

Wexford Conservancy

Architectural Review Board

WEXFORD CONSERVANCY

Architectural Review Board

Wexford Conservancy

Exhibit A

Policy Resolution 2014-02

Architectural Guidelines

www.WexfordPWC.org

July 21, 2014

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Wexford Conservancy

Architectural Review Board

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Wexford Conservancy

Architectural Review Board

I. OBJECTIVES AND GENERAL INFORMATION

A. Objectives of Wexford Conservancy Architectural Guidelines

The objective of this document is to aid members of the Wexford Board of Trustees, Architectural Review Board, and residents in maintaining and enhancing Wexford's designed environment. The rules and guidelines described in this document address care, maintenance, and improvements for which homeowners most commonly submit applications to the Architectural Review Board. They are not intended to be all-inclusive or exclusive, but rather serve as a guide as to what the standards are and what may be done. The specific objectives of this document are:

1. To increase resident awareness and understanding of the Covenants.
2. To describe the organizations and procedures involved with the architectural standards established by the Covenants.
3. To illustrate design principles that will aid residents in developing exterior improvements, which are in harmony with the immediate neighborhood and the community as a whole.
4. To assist residents in preparing an acceptable application to the Architectural Review Board.
5. To relate exterior improvements to the plans for Wexford Conservancy.
6. To provide uniform guidelines to be used by the Architectural Review Board in reviewing applications for architectural changes with respect to the Governing Documents of the Wexford Conservancy and actions of the Conservancy Board of Trustees.

B. Protective Covenants

The authority for maintaining the quality of design is found in the Covenants that are a part of the deed to every property in Wexford. The intent of Covenant enforcement is to assure residents that the standards of design quality will be maintained. This, in turn, protects property values and enhances the community's overall environment. Every Wexford property owner has been provided a copy of the Covenants. All too frequently, the owner does not read this information. Wexford's Covenants "run with the land" and are binding on all owners whether or not they have been read. The Covenants established the Wexford Conservancy and the Architectural Review Board (ARB) and should periodically be reviewed and fully understood by each resident of the Wexford community.

C. Role of the Wexford Conservancy and Architectural Review Board

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

The Conservancy accomplishes these functions in a variety of ways, one of which is by insuring, through the Architectural Review Board, the retention of harmonious, though diverse, design qualities of the

Community. Surveys of planned communities show that providing this assurance is reflected in the preservation and enhancement of real estate values and is of prime importance to residents.

The Architectural Review Board performs its task of insuring aesthetic quality of the homes and their environs by establishing and monitoring the architectural review process.

The Architectural Review Board (ARB) ensures that proposed exterior alterations comply with the objectives set forth in the Covenants, and involves regular and systematic review of all applications submitted by residents.

D. Establishment of Community and Architectural Standards

Wexford came about because a builder had a vision and a concept for a planned community. This vision and concept was drawn up and submitted to Prince William County for approval. This plan is the basis for minimum Architectural Standards that must be maintained, and all improvements must be in accordance with these standards. Every home built was constructed to a set of standards and was landscaped to a standard plan. It is the duty and obligation of the Wexford Board of Trustees, the Architectural Review Board, and every member of the Association to ensure that these standards are kept up. If standards are not kept the overall condition of the community is lowered and property values follow. The overall goal of the Architectural Review Board and the Board of Trustees is to preserve and enhance property values, amenities in Wexford and contribute to the personal and general health, safety, and welfare of residents and maintain the land and improvements thereon.

1. Minimum Construction Standards

- a) The community of Wexford is made up of Colonial style town homes. All stick built and prefabricated structures and modifications should reflect this overall style.
- b) Front doors throughout the community are of the 6 panel design. Side facing end units in Sections 1 and 2 have 6 panel doors with sidelights. Doors in sections 3 and 4 are also of the six panel design however they have a transom mounted window above the top of the door with the exception of lots 40 through 52. These units have solid 6 panel doors with sidelights. All front door fixtures and kick panels in all sections were shiny brass.
- c) Rear doors throughout sections 1 and 2 were either single doors with multi pane upper windows or standard sliding doors with and without white grids. Rear doors throughout sections 3 and 4 are all standard sliding doors with and without white grids. Some units had French Doors added as an option with and without grids.
- d) Front entry and garage lighting fixtures throughout are of the carriage style and were made of shiny brass with glass panels. Rear porch lights were of the standard black with glass enclosed light bulb.
- e) Homes in sections 1 and 2 were not built to include post lamps. Homes in sections 3 and 4 were built to include post lamps with the exception of lots 40 through 52. Post lamps are electric with a black post with no cross bar and had shiny brass fixtures approximately 7 inches in diameter and 17 inches in height.



**SECTION 4
(97 Lots)**

**SECTION 3
(77 Lots)**

**SECTION 2
(39 Lots)**

**SECTION 2
(49 Lots)**

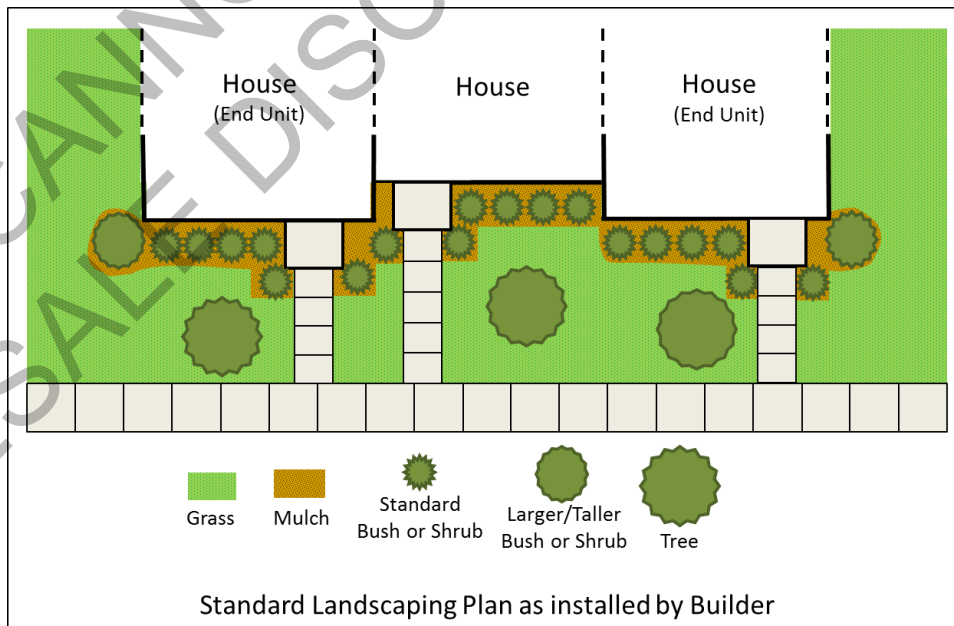
**SECTION 1
(6 Lots)**

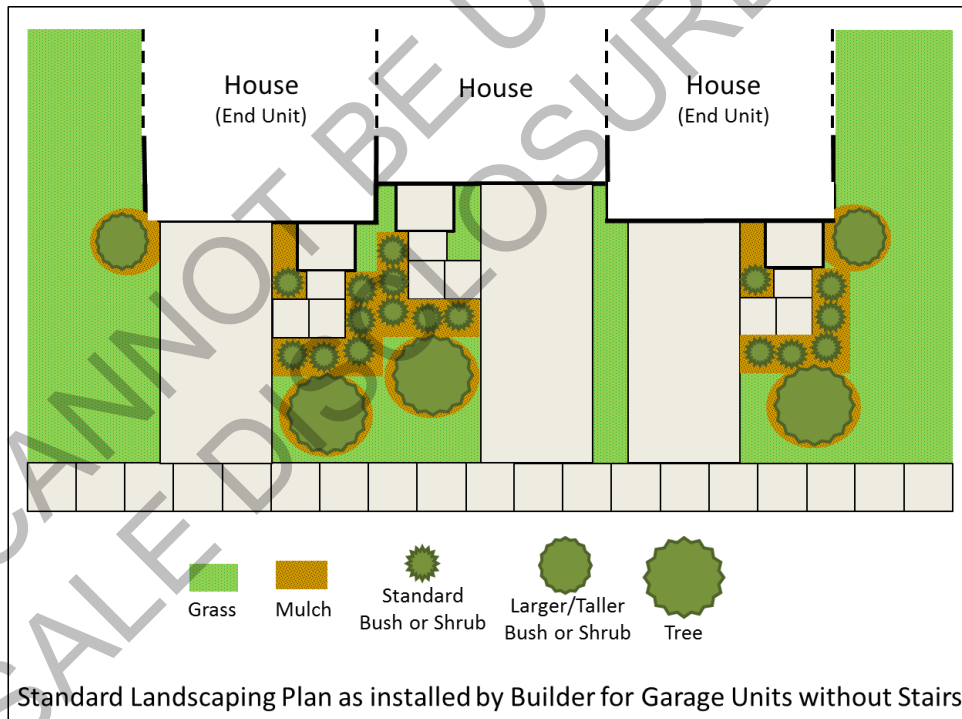
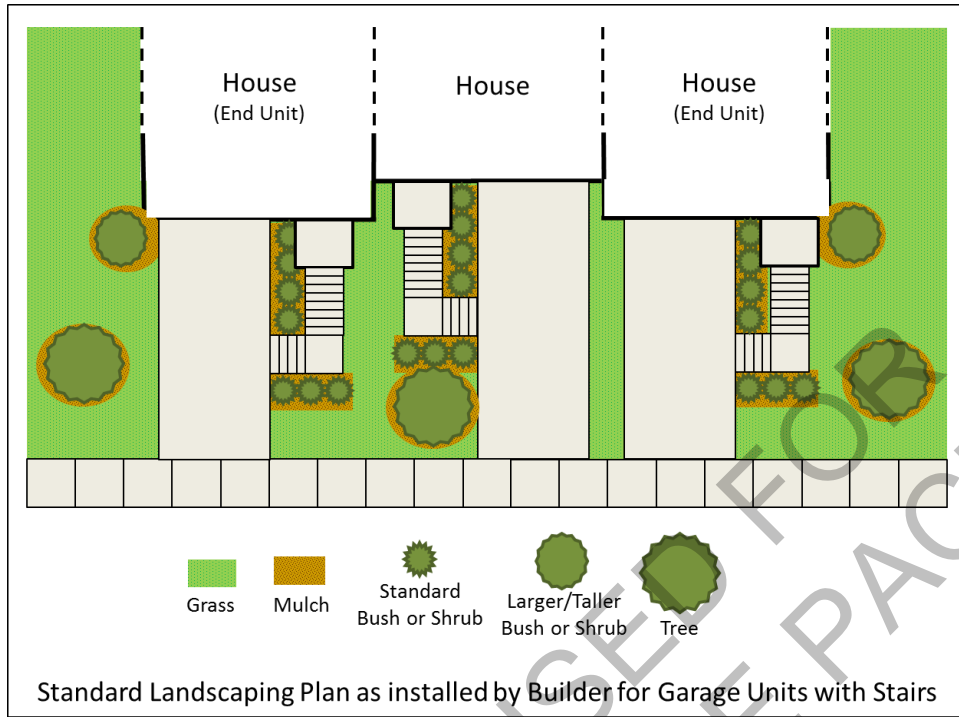
**Map of the
Wexford Conservancy**

- f) All units have a shared or common 16 foot long, 6 foot high board on board fence with a 1x4 cap board set on the property line to separate the properties and provide privacy. Sections 1 and 2 were built using 1x6 boards and sections 3 and 4 were built using 1x4 boards. Each section is to follow this same standard for any additional fencing or replacement of existing fencing.
- g) All windows are of the multi pane colonial design with white grids and casings.

2. Minimum Landscaping Standards for homes

- a) Grass lawns front and rear for all units. For end units this includes the side yard.
- b) Four bushes/shrubs to fill in between front porch and next unit. These were either some form of evergreen or had leaves that are primarily green in color, may be flowering, and both examples retain their leaves year round. On either side of where the sidewalk meets the front porch there were two bushes to frame the porch. When planted these bushes/shrubs were approximately 18-24 inches tall and 18-24 inches across.
- c) For end units a tall or larger scale bush/shrub was planted to frame the corner of the home. These were approximately 6 feet in height and 24 inches across when planted and would grow to 15 to 20 feet in height.
- d) Units with garages and stairs, three or four bushes were planted across the base facing the street and four were planted along the driveway side between the house and porch to soften the stairway foundation facing the street.
- e) End unit town homes with side facing entrances follow the same standard as street facing homes with three to four bushes/shrubs between each side of the porch and corners of the home with additional bushes/shrubs lining the side of the house facing the street.
- f) All units in sections One, Three, and Four had trees planted in front yards. In section Two Ardmore Loop had trees however many on Jarrell Place did not.





- g) All shrubbery and trees had a bedding area created under, around, and in front of them that was mulched using brown shredded hardwood mulch and was defined using a shovel to dig a sharp and clearly defined edge to the bed area that helped hold the mulch in place. It also helps keep the mulch from spilling out into the adjoining grass. See following examples.



3. Standards for appearance of lots

- a) Nothing in front yard or on porch other than items approved through the Architectural Review process.
- b) Nothing in side yard other than items approved through the Architectural Review process.
- c) Items in the rear yard not stored in a shed or enclosed storage should be arranged neatly and should be kept to a minimum so not to be an eyesore when viewed from a neighbor's deck or window.

E. What Changes Must Have ARB Approval?

Article VI, Section 1 of the Covenants reads as follows:

(c) Conditions for Architectural Control. No improvements, alterations, repairs, change of paint colors, excavations, changes in grade or other work which in any way alters the exterior of any Lot or Common Area or the improvements located thereon from its natural or improved state, existing on the date such property was first subject to this Declaration shall be made or done without the prior approval of the Architectural Review Board. No building, residence or other structure, fence, wall or landscaping in lieu thereof, shall be commenced, erected, maintained, improved, altered, made or done on such property without the prior written approval of the Architectural Review Board.

This paragraph explicitly states that any change--permanent or temporary--to the exterior appearance of one's property must be approved by the ARB. Further, once a plan is approved, it must be followed or a modification must be submitted and approved in accordance with Article III, Section 4 of the Declaration of Covenants, Conditions and Restrictions. Should the Architectural Review Board or Board of Trustees fail to approve, modify or disapprove, a correctly filed application within forty-five (45) days any request for whatever reason the owner or applicant is still obligated to follow and abide by the Governing Documents to include the Architectural Guidelines. Article III Section 4, paragraph (e) addresses this subject:

“(e) Other Controls. Approval by the Architectural Review Board shall not relieve an applicant of assuring compliance with governmental rules or other relevant controls.”

“Compliance with governmental rules or other relevant controls” means that the owner still must remain in compliance with all rules and Controls of the State, County and HOA Governing documents. Any delay or oversight of the ARB in no way permits the owner to make any exterior modification to their home or yard that they know or should know would result in a violation. In other words, even if the ARB does not respond within the 45 day time frame, their lack of response does not create a tacit approval of an item that would not otherwise be approved (e.g., a homeowner cannot submit an application to paint their home neon green, and then expect the passage of the 45 day time frame to negate the requirements of these ARB guidelines as to paint colors). For example, if you wish to paint your door, you cannot change the color because it requires

approval; if you re-paint your door without first submitting an application and obtaining approval (or if you do not hear back from the ARB on your request), **you must still match the original color** of your door or you would be in violation. Another example would be that you wish to add or change a storm door. The guidelines are specific as to what is acceptable and the installation of anything other than what is referenced would result in a violation.

Owners must look around and see if what they the owner wishes to do blends with what is around him or her. If the owner's plan would include taking away something that everyone else has, the owner must also plan to replace it with something alike or similar in type, size, scale, etc. If the owner wishes to change something, it must be changed to a similar item. If the owner wishes to add something, the added item must fit the overall design within the community. If the owner wishes to remove something, the removal must make sense and still leave the overall appearance of the property looking like it still belongs in the scheme and design of the neighborhood.

It is important to understand that ARB approval is not limited to major alterations such as adding to a house, but includes such items as changes in color and materials, etc. Approval is also required when an existing item is to be removed, modified, or changed including trees, bushes, shrubbery, or any other landscaping beyond grass trimming/flower planting.

Each application is reviewed on an individual basis. There are no "automatic" approvals, unless provided for specifically in these Guidelines. A homeowner who wishes to construct a deck identical to a deck on another Lot that has already been approved by the ARB is still required to submit an application.

F. ARB Review Criteria

The ARB evaluates all submissions on the individual merits of the application. Besides evaluation of the particular design proposal, the evaluation process includes consideration of the characteristics of the housing type and the individual site, since what may be an acceptable design of an exterior in one instance may not be for another.

Design decisions made by the ARB in reviewing applications are not based on any individual's personal opinion or taste. Judgments of acceptable design are based on the following criteria that represent, in more specific terms, the general standards of the Protective Covenants and regulations as set forth by Prince William County and the Commonwealth of Virginia.

- 1. Relation to the Wexford Open Space Concept.** Fencing, in particular, can have damaging effects on open space.
- 2. Other factors** such as removal of trees, disruption of the natural topography and changes in rate or direction of storm water run-off also adversely affects Wexford's open space.
- 3. Validity of Concept.** The basic idea must be sound and appropriate to its surroundings.
- 4. 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.

5. Location and Impact on Neighbors. The proposed alteration should relate favorably to the landscape, the existing structure, and the neighborhood. The primary concerns are access, view, sunlight, ventilation, and drainage. For example, fences may obstruct views, breezes, or access to neighboring property; decks may cause unwanted shadows on an adjacent patio property or infringe on a neighbor's privacy.

6. Size and Scale. The size (in three dimensions) of the proposed alteration should relate well to adjacent structures and its surroundings. When it comes to replacement of items this becomes important. Removal of established shrubs, bushes, or trees requires a plan to replace them. The replacement item must be of size large enough to fill the void left by the original. In the case of a bush, shrub, or tree the replacement must make an immediate impact. Bushes and shrubs must be at least 16-24 inches tall and 16-24 inches across. Taller accent shrub replacement must be at least 5-6 feet in height. Replacement trees should be at least 6-8 feet in height. The Board of Trustees may grant a shorter tree depending on type of tree requested.

7. 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 surrounding area. Poor practices, besides causing the owner problems, can be visually objectionable to others. Poor workmanship can also create safety hazards. In either case poor or substandard workmanship can impact property appearance and value. *Wexford Conservancy assumes no responsibility for the safety of new construction by virtue of design or workmanship.*

8. Timing. The majority of alterations may be constructed or installed by the residents themselves rather than a contractor. However, projects that remain uncompleted for long periods of time are visually objectionable and can be a nuisance and safety hazard for neighbors and the community. All applications must include estimated start and completion dates. If such time period is considered unreasonable, the ARB may disapprove the application.

9. Legality. The home owner must consult with the Prince William County Planning and Zoning Department on requirements and regulations. Owners are required to provide evidence that this requirement has been accomplished for things such as decks, fences, patios, additions, and anything altering the slope of the ground around their property. This will assist the homeowner in ensuring that the design is in accordance with said requirements and regulations. The ARB is not responsible for resident compliance with County and State regulations and permitting processes. Violation of zoning regulations can affect the sale of the property and force the homeowner to spend a great deal of money to correct the problem prior to the sale of the house.

10. Status of Owner. The home owner should not currently be in violation on any other items relative to these guidelines or the governing documents of the Association. If the owner is

currently in violation at the time of submission of an ARB application, the ARB may require the owner to correct the existing violation(s) as a condition of approving the application.

G. Amendments to the Architectural Guidelines

The ARB and or Board of Trustees will conduct a yearly evaluation of the Guidelines to determine if amendments are required.

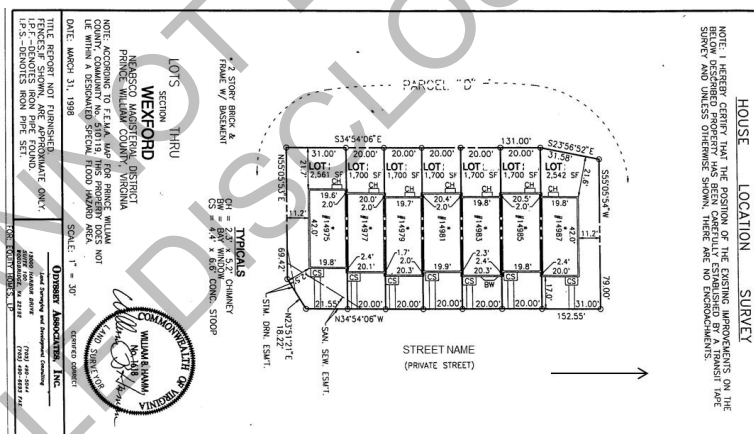
H. Applications

General application content requirements are indicated under each of the following sections in this document. The application forms call for information which is helpful to the ARB including any additional information that may be useful in determining the scope and detail of the proposal.

All information requested on the application must be completed or the application will be considered incomplete and returned.

I. Site Plan or Plat

A site plan or Plat is required as part of all applications. A site plan or plat is a scaled drawing of your lot (site) that shows exact dimensions of the property, adjacent properties where applicable, and all improvements, including those covered by the application. Contour lines are required where drainage is a consideration. A base for a site plan for single applications can be the plat plan provided to you when you purchase your home. More complex applications may require larger scale (20 or 10 scale) blowups of the plat plan of county approved development or site plans. See following example.



Site Plan or Plat Example

J. Review Procedures

All applications shall be filed with the ARB; (1) through the Association's Management; (2) directly to the ARB or; (3) through the Board of trustees.

Each application will be checked for complete information. If information that is pertinent for the review of the application is missing, the application will be returned and marked as incomplete with

a request for further information. If the application is deemed to be complete then it is considered to be accepted, and the review process begins. A notification by regular mail or email will be sent so the person submitting the request knows that it has been received and is under review. If the person submitting the request does not receive any response indicating its receipt, they cannot assume that it has been received and should contact Management or the Architectural Review Board to determine the status of their request.

The ARB must act upon all correctly filed applications within 45 calendar days after it has been accepted. Refer back to Section I., E. for more information.

Upon receipt of a complete application the ARB will begin review of the application. If delegated by the ARB Chair Person the application may be approved by a single reviewing member or held for review by the entire board. In some cases the owner may be asked to attend a meeting of the ARB or Board of Trustees in order to clarify any questions regarding their request.

All decisions of the Architectural Review Board will be sent by letter to the address on the application.

An appeals procedure exists for those affected by an ARB decision who feel that any of the following criteria were not met by the Board when reviewing their application:

1. Proper procedures were followed during the administration and review process.
2. The applicant and any other affected residents attending the meeting were given a fair hearing.
3. The ARB decision was not arbitrary, but had a rational basis.

To initiate the appeals procedure, applicants must submit a verbal request for an appeal within 48 hours on receiving the ARB decision, followed up with a written request within five working days. Other affected residents or Neighborhoods must submit such verbal notice within 48 hours after the ARB has rendered its decision, again followed up with a written request within five working days.

The ARB will review its decision. This decision may be appealed by restarting the appeal process. A second appeal can be made to the Board of Trustees.

If the owner is still not satisfied with the outcome of the final decision they may begin the formal complaint procedure as described by the Wexford Complaint Procedure.

K. Enforcement Procedures

The Covenants (Article III, Section 4, b) require the ARB to ensure compliance of all lots with the Conservancy's architectural standards and if known, ensure compliance with Prince William County zoning regulations. The Board of Trustees has adopted the following enforcement procedures.

- I. All violations will be confirmed through direct observation by the ARB Chairperson, an ARB member, Board of Trustees member, or the Management Agent.

2. A violation notice will be delivered through the use of a door hanger or sent via mail or email.

4. If the violation is not resolved within 15 calendar days after the first notice, a notice will be sent by certified mail informing the resident of the time and place of a hearing by the Board of Trustees concerning the violation where the violation will be resolved or legal action will begin pursuant to Virginia Code § 55-513, as amended.

5. For violations that are easily or should be easily corrected such as but not limited to the cutting or mowing of yards a notice of as little as 72 hours may be issued for the violation to be corrected. This notice will generally be used in situations but are not limited to where the resident has allowed the yard to reach such a condition that they should have taken action on their own long before it came to the attention of a neighbor, the ARB, Board of Trustees, or Management.

6. In the event that the owner does not respond to the notice and correct any violations the Association will exercise its right to enter the property in accordance with the Associations Declaration Article VI, Section 2 (b) and restore the Lot and the exterior of the buildings and any other improvements erected thereon. All costs related to such correction, repair, or restoration shall become a Restoration Assessment upon such Lot and as such shall be regarded as any other assessment with respect to lien rights of the Conservancy and remedies provided for herein for non-payment. This action can be as simple as mowing of grass to maintenance to repair and replacement of anything exterior to or on the exterior of the home that exists on the lot that does not meet standards.

L. Maintenance Guidelines

Property ownership includes the responsibility for maintenance of 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 values of the property and neighborhood, and in some cases, safety. Violations of maintenance standards are violations of the Conservancy Covenants and pursued under Article VI, Section 2.

1. Exterior Appearance

Residents are responsible for maintaining the exterior of their dwellings and any other structures on their lots, such as decks, fences, and sheds.

While it is difficult to provide precise criteria for what the Conservancy deems as unacceptable conditions, the following cases represent some of the conditions that would be considered a violation of the Conservancy Covenants:

- A. Fading, marred, or peeling paint on exterior trim.
- B. Fences with broken, severely warped, twisted or missing parts.
- C. Sheds with broken doors or in need of painting or other types of repair.

- D. Decks with missing or broken railings or parts, or parts in need of re-staining.
- E. Concrete or masonry block foundations with loose or peeling surfaces.
- F. Water hoses not neatly stowed.
- G. Toys, bicycles, and other personal items left out overnight in front yards.

Most residents, undoubtedly, would not allow any of the above conditions to exist, as they seek to preserve and protect their investment in their homes and to limit their personal liability by keeping all improvements on their lots in good condition. The Conservancy expects that all residents will do this necessary maintenance to prevent any of the cited conditions from occurring in Wexford.

2. Yard Care and Maintenance

- A. **Homeowner's responsibilities** – Home owners are responsible for doing what is necessary for establishing and maintaining a green and healthy lawn. Weeds although green do not constitute a healthy green lawn. If the rear yard is in dense shade the owner may need to use a type of grass that has been developed for shade areas. An application of topsoil may be required when failure to achieve grass coverage is due to erosion or settling or lack of good soil. Should the addition of an adequate amount of topsoil or other soil conditioners fail to permit grass growth in rear yards only, then a ground cover such as river rock, pea gravel, mulch or ivy will be considered on a case-by-case basis and will require prior approval. All front grass areas shall be maintained as neatly as possible. A homeowner will not allow an infestation of weeds or other noxious plant material to occur and shall take all necessary actions to remove weeds from affected areas before they spread to other homeowners' lots. Owners should seek advice from the local Agricultural Extension Service or local hardware stores.
- B. **Watering** – In order to promote the growth of a healthy lawn, shrubs, bushes and trees residents must water at regular intervals. Recommendations on watering is available through the local Agricultural Extension Service.
- C. **Mowing** - Turf (grass) areas, front, rear, and side yards, must be mowed at regular intervals, maintaining a maximum height of six (6) inches and a minimum height of two (2) inches. It is typically recommended that grass be mowed to a height of at least three and one half (3 ½) inches during warm to hot weather. Lawn mowers with sharp blades should be used in lieu of string trimmers to cut the lawn. String trimmers are designed only for trimming, not mowing and leave an un-even cut and a ragged edge on the grass that turns brown and makes the lawn susceptible to disease. Changes to lawn care requirement may be made according to specified plans announced by the ARB.
- D. **Plant beds and mulching** - Plant beds must be mulched and kept neat in appearance and free of weeds. Mulching is to be done at minimum once or twice a year in order to

maintain a neat and clean appearance. At a minimum plant beds and mulched areas must be defined with a shovel creating a small neatly defined ditch. Beds are to be mulched using brown shredded hardwood mulch. Other colors and types of mulch, ground cover, or edging techniques may be used only with ARB approval. Below are examples of what “defined” means with regards to mulched areas.



- E. **Pesticides and Herbicides** - Pesticides and herbicides may be applied according to label instructions 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 near neighborhood play areas and tot lots, and near adjacent residences. Avoid the use of pesticides and herbicides if at all possible, but when necessary use with caution and follow instructions.
- F. **Fertilizing** - Each resident is highly encouraged to adopt a year-round lawn care program including regular applications of lawn fertilizer and other substances that promote the growth of a healthy and green lawn, bushes, shrubs and trees. Recommendations on what to use is available through the local Agricultural Extension Service or local hardware stores.
- G. **Bushes Trees and Shrubs** - Initial plantings made by the builder established a baseline for landscaping requirements. Removal of any baseline plantings requires ARB approval and will require a plan for replacement. Standard plantings include four (4) or five (5) bushes

and/or shrubs across the front of each house and one tree. Bushes and shrubbery should be trimmed and shaped and not be allowed to become overgrown or unkempt in appearance.

1. A tree by reason of its location upon the lot or the height to which or the manner in which it is permitted to grow, shall not be detrimental to the adjoining property or unattractive in appearance.
2. It is recommended that Bushes, trees, and shrubs be trimmed by professionals. If a home owner chooses to trim anything and it becomes unattractive in appearance the owner will be made to remove and replace the bush or tree.
3. Diseased trees should be treated before disease is allowed to spread to other homeowners' or common area trees.
4. Dead trees and shrubbery must be removed and a plan to replace them must be submitted.
5. Trees and shrubbery must be trimmed to allow unimpeded passage on sidewalks.
6. To allow for easier maintenance, to permit grass growth, to prevent intrusion onto neighboring properties, and sidewalk damage, trees and any replacement trees should not reach more than 25 feet in height at full maturity. Dwarf varieties are recommended.
7. Hedges are permitted in the front lawn and may act as a border between lots, or in front of lots. Hedges must not exceed a height of twenty-four (24) inches.

H. **Erosion Control** - Each resident is responsible for seeing that their lot area is protected from erosion and that storm drain structures are not blocked so as to cause additional erosion problems that will silt up ponds and stream valleys.

I. **Down spouts** and extensions. Down spout extensions used to divert water away from foundations shall be buried or concealed by bushes or shrubbery and not just laid across the ground. They may not divert water onto another owner's property.

J. **Common ground care** – Homeowners are asked to assist in watering and maintaining common areas adjacent to their homes. This includes water bags placed on trees. The Board of Trustees may compensate those who volunteer to help maintain nearby common areas and once approved will reimburse homeowners for additional water used. Those desiring to help will need written authorization from the Board of Trustees and must be willing to provide copies of water bills to show the increased water usage.

3. Exterior Lighting

Exterior lighting serves for both architectural enhancement and security. It adds beauty, function, and value to homes and provides an increased measure of security.

Front porch lamps, post lamps, and other lighting with burned out lights can make the neighborhood appear run down and can lower curb appeal and home value so homeowners are to ensure that burned out light bulbs are replaced expediently.

Homeowners and residents with lamp posts are to maintain a functioning light at all times with a photo-voltaic (light-sensing) sensor that senses light and keeps the lamp post illuminated from the hours of dusk to dawn.

Colored light bulbs of any kind or color are not authorized for use in outside light fixtures or post lamps with the exception of the standard yellow bug light.

Home owners and residents who desire to burn lights on the rear of their homes should be mindful of how much they illuminate other homes nearby. Most homes have the master bedrooms in the rear and your lighting may disturb others. It is for this reason that homeowners should turn off rear lighting after 10:00 P.M. In the event a homeowner would like to use lighting after 10:00 P.M. they should use low wattage lights unless the fixture shields the light in such a way as to prevent the light from projecting directly into adjacent windows and backs of other homes. If more illumination is desired for safety and security, motion sensing lights and fixtures should be used. Motion sensing fixtures are available that operate at low wattages and increase to higher wattages for a short period of time if any motion is detected. Motion sensing flood lights are also an option but they are to be directed toward the ground and away from other windows and home exteriors. Every effort must be made to prevent light emitting from your property from entering neighbor's windows through the use of either shielding or aiming of the lights.

4. Holiday Lighting and Decorations

Outside holiday lighting and decorations may be set up and installed beginning with the weekend prior to Thanksgiving in November and should be taken down by the end of the second weekend in January. In the event of bad weather removal of the decorations may be delayed but must be taken down by the end of the third week in January.

Size and scale of decorations should be considered as townhome front yards are not very large. No more than 50 percent of the front or side yards may be covered with decorations.

Other holidays during other times of the year may have their decorations put up ten days prior and must be taken down within ten days after.

5. Trash and Trash Removal – See current resolution regarding Trash

6. Resale Disclosure Package

A Resale Disclosure Package is required by the State of Virginia and the Covenants and must be requested by the owner. It is to be completed and issued to your settlement attorney at least 72 Hours prior to the closing of the sale of your home. This package provides various pieces of information including the current status of assessment payments and on the existence

of any architectural violations. Any exterior alteration that has been made since the builder turned over the home must have an approved Architectural Review Board application in the lot file for that address. Lack of an approved application constitutes a violation.

The Resale Disclosure Package helps to protect the future 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.

To obtain a Resale Disclosure Package for your property call the Management Company or contact the Board of Trustees as soon as you know your settlement date.

II. STANDARDS AND GUIDELINES

A. Major Exterior Changes

Major alterations are generally considered to be those that substantially alter the existing structure either by subtraction and/or addition. Many if not all of these types of changes require some level of review and approval by the Prince William County Development Division and may require permits.

Major building alterations include, but are not limited to, construction of porches, or decks.

Building alterations such as modification of driveways, garages, fireplaces and chimneys are strictly prohibited.

The design of major alterations should be compatible in scale, materials, and color with the applicant's house and adjacent homes.

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 and or style used in the applicant's house and should be located in a manner which will relate well to the location of exterior openings in the existing house.

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

Construction materials must be stored so that impairment of view from neighboring properties is minimized. Excess material should be immediately removed after completion of construction.

No debris may be allowed to accumulate during construction.

Application Contents

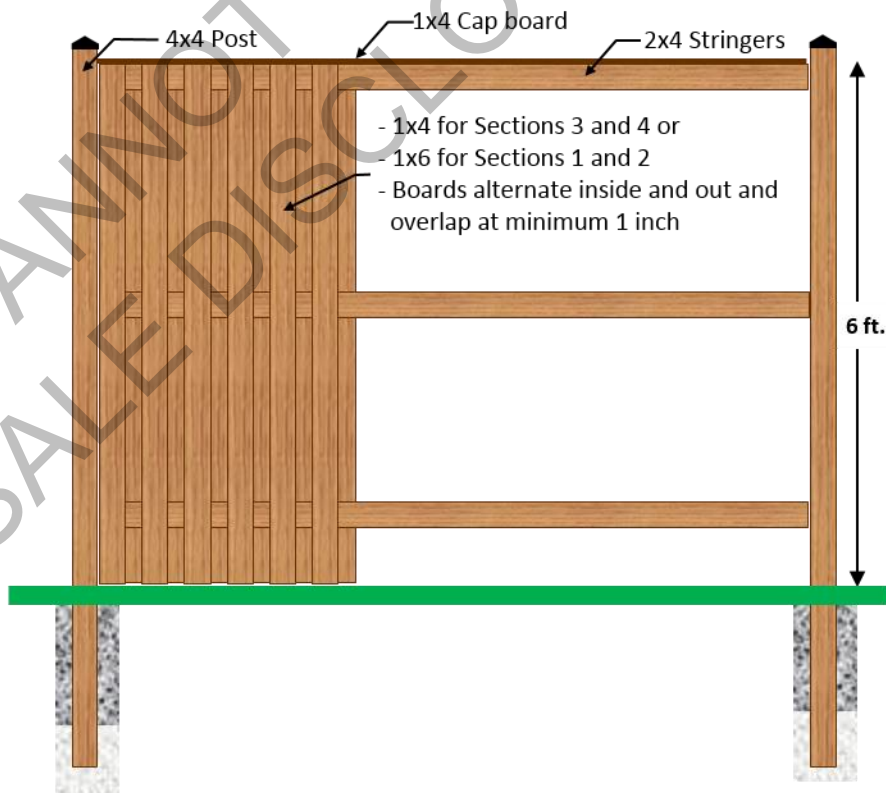
In most cases, only a single application is required. For extensive changes, a preliminary application for conceptual approval needs to be submitted. Formal and/or preliminary applications generally include:

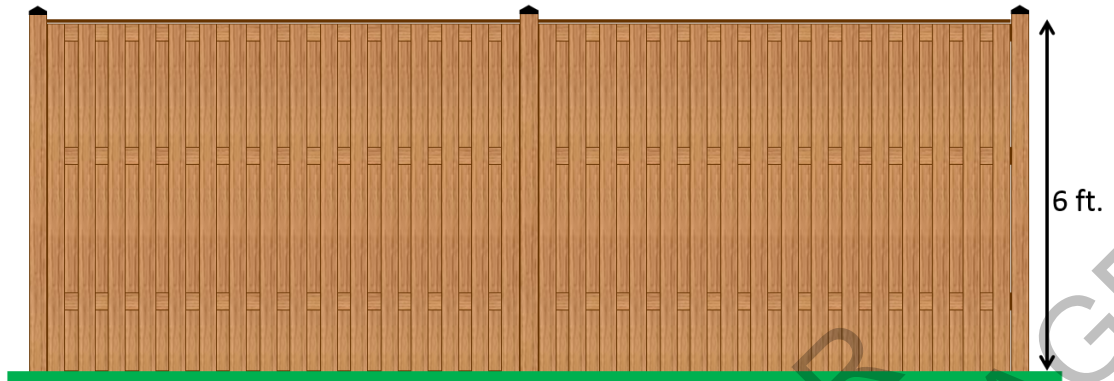
1. Site plan showing location of proposed structure, and relationship to property lines and adjacent house.
2. Detailed drawings and plans including exterior elevations and dimensions. A full set of architectural drawings must be included.
3. Description of materials including type of siding on dwelling and proposed structure, color of proposed structure and trim, exterior lighting arrangements, etc.
4. It is required that the final application be a duplicate of those documents which are to be submitted to Prince William County for a building permit, and should also include colors, materials, and drawing or photographs as required, to illustrate the relation of the alteration to the applicant's house and adjacent houses where necessary.
5. Landscape plans.
6. Estimated start and completion date.

1. Fences

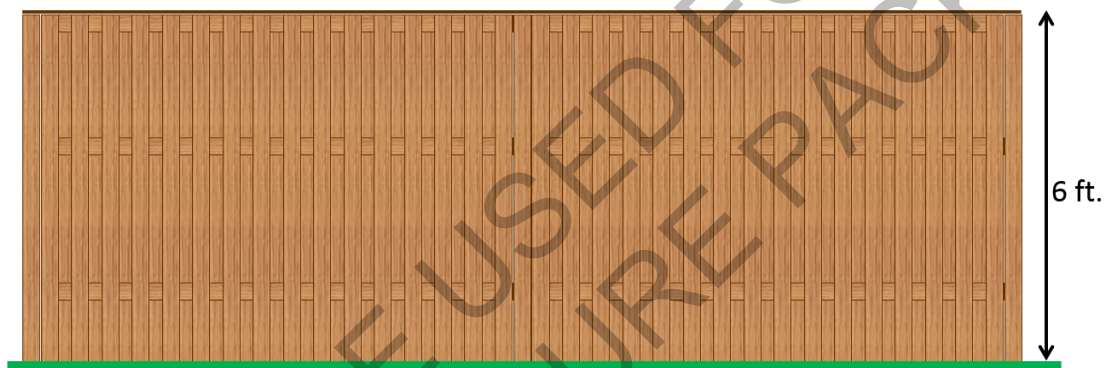
Fencing shall be restricted to the following:

- A. Fence style is to match in all relative details of that which has been provided by the Builder. This type of fence is commonly referred to as being a Capped Shadow Box style or Board-on-Board fence. Fence posts may be cut 1-2 inches above the fence or even with the top of fence as shown. Plastic, metal or other types of caps shall be attached to tops of posts.





6 ft. Shadowbox Fence with Cap Board and Posts cut 1-2 inches above fence



6 ft. Shadowbox Fence with Cap Board and Posts cut even with top of fence

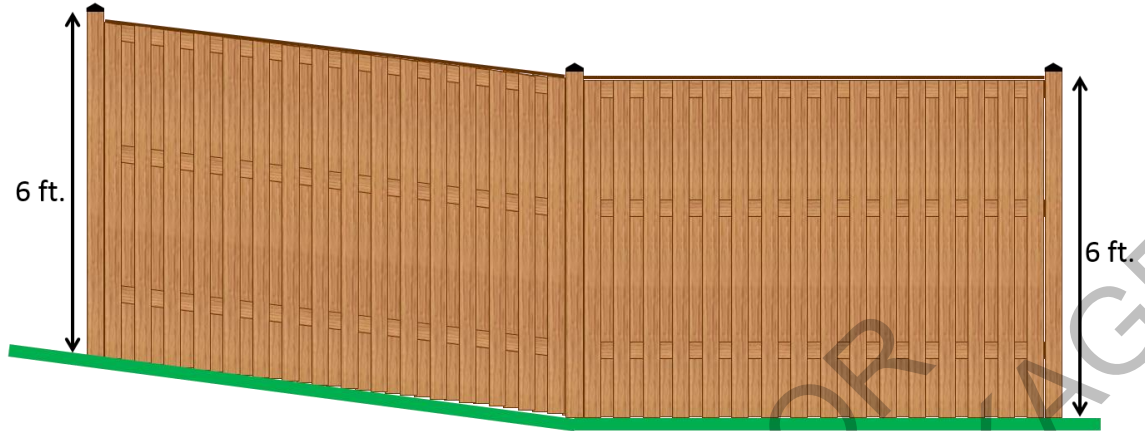
If original fencing for the section in which the property is located was constructed using 1x6 boards, then 1x6 boards must be used. If original fencing for the section in which the property is located was constructed using 1x4 board, then 1x4 boards must be used.

B. Fencing to be in the rear property only. Locations for end units shall be considered on an individual basis. In some instances, end units may:

1. Extend the fence to the side property line
2. Extend forward of the rear plane of the building by up to fifteen feet.

C. Fencing to be installed up to but not on the property line only. Fences that separate interior units may be installed on the property line. Fencing installed across rear or along side property lines may be up to, but not on or across, the property line.

D. The tops of fences are to be installed on the horizontal. Changes in elevation may be done by following the contour of the land for elevation changes. See illustration:



6 ft. Shadowbox Fence with Cap Board showing how to follow change in elevation

E. Chain link or any other metal fencing is not allowed.

F. Color of the fence. The ARB strongly recommends that the wood should be treated with a clear wood preservative. Semitransparent and solid stains of natural wood colors which protect wood the best will be considered and must be approved. **A sample of stain color must be submitted for approval.**

2. Patios and Decks

Patios provide a means for ground level extension of indoor space with less visual impact than elevated decks.

Patios or decks must be located in rear yards.

When patio or deck schemes include other exterior changes such as fencing, lights, planting, sheds, etc., other appropriate sections of these Standards and Guidelines should be considered during the completion of the application.

Raised decks include an under deck area which has a visual impact on neighbors in the surrounding area. When using an under deck area for informal storage, the impact on neighbors must be kept in mind. Storage should be maintained so as to present a neat, uncluttered appearance. Special under deck storage screening or landscaping will be required. In addition landscaping may be required to hide deck supports.

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

In all cases in which a patio is contemplated, serious consideration should be given to making ground level surfaces of porous material or to provide mulched beds to offset additional impervious deck or patio area.

a) **Ground Level Decks and Patios**

A deck is considered to be a ground level deck if no portion of the deck's flooring is within 16.5 inches of final grade as measured from any point of the deck.

Ground level decks of any kind must remain at least six feet from the rear property line. Patios may extend up to rear property line. Ground level decks may be built up to the side property lines that border interior units however ground level decks on end units may not be built within ten feet of the side property line opposite the interior unit.

An application is required for all patios and decks. Applications must include:

1. Site plan showing the size of the patio and location as it relates to the applicant's house, adjacent houses, and property lines.
2. Description of materials, color, grading and drainage changes.
3. Estimated start and completion date.
4. Evidence that Prince William County Zoning has at least reviewed the plans.

b) **Elevated Decks**

A deck is considered to be an elevated deck if any portion of the deck's flooring is over 16.5 inches above final grade as measured from any point of surface of the deck.

All elevated decks require guardrails. Guardrail shall meet or exceed Prince William County building requirements.

Elevated decks shall be no closer than 6 feet of the rear property line, and shall be set in two (2) feet from the side boundaries of the house. Stairs and stair landings shall be set in two (2) feet from the side boundaries of the house. End unit home owners may extend their decks extend to the un-adjointing side of their home.

Latticework privacy panels of a maximum of 4 feet by 8 feet will be considered on a case-by-case basis.

All elevated decks require Prince William County zoning approval, plan review, and a building permit.

An application is required and must include:

1. Copy of property plat to scale showing relationship of the deck to the house, lot and adjacent properties. State law required that a copy of plat be provided at settlement to homeowner.
2. Site plan showing the relationship of the deck to the house, lot and adjacent properties.
3. A description of materials to be used.

4. Dimensions of railings, posts, stairs, steps, benches, and other details as required clearly describing the proposal. Include height of deck above the ground.
6. Indicate whether or not under deck area will be used for storage. If so, indicate whether trelliswork or solid walls will be used. Solid walls must be treated as a shed and conform to Section II.4. Approval must be obtained for under deck storage.
7. Details of changes to windows or doors, if applicable.
8. Color of the deck. The ARB strongly recommends that the wood should be treated with either a clear wood preservative or waterproofing stain. Semitransparent and solid stains of natural wood colors will be considered. A sample of stain color must be submitted for approval.
9. Estimated start and completion date.

3. Solar Collectors and Panels

Solar Collectors/Panels will be considered on a case by case basis. See Code of Virginia § 67-700, et seq. (Virginia Energy Plan), which permits associations to create reasonable restrictions regarding solar collectors/panels.

4. Storage Sheds

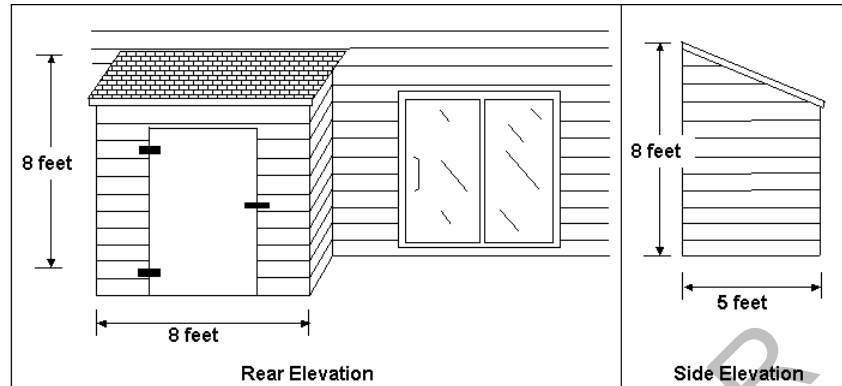
Wexford is envisioned to be a Community in which each of its parts relates well and is properly integrated into the whole of its design. An inappropriately located or poorly-designed storage shed can visually detract from an otherwise pleasing and architecturally harmonious residential environment. Therefore, it is important to remember in choosing and locating a shed that there are needs other than storage which must be considered. Homeowners are encouraged to design and construct sheds which are compatible with the design qualities of the home, including the roof, which should be compatible with the style of the existing house. Other materials and colors should be the same as the house or an earth-tone, shades of tan, brown or muted green.

Note: Prince William County ordinances prohibit construction within six (6) feet of a rear lot boundary. For end unit townhomes, no structure may be built within ten (10) feet of side property line. Sheds may not have plumbing nor be used for any purpose other than storage.

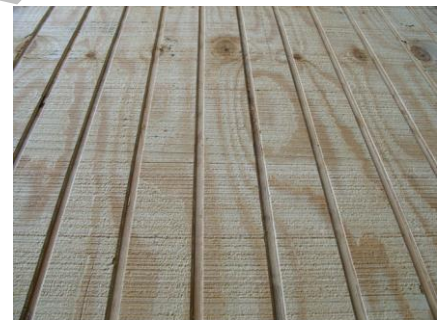
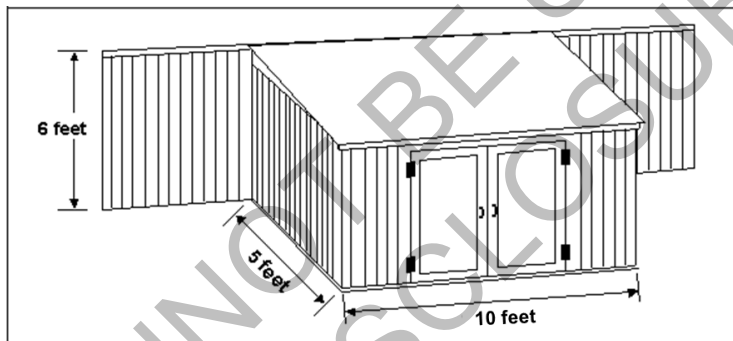
Prefabricated Metal Sheds to include Aluminum. These sheds are not permitted on any lot in the WEXFORD community.

DESIGN CRITERIA

Attached Outbuilding. The maximum size for an attached outbuilding shall be five (5) feet deep and eight (8) feet wide with a maximum height of eight feet at the highest peak of the roof. An attached outbuilding will be covered with siding that matches the townhome siding in color, width and direction. The roof will be pitched and covered with shingles that match those on the existing townhome.



Integral with Fence. An outbuilding integral with a fence must be located against a fence that separates the units not. The maximum dimensions of the outbuildings shall be five feet deep by ten feet long with a maximum height of six feet. The material for the sides and door should match or be compatible with the fence in material or color. Vertical T1-11 EX-APA ¼" deep grooved plywood is an acceptable building material. Roofs shall be pitched with the highest point of the roof at the fence. The peak of the roof shall not exceed the height of the fence at any point. The roof shall be covered with shingles that match the existing townhome roof. Shingles or other roofing material may not hang over top of fence.

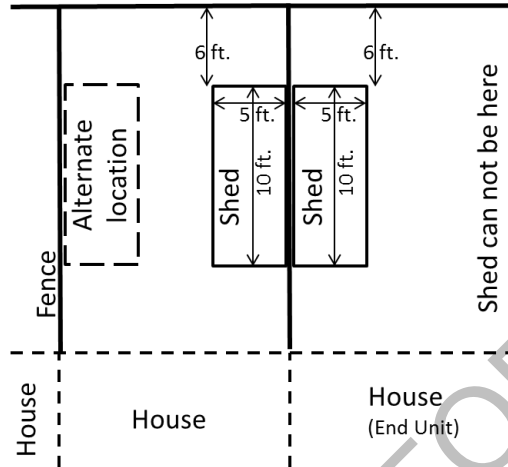


T1-11 Siding

Size Limit and Location of Wood Sheds. No shed may be larger than 10 feet long by 5 feet in depth and may not extend above the nearest point of the fence.

- A. Sheds must be located along the common fence between units.
- B. Sheds must be oriented so that the longest side is against the common fence

See illustration for allowable shed locations.



Allowable Shed Locations

Under Deck stairs storage screen. For homes with stairs from the decks to ground level an alternative to outbuildings is under stairs storage. The storage area is formed by installing a privacy screen that encloses the under stair area and may require a door for entry. The stairs may be required to have risers installed to prevent viewing into the area from the front. The screen must enclose all of the open area under the stairs used as the storage area. The screen may be constructed of alternating board fencing that matches the fence construction or lattice with no larger than two-inch square holes. A solid backing of treated plywood or other material to prevent viewing into the storage area may be required. The door/gate will be constructed of the same material as the screen.

Plastic Storage Sheds. These sheds come as kits made of any type of plastic and may be up to 7 feet 6 inches in height and may not be larger than 56 square feet. Sheds must be neutral shades of color, i.e. brown, beige or muted green.

Shed foundations. Free standing full height plastic storage shed kits are typically designed with a height of approximately six (6) to six and one half (6.5) feet at the side wall. In order for the shed to be level it will often be necessary to construct a foundation for the shed to be placed on. Inevitably this will cause the roof of the shed to rise above the height of the fence. Prince William County Zoning Ordinances and Wexford Architectural Guidelines prohibit fences from being constructed that are higher than six-feet so raising the fence height to conceal the shed is not an option. In this situation it is permissible for the shed to rise above the height of the fence. Every effort should be made to minimize the height above ground needed to create a level foundation. This is necessary to minimize the amount that the shed will rise above the height of the fence.

Portable plastic storage units. A Portable Plastic Storage unit is considered portable if its length and or width are 6 feet or less and is less than 5 feet in height. These plastic storage units are not considered sheds and do not require ARB approval. Such units must be neutral shades of color, i.e. brown, beige or muted green.

Where an application is required it should include:

- a. Site plan showing relationship of the shed to the house and property lines.
- b. Picture and/or detailed drawings of the shed to include dimensions.
- c. Description of materials including colors.
- d. Estimated start date and estimated completion date in terms of days after start.

5. Screened Porches and Sun Rooms

Screened Porches and Sun Rooms will be reviewed as room additions. Architectural drawings are required. See Section II.A. for application requirements. Prince William County Plan Review will also be required.

6. Swimming Pools and Spas

1. Swimming Pools are prohibited.
2. Spas and hot tubs are allowed but require Architectural Review and Prince William County Zoning review.
3. Children's play pools may be used in rear yards only and should be no more than 6 feet long or 6 feet in diameter and must be drained and put away daily.

7. Recreation and Play Equipment

Basketball backboards and skateboard ramps are prohibited. No permanent or temporary basketball goals or skateboard ramps may be constructed or set up on lots, common areas, or streets within Wexford. Small children's play structures that do not involve sinking piping or posts into the ground will be considered and must be approved.

B. Minor Exterior Changes

Minor alterations are generally considered to be those that do not significantly alter the existing structure either by subtraction and/or addition.

Minor alterations include, but are not limited to the items to follow. If you as a homeowner are about to change anything to do with the appearance of your house it is always a recommended to complete an Architectural Request and submit it.

General Application Contents

In most cases, only a single application is required and should generally include:

1. Informal sketch showing location of proposed modification, and relationship to property lines and adjacent house.

2. Simple drawings and plans including exterior elevations and dimensions.
3. Description of materials including type, model, color, etc. Include, photograph, or brochure for items or materials to be used.
4. Estimated start and completion date.

1. Exterior Unit Air Conditioners and Window Fans

Air conditioning units extending from windows or the wall of a home and window fans are prohibited.

Exterior units may be located only where they do not interfere visually with neighbors. Exterior units shall be oriented so as not to discharge hot air onto neighbors' property.

An application is required, see Section II.A.

2. Antennas

Television antennas or radio antennas of any kind are not permitted. Satellite dish antennas are regulated by Wexford's Resolution covering Rules Relating to Satellite Dishes. Other antennas may be installed in the attic area of a house where they are out of public view.

3. Metal Flues

Large metal flues and chimney caps must be painted, and any vent through the roof must be painted black.

Application Contents

A completed application requires the following information:

- A. Site plan showing the relation of metal flues to the house, property line and adjacent neighbors.
- B. Picture and/or detailed drawing of metal flue to include dimensions.
- C. Color and style of house.
- D. Estimated start and completion date.

4. Clotheslines

Clotheslines of any kind are prohibited.

5. 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. The same criteria apply to doghouses as to storage sheds.

Application Contents

A completed application requires the following information:

- A. Site plan showing the relation of dog house to house, property line and adjacent neighbors.
- B. Picture and/or detailed drawing of doghouse to include dimensions.
- C. Description of material used. Color of house and dog house.
- D. Architectural style of owner's house.
- E. Estimated completion date.

6. Exterior Decorative Objects

Approval will be required for all introduced exterior decorative objects including natural and manmade.

Exterior decorative objects include such representative items as bird baths, wagon wheels, sculptures, fountains, pools, stumps, driftwood piles, free-standing poles of all types and items attached to approved structures.

Application Contents

A completed application requires the following information:

- A. Site plan showing the relation of object to house, property line and adjacent neighbors.
- B. Picture and/or detailed drawing of object to include dimensions.
- C. Color and material of object.
- D. Estimated start and completion date.

7. Exterior Lighting

No exterior lighting shall be directed outside the applicant's property. Light fixtures, which are proposed in place of the original fixtures, must be compatible in style and scale with the applicant's house.

Lighting which is a part of the original structure must not be altered without ARB approval.

Applications for exterior lighting should include wattage, height of light fixture above ground, and a complete description, including material of the light fixture and location on the property.

Application Contents

A completed application requires the following information:

- A. Site plan showing the relation of the lighting to house, property line, and adjacent neighbors.

B. Picture and/or detailed drawing of the lighting to include all dimensions and height of fixture above ground.

C. State wattage of bulb to be used.

D. Estimated start and completion date.

8. House Address Numbers

House numbers conforming to the original style and size (4 inch) must be located on the dwelling unit only and be clearly visible from the front of the dwelling unit or in the case of side facing end units, from the parking lot side. If homes in a particular section have numbers mounted vertically then all shall be mounted vertically. If homes in a particular section have numbers mounted horizontally over the front door then all shall be mounted horizontally over the front door.

Notes:

1. **Although shiny brass numbers are allowed and may look elegant, they are very difficult to read by emergency responders because they provide little contrast against the background they are mounted on and are not recommended. Standard black 4 inch numbers are recommended.**
2. **"Sticker" style house numbers are strictly forbidden.**

9. Electronic Insect Traps

Electronic Insect Traps are prohibited.

10. Exterior Painting

Color changes apply not only to the house siding, but also to the doors, shutters, trim, roofing, and other appurtenant structures. Change of exterior color should relate to the colors of the houses in the immediate area. Repainting or staining a specific object to match its original color need not be submitted.

Application Contents

A completed application requires the following information:

- A. List of all exterior colors on the house and appurtenant structures.
- B. A color sample of the new color to be used.
- C. Signatures of all homeowners affected by the change.
- D. Estimated start and completion date.

11. Firewood

Firewood shall be kept neatly stacked and located to the rear of the residence, within owner's property line.

Piles larger than one cord require approval. Piles longer than 6 feet should be 2 rows deep minimum. Piles must not exceed 4 feet in height for safety. Firewood piles must contain firewood only, no storage of debris.

Location should be in such a manner as to minimize visual impact. In certain cases, screening may be required.

12. Flagpoles

Due to the small size of townhome yards freestanding flagpoles are strictly prohibited.

Homeowners wishing to install flagpole staffs which do not exceed five feet in length and are attached to the front wall or pillar of the house or dwelling unit need not have an application.

Only one (1) flag staff may be mounted to any front wall next to the front door of any home. Additional flag staffs may be considered and must requested and approved.

These rules conform to Va. Code 55-513.1 Display of the flag of the United States; necessary supporting structures; affirmative defense.

The United States Flag must be displayed in accordance with U.S. Code Title 4, Chapter 1.

13. Gutters and Downspouts

Gutters and downspouts should match those existing in color and design and must not adversely affect drainage on adjacent properties and may not divert water onto another owner's property.

Should any form of extension be added to a down spout to divert water away from the foundation it must be buried or hidden by bushes or shrubbery.

No application is required.

14. In-Home Business

Prince William County regulates in-home businesses. In addition to County control, the Conservancy is concerned about the impact of in-home business on the residential character of the Neighborhood and on adjacent neighbors.

While in-home business are permitted as a source of income and community diversity, customer-oriented businesses such as retail or any other that requires use of multiple parking spaces or a large amount of foot or vehicular traffic to sustain it are not allowed.

Applications must be submitted. The following special regulations shall apply:

A. No sign or other advertising device of any nature shall be placed upon any lot or in any window.

B. Operating personnel shall be not more than one person who is not a permanent resident in the home.

C. No exterior storage of business related materials will be allowed.

D. All applications must include the following information:

1. How products, services or materials will be distributed and advertised.

2. Impact of traffic and parking on neighbors.

3. Number and type of deliveries required. All single package deliveries measuring under 36 inches in any dimension must be removed from public view and stored within four (4) hours of delivery. Large items measuring 36 inches and above in any dimension and multiple package deliveries must be stored immediately.

4. Type and number of vehicles to be used to conduct business and where vehicles are to be parked.

E. Any variance from approved application will be considered a violation.

15. Landscaping, Flower and Vegetable Gardens

Care should be exercised in the planting and maintenance of trees and shrubs to prevent obstruction of sight lines required for vehicular traffic.

The view of neighboring units and shade patterns of larger trees should always be considered.

Consideration should be given to the effect which planting will have on views from neighboring houses and property.

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

All foundation plantings require an application. Applications 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.

Removal of established shrubs, bushes, or trees requires a plan to replace them. The replacement item must be of size large enough to fill the void left by the original. A Six inch shrub or bush will not suffice as a replace one that was a 48 inch tall and 48 inches across. At minimum a replacement must be 16-24 inches tall and 16-24 inches across. Trees or other tall shrubbery must be at least 6 to 8 feet in height.

An application is required for railroad ties or garden timbers. Include a site plan with the location of ties or timbers drawn in, and information on landscaping plans and any grading changes.

Flower gardens and flower beds may not occupy more than 25 percent of any yard. This includes the front, side, or rear yard.

No plants may be allowed to grow and be visible above the fence line and must be kept from growing through fence slats.

Rock Gardens

Written approval is necessary for rock gardens in the event rocks or collections of rocks exceed 24 inches in any direction. All rocks shall be left their natural color.

Vegetable Gardens

Vegetable gardens shall be limited to small container gardens or groups of container gardens. Vegetables must be grown in pots or containers and may not be visible above the fence. Vine plants to include pumpkins, or watermelons are not permitted. Growing of any vegetables must be located between the rear line of the house and the rear property line and sidelines of the house.

16. Permanent Grills

Permanent grills are strictly prohibited.

17. Real Estate Sales/Rent signs or any type of sign

No sign or other advertising device of any nature shall be placed upon any lot or in any window.

Real Estate Signs must meet County regulations with respect to size, content and removal. Signs may only be placed in the front yard of the property available.

All Real Estate or Rent signs must be removed 48 hours after contract acceptance.

Political Signs – See Wexford Resolution regarding Political signs.

Residents who place unapproved signs anywhere in the community whether on their own property or on common area are subject to being assessed a onetime assessment of \$10 per day for the duration of the infraction (up to 90 days) or \$50 for a one-time violation.

18. Storage of Boats, Trailers, Campers, Mobile Homes or Recreational Vehicles

No recreational vehicle may be stored in open view on Wexford property except as specifically provided by the Conservancy. Commercial storage is available locally and should be sought in the event an owner or resident has such a vehicle.

The Board of Trustees has defined "recreational vehicle" as follows:

1. Any boat or boat trailer.
2. Any motor home or other self-contained camper.
3. Any camper slip-ons where the camper backs are higher than the roof line of the cab of the truck.
4. Any mobile home, trailer or fifth wheel trailer.

5. Any pop-up camp/tent trailer or other similar recreation oriented portable or transportable facility or conveyance.

6. Any other vehicle not defined above which could not normally or regularly be used for daily transportation including dune buggies or non-operative automobile collections or other automotive equipment not licensed for use on the highways of Virginia.

7. Any trailer.

Boats and or trailers may be brought into the community overnight for use the next day however they may not be parked in any Visitor space and they must fit completely within a parking space. This may mean that the owner must park their vehicle outside of the community.

19. Storm and Screen Doors and Windows

Rising energy costs have encouraged homeowners to take measures to conserve energy through installation of storm doors. Energy conserving measures, however, should and can be done without compromising the visual quality of the neighborhood.

Doors should be straightforward without ornamentation such as scallops, scrolls and laminated hinges. However, some decorative design features will be considered.

a) *Conforming Storm Doors*

Front storm doors are to be of the "full view" type having single pane or panel of at least 70% to 75% clear glass or manmade material. These doors may have a screen panel that can be changed out with the clear glass or manmade panel to provide additional ventilation in warm weather. Those homes having a single rear door that is not of the sliding type or French-style door may have a storm/screen door that has a solid lower panel with glass/screen in the upper panel.

Storm or screen doors should be painted to be the same color as the entry doors behind them. However, special consideration may be given to doors that are the same color as architectural trim, siding and existing storm windows. Consideration will depend upon the design of the particular door and its relation to the design of the house and adjacent houses.

In general, storm or screen doors which are full view as previously described and which are compatible with existing color schemes are appropriate and will normally be approved.

Below is an example of what is and is not considered to be a full view storm door.



b) ***Storm/Screen Windows***

Exterior storm windows could disrupt the architectural continuity of some homes if storm/screen windows are to be added or replaced, all windows on any one side of the home must be done at one time to maintain architectural continuity. Where appropriate, storm/screen windows should have frames, which match the color or the exterior window trim. Anodized or factory painted aluminum may be acceptable in certain cases.

Application Contents

An application is needed for storm and screen doors except as noted above.

The application to the ARB should include:

- a. Drawing, photograph, or brochure of proposed storm/screen door(s) or windows.
- b. Color indication of the screen/storm door or window frame and the existing front, rear, etc., door or window and trim.
- c. Location of door(s) or windows, i.e., front door, rear door, rear windows, etc.
- d. Signatures of all homeowners within the immediate vicinity who would be affected by the addition.
- e. Estimated installation date.

20. Sun Control Devices

Awnings and trellis work provide an effective means for controlling glare and excessive heat build-ups on windows and door openings and help reduce summer energy consumption and utility costs.

The manner in which sun control is implemented has considerable effect on the exterior appearance of a house, and the desirable benefits of sun exposure in the winter, fall and spring.

Gazebos and other structures covered with canvas or other similar material are popular and will require ARB approval. These sun control devices must be solid in color. During the fall and winter months the covering may be removed however their frame must be re-covered in the spring. If not then they must be removed.

Materials are available for application on the inside of windows to reduce thermal transmission and glare. These materials may provide effective and economical alternatives to awnings and trellises. Use of these materials will only be considered for rear windows and requires ARB approval.

Effective sun control can often be provided by such simple measures as planting deciduous trees to shade windows from undesired sun exposure.

- a. Sun control devices must be compatible with the architectural character of the house in terms of style, color and materials.
- b. Awnings should be of straightforward design without decorative embellishments such as scallops, fringes, and contrasting colored stitches.
- c. Awnings and trellises should be consistent with the visual scale of the houses to which they are attached.

Location

The location of any awning or trellis should not adversely affect views, light, winter sun or natural ventilation of adjacent properties.

Materials and Color

- A. Solid colors are required.
- B. Trellis work must match the trim or dominant color of the applicant's house.
- C. Pipe frames for canvas awnings must be painted to match trim or dominant color of the house. If awnings are removed for winter storage, frames must be removed.
- D. Landscaping features are very important and should be integrated with sun control devices.
- E. Trees which shade the roof in summer and allow winter sun to strike the roof have a dramatic impact on energy consumption.
- F. A trellis filters the sun and is permanent. Design allows winter sun in while keeps out hot summer sun.
- G. Awnings block sunlight and are seasonal.
- H. ARB approval is required.

Application Contents

Application to ARB should include:

- a. Site plan showing location of trellis and/or awnings.
- b. Sketch and/or photograph of house.
- c. Sketch, photograph, or manufacturer's product information of proposed sun control device including indication of dimensions, construction details showing how the awning or trellis is attached to the house, materials, and color. In the case of fabric awnings, submission of a material and color must be included.
- d. Estimated start and completion date.

21. Children's Pools

Children's pools of any type are limited to no more than 18 inches in height at the sides, and no more than six feet in any dimension of length, width, or diameter. All pools must be used and kept in the rear yard and are to be emptied daily after use.

Use of a child's pool on decks is NOT RECOMMENDED. Most decks are designed with a working load of 50 to 70 pounds per square foot. Water weighs 62.5 pounds per cubic foot. A 6 foot diameter child's pool with 18" sides filled with 12 inches of water will exert 62.5 pounds per square foot and will weigh 883 pound. This leaves little margin for additional weight of people. Add to this any motion and this amount of weight can cause a catastrophic failure of the deck and cause severe injury or death to anyone on it.

22. Front Porch Railings

Homeowners desiring to add or replace any type of railing on front porches, steps, or sidewalks must submit an Architectural Review Form.

Application must include a description of railing and its location and a sketch of design. Material, style, and color must also be included.