minimize drainage concerns.

RECREATION AND PLAY EQUIPMENT. Permanent or semi-permanent play equipment which constitutes a structure, such as swing sets, play-houses, sand boxes, trampolines, etc., require an application and are subject to the guidelines below.

1. Location. All play equipment (with the exception of basketball hoops) must be located in the rear yard and must be a minimum of 6' (feet) from property lines. Plastic play houses are to be placed as close to the house as possible.
2. Size and Scale. The size of any play equipment should be compatible with the size of the lot.
3. Screening. Play equipment should be sited so as to have the minimum visual and noise impacts on adjoining lots. The Covenants Committee may require landscape screening to minimize any adverse impacts.
4. Material and Colors. The use of wooden play equipment is encouraged. Metal play equipment, exclusive of the wearing surfaces, free standing basketball backboards and their poles should be painted dark earth tones to blend with the natural surroundings or, if located adjacent to a home, painted to match the background or screening structure. Canopies for play structures must be green, blue or earth tone in color. Applications for such play equipment should include a color photograph or catalogue cut sheet, the physical dimensions of the equipment and proposed location on the lot.
5. Basketball Equipment. Basketball backboards may not be attached to the home or garage. Basketball backboards may be erected on permanent poles in the driveways of single-family detached homes and should be sited such that they are a minimum of fifteen

(15) feet from the street and located so that basketballs will not fall into the yards of adjoining homes. The configuration of the driveway, distance from the street and proximity of adjoining lots will be a factor in evaluating an application. All basketball backboards require an application and will be considered on a case-by-case basis. The Covenants Committee may require a written statement from adjoining neighbors that they have no objection to the application.

The use of basketball equipment is limited to daylight hours. Portable basketball equipment is prohibited in front or side yard locations. Such equipment may be used in the rear yard with approval .

ROOM ADDITIONS/GARAGES. The design of room additions or garages should be the same or compatible in design, scale, materials and color with the applicant's house and adjacent houses. Roof pitches must match or be compatible with the roof slope on the applicant's existing houses. Roof materials must match that of the exiting house; siding must match existing siding in color, material, size and style. Windows and doors must match those used in the applicant's house, and should be located in a manner which relates well to the location of exterior openings in the existing house.

If changes in grade or other conditions which will affect drainage are anticipated, they must be indicated. Generally, approval will be denied if adjoining properties are adversely affected by changes in drainage.

SCREENED PORCHES. Screened porches must be compatible with the home in terms of finish materials and color for all exterior surfaces other than screens. The roof pitch should be the same as that for the home and the roof material and color must be identical to the roof of the home. Shed style roofs are discouraged for screened porches unless the architectural design of the home makes a gable roof impractical. The size and scale of the screened porch must be compatible with the size of the home

SECURITY BARS. In general, the use of security bars or grates on windows and doors will be prohibited. Exceptions may be made where the security apparatus will not be visible from the street and from adjoining properties. Homeowners concerned about the security of their residence are advised to consider alternatives, including alarms and sophisticated lock systems.

SHEDS. Storage sheds must be attached to the rear of the dwelling unit and must adhere to the guidelines below. The use of pre-fabricated or free-standing sheds is prohibited.

- a. Design. The architectural design of the shed should be compatible with the design of the home.
- b. Size. Sheds should not exceed the following size:
 - 50 square feet of floor space and seven feet in height at the highest point for a Village home
 - 75 square feet of floor space and seven feet in height at the highest point for a Carolinas home
 - 100 square feet of floor space and seven feet in height at the highest point for an Executive/Estate home

- c. Materials. The finish materials must be identical to those for the home.
- d. Colors. The color scheme must be the same as for the home.
- e. Roof. The roof slope and the type and color of roofing material should match the house.

SIGNS.

No signs, other than real estate signs or security signs, described below, are permitted on lots or common areas without the prior approval of the Covenants Committee.

1. Real Estate Signs. One real estate sign offering a property for sale or rent, not to exceed 24" x 28" in area, may be displayed on a lot. In addition to the sign, one insert slat not to exceed 6" x 24" may be used on top of the post in the space designed for an insert. Signs may only be placed in the front yard and must be removed within one week following the sale or rental of a home.
2. Security Signs. Two security signs, each not exceeding a total of sixty-four (64) square inches, may be posted on the property. Only one such sign may be posted forward of the front plane of the home. The approved location shall be at the front door. A second sign may be posted in the rear yard.

SKYLIGHTS. Skylights should be located such that they are not visible from the front of the dwelling unit or a street. Skylights are not permitted on the front side of the roof ridge line. Skylights which are constructed flush with the roof line are preferred. Bubble or elevated skylights are prohibited.

SOLAR PANELS. Solar panels and solar collectors are prohibited.

STORM/SCREEN DOORS. Only full view storm doors, defined as doors where the glass covers at least 80 percent of the door surface, are permitted. Provided that this criterion is met, there is latitude for a number of door styles. Approved door styles are illustrated in Appendix I-B. Doors with other decorative treatment, such as grills, are not permitted. Doors must be white or painted the same color as the unit entry door. Installation of pre-approved doors which conform to the door styles in Appendix I-B does not require application and approval. The proposed installation of a door which is not pre-approved requires an application.

SWIMMING POOLS. Only in-ground swimming pools are permitted. Pools must be located in the rear of the lot and the size of the pool and appurtenant deck and any ancillary structures must be appropriate for the size of the lot. Pool fences are restricted to a maximum of four feet in

height and must conform to the fence guidelines for the community. Higher fences or fences of a different style will only be approved if required by State or County code. Landscape materials may be installed to screen a pool and provide privacy. All applications for pools must be accompanied by a revised grading plan prepared by a licensed engineer showing the existing and proposed drainage patterns of the lot. All applications for pools will be considered on a case-by-case basis and will consider visual and potential noise impacts for adjoining lots. Child-size, “kiddie” pools are also permitted.

TREE REMOVAL. No live trees with a diameter in excess of 4 inches, measured 12 inches above ground, nor flowering trees in excess of 2 inches similarly measured, no live vegetation on slopes of more than 20 percent gradient or marked "no cut area," "landscape preservation area," "tree preservation area," "conservation area," or "wetland" on approved plans or field signage, may be removed without the prior approval of the Covenants Committee. However, a lot owner may remove dead trees and certain objectionable plants, including poison ivy, poison oak, poison sumac, kudzu or other severely invasive plants within the limits of their lot only. Protected wetland areas and certified National Wildlife Federation areas on a lot may not otherwise be disturbed. In no event shall live trees planted by the Declarant or a Builder to comply with governmental requirements be cut or relocated without prior written approval from the Covenants Committee.

VEGETABLE GARDENS. Vegetable gardens may be approved for single-family detached homes. Vegetable gardens must be located in the rear of the home and must not exceed one hundred (100) square feet in area. No plant which will exceed the height of three feet at maturity may be planted. Vegetable gardens must be maintained in a neat manner and all plant debris must be removed and the soil turned at the end of the growing season.

WALKWAYS. Approval is required for a change in an existing walkway or the construction of a new walkway. Materials to be used should be compatible with existing materials in the community (e.g., flagstone, brick, or poured concrete). Long stretches of poured concrete should be avoided. Walkways of wood decking will generally not be approved.

WINDOWS. Covenants Committee approval is required to add new windows in walls. Windows must match the existing house windows. The size of the window trim and frame must match that of the other windows as closely as possible. All trim details must be duplicated. The color of the window frame and trim must match the existing windows. Approval is not required to replace existing windows provided that replacement windows are identical to the original windows. Application and approval is required for replacement windows which are not identical to the original windows.

WINDOW DIVIDERS. Window dividers installed in original windows must be retained and replaced with a comparable divider if damaged or missing.

WINDOW FILM: Permanent Coverings & Tints: Any covering, application or modification that affects the transparency or alters the exterior appearance of any window(s) is subject to review. These improvements are reviewed on a case by case basis. Reflective window tint materials, which create a "mirror" effect on windows from the outside, are strictly prohibited. Owners are cautioned that tint application can cause cracking of the window glass due to normal expansion and

contraction of the glass. Cracked glass on tinted windows is usually not covered by manufacturer or builder warranties and will void the warranty of the windows.

SIDE WINDOW SCREENS: Any window in the close proximity to a neighboring home that has the potential of producing thermal distortion must have the screens kept in good condition and intact. Removal is prohibited.

APPENDIX I

DESIGN REVIEW APPLICATION

**DESIGN REVIEW APPLICATION
LENAH MILL COMMUNITY ASSOCIATION**

To: Covenants Committee
Lenah Mill Community Association
Service First Management & Consulting, Inc.
12084 Cadet Court, Manassas, VA 20109
703-392-6006 x 212 (voice)
703-392-6006 x 213 (voice)
703-392-5039 (fax)

CONTROL # _____

INTERNAL USE ONLY

From: _____ Lot: _____ Phase/Sec.: _____

Property Address: _____

Home phone: _____ Work Phone: _____

Mailing Address (if different): _____

Directions:

The Declaration of Covenants requires that you submit to the Covenants Committee for approval all proposed exterior additions, changes or alterations to your house and lot. In order to be considered by the Covenants Committee your application must include detailed information describing the proposed change (typically, plans and specifications including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, and materials; and a copy of the survey with the location marked). Make sure your application is complete. *Please submit your application to the office at least 72 hours (3 business days) before the scheduled Covenants Committee meeting.* An application submitted without all required submissions will be considered incomplete. In such case, the Covenants Committee's review period will not commence until all required submissions have been provided. Other exhibits may be requested to permit adequate 'evaluation of the proposed change. A \$1,000.00 check, endorsed to the "Lenah Mill Community Association", must be included with all fence applications. If you have any questions regarding the required submissions or the application process, you are advised to seek guidance from Lenah Mill Community Association office prior to submission of an application.

Description of Proposed Change: (Please print or type)

Describe all proposed improvements, alterations, or changes to your lot or home. Please provide required details by attaching sketches, drawings, clippings, pictures, catalog illustrations, and a copy of your house location survey (recorded plat) with the location of the modification marked, etc. to fully describe the proposed change.

Purpose of Improvement: _____

ESTIMATED STARTING DATE OF CONSTRUCTION: _____
(After approval by the Covenants Committee)

ESTIMATED COMPLETION DATE: _____

Neighbors' Acknowledgments:

You are requested to obtain the signatures of all lot owners whose lots are adjacent to your lot, Signature by your neighbors indicates an awareness of your proposed change and *does not* constitute approval or disapproval on their part.

Name: _____
Address: _____
Lot _____
Signature: _____

Owners' Acknowledgement (Please initial item 1-9)

I/we understand and agree:

1. ____ that approval by the Committee shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
2. ____ that approval by the Committee shall in no way be construed as to pass judgment on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of the county in which the property is located.
3. ____ that approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the Committee to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance,
4. ____ that no work on the proposed change shall begin until written approval of the Committee has been received by me; that, if work is begun prior to approval, I may be required to return the

property to its former condition at my own expense if this application is disapproved wholly or in part; and I may be required to pay all legal expenses incurred.

5. ____ that there shall be no deviations from the plans, specifications, and location approved by the Committee without prior written consent of the Committee; any variation from the original application must be resubmitted for approval.

6. ____ that I authorize members of the Committee or managing agent to enter upon my Property to make one or more routine inspection(s).

7. ____ that construction or alterations in accordance with the approved plans and specifications must commence within 6 months of the approved date of this application and be completed within 12 months of the approved date, otherwise the approval by the Committee shall be deemed conclusively to have lapsed and to have been withdrawn.

8. ____ that it is my responsibility and obligation to obtain all required building permits, to contact *Miss Utility*, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes. Certain improvements such as (fence, pool, deck, room addition) may require zoning approval, and I agree that it is my responsibility to obtain any/all such required permits and easement encroachment approval from the Department of Public Works. Attach application (If needed).

9. ____ that I am responsible for any damage and all cost to repair greenspace or community property that results from the proposed modification and clean-up of the work site including the removal of construction materials.

Owner/Applicant Signature _____ Date _____

Co-Owner/Applicant Signature _____ Date _____

Required Attachments: Descriptive information (typically plans and specifications, including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, materials, and a copy of the survey with the location marked).

APPENDIX I-A

STANDARD FENCE DETAIL FOR SINGLE-FAMILY DETACHED HOMES

Fence Detail

*Property line fencing must be an approved “open type” and be 48" in height at the peak.
The pointed picket slats shall be 4"x 1" wide with spacing between pickets set at 2"– 2 ½".
The distance between the two vertical slats shall of 2.5 feet. The main section posts shall be 4"x4".*



APPENDIX I-B

APPROVED STORM DOORS STYLES

Samples of Acceptable Front Entrance Storm Doors

1. Storm/screen doors on front or principle entrance must be "full-view" and simple, and no panels other than glass or transparent screening intended to impede insects. Ornamental styles that are appropriate to the architecture of the house may be approved on a case-by-case basis.
2. Storm doors must match the color of the door they enclose or that of its immediately surrounding trim.
3. Storm doors on a non-principle entrance, whether on the side and/or rear door, may be $\frac{3}{4}$ view and must match the color of the door they enclose or that of its immediately surrounding trim.

