

DESIGN GUIDELINES

**RICHLAND FOREST
HOMEOWNERS ASSOCIATION**

A HANDBOOK FOR RICHLAND FOREST HOMEOWNERS

October, 2000

PURPOSE OF THE HANDBOOK.....	3
BASIS FOR AND OBJECTIVES OF PROTECTIVE COVENANTS	3
ALTERATIONS REQUIRING REVIEW AND APPROVAL BY THE ARCHITECTURAL CONTROL COMMITTEE	4
APPLICATION AND REVIEW PROCEDURES	5
ENFORCEMENT PROCEDURES	6
DESIGN GUIDELINES.....	7
DESIGN REVIEW APPLICATION	Appendix A

PURPOSE OF THE HANDBOOK

The primary purpose of this handbook is to familiarize Richland Forest homeowners with the objectives, scope and application of design standards and guidelines that are intended and will be employed to maintain the aesthetic appearance and environmental quality of the Richland Forest community.

The handbook enumerates specific design standards and guidelines that have been adopted by the Board of Directors of the Richland Forest Homeowners 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 that are subject to approval by the Association. Homeowners are reminded that they should not begin construction or alteration until they receive written approval from the Architectural Control Committee for improvements covered by this handbook.

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

BASIS FOR AND OBJECTIVES OF PROTECTIVE COVENANTS

The legal documents for the Richland Forest Homeowners Association contain covenants, 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 these owners are familiar with such covenants.

The primary purpose of design covenants is to maintain environmental and architectural design standards for the entire community. The official notification 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 also protects and preserves property values. Homeowners who reside in association communities that enforce design covenants are protected from actions of neighbors that 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 OF THE ARCHITECTURAL CONTROL COMMITTEE

All homeowners at Richland Forest are automatically members of the Richland Forest Homeowners Association. The Association is a non-stock corporation that 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 that are applicable to property owners, including design standards and restrictions. The Declaration of Covenants, Conditions and Restrictions for the Richland Forest Homeowners Association (Article V) provides that responsibility for the enforcement of design standards shall be exercised through an Architectural Control Committee, the members of which shall be appointed by the Board of Directors of the Richland Forest Homeowners Association.

The Architectural Control Committee is to consist of three or more persons appointed by the Board of Directors.

The Architectural Control Committee shall be responsible for enforcing the Association's Design Guidelines with respect to exterior modifications to homes and lots proposed by lot owners. The Committee shall review and approve (or disapprove) applications submitted by lot owners for visible exterior additions, alterations or modifications to a home or lot. The review process shall be approved by the Design Guidelines officially notified by the Association's Board of Directors.

As part of its responsibilities, the Architectural Control Committee will 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 ARCHITECTURAL CONTROL COMMITTEE

Essentially, all changes, permanent or temporary, to the exterior appearance of a building or lot are subject to review and approval by the Architectural Control Committee. The review process is inclusive of major additions or alterations, such as adding a room, deck, or patio, but includes such minor items as changes in color and materials. Approval is also required when an existing item is to be removed and not replaced with an identical or comparable item.

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 written clarification from the Architectural Control Committee before proceeding with the improvement.

APPLICATION AND REVIEW PROCEDURES

Application and review procedures that will be used by the Architectural Control Committee are detailed below.

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

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

Architectural Control Committee
Richland Forest Homeowners Association
P.O. Box 650131
Potomac Falls, VA 20165-0131

2. **Supporting Documentation**. The application must include a complete and accurate description of the proposed improvement(s). In order to permit evaluation by the Architectural Control 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 Architectural Control Committee is required to approve or disapprove any proposed improvement within thirty (30) days after the **receipt** of a properly completed application with 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.
4. **Notice of Approval/Disapproval**. Homeowners who have submitted design review applications will be given written notice of the decision of the Architectural Control Committee.

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

A homeowner may appeal a decision of the Architectural Control Committee by submitting a written request to the Board of Directors within ten (10) days after the date of an action by the Architectural Control Committee. This request should include any new or additional information that might clarify the requested change or demonstrate its acceptability. The Board may, at its discretion, conduct an informal hearing related to the appeal. The Board will respond in writing to an appeal within forty-five (45) days from the date of receipt of an appeal.

ENFORCEMENT PROCEDURES

The Bylaws of the Association empower the Board of Directors 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 Board of Directors by a member of the Architectural Control Committee, the Board, or a homeowner. In the case of homeowners wishing to report a potential violation, a written notification should be transmitted to the Board of Directors or managing agent, if any.
2. The alleged violation will be confirmed by a site visit by a member of the Board of Directors, a member of the Architectural Control Committee.
3. The Board of Directors will contact the owner 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 owner in violation (or if no substantial progress is made in curing the violation, where such remedy would require more than thirty (30) days) a letter will be sent by certified mail to the owner in violation. This letter will provide notice that the violation must be remedied within fifteen (15) days from the date of mailing of the letter (or alternatively, that the owner in violation must submit to the Board of Directors 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 (15) 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 owner in violation and the Board of Directors) the Board will send the owner in violation a certified mailing informing the owner of the time and place of a formal hearing by the Board of Directors. This notification will be sent to the owner at least fourteen (14) days prior to the hearing.

6. As a result of this hearing, the Board of Directors may take appropriate enforcement permitted by the Association's legal instruments or by law, including referring the matter to legal counsel. In accordance with the relevant statutes of the Code of Virginia, penalties may be imposed against any member of the Association for violations of the Architectural Guidelines. Charges shall be set at \$50.00 for any single offense or \$10.00 per day for any offense of a continuing nature with a maximum of a \$900.00 charge per offense. Charges shall be treated as an assessment against the members lot.

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. All homeowners must maintain their lots in accordance with the general maintenance standards detailed below. In the event of non-compliance with maintenance standards, the Board may, after fifteen (15) days written notice to the homeowner (or longer notice period as determined by the Board) authorize the Association to enter upon the owner's lot and to perform any required maintenance at the expense of the homeowner.

PROPERTY MAINTENANCE STANDARDS

1. All portions of a lot that are not improved by an impervious surface or a structure must be maintained with grass or landscaping materials (or other vegetation installed by a builder or approved by the Architectural Control Committee). No bare earth may be exposed on a lot (except for flower beds or vegetable gardens with appropriate approvals as required).
2. All turf areas on a lot must be kept neatly mowed during the growing season.
3. No trash or debris may accumulate or be stored in a visible location on a lot or associated street frontage. Construction materials 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.
4. 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) that are missing, broken or otherwise in a state of disrepair must be repaired with like material as quickly as possible.
5. In the event of a natural disaster (i.e. hail damage, tornado, etc.) patching of exterior surfaces will not be permitted. Full replacement with like materials is required.

DESIGN GUIDELINES

The Board of Directors has adopted the specific Design Guidelines detailed below.

ANTENNAS. Exterior antennas or similar devices, are prohibited. Satellite dishes conforming to the requirements set forth below are acceptable and do not require approval.

ATTIC VENTILATORS. Attic ventilators and turbines are permitted if 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). Ventilators and turbines should be mounted on the least visible side of the ridge line so as to minimize their visibility and should not extend above the roof line.

AWNINGS. In general, exterior awnings are discouraged unless demonstrated to be clearly compatible with the architectural design and qualities of the home, and screened from the view of adjoining neighbors due to the proposed location of installation. Awnings will be approved only if the proposed location is on the rear side of a dwelling unit and not visible from a street.

If approved, awnings must meet the following criteria:

- Solid colors that are compatible with the color scheme of the house should be used, rather than stripes or patterns.
- They should be consistent with the visual scale of the house to which attached.
- Pipe frames or structural supports for canvas awnings (or similar material) should be painted to match the trim or dominate color of the house.

CHIMNEYS AND METAL FLUES. Chimneys must either be masonry or enclosed in the same finish material as the exterior of the home to which attached.

CLOTHES LINES. Clothes lines or similar apparatus for the exterior drying of clothes will not be permitted.

DECKS/GAZEBOS/SCREENED PORCHES. The Architectural Control Committee must approve ALL decks, gazebos and/or screened porches. Homeowners are advised to consider the following factors:

- **Location.** Decks and gazebos should be located in rear yards. Front and side yard locations will be evaluated on their individual merit.
- **Scale and Style.** The scale of all decks and gazebos shall be compatible with the scale of the house as sited on the lot. Decks, particularly elevated decks, should be of a scale and style that are compatible with the home to which attached, adjacent homes and the environmental surroundings.
- **Materials.** Decks and gazebos must be constructed of smooth cedar or high-quality pressure treated pine lumber or comparable material.
- **Color.** Decks and gazebos should be left in a natural condition to weather or treated with a neutral or wood color stain or sealer.
- **Under Deck Storage.** Elevated decks have an under deck area that can have a negative visual

impact on adjoining neighbors, particularly when used as an informal storage space. The use of decorative screening to minimize adverse visual impacts may be required by the Architectural Control Committee, particularly in the case of high decks.

DOGHOUSES AND DOG RUNS. Doghouses will be approved if compatible with the applicant's house in terms of color and material. Doghouses may not exceed sixteen (16) square feet of floor space and may not exceed four (4) feet in height at the highest point. They should be located where visually unobtrusive to neighbors. The use of appropriate screening is encouraged, and may be required in some cases, in order to minimize any negative visual impacts. Dog runs are prohibited.

DRIVEWAYS. Extensions, modifications, and additions to driveways will be considered only if there is no adverse aesthetic or drainage impact on adjoining lots or common area. Additions or modifications must be of the same materials as the existing driveway.

EXTERIOR AIR CONDITIONERS. Individual air conditioning units extending from windows are prohibited. Exterior air conditioning units or heat pumps may be relocated or added if there is no adverse visual impact to adjoining properties. The Architectural Control Committee must approve such relocation or addition.

EXTERIOR DECORATIVE OBJECTS. Approval will be required for all exterior decorative objects, whether natural or man-made that were not part of the original construction design, either as a standard or optional feature. Examples include but are not limited to: tree stumps, driftwood, weather vanes, sculptures, fountains, free standing poles of all types, and any items attached to approved structures.

These will be evaluated in terms of their general appropriateness, size, location, compatibility with architectural and environmental design qualities and visual impact on neighborhoods and the surrounding area. Sculpture, garden statues, birdbaths, birdhouses and similar items are restricted to rear yard locations and should not be visible from the front yard or a street.

EXTERIOR LIGHTING. Lighting which is part of the original structure may be altered without prior approval of the Architectural Control Committee. However, proposed replacement or additional fixtures must be compatible in style and scale with the original fixtures being replaced.

No exterior lighting shall be directed 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.

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. All fence installation requires approval of the Architectural Control Committee. General 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. **Lot Line Fences.**

Owners are permitted to install either two or three rail split rail fence or a board-on-board fence.

- **Split rail fence.** The height of the uppermost horizontal rail or board should not exceed 48 inches above ground level. The maximum height of vertical members should not exceed 54 inches above ground level.
- **Board-on-board fence.** The maximum height of any board-on-board fence is six (6) feet.

Owners may install a thin gauge wire mesh on the interior of the fence in order to enclose lots for small children or pets.

Fences must be constructed of smooth cedar, high quality pressure treated pine or comparable material and should be left to age naturally or treated with a neutral or wood color stain or sealer.

Lot line fences may not be used to enclose the front yards of homes. They may be approved for the partial enclosure of side yards if such improvement will not have an adverse visual or functional impact on adjoining lot owners. In such cases, a side yard fence must be set back from the front plane of the house a distance equal to one-third the overall depth of the house.

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 (8) feet in length and four (4) feet in height for both aesthetic and safety considerations.

FLAGPOLES. Permanent, freestanding flagpoles are prohibited. Temporary flagpole staffs that do not exceed six (6) feet in length and are attached at an incline to the wall or pillar of the dwelling unit, do not require approval by the Architectural Control Committee.

HOT TUBS/SPAS. Exterior hot tubs or spas must be located in the rear yard adjacent to the dwelling unit. The incorporation of hot tubs as an architectural feature of decks and/or patios is encouraged. The exterior finish of an elevated hot tub should blend with the exterior finish of the home, deck or patio to which attached or most closely related.

GREENHOUSES. A greenhouse will be treated as a major alteration to a dwelling unit and subject to the same level of review. Freestanding greenhouses will be considered, although greenhouses that are attached to the dwelling unit are encouraged. 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.

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 (Permanent). Permanent grills must be placed in the rear yard of the house and as far as practical from the adjacent property lines.

LANDSCAPING. All major landscape installations must be approved in advance. In general, a design review application is not required for minor landscape improvements with the following exceptions:

1. Approval is required for plantings intended to form a hedge or natural screen and which will attain more than two (2) feet in height.
2. An application is required for the installation of all landscape timbers or similar structures to be located in front yards. The use of railroad ties is prohibited.
3. A proposed improvement which is of such a scale or type as to be inconsistent with the existing design features of the home, adjacent units and the surrounding area will require approval. Examples include the substantial or total removal of turf and replacement with another material, such as mulch or gravel.
4. Vegetable gardens shall be located behind the rear plane of the house. Vegetable gardens in excess of sixty-four (64) square feet require an application.

MAILBOXES. All homes shall have free standing mailboxes which conform to County and Postal regulations. These mailboxes are to be unobtrusive and shall blend with all other mailboxes so as not be visually distracting.

PATIOS. All patios require approval. Patios should be located in rear yards. Side yard applications will be evaluated on their individual merit subject to the following:

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 ways to eliminate drainage concerns.

REAL ESTATE SIGNS. Only one sign advertising a property for sale or rent may be displayed on a lot such signs must meet applicable County regulations with respect to size, content and removal. Signs may only be placed in the front yard of available properties.

RECREATION AND PLAY EQUIPMENT. Semi-permanent play equipment, which either constitutes a structure or is appurtenant to an existing structure, requires approval. Examples include sandboxes, play-houses, swing-sets, etc. The following factors will govern approval of such equipment.

1. **Location.** Generally, such equipment should be placed in rear yards.
2. **Scale and Design.** The equipment should be generally compatible with the lot size. The design and any visual screening are additional considerations in evaluating whether or not there will be an adverse visual impact.
3. **Color and Materials.** Equipment constructed of wood and should be left to age naturally or treated with a neutral or wood color stain or sealer. Metal play equipment should be painted solid earth tones (*i.e.*, brown, tan, or dark green) to blend with the natural environment.
4. **Basketball Backboards.** No basketball backboards may be attached to homes. No permanent free standing backboards may be installed without prior written approval of the Architectural Control Committee.

SATELLITE DISHES. Satellite dishes do not require approval so long as homeowners meet the following requirements:

1. the satellite dish is twenty-four (24) inches or less in diameter.
2. the device may not adversely affect the view, lifestyle, safety or right of enjoyment of neighboring homeowners in their property.
3. No more than two (2) satellite dishes will be allowed on any one lot.
4. The satellite dish shall be placed where it minimizes the visual impact to the neighbors and streets.
5. The homeowner shall make a reasonable effort to ensure that the satellite dish, once erected, will not be visible from the street or right of way in from of the homeowner's property.
6. The satellite dish shall be removed when it is no longer used by the homeowner.

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.

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 or in shrubbery within twelve (12) feet of the front door. A second sign may be posted in the rear yard.

SIDEWALKS AND PATHWAYS. Sidewalks and pathways should be set back at least four feet, if possible, from the property line and installed flush to the ground. Only stone, brick, concrete or similar durable construction material should be used. The scale, location and design should be compatible with the lot, home and surroundings.

SKYLIGHTS. Skylights should be located such that they are not visible from the front of the dwelling unit or a street. Consideration will be given to skylights on the front side of the roof ridge line only if constructed flush with the roof.

SOLAR PANELS. Solar panels and solar collectors are not permitted.

STORAGE OF BOATS, TRAILERS, CAMPERS, MOBILE HOMES AND RECREATIONAL VEHICLES.

1. General. The types of vehicles listed in subsections (a) through (g) below may not be parked or stored in open view at residences, common area parking spaces, or on common area open space within the boundaries of the Richland Forest community, except in such areas, if any, designated for such purpose by the Board of Directors.

Any such vehicle may be stored in a garage out of open view. Such vehicles may be temporarily parked in a private driveway or cluster parking area for a period no to exceed 48 hours. Any such vehicles owned by guests of residents may be parked within the community for a period not to exceed fourteen (14) days without prior approval of the Board of Directors.

- a. Any boat or boat trailer.
 - b. Any motor home or self-contained camper
 - c. Any camper slip-ons where the camper backs are higher than the roof line of the cab of the truck.
 - d. Any mobile home, trailer, or fifth wheel vehicle.
 - e. Any pop-up camp/tent trailer or other similar recreation oriented portable or transportable facility or conveyance.
 - f. Any other vehicle not defined above that is not normally or regularly used for daily transportation, including dune buggies, non-operational automobile collections or other automotive equipment not licensed for use on the highways of Virginia.
 - g. Any private or public school or church buses.
2. Junk Vehicles. Junk or derelict vehicles may not be parked or stored in open view at residences, common area parking spaces, streets or on common area open space within the boundaries of the Richland Forest Community.
 - a. A vehicle shall be deemed to be a derelict vehicle if it is missing any necessary parts, such as, but not limited to, tires, wheels, engine, current vehicle licenses and inspections, etc..., that are necessary for operation of the vehicle on public streets.

3. Enforcement.

- a. The Board of Directors shall have the authority to issue a warning notice to vehicles that are in violation of this parking policy. The notice shall be placed on the vehicle.
- b. Vehicles parked on common area parking spaces are subject to being towed at the owner's risk and expense, seventy-two (72) hours from the date of tagging, except that any vehicle previously posted for violation of any of these regulations shall be subject to towing without notice for a repetition of said violation.

STORAGE SHEDS.

1. **General.** Storage sheds shall be restricted to rear yard locations and should not be visible from the front of the dwelling unit. Storage sheds with metal roofs are prohibited. Freestanding sheds are discouraged, although such sheds may be approvable for single-family detached dwelling units under circumstances where there are no adverse visual impacts. Storage sheds may be attached to the dwelling unit or constructed as freestanding buildings. The following additional guidelines are applicable:

Specifics

- a. **Design.** The architectural design of the shed should be compatible with the design of the house.
- b. **Size.** Sheds should not exceed 140 square feet of floor space and twelve feet in height at the highest point.
- c. **Materials.** The finish materials must be the same as used for the exterior of the house.
- d. **Colors.** The color scheme must be the same as for the house.
- e. **Roof.** The roof slope and the type and color of roofing material should match the house.

STORM/SCREEN DOORS AND WINDOWS.

1. **Storm/Screen Doors.** Storm/screen doors which are full view (no panels) and which are painted either white, black or the same color as the unit door to which attached or the adjacent trim are appropriate and do not require approval by the Architectural Control Committee. Any other style requires approval of the Architectural Control Committee.
2. **Storm/Screen Windows.** Where appropriate, storm/screen windows should have frames that match the color of the exterior window trim. Storm/screen windows will not require prior approval of the Architectural Control Committee unless they are not the same as the trim color, or white.

SWIMMING POOLS. Only in-ground swimming pools will be acceptable. Pools must be located in the rear of the property.

1. Pool filtration equipment should be shielded from adjacent properties through the use of mature shrubbery or lattice screening of appropriate size and scale.
2. To be approved, the applicant must obtain signed acknowledgements from adjacent lot owners.

TRASH CONTAINERS. All trash containers and recycling containers should be stored out of view at all times except on the evening before and days of trash collection.

TREE REMOVAL. No clearing of any vegetation from buffer areas or Richland Forest common areas is allowed without prior written approval of the Architectural Control Committee.

APPENDIX A

Examples of Design Review Criteria to consider:

There is an advantage to design standards and guidelines that provide definitive “do’s” and “don’ts,” with no resort to judgement or discretion. Such specificity provides clear guidance to homeowners as to whether or not contemplated improvements will be permitted.

To the extent possible, specificity has been incorporated in the design standards. However, total specificity is neither possible nor desirable. The appropriateness and acceptability of particular improvements, particularly those of a major nature, may depend on a number of circumstances and factors that must be documented and evaluated on a case-by-case basis.

The criteria listed below provide the basis for both the development of design guidelines and the evaluation of individual design proposals by the Architectural Control Committee.

1. **Design Compatability.** The proposed modification or improvement should be compatible with the architectural characteristics of the applicant’s house, adjoining houses and the neighborhood setting. Compatability is defined as similarity in architectural style, quality of workmanship, and similar use of materials, color, and construction details.
2. **Scale.** The scale of the proposed improvement should relate to the size of the applicant’s home, the location and size of the lot, adjoining homes and surroundings. This criterion applies to both structural and landscape modifications.
3. **Impact on Neighbors.** The proposed improvement should relate favorably to the landscape, the applicant’s home, adjacent homes and the neighborhood. Visual impact refers to the aesthetic appearance of the proposed improvement that includes consideration of design quality, scale, location, and architectural compatability. Functional impact refers to such concerns as view, sunlight, ventilation, and drainage. Examples of adverse functional impacts include structural additions that would cause a material loss of sunlight or ventilation to a neighboring dwelling, and an alteration in topography that would change natural drainage patters to the detriment of a neighboring property.
4. **Colors and Materials.** Continuity or compatability or color and finishing materials with the original construction and surrounding dwellings will be a specific consideration in evaluating the appropriateness of proposed improvements.
5. **Relationship to Environment.** Proposed improvements should not have a negative impact on the natural environment. The removal of trees and other vegetation, grading and other topographical alterations will be assessed for potential adverse impacts, such as a material change in the rate and/or direction of storm water run-off, soil erosion and the preservation of existing tree buffer areas.

DESIGN REVIEW APPLICATION
RICHLAND FOREST HOMEOWNERS ASSOCIATION

Please Mail or Deliver to:

Architectural Review Committee
Richland Forest Homeowners Association
P.O. Box 650131
Potomac Falls, VA 20165-0131

1. NAME: _____
(Please Type or Print)

2. ADDRESS OF PROPOSED CHANGE: _____

3. PARCEL/LOT NUMBER: _____

4. HOME TELEPHONE: _____ WORK TELEPHONE: _____

5. GENERAL DESCRIPTION OF PROPOSED CHANGE:

Provide a description of the proposed change, including the purpose or reason for the change, the type and color of materials to be used, location on the property, and any other pertinent information required to evaluate the proposed change.

6. REQUIRED EXHIBITS AND SUPPORTING DOCUMENTATION:

The supporting exhibits or supporting documentation listed below must accompany this design review application, as applicable for the proposed change. An application submitted without all required submissions will be considered incomplete. In such case, the Architectural Control Committee's thirty (30) day review period will not commence until all required submissions have been provided. In general, an applicant should provide all documents and exhibits required by Loudoun County.

- A. Paint or Stain Colors – A sample and model number of the color(s) to be used must be provided, both for repainting or restaining existing improvements and structural additions, together with a list of existing paint colors on the house or appurtenant structures which will remain unchanged.
- B. Finish Materials – A description and/or sample of all finish materials to be used for the exterior surface of proposed improvements must be provided.
- C. Site Plan – A site plan, drawn to scale, showing the location and dimensions of the proposed improvement, including orientation with respect to the property lines, unit, and adjacent dwelling units must be provided for decks, patios, walls, storage sheds, fences, major landscape changes which require approval, and structural additions to the home.
- D. Architectural Drawings and Landscape – Detailed architectural drawings or plans must be provided

for decks, storage sheds, and structural additions to the home and major landscape improvements which would change the topography of the lot or landscape plan originally provided by the builder.

- E. Photographs – The inclusion of photographs is appropriate for exterior lighting fixtures, decorative objects and similar cosmetic additions to the unit or lot.
- F. Other Exhibits – Other exhibits may be required in order to permit adequate evaluation of the proposed change. Homeowners are advised to seek guidance from the Architectural Review Board or Managing Agent prior to the submission of an application.

7. NOTIFICATION OF ADJACENT LOT OWNERS

A homeowners submitting a design review application is required to provide notice of the application to all lot owners (other than builders) whose lots immediately abut the applicant's lot or are separated from the applicant's lot by a street or common area and for whom the proposed improvement will be visible from the adjacent lots.

Proof of notice is required through the signing of the design review application by the adjacent lot owners.

- 8. ESTIMATED STARTING DATE OF CONSTRUCTION: _____
(After approval by the Covenants Committee)
- 9. ESTIMATED COMPLETION DATE: _____

Owner's Acknowledgement:

I/We understand and agree:

- 1. Nothing contained herein shall be construed to represent that alterations to lots or buildings in accordance with these plans shall not violate any of the provisions of local Building and Zoning Codes to which the above property is subject. Further, nothing contained herein shall be construed as a waiver or modification of any said restrictions.
- 2. Where required, building permits shall be obtained prior to the start of any construction. Nothing contained herein shall be construed as a waiver of said requirement.
- 3. Owner understands and agrees that no work on this request will commence until written approval has been obtained from the Architectural Control Committee.
- 4. Owner further understands and agrees that any exterior alterations undertaken before written approval is obtained is not permitted and that the Owner may be required to restore the property to its former condition at Owner's own expense if such alterations are made and subsequently disapproved in whole or part. Further, Owner understands that any legal expense associated therewith may be the responsibility of Owner.
- 5. Owner agrees to give the Architectural Control Committee and/or Managing Agent, express permission to enter on the Owner's property at a reasonable time to inspect the proposed project, the project in progress and the complete project.
- 6. Owner acknowledges that any approval is contingent upon the completion of alterations in a workmanlike manner and in accordance with the approved plan and specifications for said alterations.
- 7. Owner acknowledges that he is familiar with the design review requirements and procedures for the Richland Forest Homeowners Association.

8. Owner acknowledges 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 design, or any elements or features thereof, in the event such plans and specifications are subsequently submitted for use in any other instance.
9. Owner acknowledges that it is my/our responsibility and obligation to obtain all required building permits, to contact *Miss Utility* at (800) 552-7001, and to construct the improvement(s) in a workmanlike manner in conformance with all applicable building and zoning codes.

Owner Signature: _____ Date: _____

Co-Owner Signature: _____ Date: _____

Required Attachments: (1) The plans and specifications, including sketch, photo, catalog illustration, etc
 (2) Copy of survey marked showing location of proposed change.

Acknowledgement by Neighbors of Proposed Change:

You are requested to obtain the signatures of the property owners who will be most affected by the proposed change. Signature by your neighbors indicates an awareness of your proposed change and does not constitute approval or disapproval on their part.

SIGNATURES OF ADJACENT LOT OWNERS:

1.	Please Print		Signature
	Section	Lot	Street Address
2.	Please Print		Signature
	Section	Lot	Street Address
3.	Please Print		Signature
	Section	Lot	Street Address

Property owners who object to the proposed change should independently contact the Committee in writing with the specific reason(s) for their objection.

FOR COMMITTEE USE ONLY:

Date received: _____

Control Number: _____ - _____

The proposed change is (check one):

Approved: ___ Disapproved: _____ Not Considered (application not complete) _____

The proposed change is subject to the following (if none, mark N/A):

Comments/Conditions: _____

The Architectural Control Committee

By: _____ Date: _____

Authorized Signature

