

Architectural Guidelines



Architectural Guidelines
For The
London Towne Homeowner's Association
Centreville, VA

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London Towne Web site: www.lthoa.com

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1 GENERAL INFORMATION

1.1 INTRODUCTION

London Towne is a planned community which includes 665 residences. As with most homeowner's associations, property within London Towne is divided into two basic categories: private ownership of the homes and lots purchased by individuals, and corporate ownership of common properties, including land, by the Homeowner's Association. The London Towne Homeowner's Association is a nonprofit corporation of which all property owners in London Towne are members. Just as other business corporations, a Board of Directors elected by the members of the Association is responsible for the policies regarding the operation of the London Towne Community.

Although each lot is owned privately, and the common areas are for use by all members of the Association, there are certain restrictions and guidelines for the use, improvement and alteration to the properties within London Towne. By monitoring the exterior design of improvements within London Towne and by regulating the use of properties within the community, the Association is able to maintain a high standard of aesthetic quality, community identity and functionality which enhances property values.

The Architectural Guidelines set forth in this document have been established by an Architectural Control Committee (ACC), which is appointed by the Board, and the Board of Directors for the purpose of informing all owners within London Towne of the applicable regulations for new construction, alterations, changes and improvements to properties within the Community and to help guide owners in preparing their applications seeking approval.

1.2 AUTHORITY FOR THIS DOCUMENT

Under the Declaration of Covenants and Conditions, Architectural Control, which governs the use and development of all properties within London Towne, no building, fence, wall or other structure shall be commenced, erected or maintained upon the properties, nor shall any exterior addition to or change or alteration therein be made until the plans and specifications showing the nature, kind, shape, height, materials, and location of the same shall have been submitted to and approved in writing as to harmony of external design and location in relation to surrounding structures and topography by the Board of Directors of the Association, or by an Architectural Control Committee appointed by the Board. In addition, other provisions of the Declaration specifically authorize the Association to regulate certain matters, such as the exterior paint color of the homes, and the maintenance and upkeep of front lawns and facades.

1.3 GOVERNMENT RULES AND REGULATIONS

In addition to compliance with the rules and regulations of the Association, homeowners and residents are required to comply with all Virginia, Fairfax County, and federal laws, statutes, rules, regulations and ordinances. Any acknowledgment or approval by the Association of a homeowner's request is not intended to indicate that homeowners or residents have complied with local, state, and federal laws. The homeowner is responsible for obtaining building and other regulatory permits and for calling MISS UTILITY before digging.

1.4 APPLICATION PROCESS

Any changes to property must be requested in writing to the London Towne Homeowner's Association, in care of the Management Company, as set forth in the Declaration of Covenants and Conditions, Architectural Control. The following lists the guidelines set by the Board of Directors and/or the ACC used in considering requests for changes or additions by individual homeowners. The following is not meant to rule out other materials or reasonable differences from them, but any change or addition must be approved by the Board of Directors or the ACC. Unless stated otherwise, a written application is required. (See **APPENDIX A** for sample application.)

It is recommended that all requests be submitted at least forty-five (45) days before a project is scheduled to begin. Remember that the ACC and the Board of Directors are **volunteer** groups working for you and your community. Given the number and variety of requests, it is impossible to provide instant response to any request. All requests are given timely consideration, according to the *Declaration of Covenants and Conditions*, and all requests are answered in writing.

All requests for approval must be submitted by the **homeowner** and all correspondence relating thereto will be to the homeowner **only**. No requests made through contractors will be considered. Failure to obtain proper approval for changes or additions under Architectural Guidelines may result in written notification from the Board of Directors requiring the removal of any change or addition, assessment of monetary penalties and/or referring the matter to an attorney to compel compliance with architectural requirements.

You must -

- a. Carefully plan your improvement or modification to conform with the guidelines.
- b. Complete an Architectural Improvement Form.
- c. Include the information requested in the appropriate section of this document.
- d. Mail, fax, or deliver the completed application to the Association's management company.
- e. Confirm receipt and promptly reply to any questions posed by the ACC or the Board of Directors.

An application is approved when notice is given to the applicant in writing by the Board or its designated representative. No verbal approvals are given. The Board may issue any of the following three decisions:

"APPROVED AS SUBMITTED" – means no other information is needed and approved work may commence immediately.

"APPROVED SUBJECT TO" – means approved only if stated conditions in the approved application are met.

"DENIED" means not approved. Reasons for disapproval will be given in writing. The Board may also provide suggestions for revisions, but does not provide design solutions. A disapproval action requires a re-submittal by the applicant for review before any approvals can be given.

1.5 TIME PERIOD

The Board of Directors or ACC will try to consider each application in a prompt manner and provide a decision to the homeowner as soon as practical. In the event, however, the Board of Directors or the ACC fails to approve, modify, or disapprove in writing a **correctly filed** application within thirty (30) days, approval will be deemed granted. It is the responsibility of the applicant to contact the Management Company, prior to the commencement of any work, if notice has not been received within thirty (30) days. Total or partial disapproval will include the reasons for such disapproval. **The 30 day period begins on the day the application is received by the ACC or Board.** It is the responsibility of the applicant to verify with the Management Company the date of receipt of any application filed.

All construction must be completed in accordance with the application and the plans as approved. Changes in design made after approval has been given, or during construction, must receive written approval by the Board. Applicants requesting design change approvals should consult with the Board to determine if additional plans and/or specifications are required.

Approvals given by the Board or the ACC shall expire ninety (90) days from the date of approval for work that has not been started, unless an extension is requested and approved. Any approved work must be completed within one hundred and eighty (180) days of the date of approval, unless an extension has been requested and approved.

1.6 APPEALS AND EXCEPTIONS

Should an application be denied on the basis of the Covenants or Guidelines, and the applicant feels that the submittal was misinterpreted or that there are extenuating circumstances which should qualify them for an exception from these requirements, they may contact the Board, within sixty (60) days to discuss it. If the Board agrees that a second review is in order, the application will be placed back on the agenda for the next meeting.

In extreme circumstances and at the request of the homeowner, the Board may grant exceptions to any of the standards in this document, on the basis of one or more of the following criteria:

- a. a property condition not created by the property owner, or any previous property owner, which cannot be reasonably corrected, and which precludes compliance with any standard.
- b. Any other conditions imposed on a property owner by the Association or any other legal authority, which precludes compliance with any standard.
- c. Any significantly debilitating physical or medical condition of a property owner or tenant which precludes compliance with any standard (such exception shall be limited to the period of time that the property is occupied by the disabled person).

If an applicant feels that he or she has been unfairly denied approval by the ACC; an appeal may be filed with the President of the London Towne Homeowners Association Board of Directors.

1.7 ENFORCEMENT

Enforcement of these Architectural Guidelines shall be as stated in London Towne's Declaration of Covenants and Conditions, Exterior Maintenance and Protective Covenants and Restrictions. In the event of a violation, including the failure to perform necessary exterior maintenance in a

timely fashion, and upon written notice from the ACC or the Board of Directors, the violation must then be promptly removed or corrected.

In the event the violation is not removed or corrected within thirty (30) days after written notice, the London Towne Homeowner's Association or its agents have the right to enter upon the homeowner's Lot and remove or correct the violation. The cost of this action will be charged to the homeowner and made a continuing lien upon the lot.

1.8 LEASED UNITS

There is no restriction with regard to homeowners leasing their individual units, however, all leased units remain subject to the governing documents of the Association and the rules and regulations regarding occupancy as set forth by Fairfax County. Homeowners leasing their property are fully responsible for the actions of their tenants and will be held accountable by the Association for any violation of the Association's rules and regulations, and/or damage to any part of the common area. Tenants shall be subject to all of the rules and regulations of the Association and ordinances set forth by Fairfax County. Homeowners will be responsible for providing tenants with copies of the Association's documents in their entirety. Persistent or extreme failure by a homeowner's tenant to comply with the Association's documents may be grounds for the Association to request and pursue termination of the lease.

1.9 NO WAIVER and NO PRECEDENT

Similar to the provision stated in the Community's Declaration, the failure to enforce any provision of this document shall in no event be deemed a waiver of the right to enforce it later. Also, a variance granted for one property shall not create a precedent for another.

1.10 SEVERABILITY

Invalidation of any one of the provisions of this document by judgment or court order shall in no way affect any of the other provisions, which shall remain in full force and effect.

2 MAINTENANCE REQUIREMENTS

Every Homeowner and non-owner resident in London Towne is responsible for maintaining the appearance standards of their own property, to include such items as mowing grass, removal of trash, removal of dead vegetation, structural maintenance and overall appearance. Approval is required from the Association prior to making any modifications or changes to the exterior appearances of individually owned houses or lots. Homeowners and non-owner residents are required to maintain property in substantially the same appearance and condition as approved. Normal wear and aging of materials and finishes is to be expected; however, when the material or finish begins to break down physically, the design and appearance is no longer representative of the original approved designs for the house or property.

Any resident, who sees an apparent violation of the design and appearance standards and becomes concerned, has the right to contact any member of the Association's Board of Directors and file a complaint or a request for the Association to investigate it. The Association will investigate all verifiable complaints or requests.

Maintenance of common areas is the responsibility of the Association.

Dumping of debris or lawn clippings on common areas/open space is prohibited. Storage of personal effects on common areas by individual lot owners is prohibited. See Section **3.36 TRASH**, for further information.

2.1 DWELLINGS AND STRUCTURES

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

The following items represent *some* of the conditions which would be a violation of the Architectural Guidelines:

- a. Peeling paint on rake board, eaves, trim, doors, sheds, etc.
- b. Play structures which are broken or in need of re-staining or repainting
- c. Fences and gates with broken or missing parts
- d. Decks with missing or broken parts
- e. Dented, loose or missing siding
- f. Broken or missing window grids – does not affect Carnaby Courts area
- g. Broken or missing windows or doors
- j. Broken or missing exterior lamp posts, or those which are in need of repainting
- k. Broken shutters, or those which are in need of repainting

The items listed above are examples of violations and are not intended to be a complete list.

2.2 LAND MAINTENANCE

Lawn and turf areas shall be mowed at regular intervals, maintaining a neat appearance and a maximum height of 6 inches (allows for growth over a high cut of 3 inches). Planted beds shall be kept in a neat and orderly manner. Weeds shall be controlled in both lawn areas and planted beds. Trees and shrubs shall be routinely trimmed to maintain a well-groomed appearance. Dead or dying plants shall be promptly removed. Owners/residents are responsible for ensuring that their property is protected from soil erosion and that drainage from the property does not hinder natural drainage or divert drainage to adjoining properties.

3 GUIDELINES BY TOPIC (alphabetical order)

3.1 ADDITIONS, ALTERATIONS and NEW CONSTRUCTION

No structure or addition to a structure shall be erected, placed, changed or altered on any lot until the plan and specification, including elevation, material, color and texture and a site plan showing location of improvement shall be filed with and approved in writing by the Board of Directors of the Association or an ACC appointed by the Board. Structure shall be defined to include any building or portion thereof, fence, pavement, driveway, or appurtenances to any of the aforementioned. Additions, alterations and new construction external to the existing living units include, but are not limited to storage structures, sun rooms and decks. See individual categories for additional information. **(Reference Declaration of Covenants and Conditions, Article VII).**

The following general standards and guidelines regulate construction on the properties and common areas of London Towne. The Board of Directors or ACC will have the authority to interpret these standards and guidelines, and will have the authority to determine compliance therewith.

- a. All additions, alterations, new structures and improvements constructed upon any property within London Towne must conform in all respects to the ACC or Board approval, as well as meeting all County approved site plans, construction plans, building permits and other federal, state and local construction and development standards and requirements.
- b. The architectural design, character, form, scale and proportion of all additions, alterations, structures and improvements will be harmonious with the design and character of the existing house, adjacent houses and structures.
- c. Roofs must be architecturally compatible with the roof on the applicant's house and shingles must be compatible with the main dwelling.
- d. New windows and doors will match the original type used in the applicant's house and will be located in a manner which will relate well to the location of exterior openings in the existing house.
- e. If changes in grade or other conditions which affect drainage are anticipated, they must be indicated. Approval will be denied or revoked if adjoining properties are adversely affected by changes in drainage.
- f. Construction materials must be stored to minimize adverse views from neighboring properties. Excess materials should be removed immediately after construction is completed. No debris will be allowed to accumulate during construction.

An application is required for all external additions, alterations, changes and new construction and must contain the following:

- Property plat/site plan showing location of proposed structure and relationship to property lines and adjacent houses
- Detailed architectural drawings and plans which include exterior elevations and dimensions
- Description of materials, including such items as type of siding and roofing shingles on dwelling and proposed structure, colors and exterior lighting arrangements where applicable
- Landscape plan, which indicates the location, name and number of plantings
- Estimated start and completion dates

3.2 ADDRESS NUMBERS

Address numbers must be visible and legible from the street. Address numbers are required on all houses. Address numbers may be affixed to either:

- a. the plaque to the right or left of the front door as originally positioned by the builder;
- b. OR, if the wooden trim above the front door is at least six (6) inches in height, in the center of the wooden trim above the door.

3.3 AIR CONDITIONERS, MECHANICAL OR ELECTRICAL DEVICES

Individual window air conditioning units which extend beyond the exterior surface of the house are prohibited.

Only equipment which is an accessory to the residence (i.e., a/c units, heat pumps, etc.) is permitted on any lot in London Towne. No permanently placed machinery or equipment for any use other than as an accessory to the residence is permitted.

Exterior components of heat pump or air conditioning units shall be located in the rear of the house within the fence line.

London Towne Main Only: If replacing the originally installed wall mounted air conditioning unit, removal of the original unit is not required, however, if the unit is removed the existing hole must be sealed permanently with brick (to match existing), plywood painted to match house, or with some type of window. Cardboard is not permitted.

3.4 ANTENNAES/SATELLITE DISHES

Telecommunications Act of 1996: In the past, London Towne's Declaration of Covenants and Conditions, has prohibited all exterior television antennas. However, the *Telecommunications Act of 1996* states that Associations can no longer "impair" member's rights of receiving a television signal from satellite dish antennas (less than 1 meter in diameter), MMDS and broadcast television antennas. Although the Act allows the use of masts when necessary to achieve adequate signal reception up to twelve feet above the roofline without specific approval, it also grants communities the ability to establish and enforce guidelines regulating the location, installation, and color of these antennas, when such rules do not significantly impair signal reception, unreasonably delay the installation of the antenna, or cause an unreasonable financial burden to the homeowner. As such, the following regulations regarding antennae's and satellite dishes apply:

DTV antennas are to be mounted to approved satellite dishes or located inside the dwelling (usually the attic).

VHF and UHF regular TV antennas are to be located inside the dwelling (usually the attic). **(Reference Declaration of Covenants and Conditions, Article X, Number 10).**

Satellite Dishes shall be approved if the following criteria is satisfied by the applicant:

- a. The device is 39 inches or less in diameter
- b. The device is located in an area on the lot where it is compatible with the natural setting of the home and neighborhood, namely:
 - Entirely within and entirely below the height of an approved privacy fence which fully encloses the rear yard, or
 - On the rear side of the roof
- c. The device is the color and material which is reasonably compatible with the color and materials of the home.

- d. The device does not adversely affect the safety of others or the reception of the radios, phones and television sets of neighbors.

The Association has no obligation whatsoever to maintain common areas or any other property in order to provide or maintain unobstructed line of sight for satellite, UHF, VHF or DTV signals. Residents will not be permitted to cut, prune, or otherwise clear trees, shrubs or other vegetation from common areas in order to provide or maintain unobstructed line of sight for satellite, VHF, UHF or DTV signals, nor are the lot owners allowed to clear their own property if in violation of Association or County guidelines.

The ACC reserves the power to approve applications for satellite dishes in locations other than set forth above, if a dish, 1) would not receive sufficient signal strength for adequate reception in any of the settings described above and 2) meets all of the other criterion set forth in a., c., and d.

The ACC reserves the power to approve applications for antennae's in locations other than set forth above, if the antennae would not receive sufficient signal strength for adequate reception in the setting described above.

In either instance, the applicant shall inform the ACC in the application of 1) the problem with signal strength as determined by a professional installer and 2) the desired location. Under such circumstances, the ACC shall review the alternative location proposed by the applicant to ensure that it is necessary to afford sufficient signal strength for reception and causes the least amount of visual intrusion in the neighborhood. The ACC may require the applicant to install inexpensive visual barriers, such as lattice or landscaping, around the device in order to diminish any adverse visual effect which may be caused by the installation of the device or may require the applicant to locate the dish in another setting so long as the dish or antennae is still capable of receiving sufficient signal strength for adequate reception.

3.5 AWNINGS

Awnings installed in the front of the home are prohibited. Awnings installed in rear yards require an application. Window awnings, whether in front or rear yards are prohibited. Only retractable awnings will be considered. Retractable awnings must be in colors that blend into the surroundings.

An application is required for awning installation and must contain the following:

- Property plat/site plan showing the size and location and indicating distances from adjacent property lines
- Detailed drawings or color brochure
- Description of color and materials to be used

3.6 BARBECUE GRILLS, STANDS AND OUTDOOR FIREPLACES

Permanently installed barbecue grills, stands, and outdoor fireplaces must be located in the rear yard and must be approved prior to installation. Portable grills, stands and outdoor fireplaces must be located in the rear yard, but do not need approval. All grills, stands, and outdoor fireplaces must be maintained in good condition.

3.7 CLOTHES LINES

No clothing, laundry, or wash shall be aired or dried on any portion of the properties, in any area other than in the rear yards of the lots and then only on a clothesline of the umbrella type with a diameter not exceeding seven (7) feet. Prompt removal of clothing or other items on clothesline before nightfall is required. (**Reference Declaration of Covenants and Conditions, Article X, Number 2**).

3.8 COMMON AREA

No landscaping or other modifications may be made on the Common Area except by the express authority of the Board of Directors. No debris, or objects of any kind, are to be dumped or stored on the Common Area. Residents depositing trash, debris or objects, or causing damage to the Common Area will be held responsible for any costs incurred by the Association to return the Common Area to its original condition.

3.9 COMPOST

Compost piles for grass clippings and leaves must be properly maintained so as not to be offensive to neighbors and must be located in the rear yard only.

- a. Compost should be contained in prefabricated composting bins.
- b. Compost piles and bins must be maintained in good condition and shall only be used for grass clippings and leaves. Discarding of food and food by-products into compost piles is prohibited.

Compost bins meeting these requirements do not require an application.

3.10 DECKS

Decks must be located in rear yards, directly behind the house, and must be maintained in safe condition and repair and must comply with all Fairfax County and building code requirements. Decks, or wooden porches, are not permitted in the front of the house. Lattice side walls may be added, provided they do not exceed six (6) feet in height, measured from the floor surface. Permanent roof structures, of any kind, are not permitted.

Wood decks may be left to age naturally or may be stained with transparent or semi-transparent stain. Stain colors for decks must be a natural wood color. Stain color must be stated in the application and approved.

When deck plans include other exterior changes such as fencing, lighting, plantings (trees, shrubs, planter boxes, etc.), sheds, hot tubs, etc., other appropriate sections of these guidelines should be referenced.

If the under deck area will be used for storage, lattice walls must be used.

An application is required for all new decks and any modifications to existing decks and must contain the following:

- Property plat/site plan showing the size and location and indicating distances from adjacent property lines

- Detailed drawings and architectural plans which include exterior elevations and dimensions of railings and/or screening, posts, stairs, steps, benches, and other details to clearly describe the proposed work. Include height of deck above ground
- Description of color, materials and screening, if required, to be used

3.11 DISTURBANCES

No noxious or offensive activity shall be carried out upon any portion of the residential property nor shall anything be done or permitted to remain on any lot which may be or may become a nuisance or annoyance to the neighborhood. (**Reference Declaration of Covenants and Conditions, Article X, Number 5**).

3.12 DOG HOUSES AND PETS

Dog houses no larger than twenty-five (25) square feet are permitted, as long as they are located behind the dwelling, within the confines of a fenced yard below the height of the fence line, and are well maintained.

No domestic livestock or wild animal shall be kept or maintained on any lot; however, any common household pet may be kept or maintained provided that they are not kept, bred, or maintained for commercial purposes and do not create a nuisance or annoyance to surrounding lots or the neighborhood and are subject to state and county ordinances and regulations. (**Reference Declaration of Covenants and Conditions, Article X, Number 7**).

It is the responsibility of the pet owner or custodian to clean up any waste deposited by their pets on private or common area property. Failure to do so is in violation of Fairfax County ordinance. Dogs over four months old must be licensed annually through Fairfax County and vaccinated against rabies. All dogs must have a license tag securely attached to a collar and worn whenever the dog is off the owner's property. Cats over four months old must be inoculated against rabies but are not required to be licensed.

3.13 DOORS

Aluminum storm doors and steel security doors must be compatible with exterior design and color and shall be finished to match the woodwork trim color or the front door. Full view storm doors are preferred, but not required. Excess ornamentation not consistent with other ornamentation on the house may not be approved. Damaged or unsecured door units shall be repaired or replaced. Clear finish aluminum will not be approved. Storm door installation requires the submission of an Architectural Improvement Form.

An application is required for new installation and replacement of storm doors and must contain the following:

- List all existing exterior colors on the house and other structures and include a color photograph
- Actual picture or brochure of storm door
- Actual color samples of the new colors to be used
- Description of color schemes used on houses adjacent, across and diagonal from applicants' house

Replacement front doors shall be compatible with exterior design and color. Replacement front door installation will require the submission of an Architectural Improvement Form.

An application is required and must contain the following:

- List all existing exterior colors on the house and other structures and include a color photograph
- Actual picture or brochure of replacement door
- Actual color samples of the new colors to be used
- Description of color schemes used on houses adjacent, across and diagonal from applicants' house

Broken storm or front doors must be repaired or replaced promptly; not to exceed thirty (30) days.

Approval is not required for back door replacement, but the door must be in proper order, condition and repair.

3.14 DRIVEWAYS

Existing driveways must be paved and maintained in good repair. The Association may require correction of asphalt pavement that has multiple cracks, indentations or ruts, broken pieces, large oil stains, etc. Repair or replace section of pavement with matching asphalt.

CARNABY COURTS SECTION ONLY: If recess at the head of the driveway is partially enclosed, enclosure must be maintained and be compatible with exterior design and color of the house.

Applications for alterations or new installation will be considered on a case by case basis and **ONLY** after a thorough investigation is completed by Fairfax County of the adverse impact on adjoining properties and the Community as a whole.

An application is required and must contain the following:

- Site plan showing location, dimensions and distance from adjoining properties
- Description of materials to be used
- Fairfax County Environmental Impact Study
- Study indicating impact on surrounding property

3.15 EXTERIOR COLOR CHANGES AND APPLICATION

An application is not required in order to repaint a house or trim if the existing approved color is matched. All exterior color changes must be applied for and approved (**Reference Declaration of Covenants and Conditions, Article X, Number 9**). Color selections must be harmonious with surrounding dwellings and the general color scheme in London Towne. Colors must be representative of the original Colonial exterior color scheme as used by the builder. This requirement applies to siding, entrance doors, shutters, trim, roofs, porches, lamp posts and other structures. It is the responsibility of the applicant that the finished, dried paint matches the color of the paint approved by the ACC or the Board of Directors. Sample paint colors will be made available at the Management Company. Additional requirements are:

- a. Only the materials existing on the dwelling or compatible with the architectural design and character of the community will be approved.
- b. Exterior color changes will be approved only if the proposed color is in harmony with the other existing dwellings in the community and if the color matches colors originally employed in the community. Colors selected must be harmonious with each other and with other finishes such as masonry and roof colors.
- c. No two adjacent dwellings may have painted areas with the same shutter colors, nor may more than two dwellings in a connected row have painted areas of the same colors.
- d. Only those areas that are painted may be repainted. Unpainted areas and unstained areas such as brick and fencing (public exposure) shall remain unpainted and unstained.
- e. All eaves and rakeboards shall be the same color.
- f. Windows, window trim, door trim, and doors shall match the eaves and rakeboard trim.
- g. Shutters, or stucco, should be a different color or shade of color from the trim color.
- h. Completion is required within thirty (30) days of initiation.

Applications must contain the following:

- List all existing exterior colors on the house and other structures and include a color photograph
- Actual color samples of the new colors to be used
- Description of color schemes used on houses adjacent, across and diagonal from applicants' house

3.16 EXTERIOR DECORATIVE OBJECTS (FRONT OF HOUSE)

In keeping with the design intended by the original builder, and to provide a sense of uniformity and continuity, unless otherwise stated, all exterior decorative objects in the front of the house must be submitted for approval.

Portable outdoor furniture may be used in the front of a home on a temporary basis only. Portable outdoor furniture may not be stored on front stoops, entryways or in front yards. Portable outdoor furniture must be designed and intended for outdoor use; and must be stored out of view when not occupied. Portable outdoor furniture is defined as chairs or benches made of plastic or aluminum, any type of folding chairs, stadium type chairs, or other forms of outdoor seating of any kind that can be moved with little or no effort. No application is required when these requirements are met.

Permanent outdoor furniture must be arranged in an orderly fashion and must be in keeping with the style of home in which you live. In addition, the furniture must be designed and intended for outdoor use and must be safely and appropriately installed. Permanent outdoor furniture will be limited to a maximum of two chairs or one bench per lot. Permanent outdoor furniture is defined as chairs constructed of dark colored (black or green) wrought iron or benches constructed of dark colored iron, wood (natural wood colors only), or a combination of wood and iron. Picnic tables and/or benches, Adirondack chairs and swings of any kind, in the front of the house (front yard or porch), are prohibited. Permanent outdoor furniture, located in the front of the home, requires approval prior to installation.

Changes in all attached, permanent, exterior decoration (i.e., trim, eyebrows, etc.) must first be submitted for approval. Changes in door knockers, kickplates and security viewfinders do not require approval.

Exterior decorative objects, less than two (2) feet in height and eight (8) inches in width and depth do not require approval. Exterior decorative objects must be maintained in good appearance and must be compatible in general style and in quality of materials and workmanship with the architectural characteristics of the home, adjoining homes and the neighborhood setting. Decorative objects must compliment the overall appearance of the home and not detract from it in any way that draws attention to the object. Objects must not substantially intrude by sight, sound or smell upon adjoining homes or the neighborhood setting. Landscape designs, including decorative objects, must maintain 70% of yard in grass or live ground cover.

Holiday decorations (including decorative flags and banners) do not need approval, but are permitted only thirty (30) days prior to and after the commemorated holiday.

3.17 FACADES

It is the responsibility of each homeowner and non-owner resident to maintain their existing house facade in substantially the same material condition as originally built. There is a similarity in the architecture of the front or street facades in London Towne. They vary from each other mainly in details such as window heads, front door trims and occasional Tudor roof designs with gables. Brick, siding, trim, roof and shutter colors, provides other differences. Any proposed modification, which substantially alters the appearance of any front facade, will not be approved. Rear facades have not received the same formal design treatments as the front facades. The Board or ACC may exercise more discretion in the consideration of modifications to the rear of houses when modifications are proposed that will not detract from the overall building appearance.

Missing, hanging, broken or otherwise unsightly siding, trim and shutters must be repaired/replaced as promptly as possible. No application is needed for replacement of siding, trim or shutters that match existing compliant colors, materials and design.

Exterior siding, architectural trim and detailing shall be consistent with the original design theme of the house. Eaves, cornices, rakes, columns, corner boards, etc. shall be consistent with the style of the house and existing trim and sized appropriate to the scale of the house. Exact replacement of these elements (materials and colors) does not require approval. An application is required for changing siding, trim, and/or shutter color. See section on **EXTERIOR COLOR CHANGES AND APPLICATION.**

Shutters are required to be maintained on all front and side windows except where they were not included in the original facade design. Damaged or missing shutters or elements of shutters are required to be repaired or replaced with the same style and material unless a new style or material is approved. If approved, all shutters must be replaced in the new style or material. Replacement using the same style, material, color and size (within 1 inch) does not require approval as long as all the shutters on one level of the facade are replaced. Shutters shall be sized appropriately to the window. Shutter height should be roughly equal to the window sash height. Rear window

shutters will not be approved. Shutter width shall be approximately one half of the window width of single windows.

All masonry work must be maintained in good repair. No application is needed for replacement of masonry work that matches existing compliant colors/materials. An application is required for changing masonry work and/or color. See section on EXTERIOR COLOR CHANGES AND APPLICATION.

3.18 FENCES

Fences are not required, however, rear yards not enclosed within a fence will be subject to the same rules regarding maintenance and upkeep as front yards. Removal of existing fencing requires an application and approval from the ACC or the Board of Directors.

All fences, unless replacing with like and kind of an existing conforming fence, require an application and approval from the ACC or the Board of Directors.

Applications must include the following:

- Property plat/site plan showing relationship of fence to property line and front planes of houses (if applicable)
- Picture or drawing with detailed description of fencing including dimensions
- Materials and color

Regulations for the construction and approval of fences are provided below:

- a. Fences will be made of wood or brick material only. Chain link fences are prohibited.
- b. Fence heights shall be no less than 6 feet and no greater than 8 feet, including all decorative trim, etc.
- c. Fencing finished on one side only must have the finished side facing out.
- d. Gates shall be constructed of the same material and be of the same height and color as the fence and shall not exceed 48 inches in width.
- e. Fences are only allowed in back or side yards and cannot be any closer to the front of the house than 15 feet.
- f. Privacy fences on side yards of end units cannot extend more than 20 feet out from the wall of the house or to the property line, whichever is less.
- g. Fences made of wood may be board-on-board, basket weave or stockade. Fences for end-units may also be split-rail or dowel-rail. Split rail fences are permissible as property dividers in the Carnaby Courts section of London Towne only.
- h. Property lines on end units bordering common areas may be delineated by split-rail or dowel-rail fence only.
- i. The use of tree trunks (natural wood or stone) to divide property lines is prohibited.
- j. Fences may be left to age naturally or may be stained with transparent or semi-transparent stain. Stain colors for fences must be a natural wood color. Stain color must be stated in the application and approved. Painting is not permitted. All fences must be maintained in proper and safe order, condition and repair.

Exceptions:

Temporary fences or wickets up to eighteen (18) inches in height are excluded from the foregoing requirements, but must conform as follows:

- a. Temporary fences to protect property improvements during period of establishment (ex: lawn seeding, new sod planting, etc.).
- b. Wickets and lattice-type fences, seasonal in nature (March through October) to protect individual plantings or flower beds must be in good repair (not rusty or broken). All other decorative fences are prohibited.
- c. Seasonal fences may not be used as perimeter fencing for lot boundaries.

3.19 FIREWOOD

Firewood shall be stored within the confines of the rear yard, not to exceed the height of the fence. For units without fences, firewood shall be neatly stacked in such a manner as to avoid adverse visual impacts for adjoining properties. Firewood should be stacked in piles which do not exceed 8 feet in length, four feet wide and four feet in height for safety considerations.

Firewood may not be stacked in common areas. No application is required if stated guidelines are met.

3.20 FRONT STOOPS, ENTRYWAYS AND RAILINGS

Front stoops and entryways are only permitted on homes within London Towne which contained stoops and entryways, as part of their original design, and must be maintained in good repair. An application is required when replacing existing front stoops and entryways. Applications for new stoops and entryways, or additions to existing stoops and entryways, will not be considered, except where individual safety is concerned. Front stoops and entryways on Tudor style homes may not extend beyond the facade or overhang of the home. Railings, of any kind, painted concrete, carpeting and/or screens are not permitted.

Front stoops, entryways, and iron hand railings on stairs shall not be modified from their original design without approval. Any required replacement shall utilize materials and designs identical to the existing structure.

Applications must contain the following:

- Property plat/site plan showing the exact location and dimensions of the porch
- Materials to be used, including color
- Method of installation including a description of any grading changes and resulting impact on adjacent properties
- Expected date of completion

3.21 GUTTERS AND DOWNSPOUTS

Gutters and downspouts must be properly secured to the house, maintained and painted to match the rest of the house trim.

Discharge from downspouts must not adversely affect drainage on adjacent properties.

Missing, hanging, broken or otherwise unsightly gutters and downspouts must be repaired/replaced as promptly as possible.

No application is required for replacement of existing gutters and downspouts as long as they match the profiles of the existing units and color matches trim. An application is required for installation of additional gutters and downspouts or change of color or type of existing gutters and downspouts. Also see section on **EXTERIOR COLOR CHANGES AND APPLICATION.**

3.22 HOT TUBS/SPAS

An exterior hot tub or spa must be located at the rear of the house. The hot tub or spa must blend with the exterior finish of the home, deck or patio to which it is connected.

Applications must contain the following:

- Property plat/site plan showing location of hot tub in relationship to home, deck, and/or patio
- Description and dimensions of screening, if any, and landscape plan if applicable
- Manufacturer's brochure or detailed description of spa, including dimensions

3.23 LANDSCAPING

All landscaping shall demonstrate sensitivity to the interests of adjacent property owners to enjoy light and open views. Landscaping may not obstruct sight lines for vehicular traffic. Landscaping must not adversely affect drainage on neighboring properties or utility lines. Trees and bushes should be spaced so they will not overhang property lines, sidewalks, and common property in the foreseeable future. Hedges and shrubs used in landscaping must be trimmed to a maximum height of five (5) feet and maintained in an orderly fashion. Hedges and shrubs used as property dividers must be trimmed to a maximum height of three (3) feet and maintained in an orderly fashion. Call Miss Utility or other applicable authorities before you dig.

Stone, rock groupings, tree trunks (wood or stone), gravel and pebbles are prohibited along property lines.

Landscape designs of such a scale or type as to be inconsistent with the existing design features of the house, adjacent houses and the community are prohibited. Landscape designs must maintain 70% of yard in grass or live ground cover. Examples of unacceptable landscape designs include the substantial or total removal of turf and replacement with another material, such as mulch or gravel.

Front and corner side yards shall be landscaped with a combination of seeded or sodded lawns and, if desired, with planting beds and trees. All yards and landscape planting beds must be neatly maintained, including removal of all weeds, dead growth, and unused stakes. Planting beds may be edged with commercially available edging such as decorative cast concrete, bricks, stones, vertical wood edging or landscape timber edging. All other edging materials must be submitted for approval.

An application is not required for landscaping that meets the requirements stated above.

For additional information, please reference the following sections: EXTERIOR DECORATIVE OBJECTS, ROCK & STONE FEATURES, SIDEWALKS AND STEPS, VEGETABLE GARDENS, and WALLS (RETAINING).

3.24 LIGHTING (FRONT YARD)

The originally installed gas post fixture, or an approved replacement (may be electric) must be in place, be properly maintained, and be illuminated from dusk to dawn. An application for light pole replacement must be filed with the ACC or the Board of Directors prior to replacement.

Applications must include the following:

- Photo or brochure of fixture
- Photo or brochure of light pole
- If converting to electric, documentation providing proof light pole will be equipped with mechanism allowing dusk to dawn operation
- Colored bulbs, of any kind, are prohibited

Replacement fixtures must be in keeping with the style of the original pole fixture. See **APPENDIX B** for approved light fixture samples.

Requests to remove light poles will not be approved. Requests to install wall mounted exterior lights, in lieu of light poles, will not be approved.

Requests to add wall mounted exterior lights in addition to pole-mounted lights will be considered. Decorative front door light fixtures shall be compatible in style and finish with the traditional style of the houses in London Towne. See **APPENDIX B** for recommended fixture styles.

No exterior lighting shall be directed outside the boundaries of a lot. High intensity house or pole mounted area lights are not permitted. (High intensity light means, but is not limited to, any fixture using mercury vapor, metal-halide, or sodium vapor lights.)

3.25 PARKING – VEHICLES and EQUIPMENT

All cars and other allowed vehicles must be parked in driveways, designated parking areas, or appropriate street parking. Parking is not permitted on non-paved areas (whether homeowners' lots or common property). Major repairs to motor vehicles are not permitted on any lot, common area, or on any public or private street located within London Towne. More complete information regarding London Towne's parking regulations can be found in Parking Resolution #9.

3.26 PARTY WALLS

Each wall which is built as a part of the original construction on the Property and any part of which is placed on the dividing line between separate Lots shall constitute a party wall and with respect to such wall, each of the adjoining Owners shall assume the burdens, and be subject to an easement for that portion of a party wall on the Lot, and be entitled to the benefits of these

restrictive covenants and, to the extent not inconsistent herewith, the general rules of law regarding party walls and of liability for property damage due to negligence or willful acts or omissions shall apply.

The cost of reasonable repair and maintenance of a party wall shall be shared by the Owners sharing a party wall.

If a party wall is damaged or destroyed by fire or other casualty or by some cause other than the act of one of the adjoining Owners, his agents, or family (including ordinary wear and tear and deterioration from lapse of time) then, in such event, both such adjoining Owners shall proceed to rebuild or repair the same to as good condition as formerly, in proportion to their respective use of the party wall.

If any such party wall is damaged or destroyed through the act of one adjoining Owner or any of his agents or guests or members of his family (whether or not such act is negligent or otherwise culpable) so as to deprive the other adjoining Owner of the full use and enjoyment of such wall, then the first of such Owners shall proceed to rebuild and repair the same to as good condition as formerly, without cost to the adjoining Owner.

An owner who by his negligent or willful act causes the party wall to be exposed to the elements shall bear the whole cost of furnishing the necessary protection against such elements.

The right of any Owner to contribution from any other Owner under this article shall be appurtenant to the land and shall pass to such Owner's successors in title.

(Reference Declaration of Covenants and Conditions, Article VII).

3.27 PATIOS

All patios require approval. Patios shall be located in rear yards and may not extend around to side or front yards. The scale, location, and design shall be compatible with the lot, house, and surroundings.

Any adverse drainage which might result from the construction of a patio shall be corrected by the homeowner.

Applications must contain the following:

- Property plat/site plan showing the exact location and dimensions of the patio.
- Materials to be used including color
- Method of installation including a description of any grading changes and resulting impact on adjacent properties

3.28 RECREATION AND PLAY EQUIPMENT

Permanent or semi-permanent play equipment which constitutes a structure or is appurtenant to an existing structure requires approval. Examples include: oversized playhouses, swing-sets, play-sets, etc.

The following factors will govern approval of permanent or semi-permanent equipment:

- a. Location. Equipment must be located in the back yard.
- b. Scale and Design. Structures and equipment must be compatible with the lot size. The design and any visual screening are additional considerations in evaluations and may be required when there might be an adverse visual impact on other lots or the common area. Dimensions and photographs or sketches of play sets must be included in an application.
- c. Color and Materials. While wood left in natural color to weather is encouraged, the wood may be stained with a semi-transparent or solid stain that must be the color of naturally occurring wood (oak color, redwood color, etc.) Metal play equipment must be repainted as needed to prevent rust. Tarps and/or canopies may be solid in color or can be 3 (three) primary color striped (red, yellow, blue). "Neons" and any other bright colors are prohibited.
- d. Playhouses. Playhouses must be of a natural wood color, painted earth tone colors or match the color scheme of the house. Play houses must not exceed 25 square feet and not more than 6 feet in height. Only single door openings are permitted and opening must not exceed 20 inches in width and 48 inches in height. Play houses must not be used as or converted into storage sheds.

All play equipment must be maintained in good condition and neatly situated at all times.

Applications must contain the following:

- Property plat/site plan showing location of equipment
- Detailed description of materials or manufacturer's brochure, including exact dimensions of equipment
- Proposed colors, including any tarps or canopies
- Landscape screening plan, if needed

3.29 ROCK & STONE FEATURES

Stone, gravel, and pebbles are prohibited along property lines. Only natural color stone, gravel and pebbles are permitted in landscape beds and between stepping stones. They are not permitted for outlining driveways. An application is required if the rocks or collection of rocks exceed 12 inches in width, depth, height, or length.

Applications must contain the following:

- Property plat/site plan showing location of stone or rock groupings
- Description of stone or rock groupings including size, type and color of rock.

3.30 ROOFS

No application is required to replace roofing with same color and materials. Application is required for change in roof color or type. See Section on **EXTERIOR COLOR CHANGES AND APPLICATION.**

Applications must contain the following:

- Sketch of the house with changes clearly diagrammed
- Sample of new roof shingle

Approved changes must be completed within thirty (30) day of initiation.

3.31 SATELLITE DISHES. See section on ANTENNAS/SATELLITE DISHES

3.32 SECURITY BARS

The use of security bars or gates on windows and doors requires approval. Residents interested in increased security may wish to consider installing an alarm system that notifies a security company. This section is not intended to prevent use of a single bar on the inside of a sliding-glass door to prevent the door from opening.

3.33 SIDEWALKS AND STEPS

All sidewalks and steps must be maintained in good repair. The Association may require correction if concrete pavement has multiple cracks or spalled surface with loose aggregate.

Sidewalks must be installed flush to the ground. Only flagstone, brick, concrete or pavers may be used. The scale, location and design must be compatible with the lot, house and surroundings. All sidewalks and steps must be installed pursuant to industry/manufacturer's standards and local government regulations. Handrails are not required, but are advisable for safety.

An application is required for all new construction of sidewalks and steps, and for replacement or realignment of existing walks and steps. An application is required for the installation or replacement of handrails.

Applications must contain the following:

- Property plat/site plan showing the exact location of the pathway or sidewalk
- Materials to be used in construction of sidewalk or steps, including color. If using brick, color should match the color on the house
- Materials to be used in construction of handrails
- Method of installation plus a description of grading changes required, if any, and the resulting impact on the neighbors
- Estimated start and completion dates

3.34 SIGNS

3.34.1 REAL ESTATE SIGNS

Only one sign advertising a property for sale or for rent may be displayed. Such signs may not exceed five (5) square feet in area. The signs may only be placed in the front yard of available properties. Signs are not permitted on Association property. Signs and signposts are to be maintained in vertical alignment and without any unsightly, broken, or loose hanging face boards. Real estates signs shall be removed within 7 days after a sales or rental contract is finalized. (Reference Declaration of Covenants and Conditions, Article X, Number 6).

3.34.2 OTHER SIGNS

No sign of any kind larger than one (1) foot square shall be displayed to the public view in any lot. (Reference Declaration of Covenants and Conditions, Article X, Number 6).

3.35 STORAGE SHEDS

No temporary building is permitted on any lot. Certain types of permanent storage sheds are permitted as described in the sections below. No storage shed is permitted on Association property.

Only one storage shed is permitted per lot. Shed may not exceed eight feet in height and ten feet in width (8x10). Shed must be located between the rear of the house and the rear property line, within the confines of the property line and within an enclosed fence. Three types of shed construction are permitted on lots:

1. Wood sheds with a wood or asphalt shingle roof. Sheds, if painted, should match the siding and trim color of the house or matching siding may be used. Wood sheds may also be stained in natural wood colors, or left to age naturally. The shingle color is to match the existing roof on the house.
2. Plastic or rubber shed; must be beige, green or brown in color.
3. Metal sheds; must be beige, green or brown color. Metal sheds must be kept painted to prevent rust.

Applications for all sheds must contain the following:

- Property plat/site plan showing the exact location of the shed
- Description and dimensions of shed with elevation drawings (front, side and rear views)
- Materials to be used, including color
- Color of house and roof

Construction of approved shed must be completed within thirty (30) days of initiation.

3.36 SWIMMING POOLS (REAR YARDS)

Above ground pools exceeding three feet by six feet (3x6) require approval from the ACC or Board of Directors. In-ground pools are not permitted.

Applications must contain the following:

- Property plat/site showing relationship of pool to house and property lines with dimensions
- Color picture or brochure
- Full set of drawings to include dimensions and materials

Method of installation including a description of any grading changes and resulting impact on adjacent properties. Drainage may not cause damage to any neighboring property or common areas.

3.37 TRASH

Trash and recycling containers, including yard debris (grass clippings, tree trimmings, etc.), shall not be placed at the street for pickup prior to 5:00 p.m. the day before pickup. Trash cans and recycling bins shall be collected promptly after trash pick-up (the same day as trash pick-up).

No trash, garbage or other waste material or refuse shall be placed or stored on any lot except in covered sanitary containers placed on the rear of the lot, at least five (5) feet from any lot line. Trash cans may not be stored on Association property. Trash cans may not be stored in front or side of the house. All waste containers shall be kept in a clean and sanitary condition and emptied regularly. (**Reference Declaration of Covenants and Conditions, Article X, Number 8**).

Owners/residents are responsible for picking up litter on their property and debris on common ground that originated from their property. Plastic trash bags containing food and related refuse must be placed in a secure container.

Burning of trash or refuse is not permitted. Dumping on common ground is not permitted.

See **APPENDIX D** for Trash Removal Procedure.

3.38 TREE REMOVAL

Large trees may NOT be removed without the prior approval of the ACC or Board of Directors. Trees needing approval for removal include live trees with a diameter in excess of 4 inches, measured two (2) feet above ground level. Removal of dead trees, trees in danger of falling and trees destroying driveways or sidewalks must also be approved, prior to removal. Upon removal, homeowner/resident must remove or grind any visible stump left by the tree. In some instances, homeowner/resident will be required to replace the removed tree. (**Reference Declaration of Covenants and Conditions, Article X, Number 3, 4**).

No trees, shrubs or other vegetation on common areas are to be cut, pruned, or removed by homeowners/residents.

Homeowner/residents are advised to consult with Fairfax County for compliance with the county ordinances on tree cutting.

Applications for removing large trees must contain the following:

- Property plat/site plan showing exact location of tree(s) to be removed
- Indication of reason for removal
- Pictures of affected trees and surrounding property

3.39 VEGETABLE GARDENS

Vegetable gardens must meet the following conditions:

- a. Located between the rear line of the house and the rear property line.
- b. Water from the garden does not damage common ground or neighboring property.
- c. Gardens must not encroach on Association common ground.

- d. Gardens must be neatly maintained including removal of weeds, dead growth and unused stakes or trellises.
- e. Gardens must be for personal consumption, not for commercial purposes.

No application is needed for vegetable gardens meeting these requirements. For flower gardens, please reference the section on **LANDSCAPING** and **EXTERIOR DECORATIVE OBJECTS**.

3.40 WALLS (RETAINING)

Retaining walls will only be considered as an effort to combat erosion. The area behind an approved retaining wall must be maintained as a planter only. Retaining walls and similar features require application and approval, and will be considered on a case by case basis. Walls must meet the following criteria:

- a. Walls must be made of stone, brick, stucco material, wood, or a combination thereof.
- b. Walls must not exceed 4 feet in height and may not extend beyond the front plane of the house or the front plane of adjacent houses.
- c. They are to be installed for the sole purpose of combating erosion.
- d. They must not cause adverse drainage conditions for adjacent properties. Applicant must correct any drainage problems that do arise within 60 days.
- e. Brick walls must match brick used on house.

Applications must contain the following:

- Property plat/site plan depicting location of wall(s) with respect to house and adjacent houses
- Description of material to be used
- Detailed drawing of proposed structure including dimensions

3.41 WINDOWS

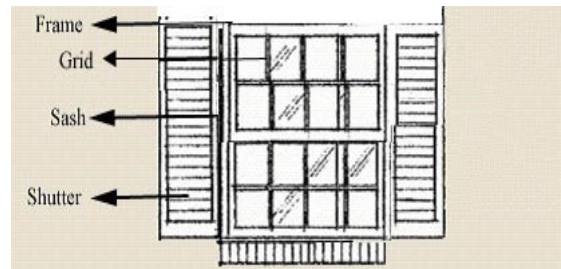
Broken windows and screens must be repaired or replaced promptly; not to exceed thirty (30) days. Window replacement requires application and approval by the ACC or the Board of Directors.

No changes may be made to the style or location of windows on the front facade of any house, nor may any additional windows or doors be added. If it is necessary to replace a window or windows, a unit type with the same or similar sash and face, and grid or mullion sizes and layout must be used for replacement. Trim that is capped with aluminum or vinyl must match the color of the house trim. If the new windows are not an exact replacement, then all windows on the same level of the house facade should be replaced. Identical replacements or pre-approved items need not be submitted to the Board or ACC in drawings.

Requests to replace windows, or to add or relocate windows on the rear of the house, so long as the resulting appearance does not detract from the appearance of the overall connected building will be considered.

Applications must contain the following:

- Actual picture or brochure of replacement windows
- Actual color samples of the trim and capping (trim edge around window) color



London Towne Main Residents Only: Replacement windows shall match the original Colonial style (8 grids over 8 grids) in appearance and be compatible with exterior design and color. (See sample picture above.)

Carnaby Courts Residents Only: Replacement windows shall match the original style in appearance and be compatible with exterior design and color.

3.42 YARD SALES

Only scheduled community yard sales are permitted within the confines of London Towne; individual yard sales are prohibited. Community yard sale dates will be determined and posted by the Board of Directors. On scheduled community yard sale dates, residents may utilize designated common area property for the period of the sale, as well as any area within London Towne that does not impede the flow of traffic or become a nuisance to surrounding neighbors. Community yard sales are for London Towne residents and their guests **ONLY**. Only the Board of Directors, or its designated agents, are permitted to post signs advertising community yard sales. Property clean up is the responsibility of all residents participating in the community yard sale.

APPENDIX

APPENDIX A – Sample Architectural Improvement Form

(Completed Form)

**London Towne Homeowner's Association, Inc.
Architectural Improvement Request Form**

To: London Towne HOA Architectural Control Committee
c/o Sequoia Management Company, Inc.
13998 Parkeast Circle
Chantilly, Virginia 20151-2283

Name of Applicant: John Doe

Address: 1234 Paddington Lane

Telephone Number: 703-555-9876 (H) 703-555-4567 (W)

Proposed Improvement: Fence Deck Lighting Windows Color Change

Other (please describe): Would like approval to replace existing original windows with energy efficient windows.

Windows will be in same style as existing windows (8 grids over 8 grids). Trim color and capping/cladding will match original color (hunter green), please see attached manufacturer's brochure for window description.

APPLICANT MUST SUBMIT THE FOLLOWING WITH THE APPLICATION

1. Site plan showing size, shape and location of improvement to residence and to adjoining properties (including specific dimension of improvement and distances to adjoining properties)
2. Manufacturer's brochure, if available
3. Color samples, if applicable
4. Architectural plans/drawings (for major additions/improvements)
5. Grading plan (if applicable)
6. Detailed written description of improvement

Applicant hereby warrants that Applicant shall assume full responsibility for:

1. All landscaping, grading, and/or drainage issues relating to the improvements
2. Obtaining all required State or County approvals relating to said improvements
3. Complying with all applicable State and County ordinances
4. Any damage to adjoining property (including Common Area) or injury to third persons associated with the improvement

Signature of Applicant February 1, 2004
Date

Architectural Control Committee

Date Application Received: February 6, 2004 Request Approved As Submitted: _____

Request Approved Subject To: _____

Request Disapproved Because: _____

Signature – ACC/Board Member Date

London Towne Homeowner's Association, Inc. Architectural Improvement Request Form

To: London Towne HOA Architectural Control Committee
c/o Sequoia Management Company, Inc.
13998 Parkeast Circle
Chantilly, Virginia 20151-2283

Name of Applicant: _____

Address: _____

Telephone Number: _____ (H) _____ (W)

Proposed Improvement: ___ Fence ___ Deck ___ Lighting ___ Windows ___ Color Change

___ Other (please describe): _____

APPLICANT MUST SUBMIT THE FOLLOWING WITH THE APPLICATION

- 7. Site plan showing size, shape and location of improvement to residence and to adjoining properties (including specific dimension of improvement and distances to adjoining properties)
- 8. Manufacturer's brochure, if available
- 9. Color samples, if applicable
- 10. Architectural plans/drawings (for major additions/improvements)
- 11. Grading plan (if applicable)
- 12. Detailed written description of improvement

Applicant hereby warrants that Applicant shall assume full responsibility for:

- 5. All landscaping, grading, and/or drainage issues relating to the improvements
- 6. Obtaining all required State or County approvals relating to said improvements
- 7. Complying with all applicable State and County ordinances
- 8. Any damage to adjoining property (including Common Area) or injury to third persons associated with the improvement

Signature of Applicant

Date

Architectural Control Committee

Date Application Received: _____

Request Approved As Submitted: _____

Request Approved Subject To: _____

Request Disapproved Because: _____

Signature-ACC/Board Member

Date

APPENDIX B – Style Samples of Approved Light Fixtures

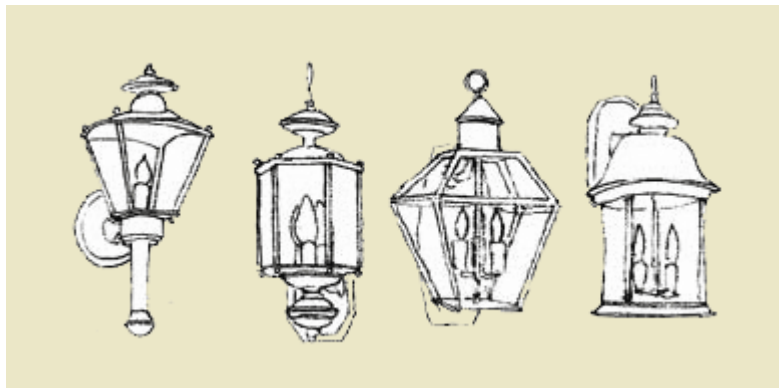
London Towne Main – Gas or Converted Electric



Carnaby Courts – Electric



Recommended Front Door Light Styles



APPENDIX D – Trash Removal Procedures

1. Trash removal occurs twice a week – Tuesday(s) and Friday(s) and is provided by the Association's contractor.
2. Trash must be properly secured in tied, plastic bags or standard trash cans and placed at the curb **before 6:00 a.m.**
3. Recycling – the Association's contractor will provide recycling bins to each home. Recyclables include newspapers, metal and aluminum cans, all colors of glass and plastic (#'s 1 & 2). Newspapers should be bundled using heavy twine or be placed in brown paper bags. Glossy coupons, magazines, advertisements, or telephone books may be included. Cans and bottles should be rinsed and may be commingled. Recyclables are collected every **Tuesday**.
4. Up to six (6) bags or bundles of yard debris, per unit per pickup day, placed at the curb will be removed. Yard debris must be placed in clear lawn and leaf bags.
5. Hedge and tree trimmings, cut to four-foot lengths, tied in bundles or bagged and placed at the curb will be removed.
6. Furniture and other large, non-metal household items **will be picked up at NO cost** to homeowners, but must be scheduled with the Association's contractor.
7. Ferrous metal/white good items, such as appliances, will be picked up **at a cost to individual homeowners**. Prior notice is required when any large items are to be disposed. Call the current Association's contractor.
8. Rocks, concrete, dirt, sod, tree stumps, paint, motor oil, construction trash, combustibles or toxic materials will **not** be picked up. Neither the contractor or the Association will assume **any** responsibility or liability for damages due to the disposal of any such items. To dispose of these items please take them to the Division of Solid Waste, I-66 Transfer Station, located at 4618 West Ox Road, Fairfax, 22030 (703-631-1179)
9. There will be trash removal service on all holidays with the exception of **Thanksgiving Day, Christmas Day, and New Years Day**. When a designated pickup day falls on one of these holidays, uncollected trash will be removed on the next regularly scheduled pickup day.
10. If roadways are deemed impassable by the Association's contractor due to inclement weather, parked vehicles, or construction, they will remove uncollected trash on the next regularly scheduled pickup day.
11. Packing boxes and cartons placed at the curb by new residents will be removed.
12. All trash cans and recycling bins should be removed from the curb as soon as possible, but not later than the night of collection. **Trash and recycling bins may NOT be stored in front or on the side of any unit.**

APPENDIX E – Definitions

ARCHITECTURAL DRAWINGS

A set of detailed drawings which are used by a contractor to build a building. The drawing set includes floor plans, elevations of all sides of the house, building sections to identify all building materials and details. The plans are usually drawn at a 1/4"=1'0".

BOARD ON BOARD FENCE

A fence consisting of posts, horizontal and vertical slats in which the vertical members are fastened to alternating sides of the rails, with a rail cap fastened along the top. Also known as alternating board.

CAPPING

Pre-painted cladding or vinyl placed over the wooden trim and exposed surfaces left from replacing a window.

CARNABY COURTS

The newest section of London Towne primarily consisting of contemporary style single and double-level town homes. Homes in Carnaby Courts are located on the following streets: Wycombe, Wealdstone, Regents Park, Wycoff and Billingsgate.

CLADDING

A metal protective layer fixed to the outside of a window

COMMON AREA

Areas within the community, other than those owned by individual homeowners, that are held in common by homeowners' associations and maintained by these associations.

DECLARATION OF COVENANTS AND CONDITIONS

Original governing documents defining rules and regulations of the Association and its members. Rules and regulations defined in the Declaration of Covenants and Conditions can only be changed by 75% member vote.

DOWEL-RAIL FENCE

A dowel rail fence is similar to a split rail fence except that rails are fitted and secured into notches on each post, instead of loosely stacking each rail at an angle one on top of the other.



EAVE

The lower edge of a sloping roof which projects beyond the wall.

ELEVATION

Exterior face of a structure. Front, side, or rear.

EVERGREEN

Shrubs or trees which do not shed their leaf growth seasonally.

FACADE

Exterior face of a building.

FINISH

A coating applied to a material on the job site or at the factory, such as paint.

FLOOR AREA

Amount of floor space within a structure.

FLOOR PLAN

A drawing showing the layout of the enclosing walls of a structure, its doors and windows, and the arrangements of the interior spaces as viewed from above.

FOOTPRINT

Outline of a structure as viewed from above.

GRID

A strip separating panes of glass in a sash.

LATTICE

Any work of wood, metal, plastic or other solid material, made by crossing a series of thin strips with another series at a diagonal angle, and forming a network with openings between the strips.

LAWN AREA

An area of closely mowed grass, sometimes part of a yard.

LONDON TOWNE MAIN

The original section of London Towne, primarily consisting of traditional style 3-level brick town homes. Homes located in London Towne Main are located on the following streets: Bodley, Bentley, Cardigan, Ealing Gatwick, Gothwaite, Hancock, Hatfield, Haymarket, Hoxton, Lambeth, Leiceister, London Towne Square, Maidstone, Paddington, Palmerston and Smethwick.

NOXIOUS ACTIVITY

Behavior or activity which is physically or mentally harmful or destructive to living beings or any action that constitutes a harmful influence on mind or behavior.

OUTDOOR FIREPLACE

Permanent or temporary outdoor structure used to build a fire.

PARTY WALL

A wall separating adjoining homes, buildings, or pieces of land in which each of the owners shares the rights.

PERMANENT OUTDOOR FURNITURE

Furniture defined as chairs constructed of dark colored (black or green) wrought iron or benches constructed of dark colored iron, wood (natural wood colors only), or a combination of wood and iron.

PLANTING BEDS

Any landscaped area that is not lawn is a planting bed. Planting beds generally contain shrubs, trees, vegetative ground cover or flowers.

PLANTINGS

A living thing which grows in earth, in water or on other plants, and usually has a stem, leaves, roots and flowers and produces seeds.

PORTABLE OUTDOOR FURNITURE

Furniture defined as chairs or benches made of plastic or aluminum, any type of folding chairs, stadium type chairs, or other forms of outdoor seating of any kind that can be moved with little or no effort.

PRE-APPROVED

Modifications which meet the minimum design, finish, color, material and location standards as set forth in this document and does not require ACC review. The section of the standards referring to the particular modification must state that under certain conditions, the item is pre-approved.

PRE-FINISHED MATERIAL

Material that has received a factory finish and is ready to install upon delivery to the construction site (i.e. roofing shingles).

PROPERTY LINE

Legal limits of property, property edge. (Note: the front property line is not the edge of pavement or curb.)

RAKE BOARD

A board or molding along the sloping edge of a gable which conceals the rafter.

**SASH**

The framework within which panes of glass are set in a window or door.

SCALE

(1) A system of proportions used in architectural drawings so that the actual size of an item to be drawn can be reduced to a size small enough to fit on a sheet of paper (i.e. 1/4" = 1'-0" (1/4 of an inch on the drawing represents 1 foot of actual size of the item being drawn)).

(2) Term used to relate to the proportional balance of all elements of a building.

SCREENING

Shielding method using either natural vegetation or a structure to conceal an unsightly condition from view, or provide protection from noise or wind exposure.

SITE PLAN

A plan of a lot indicating property lines, the accurate location and size of structures shown with dimensions to property lines.

SLOPE(ROOF)

The indication of the steepness of a roof measured by the amount of rise in inches per foot of horizontal length.

SOFFIT

The exposed undersurface (ceiling) of any extended overhead component of a building (i.e. eave).

SOLID BOARD FENCE

A privacy fence consisting of a wood framework with flat vertical boards attached to the outside face of the framework. The vertical boards can have various end treatments.

SPLIT RAIL FENCE

A split rail fence is made from split rails and is usually put together by lying each rail across each other at an angle.



STORY

A floor area on one level, enclosed by the house walls (ex: first floor = first story). A ½ story refers to a floor area enclosed within the roof area, above the top of the house walls (attic areas both finished and unfinished).

TURF AREA

A dense thick even cover of grass and roots in the top layer of soil.

TOPOGRAPHY

A description of the vertical variations of land. (flat, sloping, hills, valleys, etc.)

UNFINISHED MATERIAL

Material that does not receive a special coating to alter the natural appearance but may be treated with a preservative to prevent decay (i.e. salt treated lumber).

VEGETATION

Plant growth (trees, shrubs, grass, etc.) either in its natural setting or a transplanted location.

VOCABULARY (DESIGN)

Composition of styles of architectural elements which are assembled together on a house or building. (Ex: styles of windows, doors, eaves, trim, siding, roofing, color combinations, etc.)

WINDOW AND DOOR TRIM

Board or molding installed around perimeter of a window or a door to conceal the joint.

WINDOW SASH

The framework of a window that holds the glass. See illustrations following these definitions.