

**FOR  
HOMEOWNER  
USE ONLY**

**SPRING GROVE FARM  
SECTIONS B & C  
HOA  
ARCHITECTURAL CONTROL  
GUIDELINES**

**(Amended and Approved August 15, 2006)**

**THESE ARE NOT THE OFFICAL DOCUMENTS TO BE USED FOR THE SALE OF HOME**

Administration and enforcement of the subdivision plan of architectural control is one of the chief legal responsibilities of the Spring Grove Farm Homeowners Association (Association). By Declaration of Covenants, Conditions, and Restrictions dated April 24, 1984. Gary P. Grimm, Inc. the Spring Grove Farm sections B & C developer, invested the Association with the authority to review and approve exterior structural alterations and improvements, both to promote architectural harmony and to preserve the development plan. Prior to the sale of the first home in Sections B & C, Gary P. Grimm, Inc. recorded these covenants among the public land records of Loudoun County. Hence, they have the effect of law and may be enforced through application to the courts.

**"Architectural Control" of the Declaration of Covenants**

“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 committee composed of 3 or more representatives appointed by the board. In the event said Board, or its designated committee, fails to approve or disapprove such design and location within 30 days after said plans and specifications have been submitted to it, approval will not be required and this Article will be deemed to have been fully complied with. The declarant does not have to meet the requirements of the Architectural Control provisions.”

In the exercise of this authority, if the Association's Board of Directors has constituted an Architectural Control Committee (ACC) you must first obtain the approval of the ACC or the Board of Directors before beginning work on any exterior structural improvement or alteration of your property.

To assist the homeowner in determining whether the ACC will approve a specific application, the Board of Directors has promulgated architectural control guidelines and application. As the word implies, these standards are merely guidelines, not absolute and inflexible rules and regulations. They evolve from current community circumstances and prior decisions of the Board of Directors and ACC in reviewing applications involving similar facts and circumstances. In every instance, however, the ACC will review and consider an application upon its merits. A homeowner should not conclude the ACC would invariably deny an application solely because it may fall outside the bounds of these guidelines. The sole standard, which the Board of Directors and/or the ACC is obliged to employ, is the impact of a proposed improvement on the external architectural and topographical harmony of the Spring Grove Farm development.

The Association understands that some of its members may regard architectural control as an unreasonable restriction on their personal liberty. Without debating the philosophical merits of this position, the Association asks that its members understand that the election

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of a planned community, with these attendant restrictions, is the product of decisions made by the developer and public officials before construction of Sections B & C, not the whim or passing fancy of the present directors or officers of the Association. Abandonment of architectural review would be a breach of faith not only with these persons, but also with our friends and neighbors who choose to live here in reliance on the preservation of the Spring Grove Farm architectural and development plan. Indeed both the directors of the Association, and the members of the ACC, have an affirmative and legal obligation to administer and enforce architectural controls to the best of their ability.

The following are the architectural control guidelines duly promulgated and adopted and amended August 15, 2006 by the ACC and the Association's Board of Directors and are heavily based on the original guidelines of the Spring Grove Farm Sections B & C.

**GENERAL**

**Background**

1. The Board of Directors and/or Architectural Control Committee must approve any change to the exterior appearance of any house or lot before work is started. The Board of Directors retains final authority to approve or disapprove all requests.
2. The Board of Directors and/or Architectural Control Committee will consider only written requests from homeowners. Renters will forward all requests to the Committee through the appropriate homeowner.
3. Each request is considered on an individual basis, upon its merits, and there are not automatic approvals or denials.
4. The Board of Directors and/or Architectural Control Committee will not approve any alteration that would have an adverse or deleterious architectural or topographical effect on neighboring property or common areas. The committee may consult with an applicant's neighbors regarding any alteration.
5. The appeal process: When a homeowner's application for alteration is disapproved by the Board of Directors or Architectural Control Committee, the homeowner may:
  - a. Resubmit a modified plan.
  - b. Submit new or additional information that might clarify the original plan and demonstrate its acceptability. In doing this, homeowners are invited to meet with the Board of Directors or Architectural Control Committee.
  - c. Appeal, in writing within thirty (30) days after final disapproval by the Board of Directors or Architectural Control Committee, to the Board of Directors.
6. The Board of Directors and/or Architectural Control Committee will consider written and signed complaints from any Association member describing alleged violations of the Covenants. If the Board of Directors and/or Architectural Control

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Committee determines that a violation has occurred, the Board of Directors will take the necessary action to rectify the situation.

7. As required by the Covenants, the Committee will answer all applications promptly. If the Committee fails to reply to the homeowner within thirty (30) days of the postmark of the application, the application is deemed approved. It is understood that the approval process may take longer than thirty (30) days if the applicant does not furnish the required information in his initial request. Please plan ahead.
8. Should the Association find an Association member is violating the covenants, and such violation not be corrected or otherwise resolved within a reasonable time, the Association will refer the matter to its attorney for possible judicial action.

### **Application Procedures**

1. An application, describing the proposed project must be sent to the Architectural Control Committee, P.O. Box 522, Sterling, VA 20167-0522.
2. The description of the project should be brief but specific containing, in addition to a description of the general nature of the project, all information necessary for the Committee to make an informal decision. Necessary information includes height, length, width, shape, type of materials, and colors.
3. For house additions or the installation of detached structures, copies of construction plans and specifications must accompany the application. If available any necessary county permits.
4. Where a project may affect neighboring properties it is recommended that the applicant discuss the project with his neighbors before submitting the application to the Committee. This is particularly important when the project could have an adverse impact on neighbors by affecting drainage, view, or ventilation.
5. For projects such as fences, screens, retaining walls, driveways, and house additions, the location of the project on the lot and its relation to neighboring lots is an important factor in the Committee's consideration. Applications for such projects should include a copy of the plat or similar sketch showing the location of the project and its relation to adjoining properties and common areas.

### **Loudoun County Permits**

Adherence to Loudoun County building and zoning codes is the responsibility of the owner. Approval by the Committee of a project does not relieve the owner from the responsibility of obtaining building, work permits or code requirements from the Loudoun County authorities.

**Miscellaneous Requirements**

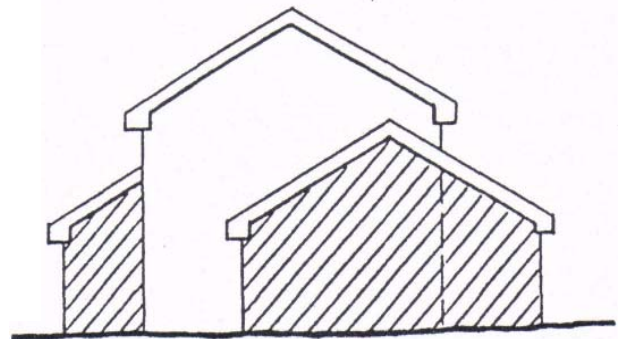
1. The quality of materials and workmanship on any project should be equal to or better than that of the surrounding area. Committee approval includes the right of the Committee to inspect the project during installation and at completion to insure execution of the approved plan.
2. All projects will be completed as expeditiously as possible to permit the least possible annoyance or nuisance for neighbors. Project applications for major construction or alterations will include an estimated completion date.
3. Storage of materials before and during construction should be, if possible, in areas not visible from the street and should not create hazards.

**GARAGES AND CARPORTS**

1. Detached garages and carports shall relate appropriately to the house and its environs. Specific site and design considerations will be evaluated on their individual merits.
2. Garage doors shall be straightforward and without ornamentation.
3. Roof construction and ridgelines shall relate to those of the applicant's house.

**GREENHOUSES**

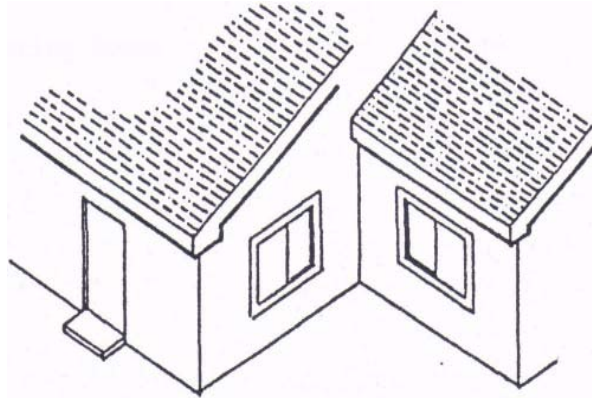
Greenhouses shall be attached to the rear of the house, although in special instances side yard locations will be given consideration. The greenhouse shall maintain a continuity of building lines, materials, etc., with the primary structure.



**ADDITIONAL ROOMS**

Major features of the house, such as vertical and horizontal lines, projections, and trim details, shall be reflected in the design of the addition.

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Roof slope, siding, bricks, trim and all other materials on additions should match existing construction materials.

Care must be exercised in any drainage changes.

**PORCHES**

1. Screens shall match the color of existing window and door screens.
2. Screened porches will be considered for the back of the house and as part of a deck.
  - a. Screened porches will follow all guidelines as outlined for decks.
  - b. Screened porches will follow all guidelines outlined for an addition.
  - c. Screened porches will follow Loudoun County Building Code.

**CLOTHESLINES**

Clotheslines must be demountable, screened from view and taken down when not in use. Clothing, laundry, and wash should not be aired or dried except in rear yards where reasonable effort will be made to screen its being seen from the streets.

**DECKS**

Decks are an extension of the house and thus have significant impact on its appearance. All deck applications are to include dimensions and height of deck. All decks must meet Loudoun County building codes. Decks may also affect the privacy of adjacent properties and all of these factors are weighted heavily in the review of any application. Also to be considered:

1. Modifications to existing decks shall provide continuity in detailing, such as material, color, and the design of railings and trim.
2. Deck configurations shall relate to the plan outline and window and door openings of the house where possible.

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3. Approvals of other exterior modifications, such as new exterior door locations that are a part of the deck application, are contingent upon completion of the deck.
4. Privacy of adjacent homes shall be considered when planning decks.
5. Cantilevering and/or planting shall be provided at post foundations and on low decks to screen other structural elements and to soften visual impact.
6. Shadow patterns created by decks shall be considered both as they affect the use of outdoor space and as they affect grass and plant material.

**Material and Color**

Decks shall be compatible in materials and color with the applicant's house. In many cases, wood left to weather naturally is an acceptable option.

**Location**

Decks are primarily to be located in the rear of the yard. However, other locations will be evaluated according to their respective merits.

**Application for Deck**

Application to the ACC should include:

1. Site plan showing dimensions and relation to applicant's house, adjacent houses, and property lines.
2. Description of materials, including color and proposed plantings.
3. If applicable, sketch or photograph showing, in elevation or perspective, the relation to the applicant's house and adjacent houses.
4. Details of railings, posts, stairs, steps, benches, and other details as required to clearly describing proposal.
5. Details of changes to windows and doors if applicable
6. Estimated completion date.

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**Under Deck Storage**

1. Under deck storage is discouraged, but storage of seasonal items more than likely will be allowed.
2. When using the under deck area for informal storage, the impact on neighbors must be kept in mind.
3. Storage must be maintained so as to present a neat, uncluttered appearance.
4. Acceptable items to be stored are at the discretion of the Board of Directors and/or Architectural Control Committee.
5. Special screening or landscaping will be required.

**ENTRANCE WALKS and REPLACEMENT**

The pavement composition for a new walk leading to a building entrance shall be in keeping with the materials in adjacent walks and/or the architecture of the building it will serve. If a material is proposed which does not appear in the building being served or in the adjacent pavements, review of the pavement plan and cross-section by the ACC will be required.

Replacement of entrance walk materials for aesthetic or maintenance reasons will generally be reviewed favorably if they fall within the requirements set forth above.

Where repair of the existing pavement is required, the new patched area shall match the adjacent pavement material and color and be installed to form a smooth continuous surface which will allow the runoff to storm water without ponding.

**FENCING**

Fences have traditionally been used as a physical and visual separation of two pieces of property, a notification that here one person's land begins and another's ends. This tradition continues, but as today's landscape and living styles change, so do the use, location, and design of fences. Fencing is used to separate property, provide security and visual privacy, or architecturally define space. In achieving any of these goals, a barrier is created which has both visual and physical impact on the boundaries of common land and properties of adjacent homeowners. Careful consideration should be given to the basic fencing concept and the manner in which the concept is executed.

It is usually attractive and desirable to visually extend properties beyond the property lines. This should be kept in mind when considering fencing, which by its very nature tends to physically define and separate areas and makes yards appear smaller. There are alternatives to fencing that may achieve the desired objectives. For example, short segments of privacy fence may be combined with landscaping to achieve the desired screening without a severe

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impact on others. The use of plant materials alone can be an alternative.

Fencing should be compatible with the applicant's house, but it should also be appropriate for its intended purpose. For example, a "privacy fence" has different design considerations than a fence, which is used to define property boundaries.

Listed below are suggestions, which may be helpful in selecting a fence style, related to the primary fencing needs:

1. Property Separation – Where the homeowner's goal is property separation, not privacy, an "open" fence is appropriate. Open fences provide visual definition of property boundaries without obstructing views. However, in light of the open space concept, such fences should be used only where necessary.
2. Security – Many homeowners wish to restrict children or pets to or from their property. Security fences where privacy is not a factor can be the "open" type. Property line fences should not be counted on to provide security for dogs.
3. Privacy – While fencing can be used to create private outdoor spaces, homeowners should also consider ventilation. A private space with no cooling breezes on a summer afternoon can be unpleasant. To avoid this, the homeowner might choose from several fencing designs depending on the amount of privacy desired. A spaced board fence is "semi-open" and allows natural ventilation while affording varying degrees of privacy dependent on the size of the boards and spaces between them. More privacy may be obtained, while still allowing ventilation, by the use of a board on board fence.
4. The height of the fence, the topography of the land and the relative distance of an observer affect both the amount of privacy afforded by a fence and its degree of visual impact. Extending privacy fencing farther from the patio does not necessarily increase privacy, and can adversely affect the concept of open space. Therefore, the extension of privacy fencing beyond the patio areas to be protected can be restricted.
5. Fence height should not be greater than 6 feet and the height and design of fences should generally conform to other fencing in the area.

**Style**

Fencing must be of an "open" type i.e. split rail, paddock, open space picket or similar design. Solid fencing, i.e. a "stockade" type of fence will not be approved. Chain link fencing and barbed wire fences are never acceptable and woven plastic and/or woven wire fences are unacceptable.

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**Material**

Sealed, stainable wood or a wood composite such as “Trex” are the preferred materials. While vinyl or vinyl clad fencing is becoming more common, it will be considered on a case-by-case basis. Chain link, wrought iron, or a material visually similar to wrought iron is not permitted. Masonry may be part of a fence design but must match any masonry used in the applicant’s house. Masonry pillars may not exceed the height of the fence and must be of an appropriate size and scale in relation to the fence.

1. The tops of most fences, except certain low, open types, such as split-rail, should be maintained horizontal. If the ground slopes, the fence should be stepped. The bottom of the fence should be no more than 6" to 12" above grade at any point, depending on fence type. Vertical members should be trimmed down to correspond to fence height.
2. Gates should match fencing in design, color, material, and height.
3. Fencing which is finished on one side only must be constructed with the finished side facing out.
4. Long lengths of continuous solid fencing will generally not be approved, “Long” is a function of the size of the property.

**Location**

Applications must show the proposed fence's exact relationship with the property line.

An applicant's fence shall not extend forward of a straight line drawn from the nearest front corner of each adjacent residence to the nearest front corner of the applicant's residence. Where the above-mentioned line passes through a residence, the line will terminate at the nearest rear corner of said residence.

In keeping with the above-mentioned guidelines, the general policy of the Board is to keep fencing from obstructing an adjacent home's view of the street any more than the applicant's home restricts that view. For examples of the application of the above paragraph, see attachment 1.

**PROFESSIONAL OFFICES**

No residential shall be used for any business, commercial, manufacturing, mercantile, storing, vending or other nonresidential purpose; provided, however, that an owner may maintain an office or home business in the dwelling constructed on such owner’s lot if:

1. Such office or business generates no significant number of visits (as determined by the

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Board of Directors) by clients, customers or other persons related to the business.

2. No equipment or other items related to the business are to be stored, parked or otherwise kept on such owner's lot outside of the home. Only in an enclosure approved by the Board of Directors and/or Architectural Control Committee.
3. Use of such office is limited to the persons occupying the lot.
4. No exterior signage is displayed.
5. Such owner has obtained approvals for such use as may be required by the appropriate local governmental agencies.

Any homeowner wishing to report or initiate an investigation into an alleged zoning violation should contact the Loudoun County Department of Building and Development Zoning Office for more information and report suspect violators to the Board of Directors and/or Architectural Control Committee.

Once notified, the association staff will investigate to the extent practical and take appropriate action including notifying appropriate Loudoun County authorities.

**GUTTERS AND DOWNSPOUTS**

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

**MAILBOXES**

Mailboxes are a functional necessity, not a decorative item. Since they are usually in a very visible location, they should be straightforward in design, mounted on simple wood posts. The mailbox must be unobtrusive, should be located so as not to obstruct any traffic sight lines, and blend with all other mailboxes so as not to be visually distracting.

Mailbox posts must be constructed of wood, or a material visually similar to wood. Plastics post and mailboxes will be considered and approved on a case-by-case basis. All postal boxes must meet postal regulations.

No application is required if replacing mailbox or post with similar material.

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**EXTERIOR**

**Painting**

Repainting or staining to match original colors is not subject to the approval process. Color changes apply not only to house siding, but also to doors, shutters, trim, roofing, and other appurtenant structures.

**Maintenance**

As the Spring Grove Farm community and homes become older, 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 equipment. Spring Grove Farm homeowners are expected to maintain their home to community architectural standards, guidelines and in good condition.

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.

While it is difficult to provide precise criteria for what the Association deems as unacceptable condition, the following are examples that would be considered a violation of the architectural guidelines:

1. Peeling paint on exterior trim.
2. Missing or deteriorating shutters.
3. Missing or damaged window(s), window screen(s) and door screen(s).
4. Deteriorating porches or decks (for example broken or missing parts).
5. Damaged mailboxes, or mailboxes and/or stands in need of repainting.
6. Visible playground equipment which is either broken or in need of repainting.
7. Deteriorating fences with either broken or missing parts.
8. Sheds with broken doors or in need of painting or other types of repair.
9. Deteriorating decks possibly missing or broken railings or parts in need of re-staining or painting.

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10. Concrete or masonry block foundations.
11. Open storage/accumulation of assorted personal use items such as; seasonal recreational equipment, household furnishings, tools and equipment, power equipment etc., in areas visible to neighboring properties.
12. Lawn care adds value to the community and homeowners are responsible for mowing and trimming at regular intervals, a maximum height of six (6) inches is deemed appropriate.

Most residents, undoubtedly, would not allow any of the above conditions to exist, as residents/owners 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.

**MINOR EXTERIOR ALTERATIONS**

There are numerous exterior modifications of smaller scale than the previously noted items, which may still require ACC approval. The same basic principles of compatibility of scale, materials, and color apply. Consideration must also be given to impact on neighboring properties.

Those alterations requiring that the homeowner make application to the ACC include the following:

**Attic Ventilators and Air Conditioning Units**

Attic ventilators or other mechanical apparatus requiring penetration of the roof shall be as small as functionally possible and should be painted to match the roof. They shall be located on the least visible side of the roof and not extend above the roofline.

No window air conditioning units are allowed to be extending from windows unless approved by the Board of Directors and/or Architectural Control Committee.

**Permanent Barbecues**

Permanent barbecues shall not be a dominant feature on the landscape and shall be located so they will blend as much as possible with the natural background. Supplemental planting should be provided to soften the visual impact of the barbecue, particularly when little or no natural background is available.

**OTHER EXTERIOR OBJECTS**

Approval will be required for all exterior decorative objects exceeding 5'x2'x5', including natural and man-made. Decorative objects will be considered based on their size, color, scale, appropriateness with the surrounding area, and their visual impact of adjoining lots and open

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

**MAJOR EXTERIOR ALTERATIONS**

Major building alterations include, but are not limited to, construction of driveways, carports, garages, porches, greenhouses, rooms, and other additions to a house.

1. The proposed structure must be compatible with the original structure and in keeping with the lot size.
2. The design of major alterations shall be compatible in scale, materials and color with the applicant's house and adjacent houses.
3. The location of major alterations shall not impair the views or the amount of sunlight and natural ventilation reaching adjacent properties.
4. New pitched roofs shall match the slope of the roof on the applicant's house, or meet a 3:12 pitch. If a 3:12 pitch is not possible then new structure must have a gable roof type tied in perpendicular to existing house.
5. New windows and doors shall match the type used in the existing house and should be located in a manner which will relate well with the location of exterior openings in the existing house.
6. If changes in grade or other conditions that will affect drainage are anticipated, they must be indicated. Generally, approval will be denied if adjoining properties are adversely affected by changes in drainage.
7. Excess material and debris shall be immediately removed after completion of construction.

**PATIOS AND GROUND-LEVEL DECKS**

Patios provide a means for ground level extensions of indoor space with less visual impact than elevated decks. When a patio or deck schemes include extensions other exterior changes may be necessary such as; fencing, decks, lights, plantings, etc. Please refer to other appropriate sections of these guidelines prior to application.

**Location of Patios**

Patios shall be located in rear yards only.

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**Materials and Color**

Materials should have natural weathering qualities such as brick, wood, stone, and concrete.

**Drainage**

If any change in grade or other conditions that will affect drainage are anticipated, and then such possible condition must be indicated on the application. Any changes that divert surface water to adjoining lots or common ground or otherwise change drainage patterns will ordinarily not be approved. Also, approval will be denied if adjoining properties are adversely affected. Affected homeowners must be consulted before submission and approval.

**SHUTTERS**

Shutters, which are added or replaced to a house, shall be compatible with the style of the house and the community. Shutters shall be of proper proportions to match the window to which they relate. Colors shall be compatible with the colors of the house and neighborhood.

**SIGNS**

With the exception of signs advertising the sale or rental of property (and then only one sign per lot), no sign shall be erected on any residential lot in excess of two-foot square.

No sign of any kind that is illuminated and/or larger than two square feet will be displayed to public view on any lot except for temporary real estate sale or rental signs of not more than four square feet.

**STORAGE SHEDS**

Storage shed may serve to conceal cluttering objects such as garden tools, trashcans, bicycles, etc. However, if not well planned and maintained, sheds may become neighborhood eyesores.

**Location**

Sheds shall be located in rear yards only.

**Materials and Colors**

Materials and color shall match or generally be compatible with the house or fence to which it is most visually related or physically attached. In most instances, this includes matching major materials such as siding and roofing, and dominant colors and construction details such as trim and pitch of roof.

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**Size**

While sheds must provide sufficient volume for their intended use, they must be of a size which is appropriate for the size of the property and which is architecturally compatible with the applicant's house and with adjacent houses.

**SUN CONTROL DEVICES**

Canvas and metal awnings are unacceptable.

**WOODPILES**

Woodpiles should be restricted to the backyard, neatly stacked and should not exceed a height of four (4) feet. Consideration should be given to the effect that woodpiles will have on views from neighboring houses. If no natural screening is available, appropriate landscaping should be considered. Firewood should not be stacked forward of the front corners of the house.

**RETAINING WALLS**

Retaining walls that divert surface water to adjoining lots or common ground or otherwise substantially change drainage patterns will ordinarily not be approved.

For retaining walls higher than three feet, the Committee may require the applicant to provide a professional's written assurance of the wall's stability and structural adequacy.

**SWIMMING POOLS**

In addition to meeting Loudoun County requirements for pool security fences, the applicant's plan for the fence must be architecturally acceptable to the Committee.

Above grade pools exceeding 18" above grade will rarely, if ever be approved.

**HOT TUBS/SPAS AND JACUZZIS**

As with swimming pools, applications for installation of hot tubs, spas, etc. must be submitted to the Architectural Control Committee well in advance of planned installation/construction. The application must contain complete descriptions, dimensions and proposed location with the following requirements:

1. Hot tubs and Jacuzzis should be incorporated into an existing/planned deck or patio.
2. Privacy fencing and/or year-round landscaping must be provided as screening from adjacent properties and from the street.
3. Free standing hot tubs and Jacuzzis are generally discouraged; however, they may be allowed when appropriate screening is provided.

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**SOLAR ENERGY DEVICES**

Solar energy devices will be considered not only on the basis of efficiency and economy, but also on aesthetics as well.

**Placement of Devices**

Solar collectors should be placed so as to cause minimum visual impact on surrounding residences. Unless major considerations of shade prevent it, collectors should be placed on the rear roof of a home. Collectors should be centered laterally on the highest roof area and located near the ridgeline. Collectors should be far enough from the ridgeline so that they do not protrude above the house outline when viewed from adjacent properties. Collectors should be parallel to roof edges. Multiple collectors should be of the same size, shape and placed together to avoid gaps between individual panels. The collector surface should be parallel to the roof (flat against) and as close as mounting hardware permits. Pipes, wires and mounting hardware must not be obtrusive. Collectors must be sized so as not to dominate the roof area where they are placed. Large collector systems must be given special treatment to integrate them into the surface of the roof.

**Appearance**

Collector frames, piping and mounting hardware should match the roof tone. The color should be as close to that of the roof as possible. Generally, collectors not mounted on roof areas will not be considered.

Application for Solar Panels Applications to the ACC should include:

1. Site plan showing relation to adjacent houses and roads.
2. Roof plan showing all roof areas, placement and dimensions of collectors, mounting hardware and piping.
3. Photograph of solar collectors showing colors of materials and roof color.

**DRIVEWAYS AND PATIOS**

Extending, widening, or re-routing of existing driveways requires Committee approval before work is started. Generally, only hard-stabilized surfaces, such as asphalt or concrete will be approved. Since most homes in Spring Grove Farm have concrete driveways, this would be the material of choice. Materials other than these will be considered if they are compatible with the surroundings.

When constructing, replacing, extending, widening, or re-routing of existing driveways matching material must be used. Reasonable extensions and widening of driveways will

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ordinarily be approved provided drainage patterns are not changed to affect neighboring lots.

If a patio is being considered or expanded, attention should be given to making ground level surfaces of porous materials or providing mulched beds that will absorb runoff from impervious deck or patio areas. Reasonable extensions and widening of patios will ordinarily be approved provided drainage patterns are not changed to affect neighboring lots. Patios and extensions must comply with Loudoun County Building Codes.

**CHIMNEY AND METAL FLUES**

Chimneys must be masonry or enclosed in the same material as the exterior of the building. Commercial chimney caps may be installed.

**EXTERIOR ANTENNAS**

The following types of antennas will be permitted:

Exterior antennas of any type and for any purpose must be approved before installation. Exterior antennas generally will not be approved. In those unusual cases where an exterior antenna is required and its installation is approved, the following requirements should be met.

1. The antenna should be firmly anchored, as inconspicuously as possible, on the lower rear slope of the roof.
2. Antenna masts should not extend above the roof ridge and should be constructed of galvanized steel.
3. Antenna booms should not exceed 12 feet in length.
4. Straps and other fastenings should be of non-corrosive material.

Direct Broadcast Satellite (DBS) Receive Only (RO) satellite dishes and antennas to receive multi-channel multipoint distribution (wireless cable) signals (MMDS) if/when such systems are available. Generally, such antennas are restricted to a maximum of one-meter (approx. 39.37 inches) in diameter or diagonal measurement.

Satellite dishes and antennas are to be installed with consideration to minimize the impact on the existing architectural plan of the community. Dish receivers should be located on the back of the roof and below the roof peak, safely away from electrical lines and other utilities. This includes not attached to the house, chimney or porch unless absolutely necessary, if located at ground level, the receiver should not be located such as to obscure safe visibility to pedestrians or vehicular traffic. Ground level installations should be screened with landscaping and cables buried in a location cleared by "Miss Utility" and off of utility

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easements, if possible.

An application is not required for antenna dishes if the antenna is less than one meter (39.37") in diameter. Installation of satellite dishes or antennas over one meter must be submitted to the Architectural Committee for approval, as well as County approval, as required.

**MOTOR HOMES. MOBILE HOMES. CAMPING TRAILERS, CARGO TRAILERS.  
BOATS AND RELATED EQUIPMENT**

Permanent or temporary (other than overnight) parking or storage of motor homes, mobile homes, trailers, and boats, and related equipment outside the garage or house of any homeowner requires the prior approval of the Committee. (See January 2006 Board Resolution)

The Association prohibits parking or storage on its common areas.

Where application is made for such exterior storage, it should be accompanied by a plan for screening the item from view from any of the streets and neighboring lots. As screening and fencing is limited to a height of six feet above grade, applications for storage of equipment exceeding six feet in height will ordinarily not be approved. In the case of trailer-borne equipment, for example such as boats, this six-foot height limitation includes the heights of the trailer and equipment.

Storage locations and screening plans will be carefully assessed by the Committee and as to the effect upon neighboring lots.

**INOPERATIVE AND JUNK VEHICLES AND PARKING ON LAWNS**

Lots and driveways should not be used for storage of inoperative vehicles or major repair or rebuilding of vehicles for more than 72 hours. This in no way precludes homeowners from using their driveways for routine maintenance and minor repair of their vehicle. Vehicles which are not currently registered in the county, state or state inspected are considered inoperative and not allowed to be stored on the property. These vehicles must be removed. (See January 2006 Board Resolution.)

No cars or other motorized vehicles are permitted to be parked, to have routine maintenance performed or repairs, on lawns within the community.

**PLAY EQUIPMENT**

Children's play equipment such as; sandboxes, swings, slides, playhouses and tents do not require approval of the Committee as the Association has conferred that such equipment is not located forward of the rear house line and is not visible from the street or public right-of-way. Play equipment will generally not be approved if located forward of the rear line of the house.

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**LANDSCAPING AND PLANTING**

In general, landscaping and planting do not constitute structures as defined by the covenants and hence do not require the approval of the Committee.

Conspicuous fruit and vegetable gardens should be restricted to rear yards and shall not be visible from the streets. Corner lots generally require screening of gardens and approval by the Committee.

The cutting down or removal of small trees and shrubs is highly discouraged. Live trees over four inches in diameter as measured two feet above ground may not be cut or removed without Committee approval and usually are expected to be replaced.

Trees, hedges, and shrubs that restrict sight lines for traffic should, for safety considerations, be cut back or removed.

**MISCELLANEOUS**

Exterior lighting should not be directed in such a manner as to create an annoyance to neighbors.

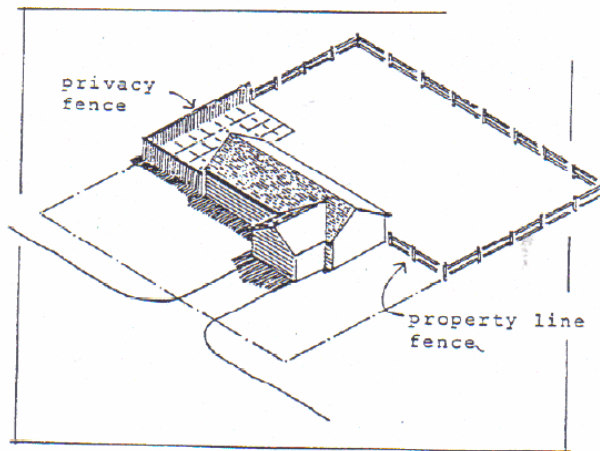
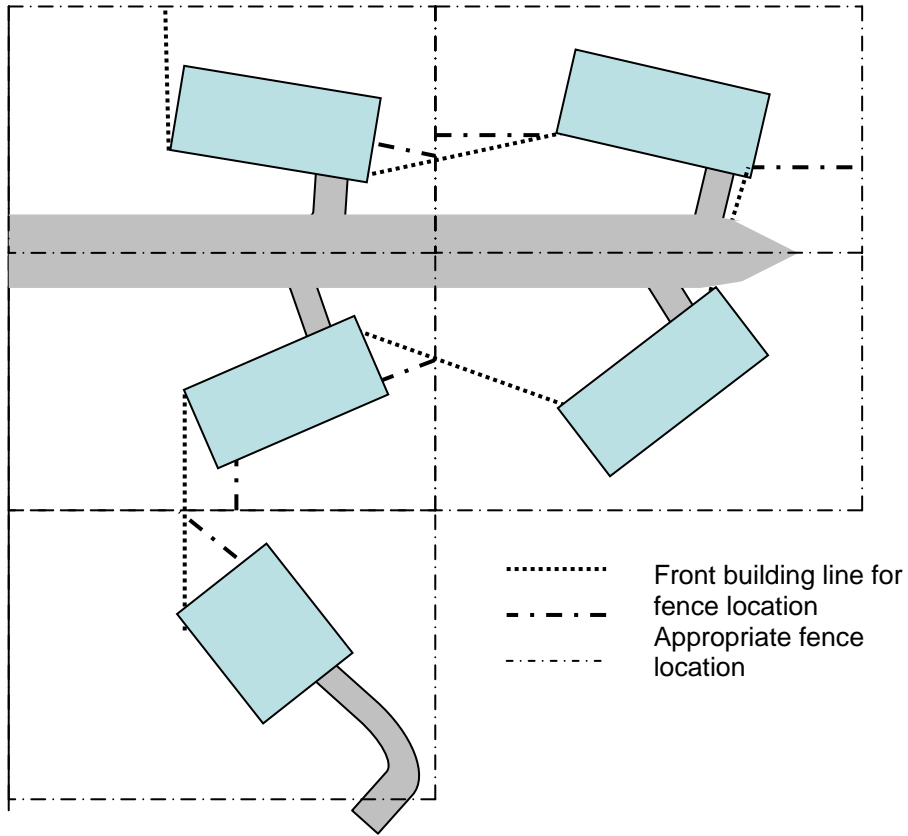
Trash and garbage containers should not be in public view except on days of collection or the night before.

**COMMITTEE ADVICE**

All members of the Committee are available to advise applicants as to the appropriateness of proposed projects. Such advice, however, shall not be construed as permission to proceed with the project.

SPRING GROVE FARM SECTIONS B & C  
HOMEOWNERS ASSOCIATION ARCHITECTURAL CONTROL GUIDELINES

Attachment 1



**SPRING GROVE FARM SECTIONS B & C  
HOMEOWNERS ASSOCIATION ARCHITECTURAL CONTROL GUIDELINES**

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
SPRING GROVE FARM HOMEOWNERS ASSOCIATION  
SECTIONS B & C**

(Policies and Procedures Regarding Parking)

WHEREAS, Article VII, Section 1 of the Bylaws grants the Board of Directors the authority to establish rules and regulations governing the use of the Common Area; and

WHEREAS, the Board of Directors deems it necessary and in the best interests of the Association to establish rules and regulations regarding parking within the community; and

WHEREAS, Section 55-513 (B) of the Virginia Property Owners' Association Act provides the Association with the power to suspend a member's right to use facilities or services and to assess charges against members for violations of the governing documents

NOW, THEREFORE, BE IT RESOLVED THAT the following parking policy and procedures shall be adopted:

**I. PARKING RULES**

1. Any bus, taxi cab, boat, trailer, mobile home, motor home or other camper of any type is prohibited from parking in open view within the Community and may be towed after seventy-two (72) hours notice.
  
2. Any vehicle which exceeds seven (7) feet-six (6) inches in height, six (6) feet-eight (8) inches in width or eighteen (18) feet-six (6) inches in length is prohibited from parking in open view within the Community and may be towed after seventy-two (72) hours notice.
  
3. Any vehicle which could not normally be used for daily transportation or is not licensed for use on the roads or highways of Virginia is prohibited from parking in open view within the Community and may be towed after seventy-two (72) hours notice.
  
4. Any vehicle that has commercial signs or advertising or visible commercial equipment is prohibited from parking in open view within the Community and may be towed after seventy-two (72) hours notice. Signs may be covered by a flexible magnetic cover which is

**SPRING GROVE FARM SECTIONS B & C  
HOMEOWNERS ASSOCIATION ARCHITECTURAL CONTROL GUIDELINES**

the same color as the vehicle.

5. Any inoperable vehicle or vehicle which is not intended for regular use is prohibited from parking in open view within the Community and may be towed after seventy-two (72) hours notice. Any vehicle which does not display current license plates or state inspection stickers may be considered inoperable.
6. All expenses of towing to include vehicle storage will be the sole responsibility of the vehicle's rightful owner.
7. Residents are responsible for ensuring that their visitors or guests are made fully aware of all parking restrictions and regulations.

**II. ACTIONS PRIOR TO INITIATION OF FORMAL RESOLUTION PROCESS**

Any Member, Owner or Agent of the Association has the authority to request that a Member, Owner or their family members, guests or invitees cease or correct any act or omission which appears to be in violation of the governing documents.

The Board of Directors, an Association Committee or the Managing Agent may make initial attempts to secure compliance verbally or through correspondence.

**III. PRELIMINARY INVESTIGATION**

Upon receipt of an oral or written complaint, a committee member, the Managing Agent or a member of the Board of Directors may make a preliminary investigation as to the validity of the complaint. If the preliminary investigation indicates the need for further action, then the Board of Directors or a Committee shall establish a hearing date to determine the validity of the complaint. The Association shall then serve the Member(s) charged with violating the governing documents with a Notice of Hearing which shall describe the violation.

**VI. NOTICE OF HEARING**

The Board of Directors or a Committee shall serve a Notice of Hearing on the charged Member at least fourteen (14) days prior to the hearing by hand delivery or certified mail, return receipt requested, at the address of record with the Association. The Notice of Hearing shall be substantially in the following form, but may include other information.

You are hereby notified that a hearing will be held before the Board at \_\_\_\_\_(place)\_\_\_\_\_ on \_\_\_\_\_(date)\_\_\_\_\_, 200\_\_\_\_, at \_\_\_\_\_(time)\_\_\_\_\_ to consider the charge that you are in violation of \_\_\_\_\_ of the governing documents / architectural guidelines. You may be present at hearing, may be represented by counsel, and may present any relevant evidence regarding the alleged violation.

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If the charged member advises the Association that they cannot attend the hearing on the scheduled date and indicates times and dates when they would be available, the Association may reschedule the hearing and deliver notice of the new hearing date and time.

**V. HEARING**

At the hearing, the charged party may do the following:

- (a) make an opening statement;
- (b) introduce evidence, testimony and witnesses;
- (c) rebut evidence and testimony;
- (d) make a closing statement.

The decision of the Association shall be in writing and be issued within seven (7) days of the conclusion of the hearing.

**VI. SANCTIONS**

Disciplinary action imposed by the Association may include, but is not limited to (a) the assessment of charges against the Member in accordance with Section 55-513 (B) of the Virginia Property Owners Association Act and (b) the suspension of the Member's right to use the Association's facilities and services in accordance with Section 55-513 (B) of the Virginia Property Owners Association Act.

The effective date of this Resolution shall be January 5, 2006.

This resolution was duly adopted by the Board of Directors this 5<sup>th</sup> day of January , 2006.

**SPRING GROVE FARM SECTIONS B & C  
HOMEOWNERS ASSOCIATION ARCHITECTURAL CONTROL GUIDELINES**

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
SPRING GROVE FARM HOMEOWNERS ASSOCIATION  
SECTIONS B & C**

(Policies and Procedures Regarding Architectural Guidelines)

WHEREAS, Article V of the Declaration of Covenants, Conditions and Restrictions, Section B Spring Grove Farm grants the Board of Directors or its designated committee the authority and responsibility to implement Architectural Control provisions; and

WHEREAS, the Board of Directors deems it necessary and in the best interests of the Association to establish rules and regulations regarding Architectural Control within the community; and

WHEREAS, Section 55-513 (B) of the Virginia Property Owners' Association Act provides the Association with the power to assess charges against members for violations of the governing documents

NOW, THEREFORE, BE IT RESOLVED THAT the Architectural Control provisions outlined in the accompanying Architectural Guidelines and dated August \_\_, 2006 and resolution procedures outlined below shall be adopted:

**I. ACTIONS PRIOR TO INITIATION OF FORMAL RESOLUTION PROCESS**

Any Member, Owner or Agent of the Association has the authority to request that a Member, Owner or their family members, guests or invitees cease or correct any act or omission which appears to be in violation of the governing documents.

The Board of Directors, an Association Committee or the Managing Agent may make initial attempts to secure compliance verbally or through correspondence.

**II. PRELIMINARY INVESTIGATION**

Upon receipt of an oral or written complaint, a committee member, the Managing Agent or a member of the Board of Directors may make a preliminary investigation as to the validity of the complaint. If the preliminary investigation indicates the need for further action, then the Board of Directors or a Committee shall establish a hearing date to determine the validity of the complaint. The Association shall then serve the Member(s) charged with violating the governing documents with a Notice of Hearing which shall describe the violation.

**VI. NOTICE OF HEARING**

**SPRING GROVE FARM SECTIONS B & C  
HOMEOWNERS ASSOCIATION ARCHITECTURAL CONTROL GUIDELINES**

The Board of Directors or a Committee shall serve a Notice of Hearing on the charged Member at least fourteen (14) days prior to the hearing by hand delivery or certified mail, return receipt requested, at the address of record with the Association. The Notice of Hearing shall be substantially in the following form, but may include other information.

You are hereby notified that a hearing will be held before the Board at \_\_\_\_\_ (place) \_\_\_\_\_ on \_\_\_\_\_ (date) \_\_\_\_\_, 200\_\_\_\_, at \_\_\_\_\_ (time) \_\_\_\_\_ the charge that you are in violation of \_\_\_\_\_ of the governing documents / architectural guidelines. You may be present at hearing, may be represented by counsel, and may present any relevant evidence regarding the alleged violation.

If the charged member advises the Association that they cannot attend the hearing on the scheduled date and indicates times and dates when they would be available, the Association may reschedule the hearing and deliver notice of the new hearing date and time.

**V. HEARING**

At the hearing, the charged party may do the following:

- (a) make and opening statement;
- (b) introduce evidence, testimony and witnesses;
- (c) rebut evidence and testimony;
- (d) make a closing statement.

The decision of the Association shall be in writing and be issued within seven (7) days of the conclusion of the hearing.

**VI. SANCTIONS**

Disciplinary action imposed by the Association may include, but is not limited to (a) the assessment of charges against the Member in accordance with Section 55-513 (B) of the Virginia Property Owners Association Act and (b) the suspension of the Member's right to use the Association's facilities and services in accordance with Section 55-513 (B) of the Virginia Property Owners Association Act.