

# **ARCHITECTURAL DESIGN AND MAINTENANCE STANDARDS**

Ashbrook Homeowners Association  
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## **Section I: Overview and Application Information**

### **OBJECTIVES**

The objective of this document is to guide and assist members of the Architectural Committee (the Committee) and the ASHBROOK HOMEOWNERS ASSOCIATION staff and homeowners in maintaining and enhancing ASHBROOK HOMEOWNERS ASSOCIATION's carefully designed environment. The Design Standards address improvements for which homeowners most commonly submit applications to the Architectural Committee. They are not intended to be all inclusive or exclusive. The specific objectives of these Design Standards are:

1. To increase homeowners' awareness and understanding of the Covenants from which authority is granted for creating rules and use restrictions.
2. To illustrate design standards which will assist the Architectural Committee and ASHBROOK HOMEOWNERS ASSOCIATION staff and homeowners to develop exterior alterations and improvements which are in harmony with the immediate neighborhood and community as a whole.
3. To assist homeowners in preparing an acceptable application to the Architectural Committee.
4. To relate exterior improvements to ASHBROOK HOMEOWNERS ASSOCIATION'S open space.

### **AUTHORITY**

The authority and responsibility for maintaining the quality and design in ASHBROOK HOMEOWNERS ASSOCIATION is founded in the Declaration which is a part of the deed to every lot in ASHBROOK HOMEOWNERS ASSOCIATION. The intent of Covenant enforcement is to assure homeowners the standards of design quality will be maintained consistently throughout the community. This, in turn, protects property values and enhances the overall community environment.

The Architectural Committee performs its task of ensuring aesthetic quality of the community and environments by establishing and monitoring the review process, thus assuring proposed exterior alterations comply with the objectives set forth in the Covenants. This involves regular and systematic review of all applications for exterior alterations submitted by homeowners.

### **NEW CONSTRUCTION, REPLACEMENTS AND IMPROVEMENTS**

These Design Standards apply not only to improvements contemplated by a homeowner to an existing home or lot; also, to an unimproved or vacant lot owned by an owner or entity, other than a builder under contract to the Developer or Declarant. [Builders under contract to the Developer or Declarant are exempt, however no improvements made by these entities may conflict with these Design standards.] For example, if a homeowner purchases an adjoining or other lot, any improvements on that lot must be approved by the Architectural Committee.

New construction or replacement of homes or portions thereof must be of a comparable size, style and architecture as the adjacent homes; must use comparable construction materials as the adjacent homes; and must meet current ASHBROOK HOMEOWNERS ASSOCIATION Design

Standards.

#### **CHANGES WHICH MUST HAVE ARCHITECTURAL AND REVIEW COMMITTEE APPROVAL**

The Declaration explicitly states that all exterior alterations require the approval of the Architectural Committee. Any change, permanent or temporary, to the exterior appearance of one's property must be approved by the Architectural Committee. Further, once a plan is approved it must be followed or a modification must be approved.

It is important to understand that Architectural Committee approval is not limited to major alterations, such as adding a room or deck to a house, but includes such items as changes in exterior color and materials, etc. Approval is also required when an existing item is removed.

Each application is reviewed on an individual basis. There are no "automatic" approvals, unless provided for specifically in these design standards. For example, a homeowner who wishes to construct a deck identical to one already approved by the Architectural Committee is still required to submit an application and be approved prior to the start of construction.

#### **ARCHITECTURAL COMMITTEE OVERALL REVIEW CRITERIA**

The Architectural Committee evaluates all submissions on the individual merits of the application; including the consideration of the characteristics of the housing type and the individual site; since what may be an acceptable design in one specific instance may not be for another.

Design decisions made by the Architectural Committee in reviewing applications are not based on any individual's personal opinion or taste. Judgments of acceptable design are based on the following criteria which represent in more specific terms the general standards of the protective Covenants:

1. Relation to the ASHBROOK HOMEOWNERS ASSOCIATION Community Open Space: Fencing in particular, can have damaging effects on open space, referred to in the Declaration as "Commons." Other factors, such as removal of trees, disruption of the natural topography and changes in rate or direction of storm water run-off, also adversely affect ASHBROOK HOMEOWNERS ASSOCIATION open space.
2. Validity of Concept: The basic idea must be sound and appropriate to its surroundings.
3. Design Compatibility: The proposed improvements must be compatible with the architectural characteristics of the applicant's house, adjoining houses, and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color and construction details.

4. Location and Impact on Neighbors: The proposed 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, air flow, or access to neighboring property; decks or larger additions may cause unwanted shadows on adjacent patios or infringe on a neighbor's privacy and view. As another example, an inappropriate "clutter" of play equipment or an "ill-planned" landscape scheme may also affect existing neighbors.
5. Scale: The size (in three dimensions) of the proposed alteration should relate well to adjacent structures and its surroundings. For example, a large addition to a small house may be inappropriate.
6. Color: Color may be used to soften or intensify visual impact. Parts of an addition that is similar in design to an existing house, such as roofs and trim should match in color and composition.
7. Materials: Continuity is established by use of the same or compatible materials as were used in the original house. The options may be limited somewhat by the design and materials of the original house. For instance, vertical wood siding on the original house should be retained in an addition. On the other hand, an addition with wood siding may or may not be compatible with a brick house.
8. Workmanship: Workmanship is another standard which is applied to all exterior alterations. The quality of work should be equal to, or better than, the surrounding area. Poor practices, besides causing the owner problems, can be visually objectionable. The ASHBROOK HOMEOWNERS ASSOCIATION assumes no responsibility for the safety or structural validity of new construction by virtue of an approved design. It is the responsibility of each applicant to obtain a Building Permit where required and comply with County codes and regulations.
9. Timing: Projects which 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 completion dates. If such time period is considered unreasonable, the Architectural Committee may disapprove the application. Projects must be commenced within six months of an approval, and completed within 30 days, or a timeline will be provided, in writing, for the Committee's approval in advance of commencement of the project.

#### **AMENDMENTS TO THE DESIGN STANDARDS**

These Design Standards will be reviewed and may be amended from time to time. It is anticipated, changes will involve clarification rather than substantive modification of the existing Design Standards. They may also be amended to reflect changed conditions or technology. Amendment proceedings may involve public discussions and review by the Neighborhood governing bodies, if any, and shall be adopted as were the original Design Standards by the Board of Directors.

#### **APPLICATIONS**

Applications for alteration or improvements must be submitted on the approved ASHBROOK HOMEOWNERS ASSOCIATION form. The application forms require information which will assist the Architectural Committee in reviewing plans for your proposed alteration or improvement. Specific information is detailed below. Action on applications submitted without the required information will be delayed until all information is provided. The required application information

includes the following:

**DESCRIPTION:** The form requires a complete description of the alteration or improvement. This includes a complete listing of materials to be used, overall dimensions, height off the ground as in the case of decks and porches, colors of existing house, trim and roof colors; and colors of the proposed alteration or improvement.

**SITE PLAN:** A site plan is a scaled drawing of your lot (plat) which shows dimensions of the property, adjacent properties if applicable, and all improvements including those covered by the application. Contour lines may be 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 purchased your home. More complex applications may require larger scale (ten (10) to twenty (20) feet to the inch scale) enlargements of the plat plan of County approved development or site plans.

**DRAWINGS/PHOTOGRAPHS:** Complete drawings showing all dimensions, elevations and details of the proposed improvement or alterations are required. Drawings should show the relation of the improvement or alteration in relation to the existing home. Drawings which are illegible take time to review, slow the process, and may be returned to the applicant for clarification. It is highly recommended for major alterations such as decks, porches, sidewalk improvements, patios, structures of any sort, additions have a professional scaled drawing to ensure the process goes smoothly. Members of the committee will not visit the homeowner's property to see examples or sample work. If the Architectural Review Committee feels the project needs a professional rendering, the ARC members have the right to request professional drawings.

**SIGNATURES:** The applicant is required to sign the application form and the signatures of all adjoining or affected property owners are required on all applications. The signatures do not constitute approval or disapproval of the proposed project, rather they indicate that the adjoining and affected property owners are aware that an alteration or improvement is contemplated. Applications received without signatures will not be reviewed.

**COMMENCEMENT/COMPLETION DATE:** Applications must contain the proposed commencement and completion date. All alterations or improvements must be commenced within six (6) months and completed within thirty (30) days of the approval unless an extended timeline has been requested in writing and approved by the ASHBROOK HOMEOWNERS ASSOCIATION.

#### **REVIEW PROCEDURES**

All applications should either be emailed, mailed or delivered to the ASHBROOK HOMEOWNERS ASSOCIATION office at ASHBROOK HOMEOWNERS ASSOCIATION c/o Integrity Community Management, Inc. Faxes will be accepted provided appropriate documentation is submitted and is legible. Integrity Community Management's email address for architectural review applications is:

Christa@integritycommunitymanagement.com

Each application will be reviewed for complete information by the ASHBROOK HOMEOWNERS ASSOCIATION staff prior to the Architectural Committee review. After Architectural Committee review and action, a letter of Architectural Committee decision will be emailed and mailed to each applicant at the address provided on the application. Letters of approval will be sent by first class mail, while letters of denial or those with stipulations will be sent by certified mail. Letters of denial will

reference specific reasons for the denial and are always subject to appeal. Under no circumstances should construction commence unless written approval has been received.

If construction/improvements commence prior to written approval, the ASHBROOK HOMEOWNERS ASSOCIATION has the right, in addition to all remedies available to it per the Declaration and Virginia law, to revoke privileges within the community until an application is submitted and approved by the committee.

#### **APPEALS PROCEDURE**

An appeals procedure exists for those affected by an Architectural Committee decision who feel that:

- Proper procedures were not followed during the administration and review process.
- The applicant and any other affected homeowner attending the meeting were not given a fair hearing.
- The Architectural Committee was arbitrary or did not have a rational basis for a decision. To initiate the appeal procedure, applicants must submit a written request for an appeal within 10 days of receiving the Architectural Committee decision or their decision will be final. The written request must be delivered to the ASHBROOK HOMEOWNERS ASSOCIATION Office or emailed to Christa@IntegrityCommunityManagement.com. Other affected homeowners or neighbors must submit written notice within fifteen (15) days after the Architectural Committee rendered its decision. The Board of Directors will review those cases and shall conduct a hearing.

#### **ENFORCEMENT**

In the event any violation or attempted violation of any of the covenants, restrictions or conditions contained in the Declaration occur or be maintained upon any Lot, or in the event of any other conduct in violation of any of the provisions or requirements of this document, then such violation or attempted violation or conduct will be considered to have been undertaken in violation of the Section 8 of the Declaration and without the approval of the Committee required by said Article and this document, and, upon written notice from the Committee, such violation be promptly removed or abated. In the event the same is not removed, or the violation is not otherwise terminated or abated within fifteen (15) days or such shorter notice as may be set forth and required in any such notice after notice of such violation is delivered to the Owner of the Lot upon which such violation exists, or to the Member responsible for such violation if the same be committed or attempted on premises other than the Lot owned by such Member, then the Association has the right, through its agents and employees to enter upon such Lot and to take such steps as may be necessary to remove or otherwise terminate or abate such violation and the cost thereof, including but not limited to attorney fees, fees of the Clerk of the Court, fees or expenses of process and service of same, and all other costs of, in preparation for or in execution and satisfaction of litigation whether or not trial has commenced be assessed against the Lot upon which such violation occurred and when so assessed, a statement for the amount thereof be rendered to the Owner of said Lot or the Member of the Association, as the case may be, at which time the assessment shall become due and payable and a continuing lien upon such Lot or the Lot of the Member and a binding personal obligation of the Owner of such Lot or the Member in all respects (and subject to the same limitations) as provided in Section 6 of the Declaration.

The Association has the further right, through its agents, employees or committees, to enter upon and inspect any Lot at any reasonable time for the purpose of ascertaining whether any violation of the provisions or requirements of this Declaration exists on such Lot, in which case neither the Association nor any such agent or employee be deemed to have committed a trespass or other wrongful act by reason of such entry or inspection.

If an owner has been sent a Notice of Violation for lawn care and does not come into complete compliance within fifteen (15) days, the Association will send a contractor to the premises and take such steps as may be necessary to abate such violation and the cost thereof will be assessed to the Owner of said lot and become due and payable and be a continuing lien upon such lot of the Member and a binding personal obligation of the Owner of such Lot or the Member in all respects (and subject to the same limitations) as provided in Section 6 of the Declaration.

## **Section II: Design Guidelines**

### **DESIGN STANDARDS**

**Accessory Units:** Accessory Units are small dwellings right on the same grounds (or attached to) your regular single-family house. No detached structures shall be permitted within ASHBROOK HOMEOWNERS ASSOCIATION unless designated on the subdivision plat at the time a newly constructed home is purchased from a builder. All permitted accessory units shall conform to these Design Standards and shall be approved by the Architectural Committee prior to construction. All accessory units shall conform to Loudoun County Zoning Ordinance. However, no accessory unit shall exceed 600 square feet.

**Air Conditioners:** Air conditioning units, window and or door fans extending from windows or protruding from the existing structure are prohibited. Additional exterior air conditioning units which are typically installed on a level pad on the ground, or the relocation of existing units may be considered so long as they are placed near existing units and do not have an adverse audible or visible impact on adjoining lots or open spaces.

**Antennas and Satellite Dishes:** To comply with the Federal Telecommunications Act of 1996, prior approval of the Architectural Committee is not required for the installation of a satellite dish or antenna. However, prior Notice of such an installation or planned installation is required. Prior notice will assist the homeowner in selecting the best possible location for the equipment, while complying with the requirement for the least visible and least obtrusive location. No more than 2 satellite dishes per dwelling will be permitted. More specifically:

**Town Homes:** Roof mount only. The installation of the satellite dish must be screened from view at all angles.

**For Single Family Homes locations are as follows:**

Ground Mount: Will only be allowed in single family homes. It should be located on a rear lot

location. Where front or side yard locations are necessary, all equipment should be installed near other utility equipment and will be required to be screened by appropriate shrubbery.

**Roof Mount:** Should be located on the rear of the roof, below the ridge pole or peak. If a front roof mount is necessary, all equipment should be installed to one side of the roof, rather than in the center.

**Structure Mount:** Should be located such that the equipment is adjacent to a chimney or other structure on the home; if on a deck, the equipment should be installed off to one side of the deck or adjacent to the house, if possible. Screening may be required.

**Attic Ventilators:** Attic ventilators and turbines may be permitted if painted to match the color of the roof (if roof mounted) or the color of the house siding or trim (if mounted on a gable end). Ventilators and turbines shall be mounted on the least visible side of the ridge pole so as to minimize their visibility from public areas and adjoining lots.

**Chimneys:** Chimneys, constructed subsequent to the original construction, (including those for direct vent gas fireplaces and the like) must extend from the ground through the roof line located to the rear of the ridgepole of the home. They must be masonry or enclosed in the same material as the exterior of the building.

**Clotheslines:** Permanent clotheslines or similar apparatus for the exterior drying of clothes or bedding is not permitted.

**Compost Bins:** Compost bins are not permitted in attached homes. For single family homes bins should be located to the rear of the property and should be screened from the street, open space and adjoining and affected neighbors. All active compost must be treated at all times to prevent odors from escaping. Failure to maintain a satisfactory compost bin and/or the point at which the compost becomes a public nuisance shall indicate an abandonment of the compost pile and violation of these Design Standards and must be immediately removed.

**Decks and Safety Rails:** Decks provide for an extension of a home's living space. They may be designed to include bench seating areas, overhead timbers for shade and hanging plants, planter areas, and hot tubs with appropriate scale privacy screening. When deck design schemes include other exterior changes such as fencing, lights, plantings, etc., other appropriate sections of the Design Standards should be consulted prior to application. All decks must meet Loudoun County, building codes. Where applicable a County permit must be obtained prior to the start of construction. All decks and fences must be stained to provide protection to the wood surfaces. The stain color **MUST** be approved by the committee, in writing, prior to the application on a deck or fence.

**Location:** Decks shall generally be located in rear yards. Side yard locations may be considered when lot size or topography prohibits rear yard locations.

**Size and Scale:** Deck size should be appropriate to the scale of the home as sited on the lot. Decks constructed in a town home setting must be constructed with a minimum of one (1) foot setback from the property line. Decks must meet Loudoun County, minimum setback specifications and should not be constructed across Building Restriction Lines (BRL) shown on individual site plans (plats). Decks on interior town homes must be set in one foot on either side. End unit town homes must be set in one foot on the side which abuts an interior unit.

**Under Deck Storage:** 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 the neighbors and community members utilizing the common areas should be kept in mind. Storage must be maintained so as to present a neat, uncluttered appearance. Screening such as lattice work or landscaping may be required to hide tall, spindly deck supports or objectionable views.

**Material and Color:** Materials should have natural, weathering qualities as do brick, wood, and stone. All decks and fences must be stained to provide protection to the wood surfaces. The stain color **MUST** be of a neutral and natural tone. Trex like material may be utilized with neutral and natural tones. When vinyl is utilized, it must be white in color.

**Railing Details:** Railings of decks may include decorative designs (i.e. Sunburst, Starburst, Chippendale, etc.) Railings must meet minimum Loudoun County building requirements.

**Stairs:** When the use of stairs is desired, the Architectural Committee encourages the practice of interrupting the flight of stairs with landing for both safety and appearance. Stairs, as well as tread and riser dimensions must meet Loudoun County building codes.

**Safety Railing:** These railings are placed where decks/patios can be constructed but have not been. Railing must be stained or painted to provide protection of wood surface. Should be maintained in good repair.

**Drainage:** If changes in grade or other conditions which will affect drainage are anticipated, they must be indicated on the application, with drainage areas are to be shown on the site plan. Approval will be denied if adjoining properties are adversely affected by changes in drainage. Serious consideration should be given in making ground level surfaces of porous material or to provide mulched beds to offset additional impervious deck or patio area.

**Dog Houses/Waste:** The use of dog houses is discouraged. However, applications may be considered on a case by case basis by the Architectural Committee. Dog houses must be located in the rear of the property and be screened from view of the street and adjoining lots. Pre-manufactured dog houses may be permitted if of an appropriate style and appropriately placed and screened. Applicant-constructed dog houses should complement the existing home in color and material and should not exceed sixteen (16) square feet or be higher than four (4) feet above ground level. Doghouse areas are to be kept free of animal waste and debris. **Dog runs are prohibited.**

Dogs must be on a leash at all times when off the owner's property. Dog owners are responsible for cleaning up after their pet in any area of the community. Dogs must be kept quiet so that they do not create a nuisance for adjoining lot owners.

### **Front Doors:**

**Single Family Homes:** Front doors on single family homes must be compatible in color and complementary to the style of the home, adjacent homes and match the color scheme throughout the community.

**Town homes:** Front doors on townhomes should remain the style originally installed by the builder. The color of the front doors should be compatible and complementary with the color of the applicant's home, adjacent homes and match the color scheme throughout the community.

### **Storm Doors:**

**Single Family Homes/Townhomes:** See Appendix D: Storm doors on single family homes are to be full view, without significant decoration or edging. Full glass door with self-storing glass are permitted as well. Half view crossbuck storm doors with or without scalloping would not be permitted. Storm doors should match the color of the entrance door or the trim around the entrance door.

**Driveways:** Extensions, modifications or additions to driveways will be considered on a case by case basis and should have no adverse effects on drainage or aesthetic appeal. Should the entire driveway be replaced, the materials must be reviewed and approved if something other than the original materials.

**Electronic Insect Traps:** Electronic insect traps, to the extent they are visible, will be regulated based on the same criteria as for exterior lighting. In addition, no device shall be installed or maintained in such a way as to cause discomfort to adjacent owners from noise and may only be operated during those times when the immediate area protected by the trap is occupied by the owner or guests.

**Exterior Lighting:** Light fixtures which are proposed in place of the original fixtures should be compatible in style and scale with the applicant's house. Lighting which is part of the original structure must not be altered without Architectural Committee approval. Applications for exterior lighting should include wattage, height of light fixture above ground, and a complete description including descriptive material of the light fixture and location on the property. Lighting not original to the home must be limited to no less than five (5) feet apart

Landscape Lighting (low wattage) located along a walkway or among shrubbery will be considered so long as it does not detract from the overall lighting appearance of the home and property. Landscape Lighting (traditional lighting) may not be spaced closer than five feet apart. All landscaping lighting must be of a white light and limited to no less than five (5) feet apart.

**Fences:** Proper fencing can have a unifying effect upon a neighborhood. Improper fencing can detract from the appearance of a neighborhood. Cluttering the neighborhood with an uncoordinated selection and placement of fences will be avoided. Fences should be compatible with the applicant's house type. Stockade and chain link fencing or chain link material will not be permitted. In all cases, when fencing is constructed, it is to be constructed with the "finished" side facing out. All decks and fences must be stained to provide protection to the wood surfaces. The stain color MUST be approved by the committee, in writing, prior to the application on a deck or fence.

**Detached Homes:** See Appendix A: Fences are restricted to the rear yard. Property line fencing must be an open space picket, board on board, or solid board with a Mount Vernon dip, and may not exceed four (4) feet in height and shall not come forward of the front plane of the house. In order to maintain a consistent appearance, all homes along the perimeter of the community with a street view is permitted to have only solid board fencing with a Mount Vernon Dip and will not exceed

48".

For detached homes on the exterior portion of the community and do not back to another homeowner's lot, along the trail, a six (6) foot, board on board or solid board fence will be required with an arched, dog eared or straight with cap (framed) top. All decks and fences must be stained to provide protection to the wood surfaces. The stain color MUST be approved by the committee, in writing, prior to the application on a deck or fence.

Corner lots may require landscape features to break up large spans of solid wood fencing. Privacy fences are not permitted. Consideration will be given to the topography and sitting of the applicant's house and given topography sitting adjacent houses when considering fences.

**Materials and Colors:** Fences should be constructed of natural woods or Vinyl materials. Other materials will be considered on a case by case basis. ALL wood fencing shall be stained to provide protection to the wood surfaces. The stain color MUST be approved by the committee, in writing, prior to the application on a deck or fence. Stain colors should be of neutral and natural tones. When vinyl material is used (TREX) the colors must be of neutral brown tones. Continuity of texture and the scale of materials should be considered. Chain link or chain link material is not permitted. Where security is desired, metal landscape mesh (defined as a light or medium gauge mesh with square or rectangular openings factory coated with a brown, black or green vinyl) should be utilized. The wire mesh must be attached on the inside of the fence and shall not extend above the top rail. Chicken wire will not be permitted.

**Town Homes:** Due to the configuration of the townhomes, with the garages in the rear, fences will not be approved for the townhomes at ASHBROOK.

**Firewood:** Firewood shall be kept neatly stacked and shall be located to the rear or side of the property in such a manner as to avoid adverse visual impacts for adjoining properties or open space. The use of brightly colored tarps will not be permitted. Where such a cover is required the color shall be a muted brown or tan. No firewood may be stacked on community open space.

**Flags and Flagpoles:** Permanent free-standing flagpoles are prohibited. Homeowners wishing temporary flagpole staffs which do not exceed six (6) feet in length and are attached at an incline to the house or dwelling unit need not have an application. Only one flagpole per home is permitted.

**Flues and Vents:** Flues and vents protruding through a roofline must be painted to match the roof color; and they must be located to the rear of the ridgepole. No flues or vents may be visible on any exterior wall of the house.

**Garage Doors:** Garage doors should be left in a fully closed position when not in use. A garage shall not be utilized for additional living space. Garage doors must be maintained free of dents, chipping paint or broken sections.

**Gazebos:**

**Size and Scale:** Gazebos should be appropriate to the size of the home as sited on the lot. They must meet Loudoun County minimum setback requirements and should not be constructed across Building Restriction Lines (BRL) shown on the individual plat or site plan.

**Location and Style:** Gazebos should be located in the rear yard. Particular attention will be given so that views from adjoining properties are not adversely impacted. [Adjoining properties will be defined by the Architectural Committee at the time of application.]

**Materials and Color:** Gazebos should be constructed of a material which is the same as or complementary to the existing home. In the cases where redwood, cedar, or pressure treated lumber is used, the material must be sealed with a pre-approved color sealer to prevent weathering. Written approval is required prior to application of the color sealer. Roof material must be the same as that of the existing home or of neutral toned metal. In some cases, shake shingle may be utilized. Screen material should be a dark nylon or aluminum type.

**Greenhouses and Screened in Porches:** Greenhouses will be reviewed as room additions, with special attention given to visibility of interior activities.

**Size and Scale:** Greenhouses and screened porches should be appropriate to the scale of the home as sited on the lot. They must meet Loudoun minimum setback requirements and should not be constructed across Building Restriction Lines (BRL) as shown on individual plat or site plans.

**Material and Color:** Greenhouses shall be a glass enclosure. The use of plastics will not be allowed. Screened porches should match the existing house in materials and color, except that they may also be constructed of natural woods. The use of a shed type roof is discouraged. In all cases, the screened porch roof must be shingled to match the existing house.

**Grills:** Permanent grills or barbecue areas will be permitted in single family homes so long as they are in the rear yard of the property and are out of sight from the front of the home. Construction design, scale, and materials of permanent grill areas must complement the existing house and lot.

**Gutters:** As part of new construction by a homeowner, gutters must match or complement the existing trim color or area of the home to which they are attached. Extensions of down spouts at ground level are discouraged because of drainage considerations on adjoining properties and open spaces. All down spout extensions must be buried in such a manner to adequately manage runoff according to correct engineering practices and local codes.

**Hot Tubs/Spas:** Hot tubs or spas should be selected, designed, and located to minimize their impact on neighboring properties. Appropriateness of site and location will be considered so as not to adversely affect neighbors' views. Covers are required when not in use and covers with locks are strongly suggested. No more than one hot tub is permitted on any lot

**Design-** Covers should be a solid neutral color and are required when not in use.

**Location-** Hot tubs or spas should be located in the rear of the home. Hot tub must be located on or directly beside a deck or patio, the hot tub or spa should be integrated visually and structurally into the deck.

**Screening-** Hot tubs or spas should be screened from adjacent properties and streets by a structural

screen, fence and/or landscaping. Any mechanical equipment, pipes and wiring should be concealed or screened from view.

**Maintenance requirements-** All components shall be maintained in good condition. Should meet all County requirements for placement, noise levels, mechanical or electrical permits, etc. All hardware wiring and structural components associated with a hot tub should be properly disposed or adequately repurposed when the hot tub is removed from the lot.

**House Numbers:** House numbers should be legible and should be of a size and color which is appropriate for the applicant's house. In certain cases, decorative house numbers may be acceptable dependent upon the location and type of house. House numbers not installed by the builder require an application.

Townhomes are permitted and encouraged to place black house numbers directly above the garage door.

**Landscaping:** An application is required when plant materials will become hedges, fences, barriers, or screens which meet or exceed [either at installation or at maturity] two (2) feet in height. Hedges and the like will generally only be considered for rear and side yard (not extending forward of the front plane of the home into the front yard) installations. An application is also required when the use of railroad ties, landscape timbers, or stone is contemplated for a border and the height of such ties, timbers or stones will meet or exceed twelve (12) inches. An application is required when the use of more than two such borders is contemplated on the same side of the property.

**Mailboxes:**

**Standards:** See Appendix B: Mailboxes and supporting posts shall be of Dog-Ear or Gothic standard design throughout all the Community. The supporting post shall be constructed out of a four inch by four-inch wooden post. The supporting post should be protected with a clean wood protective product.

**Guidelines:** The mailbox itself may be of black metal or plastic construction, size 1C with 1" or 2" vinyl numbers. Numbers should be on both sides of the mailbox. Decorative number plates attached to the top of the mailbox or directly below the mailbox are acceptable, so long as they are maintained in good repair. Decorative mailboxes and decorative items on the mailboxes will not be permitted. No items (except reflectors) will be attached to the standard post. Any reflectors attached to the posts should be red and should not exceed two inches on a side. The position of the mailbox and post should conform to U.S. Postal Service, Loudoun County, and Virginia Department of Transportation requirements.

**Maintenance Standards:** The mailbox and supporting post shall be maintained in good repair. The box shall not be seriously dented, noticeably rusted, badly faded, or noticeably broken. The supporting post shall be maintained in a vertical position and should be repainted when noticeably faded or at least every five years. Paint colors must be of neutral tones which complement the houses in the immediate area.

**Painting:** An application is not required for re-painting or re-staining a specific object to match its original color. 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 for both single-family and town homes should relate to and complement the colors of the houses in the immediate area, these colors

include colonial color palette of Dark Blue, Dark Forest Green, Burgundy, and black. Stain colors should be of neutral tones (See Appendix G for suggestions)

**Patios:** Patios provide a means for ground level extension of indoor space with less visual impact than elevated decks. Patios should be located in the rear yard and should be installed within County setback required limits, and not across Building Restriction Lines (BRL). Patios may be constructed of concrete, brick, landscape slate, flagstone, etc. and require an approved application prior to commencing construction. Patio drainage may not negatively impact neighboring properties.

When patio design schemes include other exterior changes, such as fencing, lights, plantings, etc., other appropriate sections of the Design Standards should be consulted prior to application.

**Pools:** Full professional drawings, permits and landscaping plans must be submitted for approval. Only in-ground swimming pools are permitted in Single Family Homes on the exterior portion of the community due to lot sizes of interior homes. The back yard must not back to another homeowner's lot and the yard must be fenced. All Loudoun County requirements and permits must be approved and followed. Children's wading pools, less than 24 inches in height and 8 feet in diameter are permitted but must be removed daily from public view when not in use.

**Design-** The swimming pool, pool deck and any related structures should be appropriate for the size of the Lot. Pools must be enclosed by a fence and screened from view from neighboring properties; vegetative screening may be required. When planning to build a swimming pool, the size of the property, relationship to adjacent residences, and the size of the pool and related accessory structures should be considered.

**Drainage-** Changes in grade or drainage pattern should not adversely affect adjoining properties or Common Areas. The intention is that every attempt should be made to maintain the drainage patterns reflected on the recorded plat, established by the developer and approved by Loudoun County at the time of home construction. The recorded plat takes precedence over any Ashburn rules or regulations.

**Location-** Swimming pools may only be in the rear yard, as far away from adjacent residences as possible with a minimum distance of 6 feet from all property lines. The location of a swimming pool should minimize its visual and auditory impact on adjacent properties. Location should visually integrate the structure into its surroundings and should take advantage of the existing vegetation for screening.

**Other components incorporated into pool project-** Mechanical equipment and other utility accessories should be located to minimize the effect on the adjacent properties and minimize the auditory impact to adjacent property owners. Additional related structures and equipment should be properly screened from adjacent properties by landscaping or lattice where appropriate. All pool equipment, pumps, etc., should be enclosed.

**Recreation and Play Equipment:** The Design Standards listed below are provided in an effort to reconcile the need for play with the goal of minimizing its visual impact. Careful thought should be given to location and kinds of equipment to be installed since neighborhood facilities will be of a larger scale and have greater usage. The use of wooden or vinyl play equipment is encouraged.

**Location and Size:** Play equipment must be placed in rear yards. Consideration will be given to lot size, equipment size and design, amount of visual screening, etc.

Basketball backboards maybe attached to single family detached homes or garages, provided proper consideration is given to color as noted below. Basketball backboards may be located on poles located in the driveway of single-family homes with the stipulation the equipment is located so that loose balls from missed shots fall into the front yard of the applicant, rather than the adjoining neighbor. All portable basketball backboards must be stored out of sight when not in use. In the case of a permanent driveway installation, consideration will be given to the configuration of the driveway and the proximity of the equipment to the street. Play is limited to daylight hours. Per Virginia Department of Transportation, street play is prohibited.

**Material and Color:** Play equipment constructed of wood or vinyl is encouraged. Metal play equipment, exclusive of the wearing surfaces (slide poles, climbing rungs. etc.), free standing basketball backboards and their poles should be painted dark earth tones to blend with the natural surroundings or, if located adjacent to a dwelling or fence, painted to match the background or screening structure. Other play equipment colors will be considered, contingent upon location and landscaping. Basketball backboards attached to detached houses or garages should be painted to match the background. A contrasting rectangular color outlined may be painted on the backboard behind the goal. No play lines may be painted on the driveway.

**Rock/Water Gardens:** Rock gardens require an application in the event the rocks or collection of rocks exceed twenty-four (24) inches in any direction. All rocks are to remain in their natural color. Water gardens require an application. Location of such a feature should be seriously considered by the applicant so that the safety of household members and neighbors is considered.

**Room Additions/Garages/Sunrooms:** Room additions are considered to be those which substantially alter the existing structure and become as an original fixture of the existing home.

**Location:** The location of major alterations should not impair views or the amount of sunlight and natural ventilation on adjacent properties. Room additions and garages must meet Loudoun County setback requirements and may not be constructed across Building Restriction Lines (BRL).

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

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

**Sidewalks and Pathways:** The installation of sidewalk or pathways on a lot will be considered if it seems appropriate for the intended use and is appropriate to the size and scale of the lot. Stone, concrete, slate, flagstone, or brick would be appropriate materials. Pathways or sidewalks must be set

back from any VDOT rights of way and out of any easements.

**Signs:** No sign shall be attached to traffic posts, Association signposts, lampposts, or trees. This sign policy shall adhere to the Loudoun County Ordinance for placement of temporary signs. Individuals will be charged for sign removal from, and maintenance of, the aforementioned items. The Association will remove improperly placed and non-conforming signs.

Allowable Signage:

**Real Estate or Home Sale:** These signs must meet Loudoun County regulations with respect to size, content, and time restrictions. Only one sign may be displayed on a lot. Real estate signs must be removed within forty-eight (48) hours of closing paperwork.

- No more than four (4) directional signs may be used on an open house event.
- No balloons or other accessories to be attached to signs.
- Material for the sign and stand must be self-supporting and shall be no greater than 18" x 24".
- Signs may be placed out at 7:00 a.m. and removed by 7:00 p.m. daily

**Security Sign:** posted within ten (10) feet to the immediate left or right of and/or two (2) feet out from the front and rear entrance of a home.

**Celebration Signage:** Signs in recognition of events such as graduation, birthday party, birth announcements, etc. may be placed temporarily for up to 7 days, on or next to the front door stoop and must be removed at the end of the 7-day period. If not removed, a violation notice will be sent to the homeowner for remediation.

**Skylights:** Skylights must be mounted parallel with the roof plane. Bubble or elevated types of skylights are prohibited. The glass or surface material should be clear or dark tinted.

**Solar Panels:** See Appendix C: Roof mounted Solar Collectors may be placed on townhomes and single-family homes. This is the preferred method of Solar Collection. The panels must be a low profile and be parallel with the roof ridge and edges. All farming, piping, control devices, and wiring must be either black or the color of the roof.

Ground-mounted solar collectors can only be placed on single-family detached homes and shall be as small as possible, while still meeting the homeowner's energy requirements. They are to be in the rear of the home. The panels shall be properly screened from neighboring properties by landscaping.

**Storage Sheds:** Because storage sheds have an aesthetic impact on neighboring lots, storage sheds will only be considered and approved for the single-family homes. An inconsiderately placed or poorly designed shed can visually and functionally negate an otherwise desirable residential area. Therefore, it is important to remember in choosing and locating a shed there are needs other than storage which must be considered. It is preferred the homes yard is fenced; however, consideration will be given if the applicant's home is not fenced.

Sheds are preferred to be made of wood; however, prefabricated resin, metal and woodsheds are

permitted. They must be of neutral coloring, complementing the design of the home. The roof slope and color should match the aesthetics of the homes in the area. Roof material must be the same as that of the existing home or of neutral toned metal/resin. No shed shall exceed sixty-four (64) square feet.

**Storm Windows:** Exterior storm windows may be considered where the style of the windows and frames match the style and color of the existing window.

**Sun Control Devices (Arbors, Pergola, Trellises):** The way sun control is implemented can have a significant effect on the exterior appearance of a house and the desirable benefits of significant exposure in the winter, fall and spring.

Materials are available for application on inside of windows to reduce thermal transmission and glare; however, no shiny surfaces may be visible to the exterior of the home. These materials may provide effective and economical alternatives to trellises. Effective sun control can often be provided by such simple measures as planting deciduous trees to shade windows from undesired sun exposure.

1. Sun control devices should be compatible with the design character of the house in terms of style, color, and materials.
2. Trellis work should match the trim or dominant color of the applicant's home or be constructed of natural woods.
3. Awnings and trellises should be consistent with the visual scale of the houses to which they are attached.

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

**Material and Color:** Because of the nature of the structures, all arbors, pergolas, trellises must be constructed of quality material, with compatible design and detail and must be maintained in a like new condition.

Landscaping features are very important and should be integrated with sun control devices.

**Trash/Recycling Containers:** To provide for the general upkeep and appearance of our community, trash cans and recycling containers shall be stored out of view of the street except on the evening prior to schedule pick up after 7pm and on scheduled pickup days. Storage in front of the home is prohibited. Screened areas for trash and recycling, container storage is encouraged with natural screening, unpainted wood, vegetation, or siding with the house, and must completely screen the trash can and or recycling bin from the view of the street. All trash cans and recycling bins must be maintained in a sanitary condition at all times.

#### **STORAGE OF BOATS, TRAILERS, CAMPERS, MOBILE HOMES OR RECREATIONAL VEHICLES**

No recreational vehicle may be parked or stored in open view of residential property, residential streets or open space or other common area. This includes a homeowner's driveway. Further, the Board of Directors has defined "recreational vehicle" as follows:

1. Any boat or boat trailer, canoe, jon-boat, paddle boat, jet skis, sailboats, catamarans, rafts or inflatable and the like.
2. Any motor home or other self-contained camper.
3. Any camper slip-ons where the camper backs are twelve (12) inches or higher than the roof line of the cab of the truck.
4. Any mobile home, trailer or fifth-wheel trailer.
5. Any pop-up camper/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.

The following vehicles shall be treated in the same manner as recreational vehicles:

1. Any vehicle that is included in a State Code or County Ordinance as being defined as commercial, except that a normal passenger vehicle used for commercial purposes but not modified for commercial purposes may be permitted. (For example, a passenger vehicle, pickup truck not exceeding 1/2 ton, a passenger van - used for commercial purposes and having the name of the business written on the front doors in an area not exceeding two square feet may be permitted.)
2. Any vehicle that is included in the Vehicle Parking and Storage Violation Enforcement Procedure of the ASHBROOK HOMEOWNERS ASSOCIATION.
3. Any private or public school or church bus.

Motorized vehicles, other than ASHBROOK HOMEOWNERS ASSOCIATION owned and operated vehicles, are not permitted on the trails and common areas within the community.

#### **LANDSCAPE AND VEGETABLE GARDEN STANDARDS**

##### **Landscaping and Vegetable Gardens**

Location: Care should be exercised in the planting and maintenance of trees and shrubs to prevent obstruction of sight lines required for vehicular traffic. Also, the views of neighboring units and shade patterns of larger trees should always be considered.

Scale: Care must be exercised in selecting plant materials which upon maturity, will be an appropriate size in height and breadth for the intended location. Mature size, in height and diameter, should always be considered especially when planting close to walkways and houses. Consideration will be given to the effect plantings will have on views from neighboring houses and property.

Planting should be clustered rather than widely spread. A three-dimensional appearance of planting is improved by augmenting trees and taller shrubs with low spreading shrubs and/or ground cover. All gardens must be neatly maintained through the growing season; including removal of all unused stakes, trellises and dead growth.

An application is not required for foundation planting, trees or single plantings. However, an application is required for hedges more than two (2) feet in height or other features which in effect become structures, fences

or screens, and as part of other applications where required.

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.

An application is required for railroad ties or garden timbers which form a wall over twelve (12) inches high and eight (8) feet long. Include a site plan with the location of ties or drawn in and information on landscaping plans and any grading changes.

**Rock Gardens:** An application is required for rock gardens in the event rocks or collection of rocks exceed twenty-four (24) inches in any direction. All rocks shall be left in their natural color.

**Vegetable Gardens:** Are not permitted in the town home situation. For the single-family homes, vegetable gardens must be fenced and do not require an application if they:

1. Are located between the rear line of the house and the rear property line; and do not exceed 1/4 of the area.
2. Are not planted on a grade exceeding a ratio of five (5) feet to one hundred (100) feet; and they do not damage property below it through the flow of water onto lower property.
3. Does not encroach on ASHBROOK HOMEOWNERS ASSOCIATION open space.

#### **LOT MAINTENANCE STANDARDS**

Property ownership includes the responsibility for maintenance of all structures and grounds which 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.

**Exterior Appearance:** Residents are responsible for maintaining the exterior of their dwellings and any other structures on their lots, such as decks, fences, sheds, and playground type of equipment.

The following represents some conditions which the Architectural Committee considers a violation:

1. Peeling paint on exterior trim.
2. Recreation equipment which is either broken or in need of repainting.
3. Guttering in need of painting or replacement.
4. Fences with either broken or missing parts, which are leaning or need re-staining and/or cleaning
5. Sheds with broken doors or in need of painting or repair.
6. Decks in need of repair or re-staining.
7. Concrete or masonry block foundations and/or party walls in need of repainting.

Most residents 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 ASHBROOK HOMEOWNERS ASSOCIATION expects all residents will do this necessary maintenance to prevent any of the cited conditions from occurring in ASHBROOK HOMEOWNERS ASSOCIATION.

**Mowing:** Turf areas need to be mowed at regular intervals, maintaining a maximum height of four (4)

inches. and a minimum height of two (2) inches. Changes to this requirement may be made according to specified plans. Planted beds must be kept in a neat and orderly manner free of weeds and debris.

**Edging and Mulching:** See Appendix E: All landscaping beds and trees must be defined by a 2” deep trench. This trench separates the grass from the mulch. It holds the mulch in place, keeping it from bleeding into the grass. Mulch must be placed in all landscaping beds and around trees in a manner prescribed by the landscaping industry. Mulch should be placed around all landscaping beds and trees once a year, after removing the old mulch.

**Landscaping Borders and Lights:** See Appendix F: Landscaping borders and lights are permitted if one style of border and one style of lights is used in a yard. Both must be kept upright, neat and orderly in the landscaping.

**Lawn and Garden Fertilization:** All soil should be tested before fertilizer is added, especially in areas where drainage will flow into ponds. Special care should be taken not to over-fertilize or to fertilize lawns and gardens when there is the least chance of run-off. Soil test kits are available free from the County libraries or County Extension office.

**Trash Removal:** Each resident is responsible for picking up litter on his property and preventing wind-blown debris from originating on his land.

At no time is the ASHBROOK HOMEOWNERS ASSOCIATION open space considered a dumping ground for inorganic debris. Organic debris such as leaves, grass clippings and branches may not be dumped on open space. Yard waste is required to be recycled according to County specifications. Removal of trash and debris from all ASHBROOK HOMEOWNERS ASSOCIATION areas accumulating from resident usage will be completed as necessary. Removal of trash and debris costs the ASHBROOK HOMEOWNERS ASSOCIATION dollars and voluntary resident and neighborhood clean-up, in addition to controlling the litter at the source, saves everyone money.

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

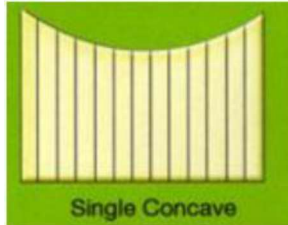
**Pesticides and Herbicides:** Pesticides and herbicides may be applied according to label instructions for the specified problem. Emphasis should be placed on organic/biodegradable materials in order to ensure the least harm to the natural environment. Care in application is extremely important along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

**Snow Removal:** Residents are required to clear snow and ice from the sidewalks in front of their homes. Sand may be used as an abrasive when necessary, but the use of any rock salt or any other deicing salts, which are known to cause concrete deterioration, is prohibited.

## **Section III: Appendix**

### **APPENDIX A: FENCE**

**Single Family Perimeter Does not back to another lot (street facing):**



Single Board: Mt Vernon Dip 4 ft

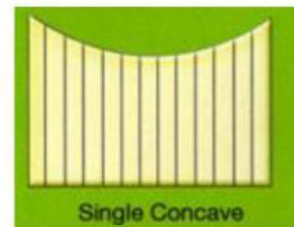
**Single Family Inside:**



Picket: Mt Vernon Dip 4 ft

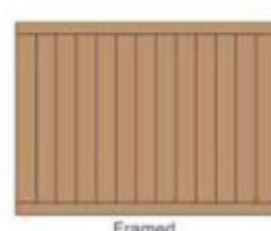
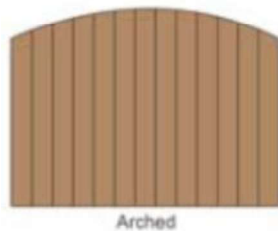


Board on Board Mt.Vernon Dip 4 ft.



Single Board: Mt Vernon Dip 4 ft

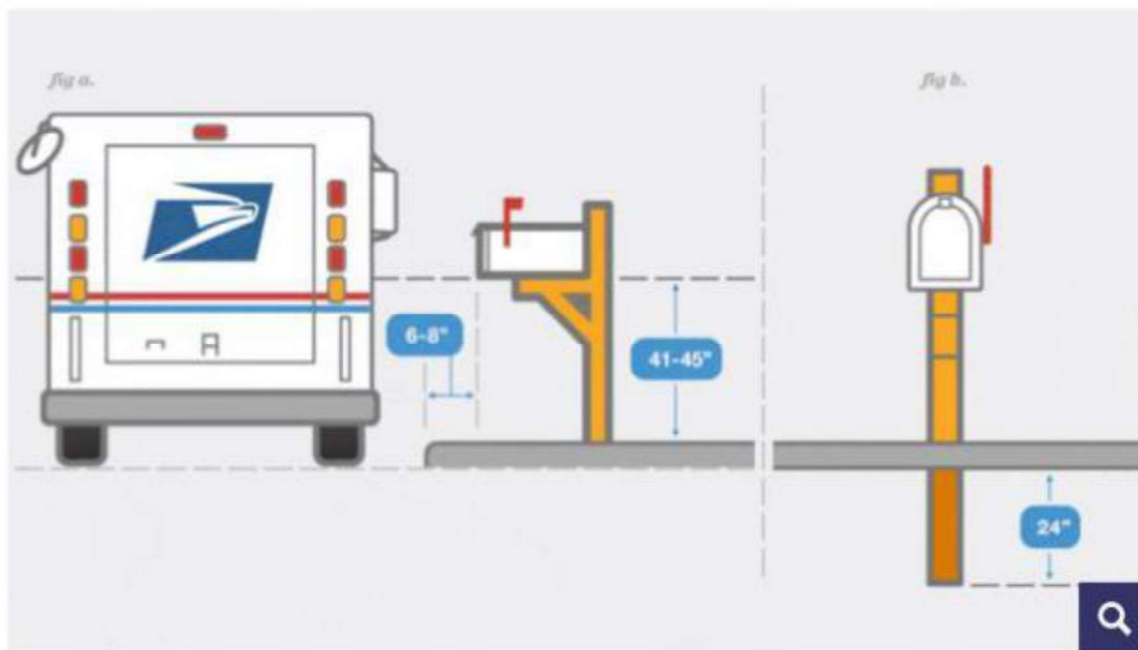
**Single Family Perimeter not facing another home:**



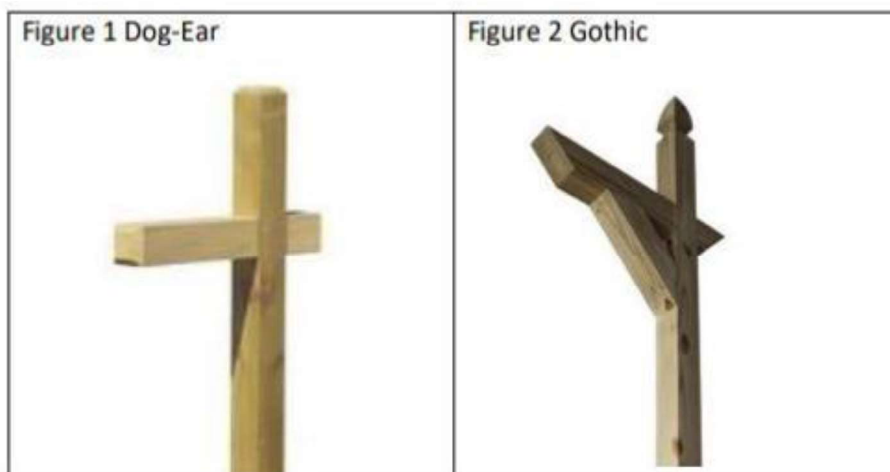
Single Board Arched Top 6 ft. , Board on Board (Shadowbox) Arched Top 6 ft., Single Board Dog Ear 6 ft., Framed or Straight Capped 6 ft.

## APPENDIX B: MAILBOXES

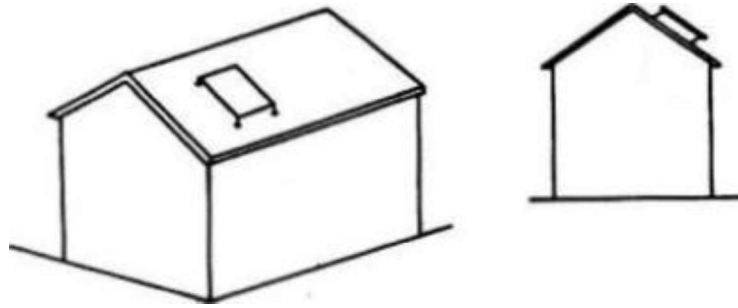
### USPS Mailbox Installation Requirements:



### Approved mailbox post types:



APPENDIX C: SOLAR PANELS/COLLECTORS

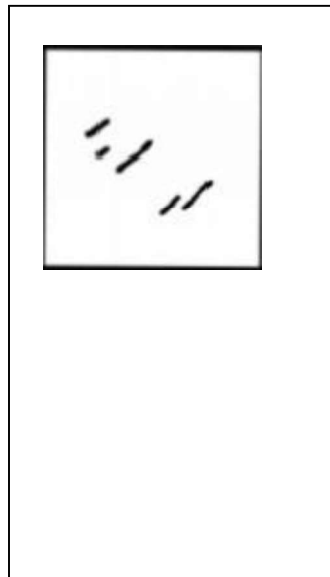


RAISED PANEL MOUNTED  
PARALLEL TO ROOF SLOPE

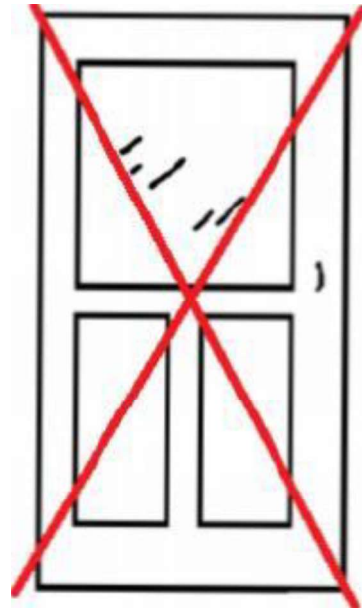
APPENDIX D: STORM DOORS



Full View



Full View-Self Storing Glass



Half-View Crossbuck  
Not Permitted

APPENDIX E: EDGING AND MULCHING



APPENDIX F: LANDSCAPING BORDERS AND LIGHTS



APPENDIX G: SUGGESTED PAINT COLORS AND STAINS



