

**Reflection Homes
Association**

**Townhome
Architectural Standards**

**Revised
APRIL 2010**

Applications for any exterior changes or additions to lots within the Reflection Homes Association must be submitted in writing to the Association in care of the management agent. (There is a sample application form at the end of this handbook.) The following comprises the standards set by the Architectural Control Committee (ACC) and the Board of Directors (Board) in considering requests for changes or additions by individual homeowners. This is not meant to rule out other materials or reasonable differences from them, but the Architectural Control Committee must approve any change or addition.

It is recommended that all requests to the ACC be made at least forty-five (45) days prior to the commencement of any project. We also recommend that you pay no money or sign any contract until you have received written approval from the Board or ACC.

Remember that the ACC and the Board are volunteer groups working for you and your community. Given the number and variety of requests, it is impossible to provide an instant response to any request. All requests are given timely consideration within 30 days of the time stamped receipt by Management according to the *Declaration of Covenants*. All requests shall be answered in writing by either the ACC or Board.

Neither the management agent nor any employee of the management company can approve or disapprove architectural requests. This can only be done by the Board of Directors or their duly appointed Architectural Control Committee. The Board does have the final decision on any application presented and approved by the ACC.

All requests for an ACC approval must be submitted by the homeowner in the form of a preprinted ACC application. 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 under Architectural Control Standards may result in the Board of Directors referring the matter to an attorney to compel compliance with architectural requirements.

Exceptions to these guidelines as accommodations to medical disabilities will be considered by the Board of Directors upon written request and with appropriate documentation, on a case by case basis.

A. DEFINITIONS

Unless otherwise noted herein, **Public View** shall be defined as observable from the public street or any common area at ground level while standing directly in front of or directly behind that portion of property being examined. Public view for end units will also be considered as viewable from the side of the unit in question.

In Good Repair shall be defined as including but not limited to: no rust, breakage, dents, gouges or peeling.

Junk Vehicle shall be defined as any vehicle with missing parts, dents, gouges, rust or any visible or invisible damage that makes it inoperable. In addition, junk vehicles shall include

those with torn canvas, broken light fixtures, broken or missing windows, and/or missing or flat tires.

B. FENCES

Requests for approval must include a diagram showing the location of the fence relative to all building and property lines, and a description or sketch of the fence structure.

All fences in the townhome community were required to meet the standards set forth below as of December 31, 2003.

1. Material. Must be unstained, unpainted pressure treated lumber. No redwood shall be allowed.
2. Height. Must be six (6) feet in height.
3. Gate. Must be four (4) feet in width.
4. Design
 - a. Must be board-on-board
 - b. Must have a straight edge across the top
 - c. Boards must be 1 inch by 6 inches.
 - d. Boards on one side must be spaced not less than two inches and not more than four inches apart. The boards on the opposing side must be placed in the center of this space.
 - e. Posts must be capped with brown or brass post caps.
5. Construction
 - a. Finished side of the fence must face the exterior of the lot.
 - b. Posts must be 4" x 4" in width and must be sunk three (3) feet into the ground, secured with 18" of concrete.
6. Location
 - a. Fences shall be located in rear yards only.
 - b. Privacy fences on side yards of end townhomes shall not extend beyond the side property line.

- c. No fences are permitted in front yards between townhomes or to cross the face of any house. (The front yard is considered to be from the front corner of the house to the public walk.)
- d. Rear fences between properties are the shared responsibility of the homeowners whose properties are separated by such fences.
- e. No portion of any common area or walk through may be fenced by any owner.
- f. Before installing a fence, an owner who intends to construct a fence must contact Miss Utility to determine the placement of cable and electrical wiring on the lot which may be affected by the installation of the fence. Instructions on how to make such inquiries may be made through the utility companies serving the community, such as Verizon, Cox Communications, Dominion Virginia Power, and the like.

7. Color

- a. No staining or painting of fences is permitted. Any fence bearing either stain or paint must be cleaned to bare wood or replaced with pressure treated lumber.

8. Exceptions

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

- a. Such fences shall not be used as perimeter fencing for lot boundaries.
- b. Such fences must be in good repair.

C. SHEDS

Requests for approval for new or replacement sheds must include dimensions, materials, color and location (on a plat or drawing of the yard).

- 1. No more than one fixture shed shall be allowed on any lot.
- 2. All sheds shall be constructed of wood covered either with T-111 siding painted to match the approved color of the house or with vinyl siding which matches the approved siding of the house.
- 3. All sheds shall be no more than eight and one-half (8 ½) feet in height (ground to apex).
- 4. All sheds shall be maintained in good repair in accordance with the Association's standards for house maintenance.

5. All shed trim must match the trim of the house.
6. The homeowner is responsible for maintaining all exposed sides of any shed.
7. The shingle color of the roof of a shed must match the shingle color of the roof of the house.
8. Sheds shall be placed in the rear yards only.

D. DECKS

1. No owner may install a deck without first submitting an application to the ACC and obtaining the approval of the ACC or the Board. The application must include the dimensions of the deck, location of the deck indicated on a plat or drawing of the yard, description of the materials used, and an approved Fairfax County building permit. All decks must be natural in color (no redwood) and sealed with a clear sealant.
2. Canopies and gazebos are prohibited on decks or in yards.

E. EXTERIOR PAINTING/SIDING

All owners are prohibited from changing the present exterior colors on their townhomes without first obtaining approval from the ACC or Board.

1. Approved Colors. The approved colors for front doors, vinyl siding, and paint for T111 wood siding are as follows:
 - a. Front Door Colors. Paint may be purchased from any store, however, the equivalent color must match one of the colors listed in the table on the following page. If the paint is NOT purchased from one of the stores listed in the table, a paint sample must accompany the ACC application.
 - b. Vinyl Siding Colors. Vinyl siding requires a special application that is available, upon request, from the Management Company. The following color choices are for Quest siding from Mastic Home Exteriors:
 - 1) Almond
 - 2) Cameo
 - 3) Everest
 - 4) Harbor Grey
 - 5) Pebblestone Clay
 - 6) Sandtone
 - 7) Silver Grey

If the siding is NOT purchased from Mastic, a siding sample must accompany the ACC application. (Some siding colors have been discontinued. Therefore, any

Door Colors

Color Description	Vendor/Color Name & Number		
	Sherwin Williams/ Duron	Pratt & Lambert	Home Depot (Behr Brand)
White	White	White	White
Light Tan	Townhouse Tan 2186	Kidskin 2069	Venetian Mask UL130-10 ^U
Light Tan	Carefree Coral 2178	Amberwood 1820	Pale Coral UL120-11 ^U
Dark Tan	Gothic Rose 2163	Café Cubano 2062	Riviera Clay UL130-8 ^M
Soft Williamsburg Blue	Scandinavian Sky 2268	Nirvana 1294	Coastal Vistal UL230-6 ^M
Dark Williamsburg Blue	Bar Harbor 2272	Northern Star 1295	Forever Denim UL230-5 ^M
Chocolate Brown	Mesquite Wood 2161	Loam 2015	Cinnabark UL130-22 ^D
Light Cranberry	Cinnabar 2714	River Rouge 1889	Divine Wine UL120-22 ^D
Dark Cranberry	Rustic Red 2719	Burnished Mahogany 1890	Chipotle Paste UL120-23 ^D
Ivory	Devon Cream 2447	Oyster White 2079	Polished Pearl UL160-10 ^U
Dark Green	Dense Forest 2259	Shaded Spruce 1481	Underwater UL220-23 ^D

townhome that is currently sided with that color will have its siding “grandfathered” until such time as the siding needs to be replaced or the townhome is sold.)

- c. T111 Wood Siding Paint Colors. T111 wood siding must be painted to match a color from the vinyl siding colors. As of April 2010, the Sherwin Williams store at 696-B Elden Street, Herndon, has custom-matched our siding colors. Ask for the Reflection Homes Association color samples. If the paint is NOT purchased from Sherwin Williams, a paint sample must accompany the ACC application.
2. The new color must also be compatible with present brick and roof colors.
 3. Any owner who installs siding must strictly adhere to the vinyl siding guidelines available from the management company.

F. MAINTENANCE OF YARDS

1. Lighting
 - a. No exterior lighting shall be directed outside the boundaries of a lot. Replacement of existing lights does not require ACC approval. No owner shall install new lighting prior to receipt of ACC approval.
2. Yards
 - a. Grass or ground cover must cover 75% of front yard. All owners must keep their grass at no higher than 6 inches. Artificial plants, grass, shrubs and trees are prohibited.
 - b. Freestanding lawn decorations taller than one foot must be submitted to the ACC for consideration and approval prior to installation.
 - c. Owners must trim and maintain their hedges and shrubs in an orderly fashion.
 - d. Owners must maintain their flower beds with regular weeding.
 - e. Owners shall not install large plants in excess of a mature height of 10 feet without first receiving the approval of the ACC or Board.
 - f. No tree, shrub, or hedge planting shall be planted or maintained in such a manner as to obstruct sight lines for vehicular traffic as required by Article IX (a), Number 3 of the Declaration of Covenants.
 - g. All owners must trim all shrubbery, landscaping and plants on private lots in a manner so as to not impede traffic on the public walk and to prevent such plantings from overhanging the parking lots.

- h. Owners are responsible for trimming trees which overhang any common area or any neighbor's property.
- i. If debris and other personal property located on an owner's lot are in public view through fenced yards, such property is subject to all applicable standards that govern the association.
- j. Canopies and gazebos are prohibited on decks and in yards.
- k. Cover all exposed parging along the home's foundation with raised flower bed, shrubbery or other conforming landscaping. (Parging is the tar-like black weather sealant applied to the base of exterior masonry walls.)

G. DOORS AND WINDOWS

1. All storm doors must be approved prior to installation, unless they meet one of the following criteria:
 - a. Full pane, clear, plain (meaning no etchings, drawings or appliques on the glass) glass door with a frame of white, the color of the house's siding, or the color of the front door.
 - b. Doors which are composed of a top half made of glass and the bottom half of metal must be painted white, the color of the house's siding, or the color of the front door.
2. Replacement doors must be constructed of solid wood or steel and an approved color.
3. Front doors with half-circle window inserts in the upper half of the door are permitted so long as the frame of the window is the same color as the front door.
4. No exterior plastic covering is allowed on doors or windows.
5. Owners must promptly repair or replace within thirty (30) days all broken windows, doors and/or screens.
6. Window appliances (such as fans, air conditioners, etc.) which extend beyond the exterior surface of the house are prohibited.
7. If an owner replaces a window on their home, the replacement window must be white or the original brown and must match the original slider style. **Double hung windows are prohibited unless granted a written exception by the Board of Directors.**
8. Vinyl window casements must be painted to match the siding of the house.
9. Mullion and window grids are prohibited on all windows and doors.

10. Outdoor awnings are prohibited.

H. FACADES

1. All façade trim, downspouts, and gutters must be properly secured to the house.

Fascia, soffits, rake boards, gutters, and downspouts must white.

2. All changes in permanent, exterior decorations must be submitted to the ACC for consideration and approval prior to installation, with the exception of door knockers, kick plates, and security viewfinders, which may be installed without ACC approval.
3. Holiday decorations including but not limited to lights, flags and banners that commemorate a specific holiday do not need approval, but are permitted to remain on the exterior of the home and the lot for only forty-five (45) days prior to and after the commemorated holiday.
4. One pole bracket and pole is permitted per property without ACC approval. Owners shall not place banner/flag poles in a location or manner so that such poles interfere with pedestrian traffic on the public or common walks.
5. Balconies shall be natural or painted the same color as the siding. If left natural, the owner must apply a clear color sealant to the balcony.
6. Owners shall not install vinyl siding without first submitting a special application for vinyl siding to the ACC and receiving approval for the installation from the ACC. Owners must install all vinyl siding in a manner consistent with the specifications noted within the "Architectural Standards for the Installation of Vinyl Siding." Owners may obtain the "Architectural Standards for the Installation of Vinyl Siding" from the management company. **Please note that a special application is required for vinyl siding.**

I. ROOFS

1. If an owner repairs or replaces their roof, the replacement or repaired roof shall be compatible with the existing paint color and adjoining units. Nevertheless, any shade of brown or gray is acceptable if approved by the ACC. Three tab or five tab asphalt shingles are acceptable.
2. Any change in the color or structure of the roof is prohibited unless the owner receives approval from the ACC for the change. Requests for approval must include a sketch of the house with changes clearly diagrammed and sample of new roof shingle submitted.

3. All owners must maintain or replace their roof in a manner which assures that the exterior shingle color is sustained throughout the entire visible roof and/or matches the existing roof to the degree of the closest color match available in the marketplace.

J. CLOTHESLINES

1. In rear fenced yards only, members may place collapsible umbrella clothes lines only, as provided in Article IX (a), Number 2 of the Amended Declaration of Covenants.
2. Owners must remove all clothing or other items on clothesline before nightfall.

K. DISTURBANCES

No noxious or offensive activity shall be carried on upon any portion of the residential property nor shall anything be done thereon or permitted to remain on any lot which may be or become a nuisance or annoyance to other members of the Association, as provided in Article IX (a), Number 4 of the Amended Declaration of Covenants.

On behalf of the Association, the Board of Directors has given the Fairfax County Police written permission to enter the Reflection Homes Association property to enforce all Fairfax County codes and laws concerning nuisance activities.

L. SIGNS

1. Unless meeting an exception noted herein below, no sign of any kind larger than one (1) foot square shall be displayed to the public view on any lot except temporary signs not more than four (4) feet square in area, advertising the property for sale or rent. This does not include decorative flags or banners.
2. Business signs are prohibited in residential neighborhoods by zoning ordinances and by this Association. However, a temporary, contractor's sign no larger than 2' by 2' may be displayed during current, active work on a member's lot but must be removed upon the contractor's departure from the site for more than 24 hours or the completion of the job.
3. Owners may display decorative signs of not more than five (5) square feet celebrating the holiday seasons for the duration of that season.
4. Owners may display for a maximum of one week large decorative signs celebrating a particular event (including but not limited to a weekend sporting event) which measures more than one (1) square foot.

M. TRASH (see Section V of the Book of Resolutions; and see Policy Resolution 2000-8)

N. FLAGPOLES

Freestanding flagpoles are not permitted in the yard of any townhome.

O. SATELLITE DISHES (see the Book of Resolutions)

Satellite dishes are allowed by RHA standards and federal law, but there are limitations on their placement. Please refer to RHA's resolution on placement of satellite dishes and contact the ACC or management for approval before placing a satellite dish.

P. RECREATION AND PLAY EQUIPMENT

All exterior play equipment shall be placed in rear yards only, must minimize the negative visual and physical impact to the community and must be well-maintained. No peeling, rusting, falling apart, or extreme fading shall be permitted on any exterior play equipment. If exterior play equipment peels, rusts, falls apart or fades, the owner must either remove the equipment from the exterior of his lot or must repair or restore such equipment to its original condition. No owner may install play equipment without first obtaining approval from the ACC. Please keep in mind that some play equipment is subject to Fairfax County approval. Please check with the County before submitting an application.

Q. GENERAL MAINTENANCE

1. All owners must maintain their masonry work and siding in good repair.
2. All owners must maintain their sidewalks, including the portion in front of their house and steps in good repair. Exterior carpeting that can be seen from the street, public sidewalks or common areas is prohibited.
3. House numbers must be legible and visible from the street or parking lot. At least the last three digits of the house number must be displayed on the rear of the house in a visible place either under the light or over the sliding door. Rear numbers must be black and a minimum of three inches in height. Numbers may be no more than six inches in height.
4. Subject to ACC approval, if retaining walls are needed to combat erosion, the owners must maintain the areas behind the walls as planters only.
5. No household appliances, including but not limited to stoves, freezers, and/or refrigerators, may be stored outside on any lot for more than 24 consecutive hours with approval from the ACC or the Board. Contact the Association's property manager to gain permission from the ACC and/or Board if you are planning on remodeling or making repairs which will require the storage of such appliances or materials temporarily on your lot for more than 24 hours consecutive.
6. No owner may store in any materials including but not limited to wood, tools, trash cans and/or boxes in any alcove, subject to the following exception.
7. Permanent storage of new or used building materials in any yard is prohibited, as

provided in Article IX, Number 7 of the Declaration of Covenants. Please contact the management company to gain permission from the ACC and/or Board if you are planning on remodeling and will be required to store materials temporarily on your lot during such renovations or repairs for more than one week.

8. Owners are prohibited from storing any item on the common area.
9. No horse, pony, cow, chicken, pig, hog, sheep, goat or other farm or wild animal as defined by Fairfax County ordinances shall be kept or maintained on any lot; however, common household pets may be kept and maintained provided that they are not kept, bred or maintained for commercial purposes, as provided in Article IX (a), Number 6 of the Declaration of Covenants.
10. All pets must be kept on a leash when outside of a resident's private yard as **required** by county law. All owners are required by county law and the Association to clean up of pet waste **immediately** after its deposit.

R. PARKING (see Section IV of the Book of Resolutions, Parking Resolutions)

1. Parking during enforcement hours (10 P.M. to 6 A.M, every day, year round) requires a parking sticker available from Sequoia Management. Only townhome residents are permitted to park in common lots. Saunders Drive and Springer Drive are public streets managed by VDOT and the Association in no way regulates parking in that area, the condition of the streets or snow removal from them.
2. No junk vehicles, unlicensed vehicles, or trailers are permitted in the common parking areas. No storage of boats, boating equipment, travel trailers or camping equipment shall be permitted on any common parking area. Violators may be tagged and towed without notice at the owner's expense.

S. MAJOR CONSTRUCTION

No structure or addition to a structure shall be erected, placed, 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 Architectural Control Committee appointed by the Board. Structure shall be defined to include any building or portion thereof, fence, pavement, deck, patio, or appurtenances to any of the aforementioned and any planting which, by normal growth, may be expected to exceed ten (10) feet in height.

T. COMPLETION OF PROJECTS

Unless otherwise approved by the Association or indicated herein, all projects must be completed within thirty (30) days of commencement.

U. ZONING/BUILDING CODES

The ACC will not knowingly give approval to any structure which may be in violation of County codes. The homeowner is responsible for obtaining applicable permits from the county. Structures which are built in clear or questionable violation of local codes will be reported to the appropriate County office.

V. BUSINESSES

No portion of a lot created by the Declaration of Covenants, Conditions and Restrictions of the Association shall be used for any professional, industrial, mining or commercial activities except as can be and are in fact conducted from a single family home residence as provided in applicable Fairfax County ordinances, as provided in Article IX (a), Number 1 of the Declaration of Covenants.

W. TENANTS

Tenants are subject to these standards. Members are responsible for informing their tenants of these standards and will be held responsible for infractions by their tenants.

X. COMPLAINTS

All complaints pertaining to violations of the standards that govern this community must be in writing and addressed to the management company. The ACC and /or Board of Directors will make an effort to keep the name of the complainant confidential.

If the ACC, Board of Directors or Management Company receives correspondence from one member alleging a violation of these Architectural Standards by another resident or member, the ACC, Board of Directors and/or the Management Company will attempt to verify the violation. If the alleged violation can be verified independent of the member's correspondence, such correspondence will be kept confidential. In the event the alleged violation can not be independently verified, the member citing the potential violation shall be notified that the confidentiality of their correspondence may be compromised through the enforcement process if enforcement action is to be continued based only on that resident's initial allegation. Should the complaining member then seek to withdraw their allegation, the initial allegation will remain confidential and the allegation record will be removed from ACC, Board of Directors and Community Management files and destroyed.

For information regarding formal, written complaints, please contact the Community Manager for the format and filing instructions.

Y. MONETARY CHARGES

The Board of Directors can choose to impose monetary charges in the event that application approval or disapprovals are ignored or in the case of clear violation of these standards. All

finer will be in keeping with the regulations set by the Virginia Property Owners' Association Act and Policy Resolution 2000-5.

Z. DECLARATION OF COVENANTS

All standards not stated herein but designated in the Declaration of Covenants, Conditions, and Restrictions, By-laws, and Articles of Incorporation shall continue to apply.