Loft Ridge

Homeowners Association

Community Handbook

May 2014

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SECTION I

OBJECTIVES

A. The overall objective of this Handbook is to serve as a guide to Loft Ridge homeowners for maintaining and enhancing a carefully designed and maintained community environment. These guidelines and standards address changes for which homeowners will most often submit applications to the Architectural Control Committee (ACC), as well as other rules and regulations governing the Association. They are not intended to be all-inclusive or exclusive, but rather serve as a guide to what improvements may be made in the community. ***All modifications and changes from the original condition of the lots must be approved by the ACC in writing.***

   ACC members are appointed by, and serve under the direction of, the Board of Directors and work in concert with the Managing Agent. The Managing Agent is a private company under contract with the Loft Ridge Homeowner's Association (LRHOA) that carries out administrative inspections and other management functions at the direction of the Board of Directors.

B. The specific objectives of this handbook are:

   1. To increase homeowner awareness and understanding of the Association's Declaration of Covenants, Conditions and Restrictions, hereinafter referred to as "Covenants."

   2. To describe the organization and procedures involved with the architectural standards established by the Covenants.

   3. To provide uniform guidelines to be used by the ACC and the Board in reviewing applications in light of the goals set forth in the Founding Documents of the Loft Ridge community and the actions of the Board of Directors.

   4. To illustrate basic design principles, which will aid homeowners in developing exterior alterations, that are in harmony with the immediate neighborhood and community as a whole.

   5. To assist homeowners in preparing an acceptable application to the ACC.

INTRODUCTION

A. Exterior Additions, Alterations or Improvements

This handbook is designed to address exterior additions, alterations, and improvements (hereinafter referred to as modifications) made by homeowners to their property. All exterior modifications require prior approval of the ACC.

B. Design Controls

1. The purpose of design controls is to ensure that the standards of design quality and aesthetics will be maintained. This, in turn, protects property values and promotes the aesthetic appeal of the community.

2. The authority for maintaining the quality of design in the community is founded in the Governing Documents, which are a part of the deed to every property. The Covenants establish the LRHOA, the Board and the ACC.

3. As a homeowner, you received as part of the purchase of your home, a copy of the Bylaws, Declaration of Covenants, Conditions and Restriction, Articles of Incorporation and Resolutions in the homeowners document package at settlement or before. These Governing Documents are binding on all homeowners current and future and should be fully understood by each homeowner. ***This guide is in a condensed, easy to read format, to serve as a supplement to the Governing Documents. In the event of a conflict between the terms of these guidelines and the Governing Documents, the terms of the Governing Documents shall control.***

SECTION II

ARCHITECTURAL MODIFICATIONS REQUIRING ACC APPROVAL

All exterior modifications require prior approval of the ACC:

Each application is reviewed on an individual basis. There are not any "automatic" approvals, unless provided for specifically in these guidelines. For example, a homeowner who wishes to construct a deck or fence identical to one previously approved by the ACC is still required to submit an application.

NOTE: Obtaining any permits required by the County is the sole responsibility of the lot owner. ACC and/or Board approval does not negate the requirement to comply with County and State building codes and/or regulations. Similarly, County or State approval does not negate the requirement to obtain ACC and/or Board approval.

The homeowner shall contact "Miss Utility" for location of cables and/or pipe work prior to any digging when constructing decks, fences, etc.

ACC REVIEW CRITERIA

The ACC evaluates all submissions on the individual merits of each application, based on specific guidelines established in the Loft Ridge HOA governing documents. Approval is made by a majority vote of the ACC. The characteristics of the house type and the individual site are taken into account when evaluating the particular design proposal. What may be an acceptable design of an exterior in one instance may not be for another.

The following criteria govern the decisions of the ACC:

A. Design Compatibility

1. The basic idea must be sound and appropriate to its surroundings.

2. The proposed improvement must be compatible with the architectural characteristics of the applicant's townhouse, adjoining townhouses, and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color and construction details.

B. Location and Impact on Neighbors

The proposed alteration should relate favorably to the landscape, the existing structure and the neighborhood. The primary concerns are access, view, sunlight, ventilation and drainage. When a proposed alteration has possible impact on adjacent property, it is suggested that the applicant discuss the proposal with neighbors prior to making an application to the ACC. It may be appropriate in some cases to submit neighbor comments along with the ACC application.

C. Scale

The size of the proposed alteration should relate well to adjacent structures and its

surroundings.

D. Workmanship

The quality of work should be equal to or better than that existing in the community.

E. Timing

Projects shall be completed within six months from the date of approval and must be carried out in such a manner as to avoid unreasonable disturbance to neighbors and to avoid damage of common property. Homeowners must remedy any damage to common property and return such property to a condition substantially similar to that which existed prior to the damage. All construction or modifications shall be built in accordance with the plans and specifications approved by the ACC or Board.

FORMAT FOR SUBMITTING APPLICATIONS

A sample of the Request for Change or Addition form, which must be used in applying for approvals, is attached as **"Exhibit A.**" The ACC will consider only written requests. Oral requests will not be accepted nor considered. Any approval or disapproval must be in writing to be valid.

Generally, the following items should be a part of every application:

A. Site Plan

A drawing or sketch of the proposed alteration shall be provided to the ACC with the request. A photograph showing a likeness of the proposed alteration is also acceptable. The amount of detail should be consistent with the complexity of the proposal. A description of the materials and colors should be provided. If appropriate, plans or provisions for landscaping or grading, etc., should be shown as they affect the applicant's house and as they relate to adjacent houses.

B. Review Procedures

On receipt of a change request, the Managing Agent will date stamp the request and send an acknowledgment of its receipt to the homeowner. The change request is forwarded to the ACC for action. If the homeowner does not receive acknowledgment of receipt of the change request within ten days, the homeowner should contact the Managing Agent. ACC actions will be returned to the Managing Agent, who will retain a copy for the homeowners' file and notify homeowners in writing about whether the request has been granted or denied.

Upon receipt of a change request, the Association has thirty days to approve or disapprove the request.

Any application, which is deemed incomplete by the ACC Chairperson, will be disapproved.

C. Appeal of an ACC Decision

If a proposal is denied, the homeowner may request the ACC to reconsider its decision.

Homeowners requesting reconsideration are encouraged to present new or additional information to support their proposal.

If the proposal is denied by the ACC a second time, final appeal may be made within 30 days to the Board of Directors. The decision of the Board will constitute a final decision of the matter.

SECTION III

ACC GUIDELINES

A "Request for Change or Addition" form must be submitted for ACC approval before any modifications are made to items noted below with an asterisk (*).

Homeowners are responsible for appropriate use of the property as well as maintenance of the house structure and grounds in a uniform manner and in good repair. This includes items such as vehicles, animals, lawns, trash removal and structural maintenance. Use and maintenance affects the visual character and economic values of the property and neighborhood, and in some cases, safety.

Air Conditioner Units

Air conditioning units from windows or built into existing exterior surfaces are prohibited.

***Attic Fans/Ventilators, Skylights**

Attic ventilators, skylights or other devices requiring penetration of the roof shall be located on the back side of the roof and not extend above the ridge line. Installation requires prior ACC approval.

***Barbeque Grills**

Permanently installed barbecue grills shall be placed in the rear of the house, as far as practical from the adjacent property lines, and within the fence line. All permanent grills shall require prior ACC approval.

Business, In-Home

A professional office may be maintained in a dwelling, provided that its use is limited to the person actually residing in the dwelling and its use is in strict conformity with the provisions of any applicable zoning law, ordinance or regulation. No part of the property shall be used in any way for any business, commercial, manufacturing, mercantile, storing, vending or other nonresidential purposes. Refer to Article VI, Sections 1 and 2 of the Declaration of Covenants, Use and Restrictions.

Clotheslines

Exterior clotheslines or similar apparatus are prohibited as provided in Article VI, Section 9 of the Covenants.

Common Areas

It is the responsibility of each homeowner to use Common Areas in a responsible manner. The homeowner shall be financially responsible for any damage to Common Areas or to property of other homeowners caused by themselves, their children, their pets, their guests or their service providers.

Any equipment (e.g., recreational) used in common areas by owners, tenants, or guests must be of a temporary nature and must be removed when not in use and must be removed by dusk. Any homeowner placing equipment in common area must obtain Board approval prior to placement.

Compost Piles

Compost piles are not permitted.

***Decks** (Items 2 and 3 require prior ACC approval.)

1. Decks shall be located in the rear of the lots.

2. Applications for ACC approval shall include a site plan showing the size of a deck, location as it relates to applicant's unit as well as adjacent lots, property lines and party walls, description of materials to be used, and the details of railings, posts, stairs, steps, benches, etc. as required to clearly describe the proposal. Include the height of the deck off the ground and railing height. Second-floor decks shall be constructed far enough away from party walls to allow for any future repairs in that area which may become necessary.

3. Material to be used for the construction of decks may consist of pressure-treated pine and/or composite materials as described in this paragraph. Composite materials are allowed in deck construction for horizontal and vertical components, except for load bearing components as specified by Fairfax County regulations. When using composite materials alone or in combination with pressure-treated pine, the composite material must match the wood color and one of the approved stain colors.

4. No privacy fences or any type of privacy barriers are permitted on decks.

5. Decks may be treated with a clear preservative or with a semi-transparent stain that allows the natural grain and texture of the wood to show through. Semi-transparent stains must be chosen from the palette of approved semi-transparent stain colors. For examples of approved stain colors, please reference the semi-transparent stain palette available on www.loftridge.com or by contacting the ACC. Decks may not be painted. If left natural in color, a clear wood preservative is recommended.

Decorative Objects

Exterior decorative objects including decorative flags (greater than 18 inches tall), sculptures, fountains, pools, and freestanding poles of all types shall be permitted only in rear yards and within a fence line and less than 6’ high.

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. Objects must not substantially intrude by sight, sound or smell upon adjoining homes or in the neighborhood setting. Maintenance of decorative objects which may hold water (e.g. bird bath), must be emptied and maintained at least once per week as to help reduce the possibility of mosquito breeding.

The rights of lot owners to display temporary, periodic, or seasonal religious and holiday signs, symbols, and decorations on their lots of the kinds normally displayed in or outside of residences located in similar residential neighborhoods are acceptable.

The LRHOA may adopt reasonable time, place, and manner restrictions for the purpose of minimizing damage and disturbance to other lot owners and occupants.

***Doors, Exterior Front Doors**

All exterior front door changes require ACC approval. Exterior front doors may be metal or composite (not wood), and must be painted the approved color of the house's current color scheme. To paint the door a different color, a separate Request for Change of Color must be submitted to the ACC. (All colors must be selected from the approved Loft Ridge color choices. A menu of color choices can be found on the Loft Ridge website at www.loftridge.com.)

Exterior front doors must have 4 lower panels (2 over 2) with windows or panels in the top 1/5 of the door. Doors with windows can be either (1) four square windows in a row (2) two oblong windows side by side or (3) fan shaped. (Please see illustrations below for approved styles.) The glass must be clear. Beveled edges are permitted but etching, frosting, color and stained glass are not allowed. If the door has two panels instead of windows it must follow the look of door option (2) without glass.



1 2 (with or without glass) 3a 3b

***Doors, Rear Sliding Door Replacement with French Doors or Sliding Doors (requires prior ACC approval)**

1. French doors are described as two door panels, with or without grids to create panes. The style of the French doors can be two opening doors or one opening door and one stationary door, or sliding glass doors.

2. Door panes must match size and style of the existing rectangular window panes. Snap-out grids or permanent grids can create the panes.

3. The door glass may be clear, with or without UV protective coating, but may not be tinted, frosted, etched, or adorned.

4. The exterior of the French doors may be aluminum, baked-on enamel, vinyl, or wood, painted to match the designated color of the house trim. The hardware (handles and hinges) may be made of nickel or brass.

5. Screens are optional and the frames can be aluminum, baked-on enamel, or vinyl painted to match the color of the door.

6. No plastic weather-proofing or other covering shall be permitted on the exterior of the doors.

***Doors, Storm/Screen Doors (Item #1 requires prior ACC approval.)**

1. All storm/screen doors must be approved by the ACC prior to installation. Storm doors shall be of anodized aluminum with baked-on enamel, full view or ¾ view, without ornamentation such as scallops, scrolls, bars, or imitation gate hinges. Half-view storm/screen doors are not allowed.

2. Kick plates are permitted.

3. If a screen is present it must be in good repair.

4. Storm/screen doors shall be the same color as the approved entry door color or the surrounding approved exterior door trim color, or may be white or off-white in color. If storm/screen door is not white or off-white in color, subsequent ACC approved entry door/surrounding trim color changes will require similar color changes to the storm/screen door. Storm/screen doors in the Wellington Ridge area of the community (Medallion and Evergreen Knoll) shall be only white or off-white in color.

5. Only clear glass is acceptable. No frosted, etched, stained, tinted, colored or adorned glass is permitted.

6. No plastic covering shall be permitted on the exterior of storm doors.

***Egress Windows**

The homeowner must apply and follow the Fairfax County ordinances for placement of emergency escape and escape openings (egress) for bedrooms in a basement.

If you request an emergency egress for your basement, the emergency egress must be a window, and the window must have a grate or cover over the opening to prevent and protect against accidents.

Electronic Insect Traps

Electronic insect traps are not permitted.

***Exterior Lighting**

All permanent exterior lighting must be of similar size, style (i.e., colonial), color and/or finish to Loft Ridge community lighting. Examples of acceptable styles are shown in **"Exhibit B."** Safety lighting, such as spotlights and motion detector lights, must be non-obtrusive in style and location. All exterior lighting modifications or changes, including walkway, deck, patio, and safety lights shall require prior approval by the ACC.

***Fences and Gates**

1. All fences shall be constructed using the same style (board-on-board) and type of wood (pressure treated pine only) as the original fence or an existing approved fence. All fences shall have horizontal headers on the fence top and black or silver post caps on top of the header posts. Chain link or wire fencing of any kind is prohibited.

2. All fences shall be left unpainted, unstained, and remain natural in color both inside and out. Clear preservative is acceptable and is recommended.

3. All fencing shall follow the slope at the ground and be no higher than the existing fence installed by the builder. Rear side yard fences may extend to the homeowner's lot line and may enclose the rear of the homeowner's property. When constructed on an end unit, fences may extend along the established property line and terminate at the rear of the currently located porch. ***All fences terminating at the rear of the porch must be approved on a case by case basis.***

4. Fences between properties must be six feet in height and must adhere to rules pertaining to party walls as dictated in Article VIII of the Loft Ridge HOA Declaration of Covenants, Conditions and Restrictions.

5. Rear fences may be three, four, or six feet in height.

6. No front yard fencing is permitted.

7. Gates must be constructed in the same style and of identical wood as the fence. The highest part of the gate must be the same height as the fence.

Firewood

Any firewood maintained on the property shall be kept neatly stacked, located in the rear yard of the residence within the fence line, less than 6' high, not in contact with the house, and obscured from view of adjoining lots and streets. Under no circumstances is firewood to be stacked in the common area. Firewood piles must contain firewood only, no storage of debris.

***Gutters, Downspouts**

Gutters and downspouts shall match the house trim color or may be white, and shall not adversely affect drainage on adjacent properties. Gutter replacement installation requires prior ACC approval.

***Hot Tubs, Saunas, Jacuzzis**

Plans for hot tubs, saunas or Jacuzzis shall be submitted to the ACC for prior approval. Hot tubs and Jacuzzis must be at ground level and fully enclosed by a fence. It is the homeowner's responsibility to secure proper building permits and to ensure that plans conform with County guidelines. Descriptions of ground level trellises, privacy screening, etc. shall be included in the application for approval. The procurement of any permits required by the County is the sole responsibility of the lot owner. ACC and/or Board approval does not negate the requirement to comply with County and State building codes and/or regulations. Similarly, County or State approval does not negate the requirement to obtain ACC and/or Board approval. Approval by the ACC does not constitute liability of the LRHOA.

House Numbers

Must conform to original size of the Loft Ridge community house numbers (4" tall) and be made of non-corrosive metal with a black, brass or nickel finish.

House numbers must be securely mounted on the door trim (numbers vertically and no more than ½" apart) on the right or left side, in the upper 1/3 quadrant of the door trim area. Homes that have decorative trim above the door may mount house numbers on that trim horizontally centered above the door.

Corner units that display house numbers in two areas, next to door and on trim that faces the road, must display house numbers of the exact same style and color.

Ivy

Ivy or other vines growing on fences or the exterior walls of homes shall be properly maintained. Dead or dying vines must be promptly removed. As some vine species are known to cause damage to building materials, particularly bricks and mortar, homeowners shall be vigilant that vines growing on fences or exterior walls shall not cause damage to either their property or the property of others. Vines should be contained on the owner's property, and any damage to fences or other common property is the responsibility of the vine-owning homeowner.

***Landscaping, Vegetable Gardens and Yard Maintenance** (Items b, d and e under Landscaping require prior ACC approval)

Consideration must be given to maintenance of planned landscaping by current and future homeowners as well as any effects that roots, branches, etc., may have on the house structure, walkways, water lines, underground cables, adjoining properties, etc. All landscaping and yard maintenance includes all reasonable and regular irrigation, weeding, weed control, fertilizing and pruning. The yard should be free of debris and clutter, including but not limited to: loose stones or mulch, sticks, leaves, and trash. Yards must consist of grass, landscaping with appropriate mulch or other approved ground cover in this section, or a combination. No yards or section of yard comprised of only dirt will be allowed.

1. Landscaping

a. Landscape edging materials must be of consistent size and shape (e.g. landscaping timbers, bricks, pavement stones), be of natural colors, and finished work must be even and of high-quality workmanship. Landscaping/mulched areas should have a well-defined border. Edging must be buried in the ground so that it remains vertical. No loose stone or rocks may be used as edging materials or landscaping borders. (If landscaping timbers are used on Evergreen Knoll or Medallion and the property has a full composite porch the timbers must also be in matching composite)

*b. All permanent landscaping installations (edging, borders, terraces, flower/planter boxes, etc.) require prior ACC approval.

c. Mulch may be used as an accent around plantings or as a base ground cover. If used as a base, planters and pavers should be used to give the appearance of a planted and landscaped yard. Loose stones or rocks may not be used as ground cover, however natural, earth-toned stone or rock may be used as landscaping accents, provided that stones/rocks are large enough to prevent their being washed away, or contained within landscaping edging. Stone or rock used as landscaping accents may cover no more than 25% of the ground area. Earth-toned stone or rock may also be used as drainage materials and/or erosion control at downspout areas and within four feet of the edge of the house. When being used in this manner, the homeowner is responsible for ensuring that drainage rock does not escape the confines of the yard/property.

*d. Approval of the ACC is required before planting any tree.

*e. Approval of the ACC is required before planting any shrub, bush, etc. that will exceed four (4) feet in height or width when fully grown.

f. Plantings should be healthy, live plants. All dead plants, branches, leaves etc. should be removed and disease and/or damage shall be appropriately treated. All shrubs and trees should be well-groomed and pruned.

g. Trees or shrubs shall not encroach on any neighbor's property or the owner's deck and should be pruned when hanging into common areas to give at least 6 feet of clearance.

2. Vegetable Gardens
Vegetable gardens are only permitted within the rear property line and must be maintained in such a way that is not offensive to view from neighboring properties.

3. Yard Maintenance (Lawn)
a. Lawn must be healthy, green, well-groomed, neatly mowed and edged as the current season allows. There should be minimal bare or brown areas in grass . Grass should consist of commonly used grass types in northern Virginia area, including fescue, Kentucky bluegrass, ryegrass or zoysia. There should be a minimum number of weeds in grass. Clover will be considered a weed.

b. Grass which is designed to grow between walkway slates should be regularly maintained in accordance with the rest of the grass maintenance guidelines.

***Painting, Exterior** (Item 1 requires prior ACC approval.)

1. Exterior color changes are permitted; however residents must choose from an established palette of McCormick paint colors, approved for their section of the community by the Board of Directors. The terms exterior color and exterior painting apply to all exterior painted surfaces of the house, i.e., doors, shutters, wood trim, and along rooflines between lots.

a. Requests for exterior color changes must be submitted in writing to the ACC, through the Managing Agent, by the homeowner using the Request for Change or Addition Form (**Exhibit A**). Unless a change request is approved, all exterior painting must conform to the McCormick paint colors and pattern of your home on file with the Managing Agent (color chart for each home is available on the website).

NOTE: *Although ACC approval to repaint in original approved colors is not required, it is recommended that homeowners first verify the correct colors with the Managing Agent. Exterior paint must be maintained in good repair with no visible peeling, chipping, cracking or staining.*

b. Homes with a color scheme comprised of two or three colors may choose one of the color schemes on the approved palette. There is no mixing of color schemes (i.e., you must change the front door, trim and/or shutters, as appropriate, to the colors specified in the color scheme). These color changes are subject to the guidelines set forth in paragraph c.

c. The new color or color scheme must not be the same as the color or color scheme used on the adjoining home on either side of the home being painted.

d. If the trim or the window molding in the rear of the property is painted a non-neutral color, it must match the trim color in the front of the house. (Neutral colors are whites, off-whites, tans and beiges.)

e. Evergreen Knoll and Medallion Court only: Front doors may be painted any color on the approved one-color palette. If your home is adorned with decorative shingles, the decorative shingles and front door must be painted the same color.

2. Painting of siding, brick, foundation, concrete steps, concrete front stoop, sidewalks, patios, decks, or fences is not permitted.

***Patios** (Items 2 requires prior ACC approval.)

1. Patios shall be located in the rear of the lots.

2. Brick, cement, slate and paving blocks of natural earth-toned colors are the only acceptable patio building materials. Patios must be constructed so as to ensure there is no water runoff onto neighboring lots. Lot owners are responsible for seeing that their lot and neighboring lots are protected from erosion and that storm drainage structures are not blocked so as to cause erosion problems. All patios require prior ACC approval.

Play, Recreation and Lawn Equipment

All items, including play equipment, grills, and lawn and home maintenance equipment, e.g., ladders, shall not be located in front or side yards overnight, except as allowed in 'Porches handbook section'. Exterior playground equipment, sports, or recreation equipment may only be erected in the rear yard and may not be visible above the fence level or extend onto common property. Any permanent installations require advance ACC approval.

***Pools (Item #2 requires prior ACC approval.)**

1. All permanent swimming and wading pools are prohibited. Temporary kiddie pools shall be permitted in rear yards only.

2. Water features/gardens are subject to prior ACC approval.

***Porches**

1. Porch steps and/or floorboards must be kept clean and free of algae, mildew and stains. There should not be any rotting wood (when made of wood), peeling paint, or chipped and/or cracked materials on the porch or stairs.

2. Railings must be free from chipping, peeling paint, rust and stains.

3. No tools, construction materials, recycle bins, garbage cans or any similar items may be stored or left overnight on a porch or walkway.

4. Short-term storage for seasonal items such as children's toys and small (non-motorized) scooters/bikes, not to exceed a 16" wheel bike, may be stored on porches providing they are neatly stored and small loose items are kept out of sight in a storage container of neutral color, not to exceed 42" wide x 22" tall x 21" deep (see examples below of approved type storage containers), all of which must be approved in advance by the ACC or Board.

5. Decorative furniture such as chairs and benches are permitted on porches providing they are of a high quality, made of wood or iron, and well maintained in a like new condition (see

examples below of approved type chairs and benches), all of which must be approved in advance by the ACC or Board. No plastic, wicker or folding lawn/beach chairs or similar items are permitted.

Examples of Permitted Storage Boxes



Length: 22.0 "; Width: 17.5 "; Height: 24.0 "



Length: 41.0 "; Width: 21 "; Height: 22.0 "

Examples of Permitted Chairs and Benches



***Porches- Evergreen and Medallion Court only**

1. Material to be used for the construction of porches may consist of pressure-treated pine or composite materials as described in this paragraph. Composite materials are allowed in porch construction for horizontal and vertical components, except for load bearing components as specified by Fairfax County regulations. When using composite materials, the composite material must match the color of unstained pressure-treated pine. (Examples of composite materials include, but are not limited to, those commercially sold under the Fiberon, Evergrain, and Trex brand names.)

If a porch is built completely in composite, all visible components must be covered in composite material. Grey or natural wood colored composite materials may be used on just the porch run when the handrails remain painted Amber White. Shared porches must be made from the same materials, either pressure treated pine or composite material.

2. The porch run may be treated with a clear preservative that allows the natural grain and texture of the wood to show through, or painted with one of the approved porch tread colors (McCormick brand: Beechwood, Beige Grey, Neutral, or Takoma.)

3. Railings must be painted Amber White if the porch run is one of the approved porch colors (Beechwood, Beige Grey, Neutral, or Takoma). If the porch run is left natural with a clear preservative, the handrails may either be left unpainted or may be painted Amber White.

4. A one-time increase in porch size may be requested for a property. Requests to expand a porch are limited to a maximum of up to one foot in width along the length of the porch facing out from the front door. Applications must include a site plan with dimensions and details of materials used.

Rain Barrels

Rain barrels of all types are permitted in rear yards, but must be covered or screened.

Rain barrels are only allowed in front yards if they are 35 gallons in size or smaller and should blend in with the home's exterior color. The container must be completely obstructed from view by vegetation or shrubbery. Manmade structures cannot be built to block view of the rain barrel in lieu of vegetation.

***Roofs** (full roof replacement requires ACC approval)

Roofs must be well maintained, free of peeling, curling, chipping, cracking, and missing shingles. Flashing and ridge cap must be secure. Replacement shingles must be of a similar color, style, and material as the original approved color and style.

***Satellite Dishes**

1. ACC approval must be obtained before installation of any satellite dish larger in diameter than one meter.

2. Dishes smaller in diameter than one meter do not need prior approval. Dishes must not encroach upon common areas or any other owner's property. If the device will be visible from the surrounding lots, streets or common areas of the community, the least visible location from which an acceptable quality signal is obtainable should be selected. Antennas situated on the ground and visible from the street must be camouflaged by landscaping or fencing, if an acceptable quality signal may be received from such placement.

***Sheds/Utility Buildings**

1. All sheds require ACC approval prior to construction.

2. There is only one wooden shed/utility building design approved for the community. For constructions guidelines, a drawing of the permanent wooden shed, as originally installed by the builder, is attached as "**Exhibit C"**. Wooden sheds shall be unpainted, unstained, and remain neutral in color. Clear preservative is acceptable and recommended.

3. Plastic sheds, commercially available, in a natural color, may be placed next to the fence or house. They must adhere to the guidelines below in 4b and 4c regarding width and height. They may not be freestanding. Metal sheds, greenhouses, and sunrooms (including exterior window extensions) are not permitted.

4. Sheds/Utility Buildings:

a. Shall not extend in length or width beyond the owner's property boundary or existing privacy fence.

b. Shall be built against the rear common area fence line (typically the gated section parallel to the rear of the home). Sheds/Utility Buildings must be no more than eight (8) feet wide and no higher than six (6) feet above the backyard grade. If the backyard grade results in the shed extending above the fence line, the height of the shed will be limited to no higher than eight (8) inches above the fence line.

c. If built against the shared fence (between two properties), it must be no more than eight (8) feet wide, no higher than six (6) feet above the backyard grade, and may never extend above the fence line of the shared fence.

d. No items are allowed on top of the shed roof.

5. Water run-off from the shed/utility buildings, or plastic sheds, must fall on the homeowner's property. Homeowners are responsible for ensuring neighboring lots and common grounds areas are protected from erosion and that storm drainage structures are not blocked

***Shutters**

1. When replacing shutters, both shutters attached to a window must be replaced as a pair. If changing the style of the shutter, all shutters on the home must be replaced with the same style. Only one shutter is permitted per side of each window.

2. Color of shutter must meet color guidelines as specified in the **Painting, Exterior** section of this Handbook.

3. Replacement shutters must be as close to the original width and height as the shutter being replaced.

4. Any unpainted siding or trim around the newly installed shutters that may be visible will be required to be painted or wrapped with vinyl.

5. Shutters may be wood, composite wood, or vinyl. Non-wood shutters must be designed to look like wood (with wood grain).

6. Shutters may not have any visible ornamental hardware including hinges.

7. Shutter style may be either louvered or solid raised panel shutters (pictured below). Solid panel shutters must have two like-sized raised panels. Mixed louver and raised panel shutters are not permitted. All shutters must be rectangular in shape.



***Siding Replacement**

1. Siding replacement requires ACC approval before installation.

2. Due to industry changes in material, color, and texture since the construction of our community, partial siding replacement on any given side will not be approved.

3. Replacement exterior siding must be:

a. Constructed of vinyl.

b. Similar in color to existing siding.

c. Similar in style to existing siding (approx. 4" wide, simulated “clap-board” style.) The siding may be single or double-board. “Dutch-lap” style is not approved;

d. Of a simulated “painted wood grain” texture. There are several different types of wood grain texture siding; to match existing siding in the community homeowners are asked to choose a medium wood grain texture, similar to wood as if it were painted. (Because various manufactures define their product texture differently, it is very important each homeowner provide the ACC a sample of the vinyl siding early in the planning process.)

e. Low-gloss finish. (Please visit the Loft Ridge webpage http://www.loftridge.com/ under the ACC section for a picture of the approved/recommended siding.)

***Skylights/Solar Panels**

Skylights, solar tubes or panels and other solar collectors are permitted with ACC approval. These items should be placed in the rear of the home and should not protrude above the roof line.

Signs, Real Estate and Miscellaneous

1. Only one sign of not more than eighteen inches (18") by twenty-four inches (24") is allowed in the yard of a property. Real estate and security alarm signs shall meet County regulations with respect to size and content.

2. All real estate signs shall be removed within 48 hours after closing is complete.

3. All other signs are prohibited from homeowners' yards and common property, including community mailboxes.

***Storm/Screen Doors** (See Doors, Storm/Screen Doors)

Sun Control Devices

Awnings, trellises or other devices for sun control are prohibited.

Temporary Storage Unit (TSU)

1. Moving or Temporary Storage Units (TSU), sometimes referred to as PODS, must be placed only in the homeowners assigned parking space and must not infringe on neighboring parking spaces.

2. At least 48 hours in advance, the homeowner must notify the management company of the date and time of arrival of the TSU.

3. TSUs must be removed within 72 hours of placement.

4. Damage to parking asphalt, cement curbing, trees, and common property is the responsibility of the homeowner.

Trash, Trash Cans and Recycling Bins

1. Containers shall not be placed for pickup prior to 5:00 PM on the evening prior to pickup and shall be removed as soon as possible on the day of the pickup. Trash must be in securely tied plastic bags or in covered sanitary containers and must be placed at curbside. At all other times trash containers/recycling bins shall be kept inside the house or within the rear yard in an inconspicuous location.

2. Homeowners are responsible for picking up litter on their property and preventing windblown debris from originating from their property. Homeowners are requested to pick up any debris on the Common Areas adjacent to their property to help maintain the pleasant appearance of the community. No trash of any kind shall be dumped on any LRHOA common area and/or wooded area.

Trim, Exterior

Homeowners have the option of wrapping additional areas of their homes. These additional areas are limited to the trim, fascias, soffits, and rake boards. Material used on these areas must be the same texture and paint color as the approved trim for the home.

***Walkways (All new walkways or changes to existing walkways require ACC approval.)**

Brick, earth-tone colored paving block, cement, slate and pressure treated pine are the only authorized materials for walkways between the homeowner's front door and the common sidewalks. If only a portion of the walkway is replaced, materials and colors of walkway must be consistent with the materials replaced.

Evergreen and Medallion Courts only:
Brick, earth-tone colored paving block, cement, slate, pressure treated pine and composite (only if there is a matching composite porch) are the only authorized materials for walkways between the homeowner's front door and the common sidewalks. If only a portion of the walkway is replaced, materials and colors of walkway must be consistent with the materials replaced.

If pressure treated pine is used, the walkway must be constructed from 5/4 x 6 inch pressure treated pine finished with a clear preservative. Wooden walkways must be constructed on a wood frame (also of pressure treated pine), with the boards running parallel to the sidewalk, and with no more than 1/4 " space between each board. If the homeowner has an all composite porch and wants to install a matching walkway, all visible pieces must also be built in matching composite material.

***Windows, Replacement Windows (requires prior ACC approval.)**

1. All window replacement must be approved by the ACC prior to installation. All windows in the house must be replaced at the same time to prevent irregularities in style and design.

2. Window replacement must be compatible in size and style to the existing (Colonial) grid pane window it is replacing as seen throughout the community (6 over 6 panes, or 9 over 9 panes.) Snap-out grids or permanent grids can create the required panes.

3. Window glass may be clear, rectangular panes of glass, with or without factory manufactured UV protective coating, but may not be tinted, frosted, etched or adorned.

4. Framing material may be painted aluminum, baked-on enamel, composite, vinyl or wood. For Medallion and Evergreen Knoll Court homes the window frame must be white, for all other homes the frame has to match the designated house trim color or can be white. With new window replacement storm windows and screens are optional, if screens are installed they may be half or full screens and may be exterior or interior.

5. For guidance on emergency escape windows, please see "Egress Windows."

Yard Maintenance, see Landscaping

Yard sales

1. To avoid disruption to neighbors and potential clean-up problems, individual yard sales on individual properties are not permitted.

2. Individuals wishing to have yard sales may hold such events as a community event at the grassy area near the tennis courts, subject to the following policies.

3. The organizer(s) of the yard sale must submit a written request to Management providing the following information for Board approval:

a. Date and time of yard sale;

b. Individual responsible for organization, setup and cleanup of yard sale and their contact information;

c. A copy of the letter/flyer to the Loft Ridge community notifying all residents of the yard sale and pertinent information for those wishing to participate.

4. Such requests shall be submitted at least 3 weeks in advance of the planned yard

sale date. Yard sales are for one day only, but organizers should consider choosing and advertising an alternate date for the sale in case of rain.

5. Yard sale participants must be members of the Loft Ridge community. There must be a minimum of five households participating.

6. All items, trash etc. must be removed from the area where the yard sale is held and the grounds returned to their original condition. Any trash generated from the yard sale must not be left out on the curb (unless it is a scheduled trash day.) Any trash/items left over that are not removed will be hauled away by a professional trash company and the cost of removal charged to the individual(s) responsible for the yard sale.

7. Advertisement for the yard sale is the organizer's responsibility and should conform to the normal rules for the community; flyers **must not** be posted on mailboxes, trees, sign posts or light poles. If flyers are passed out to residents they must be passed out to all residents.

8. Homeowners participating in the yard sale are encouraged to avoid parking in the immediate vicinity of the yard sale in order to allow buyers to park near the area where the sale is being held; i.e., unload your items and then move your vehicle off Ridge View Drive and the circle adjacent to the tennis courts. This will help with traffic flow and benefit everyone involved.

SECTION IV

PET AND ANIMAL CONTROL

A. As stated in Article VI, Section 8 of the Declaration of Covenants, Conditions and Restrictions, "No animals, livestock or poultry of any kind shall be raised, bred or kept on any Lot, except that dogs, cats or other household pets may be kept on the Lot subject to such rules and regulations as may be adopted by the LRHOA and provided they are not kept, bred or maintained for any commercial purpose, or in unreasonable numbers. Notwithstanding the foregoing, no animals or fowl may be kept on the Property which result in an annoyance or are obnoxious to residents in the vicinity."

B. Owners keeping pets will comply with all requirements of law applicable to such animal.

C. In addition to the Article VI, Section 8 above, the following specific rules and regulations governing pets have been adopted by the Board of Directors:

Pets Must Be Leashed
Pets must be leashed and under full control at all times.

Pet Walking Area and Disposal of Pet Wastes
Pets should not be walked near any homeowner's property or immediate surrounding common areas; otherwise pet owners must immediately clean up and properly dispose of pet wastes. This includes rear yard areas, whether fenced or open. This is necessary to control rodent and insect infestations of your property, or adjoining properties, and/or common areas adjoining your property.

Pet Nuisance
Residents or guests who own pets shall ensure that their pets do not become a nuisance to other residents in the community. Actions, which may constitute a nuisance, include, but are not limited to, barking, crying, scratching or being hygienically offensive.

Pets shall not be chained or leashed or left unattended on any common area.

Damage Responsibility
Pet owners shall assume any and all costs for repairing damage to common areas caused by their pet(s), or by pet(s) of the owner's family, guests, permittees, or invitees.

Pet owners shall respect the private property of others and not allow pets on private lawns.

* Fairfax county law required all dogs to have a collar. Pet owners are strongly urged to have a collar with contact information on all pets.

*Placing food outside to feed any animals including pets is prohibited on a homeowner's property or common area.

SECTION V

VEHICLE CONTROL

The following Parking and Traffic Rules and Regulations have been adopted by the Board of Directors for the LRHOA, and apply to all homeowners, renters, tenants and guests within the community:

A. Authority to Tow

The authority of the Board of Directors of the LRHOA to tow or immobilize a vehicle is authorized by the State of Virginia under Section 46.1-551 of the Code of Virginia, as amended, and Section 82-5-32 of Fairfax County Code.

Vehicles parked or operated in violation of these Rules and Regulations and the Architectural Control Guidelines section on “Vehicle Repair” and “Vehicles,” are subject to towing.

Any vehicle found to be in violation of any traffic or parking rules and regulations that pertain to the orderly flow of traffic, the potential destruction of common area property, and/or posing a potential safety hazard are subject to immediate removal by towing without prior notice.

Any vehicle found in violation of any other rules and regulations with the exception of those specified in the paragraph above may be removed from the common area after forty-eight (48) hours notice. Notice shall be deemed given when a representative of the LRHOA places an approved written notice or vehicle citation on the motorized vehicle or trailer, camper, etc., which states the nature of the violation, the date and time of the notice, and the date on which the vehicle will be removed. Failure to receive notice does not preclude the Association from or invalidate the Association towing a vehicle. A copy of the notice shall be retained in the lot owner’s file.

All vehicles shall be maintained in proper operating condition so as not to be a hazard or nuisance by noise, exhaust emissions, fluid leakage, or appearance as determined by the Board of Directors. Owners of vehicles that cause damage to the common areas shall be held liable for any and all costs of repairs to the common areas, including, but not limited to, damage to pavement, signs, and landscaping.

B. Vehicles - General Rules

No motorized vehicles may be operated or maintained on yards or sidewalks, in common areas, or in woods.

No unlicensed person may operate any motor vehicle on LRHOA-owned property (including roadways, sidewalks, woods, common areas, etc.)

The speed limit for the Loft Ridge community will be 25 mph unless otherwise posted.

The driver of a vehicle involved in an accident which results in damage to LRHOA property, shall, by the quickest means of communication, give notice to the Managing Agent as directed by the Board of Directors of the LRHOA.

All vehicles operated on or parked upon the LRHOA-owned roadways must be in compliance with all Commonwealth of Virginia, Fairfax County and Department of Motor Vehicle laws, including appropriate stickers required by these agencies. All lot owners and residents shall display valid and current state license plates and inspection stickers.

Any vehicle parked on the property utilizing a vehicle cover is subject to inspection by the removal of the cover in order to view plates, stickers, and vehicle condition.

All vehicles must be maintained in an operative condition at all times.

Riding wheeled vehicles, motorized or not, on common areas is not allowed.

No trailers, campers, boats, or similar equipment may be stored on any homeowner's property or within the Loft Ridge community. A licensed vehicle will be considered stored if not moved after 30 days and cannot be used as a storage facility to include items obstructing the driver's view out the windows.

C. Vehicle Repair

Any repair and/or maintenance work performed on motor vehicles within the Loft Ridge community may be permitted only under the following conditions:

Only minor emergency maintenance and ordinary light maintenance (excluding fluid changes and other work that may damage or soil the common areas) may be performed.

Normal cleaning is permitted provided there is no damage to or soiling of the common areas.

All such work must take place on hard surface areas and not on grassy areas.

Removing and/or replacing the engine, transmission, or differential is not authorized.

During those periods of time when work is not in actual progress, the vehicle must have all tires properly and firmly affixed and inflated, and the tires must be the means by which the vehicle is resting on the ground. Under no circumstances can the vehicle be left on cinder blocks, jacks, or ramps.

Such work/maintenance must be confined to the work that homeowners perform on vehicles legally registered in their name(s).

The area in the vicinity of the activity must not be fouled or damaged by the work.

Homeowners will be billed for clean up or repair costs resulting from maintenance/repair work.

D. Parking Rules

Homeowners in violation of any of these rules are subject to having their vehicle towed at their own expense and risk. See LRHOA Towing Agreement, **"Exhibit D."**

Parking is prohibited for commercial vehicles and certain noncommercial vehicles as

follows: recreational vehicles, commercial vans, commercial trucks, taxicabs, tractor or trailer portions of tractor-trailers, buses, boats, jet skis, recreational vehicle trailers, cars with commercial lettering, vehicles non-lettered but displaying ladder racks, tools, trash or debris indicating obvious hauling, paint materials, etc.

Parking in fire lanes, no parking areas, and non-designated parking spaces is prohibited and such vehicles are subject to immediate removal. Parking is not allowed on islands or at corners. This is necessary for safety reasons and allows emergency vehicles access to all homes.

Vehicles shall be parked between space markers on the curb, so as not to occupy more than one parking space and should not overhang sidewalks or grass.

No signs, initials, numbers, or any other modifications to parking spaces are authorized.

Requests to change the location of an assigned parking space must be submitted in writing to the Managing Agent. If approved, the change will be at the Homeowner's expense.

E. Inclement Weather

The Board of Directors may regulate the operations and/or parking of vehicles on LRHOA roadways and parking areas in the event of snow, sleet, hail, freezing rain, ice, water, flood, storm, etc. The LRHOA may authorize the immediate removal of vehicles on LRHOA roadways and parking areas that are stalled, stuck, parked, or abandoned and may authorize storing of removed vehicles. Homeowners are subject to the imposition of charges for removal and storage of these vehicles.

F. Snow Removal

The LRHOA is responsible for removing snow on Association streets (this is not done by the County) whenever accumulation exceeds two inches.

The property owner shall remove snow from sidewalks in front of the residence and from the assigned parking space. Under no circumstances will vehicles be parked in such a way as to impede the entrance or exit of service vehicles assigned to plow, apply sand, etc.

G. Rules Violations: Complaint and Due Process Procedures

The LRHOA Board of Directors has the authority to adopt and amend Rules and Regulations. The Board may also assess charges against homeowners for violations of the Governing Documents and Rules and Regulations by homeowners, tenants, guests, etc. The procedures to ensure due process and consistency of enforcement are provided in Resolution 17**.**

SECTION VI

ENFORCEMENT PROCEDURES

The following procedures will be taken by the Board of Directors to enforce the rules and regulations as set forth in these guidelines:

All homeowners and tenant residents of the LRHOA shall comply with all the provisions of the Declaration of Covenants, Conditions and Restrictions, the By-Laws, this handbook, and all Rules and Regulations. Failure to comply with these documents may result in actions by the Board of Directors to correct deficiencies and recover costs from homeowners or initiate any other legal action that is deemed appropriate.

A. Notification to Homeowners

In the event any rule or regulation of the LRHOA is violated, the homeowner shall be notified by first class mail. Notices shall be sent to addresses shown on the books of the Managing Agent.

If the Owner is a non-resident, a copy of the violation notice shall also be sent to the tenant at the dwelling address by first class mail.

In any instance where the violation presents a health or safety hazard, the Managing Agent may take immediate action, at the owner's expense, to correct the violation. Notification to the homeowner of the action taken and the costs incurred will be made by certified mail, return receipt requested.

B. Right to Appeal

The homeowner shall have the right to appeal any violation citation. The request for appeal must be submitted in writing, and received in the offices of the Managing Agent within ten days of receipt of the violation notice.

In the event the homeowner does not bring the violation into compliance within the designated timeframe, or submit a request for appeal within the designated timeframe from the receipt of the violation, the Board of Directors may proceed with enforcement procedures as indicated in Article VII and/or Article X, Section 1 of the Covenants.

Failure of the Board of Directors to enforce any provision, covenant, restriction, or rule and regulation shall in no event be deemed a waiver of the right to do so thereafter.

C. Right of Entry

The Board of Directors have the right to enter upon a homeowner’s lot in the event a homeowner fails to maintain the lot to correct drainage and to repair, maintain, and restore the lot, exterior of the building, etc. All costs related to these efforts shall become a lien on the lot. See the Declaration of Covenants, Conditions and Restrictions, Article VII, Exterior Maintenance.

EXHIBIT A

Loft Ridge Homeowners Association, Inc.
February 2010

REQUEST FOR CHANGE OR ADDITION

Note: Please submit 3 copies of this form and each supporting item (map, diagrams, paint samples, etc.) A signed copy will be returned for your permanent records within 30 days of the date it is received by Loft Ridge management.

MAIL TO: *Loft Ridge HOA*
c/o Sequoia Management Company, Inc.
13998 Parkeast Circle
Chantilly, VA 20151-2283

Phone: (703) 803-9641
Email: management@loftridge.com
FAX: (703) 968-0936

LRHOA PROPERTY OWNER'S NAME: _____

PHONE: _____ ***Email:*** _____

UNIT ADDRESS: _____

OWNER'S ADDRESS _____
(IF DIFFERENT)

DESCRIPTION/DIAGRAM OF EXTERIOR MODIFICATION REQUEST: *(Please describe exterior modification below. Include 3 copies of description of modification, diagram, sketch, picture etc. If more space is needed, please use a separate sheet.)*

_____

_____

_____

I acknowledge and agree that I will be soley liable for any claims including, without limitation, claims for property damage or personal injury, which result from the requested change or addition. I hereby indemnify the Association from and against any violations of any and all applicable codes and ordinances, and I acknowledge that I am responsiblefor obtaining all necessary permits and inspections for the requested change or addition and further that I am responsible for all maintenance, repair and upkeep of said change or addition. I agree to perform the work within six months from obtaining approval, and if work is not performed within six months, I must submit a new Request for Change form. I also acknowledge that the ACC has 30 days from the date my application is received by management to act on my request.

_____ _____
Date *Signature of LRHOA Property Owner*

ACTION BY LOFT RIDGE HOA

☐ *Approved, providing that the proposed exterior modification conforms to specifications as set forth in the Loft Ridge HOA governing documents and most recent version of the Loft Ridge HOA Handbook, found on Loft Ridge HOA website at http://www.loftridge.com (click on Updated Handbook link in left column).*

Please see LRHOA language referenced in: _____
(Loft Ridge HOA Handbook version and applicable language)

☐ *Disapproved; did not include sufficient details, plans, or description of exterior modification.*

☐ *Disapproved; other:* _____

1. Date received by Management (initial) _____ *2. Date sent to ACC*_____

3. Date returned to Management by ACC _____ *4. Date returned to homeowner*_____

Signature of LRHOA Signing Authority: _____ _____
Name *Title*

PLEASE NOTE: ANY WORK MUST BE COMPLETED WITHIN SIX MONTHS FROM THE DATE OF APPROVAL (DATE COPY RETURNED TO HOMEOWNER -- NOTED ABOVE)

EXHIBIT B

Examples of Colonial Style Exterior Lights

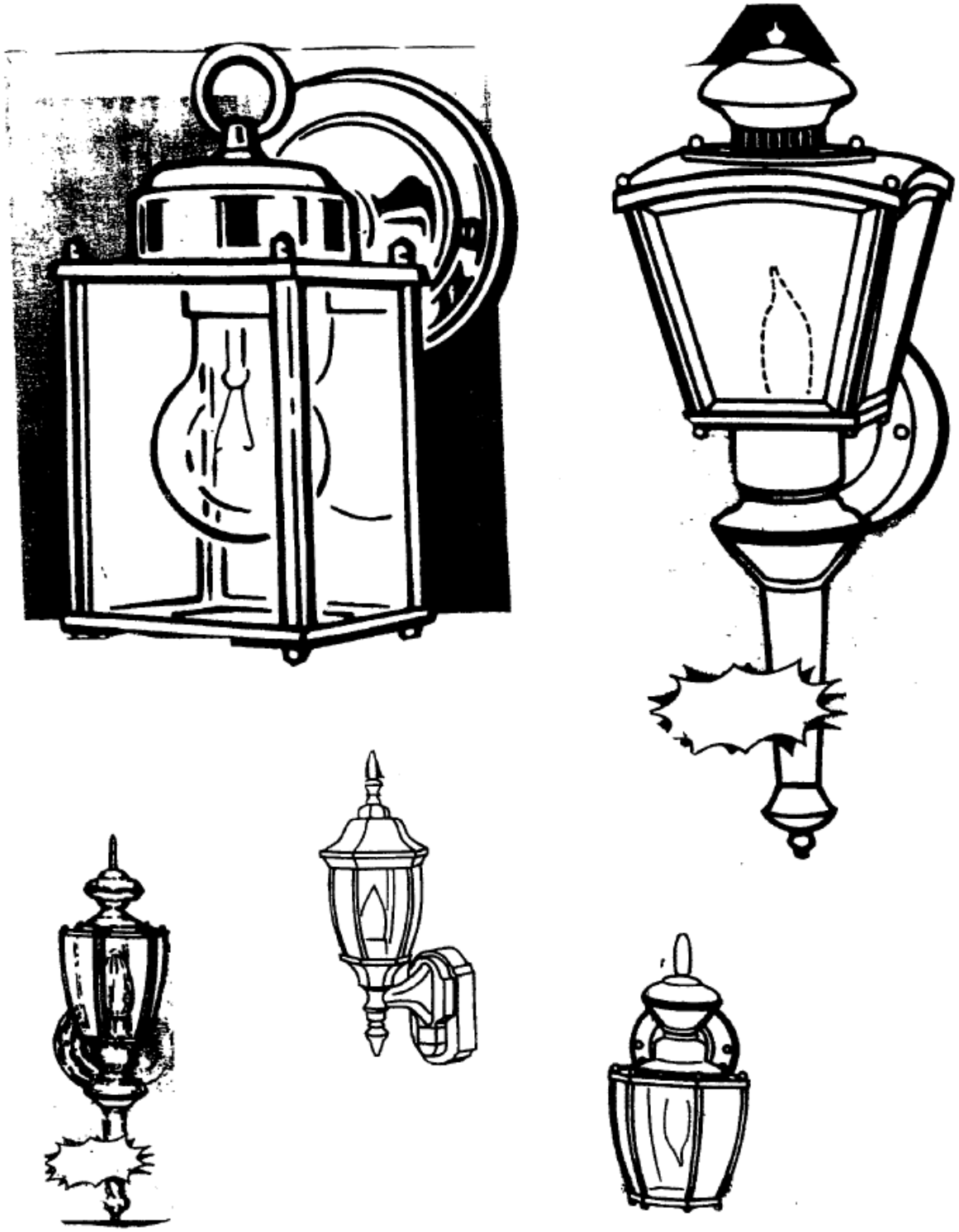


EXHIBIT C

Shed Design & Guidelines

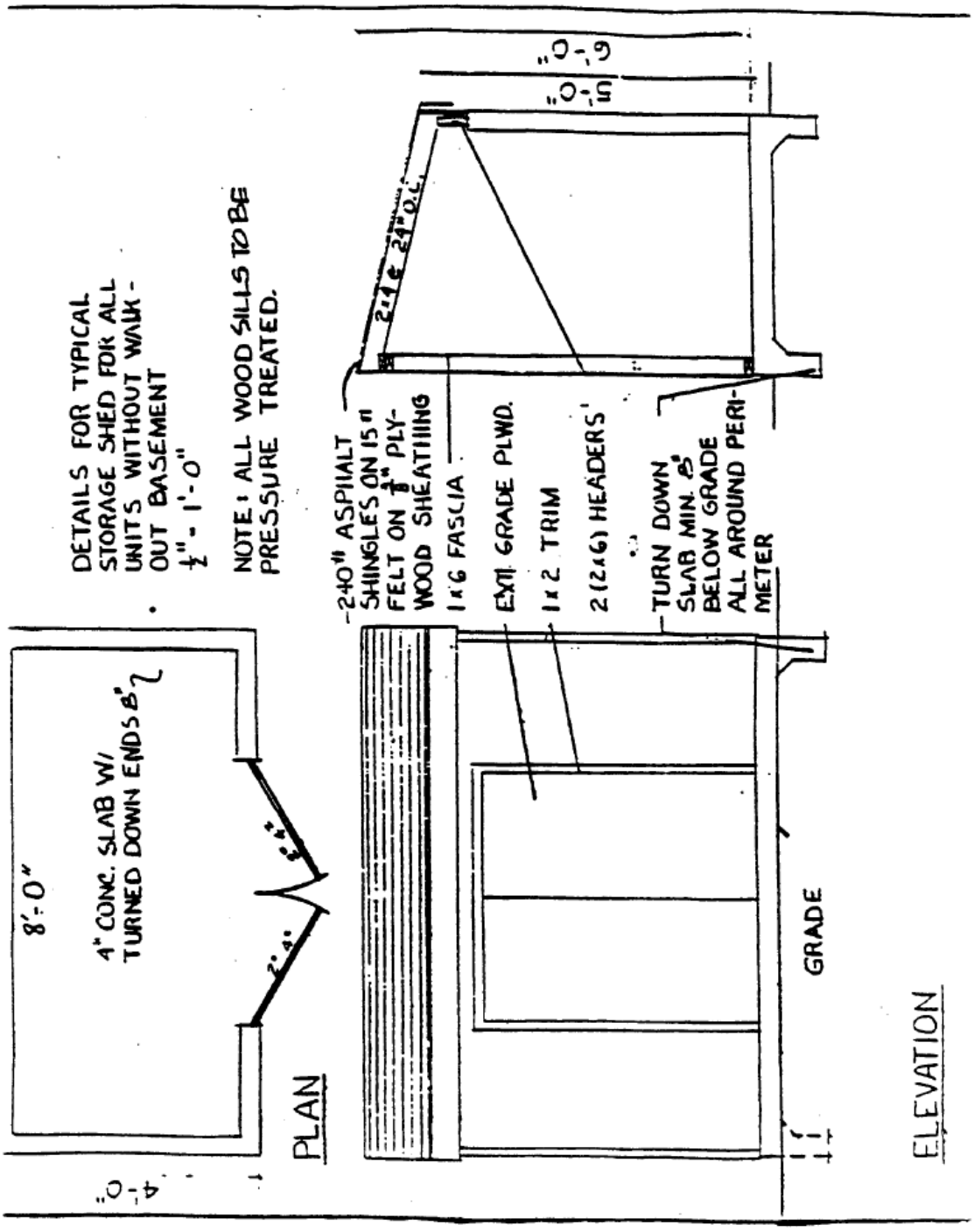


EXHIBIT D
LOFT RIDGE HOMEOWNERS ASSOCIATION, INC.
TOWING AGREEMENT

RE: Association Parking

Dear Homeowner of _____

The Board of Directors has approved a parking enforcement policy and made parking space assignments.

The Board has entered into an agreement to implement policy enforcement with Henry's Wrecker Service. The towing company may be reached at (703) 698-8900.

If you wish to have a car towed from **your assigned parking space**, you must present a copy of this letter, which documents your assigned space and picture identification indicating your name and a corresponding document showing a Loft Ridge address. You may only use Henry's Towing to have a car removed from your assigned space.

The towing company has been granted the authority to patrol the parking areas and tow any cars in violation of the Association's Parking Rules and Regulations. Such violations may include parking in a Fire Lane, on sidewalk/grassy areas, double-parking or in yellow-curbed areas.

OFF-SITE OWNERS PLEASE NOTE: A copy of this notice must be provided to all tenants, as they must be aware of all parking rules and regulations. Owners are responsible for the actions of their tenants.

If you have any questions regarding this issue, please feel free to call the Management Office.

By Authorization Of:

_____

LOFTRIDGE TELEPHONE GUIDE

Police (Emergency Only)	911
Police (Non-Emergency)	703-691-2131
VA State Police	703-323-4500
Dominion Power Electric	888-667-3000
Fairfax County Sewer	703-323-1211
Fairfax County Water	703-698-5800
Fairfax Connector Bus	703-339-7200
VDOT Road Assistance	800-367-ROAD
To report unsafe road conditions	511
Fairfax County Trash Collection	703-802-3322
Fairfax County Bulk Trash Pickup	703-802-3322
Fairfax County Tax Administration	703-222-8234
Office of Elections/Voter Registration	703-222-0776
Cox Cable	703-378-8422
Missing Children	800-822-4453
Lee District Supervisor	703-971-6262
John Marshall Library	703-971-0010
Lee District Parks & Rec Center	703-922-9841