

# **Afton Glen Homeowners Association Handbook**

**Architectural Review  
Board Guidelines**

**December 2023**

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## Section 1: Introduction

All residents benefit from the planning and design that have been an important part of the development of our community.

The purpose of design guidelines is to maintain standards of design quality. This, in turn, protects property values and enhances the community's overall environment.

This booklet deals with the exterior alterations made by homeowners to their property.

### Source of Authority

The authority for maintaining the quality of design in the community is established in the Declaration of Covenants, Conditions, and Restrictions, which are included as a part of the deed for every property. You can also find them online at the Afton Glen web site at <https://www.aftonglenhoa.com/>. These covenants are binding on all current and future homeowners.

The Virginia Property Owners' Association Act of 2003, §55-513, "Adoption and enforcement of rules," authorizes community associations to establish and enforce "rules and regulations with respect to use of the common areas and with respect to such other areas of responsibility assigned to the association by the declaration [of covenants], except where expressly reserved by the declaration to the members."

The covenants establish both the Afton Glen Homeowners Association and the Architectural Review Board (ARB). The ARB has developed these guidelines under that authority, and all homeowners are obligated to comply with them.

## Section 2: Objectives

The overall objective of this handbook is to guide both homeowners and the members of the ARB in maintaining and enhancing a carefully designed environment. These guidelines and standards discuss the improvements for which homeowners most often seek approval by the ARB. They are not intended to be exhaustive or exclusive, but rather to offer general guidance on permitted and prohibited improvements.

The specific objectives of this booklet are not intended to be all-inclusive or exclusive but rather serve as a guide to:

- assist homeowners in preparing an acceptable application to the ARB;
- increase homeowner' awareness and understanding of the Declaration of Covenants, Conditions, and Restrictions;
- describe the organization and procedures involved in enforcing the architectural standards established by the Declaration of Covenants, Conditions, and Restrictions;
- illustrate basic design principles that will help homeowners develop exterior improvements that are in harmony with the immediate neighborhood and community as a whole; and
- provide uniform guidelines to be used by the ARB in reviewing applications, in light of the goals set forth in the founding documents of Afton Glen and the actions of the Afton Glen Homeowners Association Board of Directors.

### **Section 3: Architectural Modifications Requiring ARB Approval**

All exterior alterations require the approval of the ARB.

Unless specifically stated otherwise in this handbook, the ARB must approve all improvements, alterations, repairs, change of paint colors, excavations, changes in grade, or other work that in any way permanently alters the exterior of any lot, permanently or temporarily, or the exterior appearance of one's property. Once a plan is approved it must be followed, or the ARB must approve a modification unless this handbook specifies otherwise.

The ARB reviews each application individually. No approvals are "automatic" unless this handbook specifically identifies them as such. For example, a homeowner who wishes to construct a deck or fence identical to one already approved by the ARB for another homeowner must nevertheless submit an application.

The following table uses some common scenarios to illustrate the difference between projects that require approval and ones that do not.

	Examples that DO NOT REQUIRE prior approval	Examples that REQUIRE prior approval
<b>Exterior features</b>	Replacing existing approved exterior items with the same items and materials.	Changing the exterior of your home or lot. This means changing or altering exterior features (siding, paint, windows, roof, etc.), additions, driveways, or landscaping.
	Repainting your front entrance door with the same approved color as before.	Repainting your front entrance door a different color than before.
	Replacing your roof with the same approved type and color as before.	Replacing your roof with a different type or color.
	Replacing your driveway with the same approved material as before, and with the same dimensions.	Replacing your driveway with a different material and/or color, or changing its dimensions.
	You want to replace doors, shutters, roofs, or other exterior features with substantially the same items.	You want to replace doors, shutters, roofs, or other exterior features with items of a different style or color.
<b>Landscaping</b>	Removing trees or shrubs that are dead, diseased, or badly damaged.	Removing sizable healthy trees or shrubs.
	Replacing your existing worn-out lawn with new sod or seeding.	Noticeably reducing the size of your lawn to install new or enlarged shrubbery beds or flower gardens.
	Replacing old or overgrown landscaping with new plants of the same type, and your project is no larger than 20 feet x 20 feet (400 square feet).	Redesigning your front or rear landscaping, and your project is larger than 20 feet x 20 feet (400 square feet).
<b>Decks</b>	Replacing worn-out decking and deck railings with the same approved materials as before.	Replacing your deck with a larger or redesigned one, or replacing it with a new type of material.
	Repainting or restaining your deck with the same approved color as before.	Staining or painting your deck with a different color than before.

## Section 4: Application for Approval

### Application Requirements

A sample of the form that homeowners must use in applying for approval is attached at the end of this handbook. It is also available from the management agent, members of the Board, and online at the Afton Glen web site at <https://www.aftonglenhoa.com/>. Generally, the following items should be a part of every application.

#### Site Plan

A site plan is most easily prepared by submitting a copy of the house location plat, modified as needed with notations describing the im-

provement. Proposed changes should be indicated, including dimensions and distances from property lines.

**Description of Materials and Colors**

Specify materials and provide samples of the colors to be used, as well as an indication of the existing colors and materials. Where materials and/or colors are compatible but different from those of the existing structures, samples of color chips should be submitted for clarity.

**Drawings and Photographs**

A graphic description should be provided, and may be in the form of manufacturer’s literature or photographs, as well as freehand or mechanical drawings. The amount of detail should be consistent with the complexity of the proposal. If appropriate, plans or provisions for landscaping or grading, etc., should be shown as they affect the applicant’s house and as they relate to neighboring houses. In any case, the sketch or photograph should be accompanied by a written description.

**Review Procedures**

All applications should be submitted to the ARB through the current management agent as listed on the application form. The ARB will meet as necessary to review applications. An application first will be reviewed for completeness. If the application is complete—meaning the ARB has no unanswered questions—the review process may begin. If it is incomplete or the ARB has further questions, the application will be returned to the homeowner for additional information. The ARB has 30 days from date of receipt by the management agent to review a completed application. The decision of the ARB will be sent by letter to the applicant’s address by the management agent. If the ARB fails to act upon any request submitted to it within 30 days from date received by the managing agent, the application will be deemed approved as submitted.

**Appeal of an ARB Decision**

An appeal procedure exists in the event that a homeowner disagrees with the ARB’s decision. To initiate the appeal procedure, the applicants or other affected residents must submit a written request for an appeal within 20 days of the applicant’s receipt of the ARB decision. The appeal will be referred for review to the Board of Directors, who must act on it within 20 days.



## Section 5: Review Criteria

The ARB evaluates all submissions on the individual merits of each application. It takes into account the characteristics of the house type and the individual site when evaluating the particular design proposal.

The following criteria represent in more specific terms the general standards that will be used in reviewing and evaluating such application and design.

### **Validity of Concept**

The basic idea must be sound and appropriate to its surroundings.

### **Design Compatibility**

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

### **Location and Impact on Neighbors**

The proposed alteration should relate favorably to the landscape, the existing structure, and the neighborhood. The primary concerns are access, view, sunlight, ventilation, and drainage.

### **Scale**

The size of the proposed alteration should relate well to adjacent structures and its surroundings.

### **Color**

Color may be used to soften or intensify visual impact. The colors used should be the same as those used on the existing exterior. Colors used must be from the Martin-Senour (Williamsburg) Selection or the McCormick Paints Exterior Colors Selection, or a color-matched equivalent. The brand of paint may differ, but for exact matches, it is recommended to use the same brand.

### **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.

## Workmanship

Workmanship is another standard that is applied to all exterior alterations. The quality of work should be equal to or better than that of the community. Poor practices, besides causing the owner problems, can be visually objectionable to others. Poor workmanship can also create safety hazards.

## Timing

Projects should be completed in a timely manner according to the schedule stated and approved on the ARB application. Cleanup and removal of all excess building materials must be completed within 30 days after project completion, or else they could become a nuisance and safety hazard for neighbors and the community.

Damage done to common areas and/or neighboring lots must be repaired as soon as possible, and no later than the completion of the project.

## Section 6: Enforcement Procedures

The ARB uses the following procedures to enforce the rules and regulations as set forth in these guidelines:

- a) All owners and residents of Afton Glen must comply with all the provisions of the Articles of Incorporation, Declaration of Covenants, Conditions and Restrictions, the By-Laws and all Rules and Regulations. Failure to comply with the aforementioned documents is grounds for an action to recover damages or for injunctive relief, for suspension of voting rights, for foreclosure of liens, or any other legal or equitable relief deemed appropriate.

In the event any rule or regulation of the Afton Glen Homeowners Association is violated, the owner must be notified of the violation by first-class mail. Notice will be sent to the address shown on the books of the management agent.

- b) If the owner is a non-resident, a copy of the violation notice will also be sent to the tenant, at the home address, by first-class mail.

- c) The owner has the right to appeal any violation citation. The request for appeal must be submitted in writing, and received in the offices of the management agent within 20 days of receipt of the violation notice. The management agent must respond with a final decision within 30 days.
- d) In any instance where the violation presents a health or safety hazard, the management agent may take immediate action, at the owner's expense, to correct the violation. Notification to the owner of the action taken and the costs incurred will be made by certified mail, return receipt requested.
- e) In the event the owner does not bring the violation into compliance within 20 days, or submit a request for an extension or appeal within 20 days of the date of receipt of the violation, the Board of Directors may proceed with enforcement procedures as indicated in the Declaration of Covenants, Conditions, and Restrictions.

Please note that failure of the ARB to enforce any provision, covenant, restriction, or rule and regulation will in no event be deemed a waiver of the right to do so thereafter.

## **Section 7: General Maintenance Guidelines**

Property ownership includes the responsibility for maintaining all structures and grounds that are a part of the property. This includes, but is not limited to, items such as mowing grass, removal of trash, and structural maintenance. Maintenance affects the visual character and economic value of the property and neighborhood, and in some cases safety.

### **Exterior Appearance**

The exterior of all structures, including walls, doors, window, and roofs, must be kept in good maintenance and repair.

Violations of the covenants include, but are not limited to, the following:

- Peeling, badly fading, or chalking exterior trim paint
- Badly dented or stained siding, mailboxes, or sheds that cause an unsightly appearance

- Broken items or items with missing parts
- Deteriorated material, walkways, or driveways
- Accumulated trash or debris, including construction debris, or stored or surplus building materials
- Dumping debris (trash or discarded items) on common areas.

In the event of fire, windstorm, or other damage, the exterior of a structure must not be permitted to remain in a damaged condition for longer than 3 months before taking steps to correct the condition.

### **Yard Maintenance**

Turf areas need to be mowed at regular intervals, maintaining a maximum height of 6 inches and a minimum height of 2 inches.

Planted beds must be kept neat and orderly.

Violations of the covenants include, but are not limited to, the following:

- Planted areas containing weeds or dead plants
- Indiscriminate or excessive use of pesticides, fertilizers, or herbicides
- Conditions that cause erosion or flooding
- Dumping debris on any common area
- Dead trees and shrubbery
- Failure to edge sidewalks and allowing overgrowth.

### **Snow and Ice Removal**

Residents are responsible for clearing snow and ice from their walks and driveways.

### **Erosion Control**

All residents are responsible for seeing that their lot areas are protected from erosion; that storm drain structures are not blocked so as to cause additional erosion problems; and that their downspouts or drains do not adversely affect neighboring properties.

### **Pesticides and Herbicides**

Pesticides and herbicides may be applied according to label instruc-

tions for the specified problem. Emphasis should be placed on organic/biodegradable materials in order to ensure the least harm to the natural environment. Care in application is extremely important. Avoid use of pesticides and herbicides if at all possible, but when necessary use with caution and follow instructions.

### **Tree Removal**

Flowering trees and broadleaf evergreens with trunks larger than 3 inches in diameter as measured at a point 12 inches above ground, and any trees with trunks larger than 4 inches in diameter, may not be removed or transplanted without ARB approval. Planting new trees and shrubs does not require ARB approval if they comply with landscaping guidelines (see Section 8, “27. Landscaping and Vegetable Gardens”).

Dead or badly damaged trees and shrubbery must be removed; no application is required.

## **Section 8: Specific Guidelines**

It is the homeowner’s responsibility to secure proper building permits and to ensure that plans conform to county guidelines.

The guidelines that follow address a broad range of exterior alterations for which homeowners frequently submit an application to the ARB. It would be impossible to address each specific design condition. As a result, these guidelines present the principle factors that should be considered when developing a design. More specifically, these guidelines define the limits to size, quality of construction, location, materials, and color based on the intended use and relationship to adjoining properties, rather than focusing on a particular construction detail or a specific design alternative. All projects are to be completed in a timely manner after approval (see “Timing” under Section 5).

The ARB will always consider the individual merits of each application. The use of these guidelines should assist the homeowner in gaining timely ARB approval. An applicant who follows the guidelines should expect either approval or a rationale as to why the application was denied.

Note that “Miss Utility” should be contacted for marking the location of utility cables and/or pipe work before any digging. Contact Miss Utility of Virginia by calling 811 or 1-800-552-7001 at least 48 hours (excluding weekends and legal holidays) before beginning any digging project, such as landscaping, digging holes for fence posts or a mail-

box, anchoring supports for decks or swings, removing tree roots, driving landscaping stakes into the ground, or installing a retaining wall. The utility location check is a free service.

These guidelines should in no way restrict the homeowner in the design of a well thought out alternative approach.

## **Amendments to These Guidelines**

The ARB will periodically review the guidelines to recommend changes to the Association Board of Directors. It is likely that most changes would be additions to this handbook and would not involve deletion of or substantive changes to the existing guidelines.

### **1. Major Exterior Changes**

Major alterations are generally considered to be those that substantially alter the existing structure, by subtraction and/or addition. Major building alterations include but are not limited to construction of porches, greenhouses, rooms, fireplaces, chimneys, siding changes or repairs, and other additions to a home.

More specifically, the design of major alterations should be compatible in scale, materials, and color with the applicant's house and adjacent houses. The location of major alterations should not impair the views, or amount of sunlight and natural ventilation on adjacent properties. New windows and doors should match the type used in the applicant's house and should be located in a manner that relates well to the location of exterior openings in the existing house.

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

Construction materials must be stored so that the impact on neighboring properties is minimized. Excess material must be removed within 30 days after completion of construction.

*No garage additions or carports are allowed.*

### **2. Fences**

Fencing can be used to separate property, provide security, visual privacy, or to architecturally define space. In achieving any one of these goals, a barrier is created which has both a visual and a physical impact on the boundaries of common land and properties of adjacent homeowners.

No front yard fences will be allowed. Fencing should be compatible with the applicant's house, but it should also be appropriate for its

intended purpose.

Chain link fencing or wire fencing of any kind is not allowed.

Fences must be constructed of termite and rot-resistant materials that are or resemble wood as appropriate. Painting or staining of fencing other than with a clear or light wood stain requires ARB approval.

Fences must follow the line of the property. However, no fence can extend farther forward than the front corner of the house. No front yard fencing is permitted. Fencing must be no taller than 6 feet on all perimeters.

### **3. Storage Sheds**

Sheds require ARB approval if they are located in an unfenced yard. Whether in a fenced yard or not, all sheds must be in rear yards.

Storage sheds can aesthetically affect both the individual properties where they are located and the neighborhood as a whole. Therefore all storage sheds must be compatible with both the architecture and landscape surrounding the house.

A shed should be designed to appear as part of the house/landscaping/fence theme and may be part of a deck. Building materials must correspond to the design theme, including color.

Sheds within fenced yards must be designed to respect the “visual rights” and aesthetic interests of other neighborhood residents and must not be higher than 7 feet. The shed must be screened or shielded from view of the street in front of the house.

### **4. Patios And Decks**

All decks and patios require ARB approval.

Patios and decks should be located in rear yards. Sideyard locations will be evaluated on their individual merits. When patio or deck schemes include other exterior changes, such as fencing, lights, plantings, etc., consult the other relevant sections of these guidelines before you submit an application.

All decks are to be of unpainted, pressure treated wood or synthetic decking material resembling wood. No solid screening will be allowed. Applications must include a site plan showing size of deck, location as it relates to applicant’s house, and a description of the details of railings, trellises, posts, stairs, steps, benches, etc. as required to clearly describe the proposal. Please include the height of deck off the ground.

Painting or staining of decks other than with a clear or light wood stain requires ARB approval.

## **5. Arbors, Trellises, Privacy Screens**

Arbors in front yards are not allowed. Trellises are subject to approval by the ARB.

Lattice privacy screening on decks will not necessarily be approved by the ARB, even if previously installed. Current Fairfax County zoning ordinances consider privacy screening on decks to be an enclosure, so they are subject to strict setback requirements.

- Screening may not be installed as a free-standing wall or as a fence.
- Lattice work must be installed with framing.
- Lattice work must be incorporated as a part of the overall deck design and connected to the deck.
- Lattice work may not be installed in place of deck railing.
- No solid screening will be allowed.

Any request for screening will be reviewed case by case and should be incorporated into the overall design of the deck or patio. In general, anything of this nature requires ARB approval.

## **6. Storm and Screen Doors/Windows**

All storm doors require ARB approval. No plastic covering will be permitted on exterior (outside) doors or windows.

Storm or screen doors must be painted the same color as the entry door behind them or a color compatible with the surrounding wood trim.

Storm and screen window frames must match the trim of the house, or be compatible with the surrounding wood trim.

## **7. Sun Control Devices**

Awnings, pergolas, or other exterior sun control devices must be approved by the ARB.

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

Recreational and play equipment is restricted to rear and sideyards and must be approved by the ARB. The general rule is to require fencing to screen the equipment from the view of neighboring property



owners. The ARB may waive this policy for homes that have no adjoining property owners to the rear of their lot or for homeowners having written consent that the equipment will not be objectionable to neighboring property owners.

All exterior play equipment must be well maintained. No peeling, rusting, disintegrating, or extremely faded equipment will be permitted. Basketball hoops and backboards in driveways will be considered on a case-by-case basis.

## **9. Antennas**

Any television antennas or satellite dishes should be installed with consideration of your neighbors. In all cases any antenna or dish should be installed with the least amount of visual impact to the house and other neighbors. It is recommended that television antennas be installed in the attic.

## **10. Dog Houses**

Dog houses must be compatible with the applicant's house in color and material or match a natural wood fence and must be located where they will be visually unobtrusive. In addition, they must be in rear yards. Dog houses will be reviewed on an individual basis.

## **11. Outside Lighting, Electronic Insect Traps**

Electronic lighting should be chosen so as not to light up any area beyond that of the applicant's property. Electronic insect traps must not be installed or maintained in such a way as to cause discomfort to adjacent owners from noise and may only be operated when the immediate area protected by the trap is occupied by the owner or guests.

## **12. Exterior Painting**

The ARB must approve all exterior color changes. Repainting or staining any portion of a building exterior to match its original color need not be submitted. See the color requirements in Section 5.

Color changes apply not only to the house siding, but also to the doors, shutters, trim, roofing, and other appurtenant structures.

## **13. Flagpoles**

Homeowners need not apply for approval of temporary flagpole staffs that are no longer than 6 feet and are attached at an angle to the front wall or pillar of the house or garage. Permanent flagpoles require ARB approval.

## **14. Barbecue Grills**

Barbecue grills and pits should be placed in the rear of the house and as far as practical from the adjacent property lines.

## **15. Compost Piles**

Compost containers must comply with Fairfax County regulations; must not create or maintain a public nuisance; and must not be larger than 5 feet × 5 feet × 3 feet. All compost must be located in rear yards. The Fairfax County Office of Environmental Health prohibits placing food scraps or garbage in compost containers.

## **16. Hot Tubs, Pools, and Ponds**

Plans for hot tubs and ponds must be submitted to the ARB. A copy of county approval should be submitted with detailed plans. Privacy screening is required.

Kiddie pools are allowed in rear yards only and do not require an application.

## **17. Air Conditioners**

Air conditioning units in front windows are prohibited. Window units in rear windows may be used only during warm weather months (April 1 through October 31) and must be removed at other times. Window fans will be allowed only during the same time period.

Exterior ground units may be added to or relocated only when they do not interfere visually with neighbors or generate objectionable noise. Exterior ground units must be oriented so as not to discharge hot air onto neighbors' property.

## **18. Clotheslines**

No clothing, laundry, or wash may be aired or dried on any portion of the property within public view.

## **19. Gutters and Downspouts**

Gutters and downspouts must match existing ones in color and design and must not adversely affect drainage on adjacent properties.

## **20. Attic Ventilators**

Attic ventilators or other mechanical devices requiring penetration of the roof should be as small in size as functionally possible (not more than 18 inches in diameter or higher than 2 feet) and should match the roof or be mill finished. They should be located on the back side of the roof and not extend above the ridge line.

## 21. Trash

Trash must be collected and stored in covered trash receptacles, not solely in plastic bags. The storage of trash cans and/or recycling bins in the front of any house is prohibited. Any partitions or other construction to obscure trash can receptacles from public view must receive prior ARB approval.

Containers may not be placed on the curb for pickup earlier than the evening before the day of pickup. Trash receptacles must not remain in public view except on days of trash collection.

No accumulation or storage of litter or trash of any kind is permitted on any lot. Construction trash containers and debris, whether produced by interior or exterior projects, should be removed within 30 days of project completion.

Each resident is responsible for picking up litter on his property and preventing windblown debris from originating from his lot.

Homeowners should follow the guidelines set by the trash contractor for disposing of trash and yard debris.

## 22. Yard Debris

The requirements and limitations regarding yard debris pickup are set by the trash contractor.

Yard debris should be placed out for pickup no earlier than the weekend preceding the day for yard debris pickup.

## 23. Firewood

Firewood must be kept neatly stacked on a rack, located at least 4 feet from the house in the rear yard of the residence. It must be kept within the lot, and under no circumstances is firewood to be stacked in the common area. Its location should be such that it minimizes visual or physical impact. In certain cases, screening may be required.

Piles larger than 2 cords require approval. Piles longer than 6 feet should be at least 2 rows deep. Piles must not exceed 4 feet in height for safety. Firewood piles must contain firewood only, not yard debris.

## 24. Signs

Homeowners are limited to two signs per property. The signs must be maintained in neat appearance and good repair.

Except for signs related to real estate sales and construction, no sign, advertisement, or message other than for identification purposes

may be displayed that offers or implies commercial or professional services.

Real estate signs must meet county regulations with respect to size and content. Signs may be placed only in the yard of the property advertised or the common area curb grass in front of the property.

All real estate signs must be removed within 72 hours of contract acceptance.

Real estate open house signs are permitted on common property only between Saturday 9:00 a.m. and Sunday 5:00 p.m. Any sign standing beyond approved hours will be removed.

Signs for yard sales must be put up no sooner than 48 hours before the event and taken down no later than 24 hours after. All other miscellaneous signs may be displayed for up to 2 months without ARB approval, but require ARB approval for longer than 2 months.

## **25. Solar Panels**

Solar panels—like any other exterior alteration—require ARB approval and will be considered on a case-by-case basis. The visual impact of the solar collectors on neighbors must be considered. Units should be mounted flush or nearly flush with the roof. Solar collectors must be mounted on the rear or side slope if possible. Unit frames must be treated to match or nearly match the roof color.

## **26. Chimneys, Metal Flues**

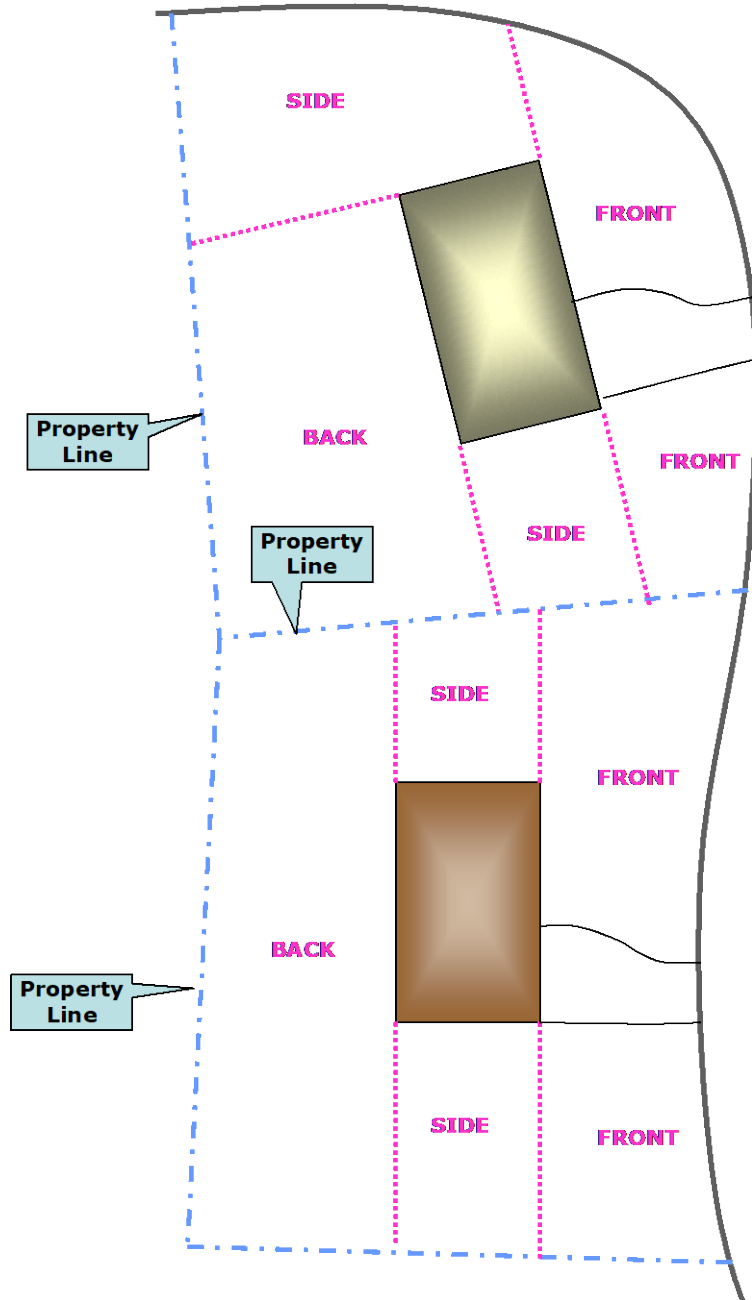
Chimneys must be masonry or enclosed in the same material as the exterior of the building. Brick chimneys must match the house brick in color. Metal flues and chimney caps and flashing must be kept free of corrosion and in good repair.

## **27. Landscaping and Vegetable Gardens**

No tree, hedge, or shrub may be maintained in such a manner as to obstruct sight lines for vehicular traffic or impede sidewalk traffic.

Vegetable gardens are limited to backyards and sideyards. Vegetable gardens in backyards do not require ARB approval, whereas vegetable gardens in sideyards **do** require ARB approval. A sideyard is the portion of the property between the house itself and an adjacent property line; in the case of a corner lot, the sideyards includes the portion of the property that is not directly behind the house but adjacent to the street. (See diagram on next page.) Approval of vegetable gardens in sideyards will be based on their visibility from the road and neighbors, size of the planned garden, fences, and other similar considerations.

Front, Back, and Sideyards



All gardens must be neatly maintained throughout the growing season; this includes removal of all unused stakes, trellises, and dead growth.

Consideration should also be given to type of trees to be planted, specifically with regard to size of mature trees, how the roots will affect water lines and underground cables, and so on.

Applications, when required, should include a description of the types and sizes of shrubs to be planted and a site plan showing the relationship of plantings to the house and adjacent dwellings.

**Landscaping That DOES NOT REQUIRE Approval**

An application is not required for landscaping that meets all of the following conditions:

- Its size does not exceed 20 feet × 20 feet or, if larger, is enclosed within a properly fenced yard.
- It does not damage property by affecting the flow of water onto adjacent property.
- It is not likely to obstruct sight lines or impede vehicle or pedestrian traffic.

**Landscaping That REQUIRES Approval**

An application is required for the following:

- Hedges more than 2 feet high or 8 feet long
- Features that in effect become structures, fences, or screens and are involved as part of other projects requiring ARB approval.
- Rock gardens or rocks or collections of rocks exceeding 48 inches in any direction. All rocks must be left their natural color.
- Railroad ties or garden timbers that form a wall over 18 inches high or 10 feet long. Anything over 30 inches requires a permit from the county. Include a site plan with the location of ties or timber drawn in, and information on landscaping plans and any grading changes.
- Any landscaping or gardens that are not covered in the paragraphs above.

## **28. Noise and Disturbances**

Noises and disturbances will not be tolerated when they do not comply with Fairfax County ordinances. When disturbances occur, they should be reported to the Fairfax County Police Department. Consideration for your neighbors and common courtesy should be the rule all other times. This includes loud gatherings in outside areas at any time, playing of entertainment equipment, or other activities when they become audible outside the confines of any house.

## **29. In-Home Businesses**

Fairfax County and the Declaration Of Covenants, Conditions and Re-

strictions regulate in-home businesses. In addition to county control, the Association is concerned about the impact of in-home business on the residential character of the neighborhood and on adjacent neighbors. Therefore, for home businesses, the following special requirements must be met:

- A permit must be obtained from Fairfax County.
- A copy of the permit must be filed with the Association's office.
- No sign or other advertising device of any nature may be placed upon any lot.
- No exterior storage of business-related materials will be allowed.
- No commercial vehicles will be allowed, except for permitted taxicabs.

Although the Association does not expressly prohibit in-home day care services, the above requirements must be met. Care should be taken so that this service does not cause an annoyance to neighbors or interfere with the rights of other homeowners relating to the "quiet enjoyment" of their property.

### **30. Exterior Decorative Objects**

Exterior decorative objects in front or sideyards require ARB approval. These include, but are not limited to, birdbaths, wagon wheels, sculptures, statues, fountains, gardens pools, free standing pole mounted lights and pole mounted birdhouses of all types, and items attached to approved structures, such as cupolas and weathervanes.

Holiday lights and decorations do not require ARB approval. However, they may not be put up more than 30 days before the holiday, and must be removed within 30 days after the holiday.

### **31. Electrical Lighting**

ARB approval is required for any change to exterior lighting. Primary consideration will be given to the location of proposed electrical devices.

### **32. Driveways and Other Types of Pavement**

Any additions or modifications to driveways or other types of pavement require ARB approval.

Driveways may consist of asphalt, concrete, or pavers. Black asphalt and natural color concrete are permitted. In all other cases, the driveway color must complement the existing house exterior color scheme and preserve the overall neighborhood aesthetic character.

Homeowners must maintain driveways in good repair and neat appearance, such as repairing spalling, holes, or cracks; removing unsightly stains; and removing intrusive grass and weeds.

### **33. Existing Modifications**

Some residents may have completed projects that would require ARB approval, but without obtaining it first. All residents must submit a request for approval to the ARB for any such unapproved pre-existing projects. The purpose of this requirement is to establish a formal record documenting all modifications.

Most applications of this type will require only a completed form and a photograph or sketch of the project. The photograph or sketch must be composed to show the relationship of the project to the residence and the appropriate property lines.

## **Section 9: Pet Control**

As stated in the Declaration of Covenants, “No horse, pony, cow, chicken, pig, hog, sheep, goat or other domestic or wild animal shall be kept or maintained on any Lot; however, common household pets such as dogs and cats may be kept or maintained, provided that they are not kept, bred or maintained for commercial purposes and do not create a nuisance or annoyance to surrounding Lots or the neighborhood and are in compliance with applicable Fairfax County ordinances.”

Specific rules and regulations governing pets have been adopted by the Board of Directors. They are as follows:

1. The Board of Directors has extended permission to the County Animal Warden to enforce all applicable portions of the county ordinances in regard to all animals and pets within the common areas.
2. Owners and all other persons who are owners and/or custodians of pets may not allow such pets to run at large in Afton Glen. A dog or cat will be deemed to run at large while roaming, running, or self-hunting or when not restrained by a dependable leash and controlled by a responsible person as defined by county ordinance.
3. All pets must have appropriate shots, licenses, and tags, as required by county ordinance.
4. Pet owners are responsible for immediate cleanup and proper



disposal of deposited pet wastes. Kitty litter must be disposed of in a tightly sealed plastic bag and placed at curbside on normal trash collection days.

5. Residents or guests who own pets must ensure that their pets do not become a nuisance to other residents in the community. Actions that may constitute a nuisance include, but are not limited to, barking, crying, scratching, or being hygienically offensive.
6. Pets may not be chained or leashed on any common area.
7. Pet owners will incur any and all costs for repairing damage to common areas caused by their pets.
8. Pet owners must respect the private property of others. Pets are not allowed to trespass on private lawns and should be walked in common areas only.
9. Residents should report any violations of the above items to County Animal Control, and report violations of item 4 to the Health Department.

## **Section 10: Vehicle Control**

The following rules and regulations regarding vehicles have been adopted by the Board of Directors.

### **Vehicles in General**

No unlicensed vehicles—including but not limited to motorized bicycles, motorcycles, mini-bikes, and go-karts—may be operated on or parked upon any common area of Afton Glen. All motor vehicles (including motorcycles) must be operated in the paved street areas only. Operating any motor vehicles in the common areas is strictly and expressly forbidden. Do not park in front of mailboxes.

All repairs to motor vehicles should be done in a garage area only, whenever possible. No vehicles may be left on jacks/stands/blocks at any time unattended. Major repair jobs are not permitted in plain view.

Owners of vehicles will be held liable for all costs to repair damages to common areas caused by negligence, repair operations on the vehicle, or storage of any combustible, dangerous, or otherwise hazardous material on common areas (regardless of the type of container).

Vehicles parked on property must comply with Commonwealth of Virginia and Fairfax County laws.

All vehicles parked on any area in public view must be maintained in an operative condition and must be able to be moved in the event of an emergency.

### **Recreational Vehicles**

Recreational vehicles—including but not limited to motor homes, boats, and travel or camping trailers—may not be kept on any lot or in the common areas. Parking of recreational or commercial vehicles or trailers on public streets within Afton Glen is prohibited by county ordinance, except as specifically allowed by county permit.

## **Section 11: Estoppel Certificate**

The ARB and Virginia law require Afton Glen to complete and issue an estoppel certificate to your settlement attorney before the closing of the sale of your home. This certificate provides information on the current status of assessment payments and on the existence of any architectural violations. It helps to protect the buyer against unknown problems with past owners' architectural changes or past-due assessments. If everything is in order, it also protects the seller from potential lawsuits involving violations of the covenants by subsequent owners.

Homeowners planning to sell their homes should contact the Afton Glen management agent well beforehand to arrange for an inspection and issuance of the certificate.

**Attachment:  
Architectural  
Improvement  
Request Form**

### ARCHITECTURAL IMPROVEMENT REQUEST—AFTON GLEN

Applicant/Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Afton Glen project address  
(if different from above) \_\_\_\_\_

<p><b>SUBMIT THIS FORM TO ►</b></p> <p>Afton Glen Architectural Review Board  c/o CSH Community Management  6700 Norview Court  Springfield, VA 22152  703 913-1480  (email: <i>chuemmer@yahoo.com</i>)</p> <p><i>If you have questions, please contact the ARB through the management company (above) before submitting this application.</i></p>
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#### GENERAL DESCRIPTION OF PROPOSED IMPROVEMENTS:

You must submit the following with this application:

1. A sufficiently detailed description of the improvements, using the space above and/or additional sheets if needed. If your description is not specific enough, the ARB will return your application without approval for additional information.
2. A site plan showing the size, shape, and location of improvements with respect to your home and adjoining properties (including specific dimensions of the improvements and distances to adjoining properties).
3. A grading and/or drainage plan, if applicable. Consider how your project plan will prevent drainage and runoff from your lot to neighboring properties.
4. If you intend to remove any live tree with a trunk more than 4 inches wide, or any flowering tree or broadleaf evergreen with a trunk larger than 3 inches wide measured at a point 12 inches above the ground, your project description must identify those trees. (You do not need permission to remove dead, diseased, or badly damaged trees or shrubs.)
5. Manufacturer brochures and color samples for improvements, if available.
6. For major additions or improvements, submit architectural plans or drawings.

#### NOTIFICATION OF NEIGHBORS:

Provide the signatures and street addresses of owners of at least two neighboring homes. Neighbors who sign are acknowledging they have been notified about your project, NOT that they approve of it. Even after signing, they may contact the ARB directly to contest your project or request modifications to it.

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

[Continued on next page]

By submitting this application you warrant that you assume full responsibility for all of the following:

- (i) All landscaping, grading, and/or drainage issues relating to the improvements
- (ii) Obtaining all required county approvals relating to these improvements
- (iii) Complying with all applicable county code requirements and ordinances
- (iv) Any damage to adjoining property (including common areas) or injury to third persons caused by the improvement.

You hereby state that you have read the ARB guidelines and agree that all work performed will comply with those guidelines.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

**ARB ACTION**

Date application received: \_\_\_\_\_

Request is approved as submitted.

Request is approved subject to the following conditions or modifications: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Response is suspended pending submission of the following: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Request is denied for the following reasons: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature—ARB Member

\_\_\_\_\_  
Date