

Loft Ridge

Architectural Control Committee (ACC) Guidelines and Other Rules and Regulations

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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 community environment. These guidelines and standards: 1) address exterior additions, alterations and improvements for which homeowners will most often submit applications to the Architectural Control Committee (ACC), and 2) provide other rules and regulations governing the Loft Ridge Homeowners Association (LRHOA or “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 to the original condition of lots and buildings must be approved by the ACC in writing.***

ACC members are appointed by, and serve under the direction of, the Board of Directors (hereinafter referred to as the Board) 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 describe the organization and procedures of the architectural control standards.
2. To provide uniform guidelines to be used by the ACC and the Board in reviewing [Request for Change or Addition](#) applications (hereinafter referred to as RFC, see Exhibit A), in light of the goals set forth in the Governing Documents of the Loft Ridge Community and the actions of the Board of Directors.
3. To illustrate basic design principles, which will aid homeowners in developing exterior modifications that are in harmony with the immediate neighborhood and Community as a whole.
4. To assist homeowners in preparing an acceptable RFC for submission to the Managing Agent.

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. Before any modifications are made, the homeowner must submit an RFC to the Managing Agent, which will then forward it to the ACC for review.

B. Design Controls

1. The purpose of design controls is to ensure that the standards of design quality and aesthetics are 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 Loft Ridge Governing Documents, which are a part of the deed to every property. The Covenants establish the LRHOA, the Board and the ACC.
3. All homeowners received a copy of the Bylaws, Declaration of Covenants, Conditions and Restrictions, Articles of Incorporation and Resolutions at the time of purchasing their home. 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, and serves 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 prevail.***

SECTION II ENFORCEMENT PROCEDURES

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 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 notice. 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 or submit a request for appeal within the designated time frame from the receipt of the violation notice, 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 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 have the right to enter upon a homeowner's lot in the event a homeowner fails to maintain the lot to correct drainage and/or 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 [Article VII](#) in the Declaration of Covenants, Conditions and Restrictions.

SECTION III

ARCHITECTURAL MODIFICATIONS REQUIRING ACC APPROVAL

All exterior modifications require prior approval of the ACC:

Each application is reviewed on an individual basis. The homeowner is responsible for submitting an RFC for any modification in accordance with the most current version of the ACC guidelines. The homeowner should not assume that any modifications are exempt from ACC approval. 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 RFC specific to their property.

NOTE: Obtaining any permits required by the County is the sole responsibility of the homeowner. 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" (reference phone list on page 41), 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 RFC, based on the most recent Loft Ridge ACC guidelines and 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 proposed modification. Because of differences in model types, land conditions, and other factors, an acceptable modification of an exterior in one instance may not be acceptable in another.

The ACC applies the following criteria when reviewing each RFC:

A. Architectural Design Compatibility

1. The basic idea must be sound and appropriate to its surroundings.
2. The proposed modification must be compatible with the criteria specified in the ACC guidelines and HOA governing documents, 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 modification should relate favorably to the landscape, the existing structure and the neighborhood, and be included in entirety within the homeowner's property lines. The primary concerns are the proposed appearance, access, view, sunlight, ventilation and drainage. When a proposed modification has possible impact on adjacent property, it is suggested that the applicant discuss the proposal with neighbors prior to submitting an RFC. It may be appropriate in some cases to submit neighbor comments along with the RFC.

C. Scale

The size of the proposed modification 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 modifications shall be completed in accordance with the plans and specifications approved by the ACC and/or Board.

FORMAT FOR SUBMITTING APPLICATIONS

An RFC (see Exhibit A) must be submitted when applying for approval of modifications. The ACC will only consider requests written on an RFC, which must be submitted to the Managing Agent. Oral requests will not be accepted.

Generally, the following items should be a part of every RFC; the amount of detail should be consistent with the complexity of the proposal:

- A detailed, written description of the proposed modification.
- A detailed drawing of the proposed modification including dimensions and relationship to property lines (as applicable). A photograph showing a likeness of the proposed modification may also be submitted.
- A description of the proposed materials and colors should be provided. If the homeowner wants to use materials or colors not currently approved by the ACC, he/she must submit a physical sample (e.g. paint color chips, shingle sample) to the Managing Agent with the RFC. Copied or computer-generated samples are not permitted.

REVIEW PROCEDURES

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

Upon receipt of an RFC, the ACC has thirty days to approve or deny the request.

Any RFC, which is deemed incomplete by the ACC, will be returned to the homeowner for proper completion. The homeowner may resubmit the RFC once revised.

APPEAL OF AN ACC DECISION

If the RFC is denied, homeowners requesting reconsideration should present new or additional information to support and strengthen their proposed modification to the Managing Agent.

If the RFC is denied by the ACC a second time, a final appeal may be made within 30 days in writing to the Managing Agent. The appeal will then be reviewed by the Board, and their determination will constitute a final decision.

SECTION IV ACC GUIDELINES

A "Request for Change or Addition" application (RFC) form must be submitted for ACC approval before any modifications are made. This includes work conducted by the homeowner, a contractor, or other handyman.

Homeowners are responsible for appropriate use of the property as well as the continuing maintenance of the house structure and grounds in a uniform manner as described in this document. Use and maintenance affects the visual character and economic values of the property and neighborhood, and in some cases, safety of the Community.

Air Conditioner Units

Window air conditioning units or units built into existing exterior surfaces are prohibited.

Attic Fans/Ventilators

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

Awnings

Awnings are not permitted.

Barbeque Grills and Fire Pits

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

Chimneys

Chimney siding and trim shall be free of algae, mildew and stains. Chimney stovepipe and cap shall be clean, free of rust and stains, and painted white. See Exhibit B.

Clotheslines

Exterior clotheslines or similar apparatus are prohibited as provided in Article VI, Section 9 of the Community 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 recreational equipment (e.g., toys, sports equipment, coolers) or furniture (e.g. chairs, benches) used in common areas by owners, tenants, or guests must be of a temporary nature, and **must be removed by dusk or before, if not in use.**

Composting

Composting shall be restricted to an enclosed composting bin in the rear of the house on ground level. Composting piles are not permitted.

Decks

Installation or replacement requires ACC approval. Decks shall be located in the rear of the lots. No privacy screens or other barriers are permitted on decks.

1. RFCs shall include the following:
 - a. A site plan showing the size of a deck,
 - b. Location as it relates to applicant's unit as well as adjacent lots,
 - c. Property lines and party walls,
 - d. Description of materials to be used (including the make and color of stain selected from the ACC approved stains),
 - e. The details of railings, posts, stairs, steps, benches, 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 shared fences to allow for any future repairs in that area which may become necessary.
2. 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.
3. Decks may be treated with a clear preservative or with a semi-transparent stain. Semi-transparent stains must be chosen from the palette of ACC-approved semi-transparent stain colors. For a list of approved stain colors, please reference the semi-transparent stain palette available on the Loft Ridge Website [here](#). Decks may not be painted. If left natural in color, a clear wood preservative is recommended.
4. If a homeowner has a stained fence and gate, the stain used for the deck must match the stain of the fence and gate that is on file with the Managing Agent.
5. For guidance regarding the installation of lattice under a deck, see separate **Lattice** section

Decorative Trim (for colonials – Ridge View, Loft Hill, and Gladden Areas)

Homeowners of colonial-style homes with a two-story, front window bump-out may request ACC approval to install decorative trim between the main and upper floor windows.

1. The decorative trim must match the approved trim color for the home.
2. The request must include a drawing showing the size and style of the decorative trim.

Decorative Objects

1. Front yards: Exterior decorative objects, including but not limited to decorative garden flags, figurines, sculptures, fountains, pools, bird baths and freestanding poles for

hanging plants must be 18 inches or less in height. Bird feeders of all types are not allowed in front yards.

2. Rear Yards: Exterior decorative objects must be contained within the fence (or within property boundaries if there is no fence) and be 6 feet or less in height.
3. Temporary seasonal decorations: Homeowners may display, **on a temporary basis**, 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. These seasonal decorations must be removed in a timely manner after conclusion of the holiday or season.
4. All 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.
5. The LRHOA may adopt reasonable 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 prior 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. Homeowners are required to keep exterior doors painted with no noticeable fading, chipping or peeling. To paint the door a different color, a separate RFC must be submitted. All colors must be selected from the approved Loft Ridge color choices. Medallion Court/Evergreen Knoll Court colors can be found [here](#). Approved two color schemes can be found [here](#), and those for the three color scheme [here](#).

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.



Doors, Rear Sliding Door Replacement with French Doors or Sliding Doors

1. All rear sliding or French door replacements require prior ACC approval.
2. 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.
3. Door panes must match size and style of the existing rectangular windowpanes.
4. Snap-out grids or permanent grids can create the panes.
5. The door glass may not be tinted, frosted, etched, or adorned, but may have a UV protective coating.
6. 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.
7. Screens are optional and the frames can be aluminum, baked-on enamel, or vinyl painted to match the color of the door.
8. No plastic weather-proofing or other covering shall be permitted on the exterior of the doors.
9. Entire door—including any trim (e.g. front door #2) must be painted approved color.

Doors, Storm/Screen Doors

1. All storm/screen doors must be approved by the ACC prior to installation.
2. Storm/screen doors shall be of anodized aluminum with baked-on enamel, and be full view. Three-quarter view or half view storm/screen doors are not permitted.



3. 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 Medallion and Evergreen Knoll area of the Community shall be only white or off-white in color.
4. Only clear glass is acceptable. Frosted, etched, stained, tinted, colored or adorned glass is not permitted. This includes ornamentation such as scallops, scrolls, bars, or imitation gate hinges.
5. No plastic covering shall be permitted on the exterior of storm doors.
6. Kick plates are permitted.
7. If a storm/screen door is present, it must be in good repair, with no evidence of cracks, peeling paint, fading or rips/holes in the screen.

Egress Windows

1. Installation of an egress window is only permitted in the rear of the property and requires ACC approval.
2. The homeowner must apply and follow the Fairfax County ordinances for placement and construction of emergency escape and escape openings (egress) for bedrooms in a basement.
3. If you request an emergency egress for your basement, it must be a window, must be in rear of property, and the window must have a grate or cover over the opening to prevent and protect against accidents.

Electric Vehicle Charging Stations

Electric vehicle charging stations (“EVCS”)—which are used to charge the batteries of an electric or hybrid vehicle—may be installed on the interior or exterior of a home after approval by the ACC. In addition to the homeowner being required to submit an RFC, they must sign an EVCS License Agreement, (see EVCS Agreement on Loft Ridge website). Only Level I and II EVCS will be approved for installation.

1. Installation: The EVCS shall be professionally installed by a fully trained, licensed and bonded contractor, at the sole expense of the homeowner. The homeowner must provide proof of a contractor's license and insurance naming the Association as an additional insured when submitting the RFC.
2. Cables: The EVCS shall be situated to minimize, to the extent practicable, the length of the cables used to connect the vehicle to the EVCS. No cables or wires from the EVCS shall cross over or across any other lot, or the sidewalk and/or common area in front of any other lot, and shall not interfere with the general use of the common areas. Where cabling crosses a sidewalk, it must be run in an ACC-approved ramped cable protector. Cables that transect common areas, shall be secured in an approved cable protector.
3. EVCS and Cable Use: EVCS cabling shall only be present while the vehicle is being recharged, and must be removed from the common area as soon as each recharging cycle is complete
4. Maintenance: The EVCS and any portion of the common area affected by its installation must be properly be maintained.
6. Insurance: Homeowner must obtain an umbrella liability insurance policy in the amount of one million dollars (\$1,000,000.00), naming the Association as an additional insured, and maintain the policy so long as the EVCS remains installed. Written proof of this insurance must be provided prior to installation, and annually upon renewal.

Electronic Insect Traps

Electronic insect traps that operate by "zapping" insects with electric current (aka "bug zappers") are not permitted. Traps which use UV light and suction to kill insects are permitted in rear yards only, and must be placed below the fence line (or no higher than 6 feet.) Lights used in these traps must not cause a nuisance to neighbors.

Exterior Lighting

All exterior lighting modifications, including walkway, deck, patio, and safety lights shall require prior approval by the ACC. 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 C.**" Safety lighting, such as spotlights and motion detector lights, must be nonobtrusive in style and location.

Fences and Gates

1. Installation of fences and gates requires ACC approval.
2. Style: All fences shall be constructed using the board-on-board style. All fences shall have horizontal headers on the fence top and caps on top of the header posts, which must all be of the same color (either black, silver, or copper). Chain link or wire fencing of any kind is prohibited.
3. Material: Fences and gates must be constructed of pressure-treated pine.

4. **Color:** All wood fences shall be left unpainted or shall be stained both inside and out with a clear preservative or with an approved semi-transparent stain. Semi-transparent stains must be chosen from the palette of approved semi-transparent stain colors available [here](#) on the Loft Ridge website. If left natural in color, a clear wood preservative is recommended.
5. **Matching Deck:** If a homeowner has a stained deck, the fence and gate may be:
 - a. Left unstained;
 - b. Treated with a clear wood preservative, or;
 - c. Stained to match the color of the approved stain or composite material on the deck.
6. **Area:** All fencing shall follow the slope at the ground. 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 or stoop.
7. **Height:** Fences between properties must be six feet in height and must adhere to rules pertaining to party walls as described in Article VIII of the Loft Ridge HOA Declaration of Covenants, Conditions and Restrictions. Fences along the rear of the property may be three, four or six feet in height.
8. **Gates:** Gates must be constructed in the same style, material and color as the fence. The highest part of the gate must be the same height as the fence.
9. No front yard fencing is permitted.

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 and Downspouts

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

Hot Tubs, Saunas, Jacuzzis

1. Plans for hot tubs, saunas or Jacuzzis shall be submitted to the ACC for prior approval.
2. 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 Fairfax County guidelines. Descriptions of ground level trellises, privacy screening, etc. shall be included in the application for approval. 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.

House Numbers

1. 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.
2. House numbers must be securely mounted on the door trim (numbers vertically and no more than 1/2" 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 may display house numbers in two areas: next to the door and/or on brick or trim that faces the road.

Ivy

Homeowners must remove ivy or vines growing on the exterior walls of homes or fences. Dead or dying vines must be promptly removed. 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.

Lattice

1. Homeowners may install lattice as a screen for garbage cans, recycling bins, heat pumps/condensers and other items.
2. Lattice may only be installed below rear decks, may not exceed the height of the deck, and may not extend more than half of the length of the deck. See below.
3. Lattice must match the color of the deck.



Landscaping, Vegetable Gardens and Yard Maintenance

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, sticks, leaves, and trash. Yards must consist of grass, landscaping with appropriate mulch or other approved ground cover in this section, or a combination. Front yards, unfenced rear yards, or sections of such yards, may not consist of dirt alone.

1. ACC approval is required before planting any tree, shrub or bush that will exceed 4 feet in height when fully grown

2. Landscaping

- a. Edging: Landscape edging materials must be of consistent size and shape (e.g. landscaping timbers, bricks, pavement stones), be natural in color (earth-toned stone/rocks), 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. Ground Cover: 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. Trees and Shrubs: 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.
- e. Plant maintenance: 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.

3. 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.

4. **Yard Maintenance (Lawn):** 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 is considered a weed.

Painting, Exterior (see Siding section for siding painting or replacement)

1. Exterior color changes are permitted after approval by the ACC. However, residents must choose from an established palette of McCormick paint colors available on the LRHOA website, approved for their section of the Community by the ACC. The terms exterior color and exterior painting apply to all exterior painted surfaces of the house, e.g., doors, shutters, wood trim, and along rooflines between lots. See Exhibit B for reference to exterior painted areas. For information about painting siding, see the **Siding** section below.
 - a. 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.

***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 fading, peeling, chipping, cracking, staining, mold or mildew.*

- b. 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.
 - c. 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 off-whites, tans and beiges.)
 - d. Evergreen Knoll and Medallion Court only: Front doors shall be painted using the approved one-color scheme found [here](#). If the home is adorned with decorative shingles, the decorative shingles and front door must be painted the same color.
2. Painting of brick, foundation, concrete steps, concrete front stoop, sidewalks, patios, decks, or fences is not permitted.

Parkway (see Walkway for area between sidewalk and stoop/porch)

1. Definition: The parkway is the area between the edge of the sidewalk and the curb.
2. Homeowners wishing to make modifications to their parkway must submit an RFC, and must include a copy of the plat for their property, as well as a drawing and complete description of the proposed project. When requesting modification to a parkway, homeowners are limited to the following options:

- a. A stepping stone, or path made of multiple stepping stones, which must not exceed 24 inches in width, orb. Bricks, set in sand, covering the entire area of the parkway.
3. The materials used must have the following characteristics::
 - a. Material: An individual or path of stepping stones may be cement or slate, but not brick. When covering the entire parkway, bricks must be used.
 - b. Color: Natural or earth-toned. Must closely match either the sidewalk or the homeowner's walkway (between sidewalk and porch or stoop.)
 - c. Stepping stones or bricks must be installed to create an even and stable surface.
4. If a homeowner wishes to make modifications to a parkway which is only PARTIALLY within their property boundary, they must submit a revocable license with their RFC and have consent from their neighbor(s) (if applicable). Please request the revocable license from the management company. This includes situations where a homeowner's marked parking spot is not in front of their property.

Homeowners may not make modifications to a parkway which is not within their property lines. This includes situations where a homeowner's marked parking spot is not in front of their property. If a homeowner wishes to make modifications to a parkway which is only partially within their property boundary, they must submit a revocable license with their RFC.
5. Stepping stones or bricks must be properly maintained. Loose materials must be secured, and damaged materials replaced.

Patios

1. The installation of a new rear patio requires ACC approval.
2. Brick, cement, slate and paving blocks of 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.

Play, Recreation and Lawn Equipment

All items, including play equipment, grills, and lawn and home maintenance equipment, i.e., 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 are considered a modification and therefore require ACC approval.

Pools

1. Temporary kiddie pools shall be permitted in rear yards only.
2. No permanent swimming and wading pools are allowed.

Porches and Stoops

1. Porches refer to the wood/composite structures on Medallion and Evergreen Knoll. Stoops refers to the concrete structures for all other homes. Installation of a new porch or stoop requires ACC approval.
2. No tools, construction materials, recycle bins, garbage cans or any similar items may be stored or left overnight on a porch, stoop, walkway or behind bushes in the front or side of the property.
3. Porches – Medallion and Evergreen Knoll

- a. Porch steps and floorboards must be kept clean and free of algae, mildew and stains. There should not be any rotting or warped wood, peeling or chipped paint, or cracked materials on the porch, stairs or handrails.
- b. Material: 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. 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. Shared porches must be made from the same materials, either pressure treated pine or composite material.

- c. Run Color: A wood porch run may be treated with a clear preservative or stained with one of the approved colors (McCormick brand: Beechwood, Beige Grey, Neutral, or Takoma.) Grey or natural wood colored composite materials may be used on just the porch run when the handrails remain painted Amber White.
- d. 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 12 inches** in width along the side and/or length of the porch facing out from the front door. Applications must include a site plan with dimensions and details of materials used.
- e. Railings color: Railings must be painted Amber White if the porch run is painted 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 be left unpainted, treated with a clear preservative or may be painted Amber White.
- f. Decorative Furniture: Furniture such as chairs and benches are permitted on porches as long as they are of a high quality, made of wood or metal, and well maintained in a like new condition (see examples below of approved type chairs and benches). Plastic or folding lawn/beach chairs or similar items are not permitted. See examples below.



g. Storage Boxes: Storage boxes of a neutral color, not to exceed 42" wide x 22" tall x 21" deep are permitted with ACC approval. See examples below.



4. Stoops – All homes except Medallion and Evergreen Knoll

- a. All cracks in concrete stoops must be sealed with a matching material such as concrete.
- b. Railings must be free from chipped or peeling paint, rust, and stains.

Radon Remediation Systems

Installing radon remediation systems requires ACC approval.

All exterior components of the radon remediation system shall match the house trim color or may be white, and shall not adversely affect drainage on adjacent properties. All radon remediation systems must be placed in the back of the house.

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

1. Full roof replacement requires ACC approval.
2. Roofs must be well maintained, free of peeling, curling, chipping, cracking, and missing shingles. Flashing and ridge cap must be secure.
3. Replacement shingles must be of a similar color and material as the original (or approved existing) shingles, and may be either 3-tab or architectural (see below.)



Three Tab Shingles

Architectural Shingles

ASPHALT SHINGLE TYPES

Satellite Dishes

1. ACC approval must be obtained before installation of any satellite dish larger in diameter than one meter (3.28 feet or 39.37 inches).
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 if an acceptable quality signal may be received from such placement.

Sheds/Utility Buildings

1. All sheds and stains used on sheds require ACC approval prior to construction.

2. For construction guidelines, a drawing of the permanent shed, as originally installed by the builder, is attached as "Exhibit D". Wooden sheds shall be unpainted but may be stained with the same approved semi-transparent stain used on the fence and gate; if the fence and gate have been stained, the shed must also be stained. If left natural in color, a clear preservative is recommended.
3. Plastic sheds, commercially available, in a natural color, must be placed up against the fence or house, not freestanding in the middle of the backyard. They must adhere to the guidelines below in 4b and 4c regarding width and height. Metal sheds, greenhouses, and sunrooms (including exterior window extensions) are not permitted.
4. Sheds/Utility Buildings:
 - a. Shall not extend beyond the owner's property boundary or existing privacy fence.
 - b. May be built against the rear common area fence line (typically the gated section parallel to the rear of the home) or the shared fence between two properties. 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 a shed built against the rear fence extending above the fence line, the height of the shed will be limited to no higher than eight (8) inches above the fence line. Sheds built along a shared common fence may not extend above the fence line.
 - c. 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

Short-Term Leases (STLs)

Homeowners wanting to operate an STL (rental of less than 30 days) must obtain a permit from Fairfax County and comply with all Fairfax County Zoning ordinances. In addition to complying with county regulations, all owners operating STLs must comply with Loft Ridge HOA Governing Document [Resolution 37 and STL Registration Form](#).

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 as possible to the original width and height of 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, 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 Painting and Replacement

1. Siding painting or replacement requires ACC approval.
2. When painting siding, homeowners on Evergreen Knoll Court and Medallion Court must select from the approved color palette for their home found on the LRHOA website. All other homeowners must closely match original siding color.
3. Partial siding replacement (e.g. weather damage) must closely match color, texture, and bead of existing siding.
4. Replacement exterior siding must be:
 - a. Constructed of vinyl.
 - b. As close as possible in color to existing siding.
 - c. As close as possible 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;



Traditional Lap - OK

Dutch Lap – not OK

- 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.
- e. Low-gloss finish.

NOTE: Because manufacturers describe their products' texture differently, it is very important that the homeowner provide the ACC a physical sample of the replacement siding when submitting the RFC.

Skylights

1. Skylights are permitted with ACC approval.
2. Skylights must be placed on the rear roof of the home and may 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.

Solar Panels

1. Solar panels are permitted with ACC approval.
2. Only roof mounted systems (following Fairfax County building code) will be allowed. Due to differences in roof pitch (slope) and direction, the optimal placement of solar panels may differ from one house to the next. All panels, along with related equipment, should be located on the rear roof and below the roof line whenever possible. If these items must be placed on a front-facing roof, the homeowner will be required to submit a certification from the installer explaining the need for this placement.

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 or extend beyond the parking space into the street.
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 and Recycling Containers

1. **Containers:** Trash 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. Per Fairfax County Health Code section 46-1-1, trash must be in covered, watertight, rodent-proof containers and must be placed at curbside. Trash bags placed on or near the curb are not compliant with the health code and will not be picked up. At all other times trash and recycling shall be kept inside the house or within the rear yard.

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

Wood trim, including fascias, soffits and rake boards, must be free of damage, rot, warping, and chipped or peeling paint. Homeowners have the option of wrapping these areas, or replacing with PVC. Material used for wrapping and PVC replacement must be the same texture and paint color as the approved trim for the home.

Walkway (see Parkway for area between sidewalk and curb)

1. Installation of new walkways, or changes to existing walkways, requires ACC approval.
2. 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 the walkway must be consistent with the materials replaced. No tools, construction materials, recycle bins, garbage cans or any similar items may be stored or left overnight on a walkway.
3. If grass is allowed to grow between walkway slates or pavers, it must be healthy, green, mowed, and neatly edged as the season allows. There should be minimal bare or brown spots, and the grass should be kept as free of weeds as possible, including clover.
4. 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 porch 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.
5. For rules regarding the placement of stepping stones in the area between the sidewalk and the curb, see **Parkway** section above.

Windows, Replacement Windows

1. All window replacement must be approved by the ACC prior to installation.
2. All windows in the house must be replaced at the same time to prevent irregularities in style and design.
3. Window replacement must be compatible in size and style to the existing (Colonial) grid pane window it is replacing as seen throughout the Community (4 over 4, 6 over 6 panes, 9 over 9 panes, etc.) Snap-out grids or permanent grids can create the required panes.
4. 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.
5. Framing material may be painted aluminum, baked-on enamel, composite, vinyl or wood.

6. 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.
7. When replacing windows, storm windows and screens are optional; if screens are installed, they may be half or full screens.
8. For guidance on emergency escape windows, please see "Egress Windows."

Yard Maintenance, see Landscaping

SECTION V Other Rules and Policies

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:
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. Contact information of individual responsible for organization, set up, and cleanup of yard sale
 - c. 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.
 - d. 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. 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.
8. No sale items can be placed on/between trees or on tennis court enclosure.

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

Pets Must Be Leashed

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

Pet Walking Area and Disposal of Pet Wastes

- Pet owners must immediately clean up and properly dispose of pet wastes in appropriate containers. This includes rear yard areas, whether fenced or open. This is necessary to control rodent and insect infestations.

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.

Pet Damage

- 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, with the exception of bird feeders.

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 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 this section 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 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.

All vehicles operated on or parked upon the LRHOA-owned roadways must be in compliance with all Commonwealth of Virginia and Fairfax County 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.
- Non-motorized vehicles or commercial equipment (e.g. Bobcats), may not be parked in parking space except 8-5 pm while contractor is working at a residence.

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:

- a) 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.
- b) Normal cleaning is permitted provided there is no damage to or soiling of the common areas.
- c) All such work must take place on hard surface areas and not on grassy areas.
- d) Removing and/or replacing the engine, transmission, or differential is not authorized.
- e) 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.
- f) Homeowners may only perform permissible repair or maintenance on vehicles registered to them or a member of their household.
- g) The area in the vicinity of the activity must not be fouled or damaged by the work.
- h) 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 F.**"
- 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. (parking lot lines should be all the same size/measured next time they are repainted—my numbered space is significantly smaller than the rest on our row).
- 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 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, abandoned, Homeowners are subject to the imposition of charges for removal and storage of these vehicles. Salt and sand is spread when deemed necessary.

F. Snow Removal

The LRHOA is responsible for removing snow on Association streets.

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.

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.

Email (Listserve) Policy

Electronic mailing lists ("listservs") are intended to be a convenient and efficient way for members to communicate about homeowner's issues. They enable their members to instantly transmit or receive information and opinions on matters of common interest. When a message or a reply is sent to a mail list, the list server immediately distributes it to all subscribers. This is a highly interactive form of communication.

The following guidelines are intended to make our use of the listserv as valuable and productive as possible, for all subscribers.

1. Identify yourself. Please sign your message with your full name. Among other things, this gives your neighbors the opportunity to consult directly with you on questions or issues that may have come up in discussion.
2. Provide a useful subject line. Posting a subject line that reflects your message's contents affords your neighbors the ability to prioritize their reading. This is a significant consideration particularly when the list of subscribers is large and there is a high volume of transmissions. Please also modify the subject line as the subject evolves.
3. Be germane. Messages posted to the listserv must relate to the issues and business of the community. Tailor your message to the issue being addressed, since that will tend to produce the most focused and valuable responses from your fellow residents. If another person posts a comment or question that is off the subject, do NOT reply to the list and keep the off-subject conversation going publicly.
4. Be polite. We are all volunteers, and humans. Don't post something to a listserv that you wouldn't say to a friend. Do not forward a personal email to the listserv without the express permission of the original email's author.
5. Be brief. Please keep your messages as short and to the point as is consistent with conveying the substance of your thoughts.
6. Ask questions. Offer answers. Share your knowledge.
7. Know your audience. It is important to recognize that your audience may have varying degrees of knowledge and experience.
8. Be extremely judicious in your use of the "reply to all" button. If you are replying with a message that just says "thanks for the information," a request to receive a copy of what someone has offered to share, or simply to agree with someone (such as "me, too"), do not reply to the entire group. Instead, send your response directly to the e-mail address of the person who posted the message. When at all possible, be sure to avoid replies that include prior correspondence, since this tends to slow down the discussion process. Do not post an entire e-mail only to add a short response.
9. Avoid attachments, if possible. Attachments can be very useful, but frequently they are incompatible with your audience's software. Therefore, when at all possible, avoid using them. It's preferable to reference the source of a document and provide instructions on how to obtain a copy. If you must post a long message, warn the readers with a statement at the top of the mail message.
10. Remember that all listserv exchanges are public domain.

The Rules

By using the Loft Ridge HOA listserv, you agree to not engage in any of the following activities:

1. Upload, post, email, transmit, or otherwise make available any content that is unlawful, harmful, threatening, abusive, harassing, tortious, defamatory, vulgar, obscene, libelous, pornographic, invasive of another's privacy, hateful, or racially, ethnically, or otherwise objectionable;
2. Impersonate any person or entity;
3. Upload, post, email, transmit or otherwise make available any content that infringes any patent, trademark, trade secret, copyright or other proprietary rights of any party;
4. Upload, post, email, transmit, or otherwise make available any unsolicited or unauthorized advertising, promotional materials, "junk mail," "spam," "chain letters," "pyramid schemes," or any other form of solicitation;
5. Upload, post, email, transmit, or otherwise make available any material that contains software viruses or any other computer code, files or programs designed to interrupt, destroy or limit the functionality of any computer software or hardware or telecommunications equipment;
6. Forge headers or otherwise manipulate identifiers in order to disguise the origin of any content transmitted through the listserv;

Failure to adhere to these rules by a member of the HOA may result in a Board vote to restrict or deny listserv privileges.

EXHIBIT A

April 2014

**Loft Ridge Homeowners
Association, Inc.**

REQUEST FOR CHANGE OR ADDITION

Note: Please submit 1 copy 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 solely 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 responsible for 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

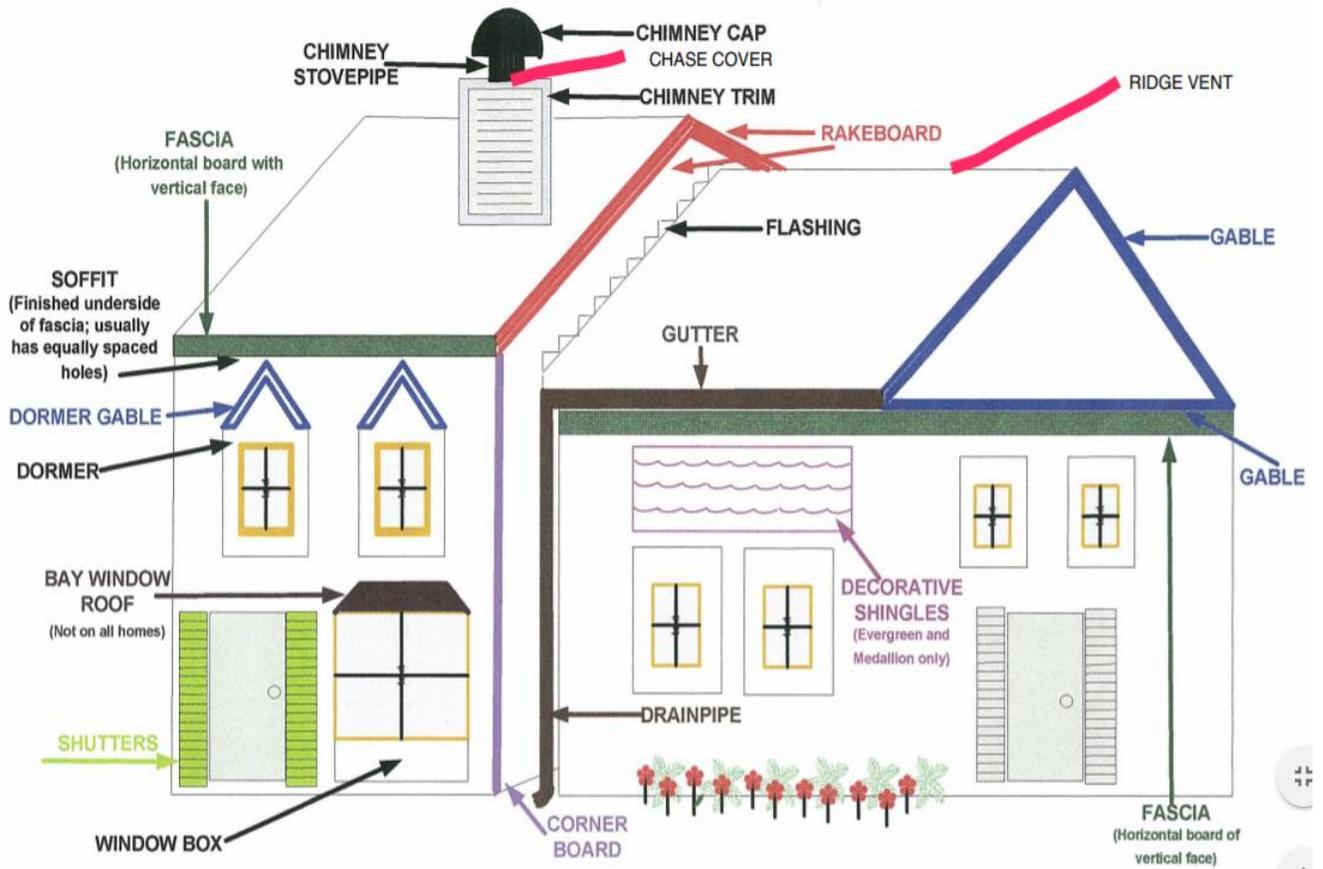


EXHIBIT C
Examples of Colonial Style Exterior Lights

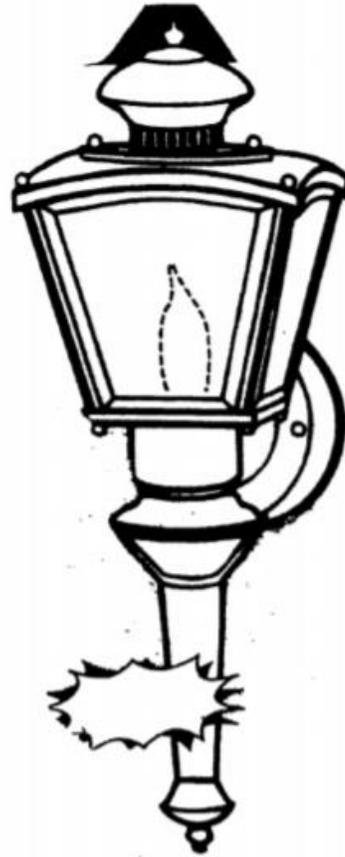


EXHIBIT D

Shed Design & Guidelines

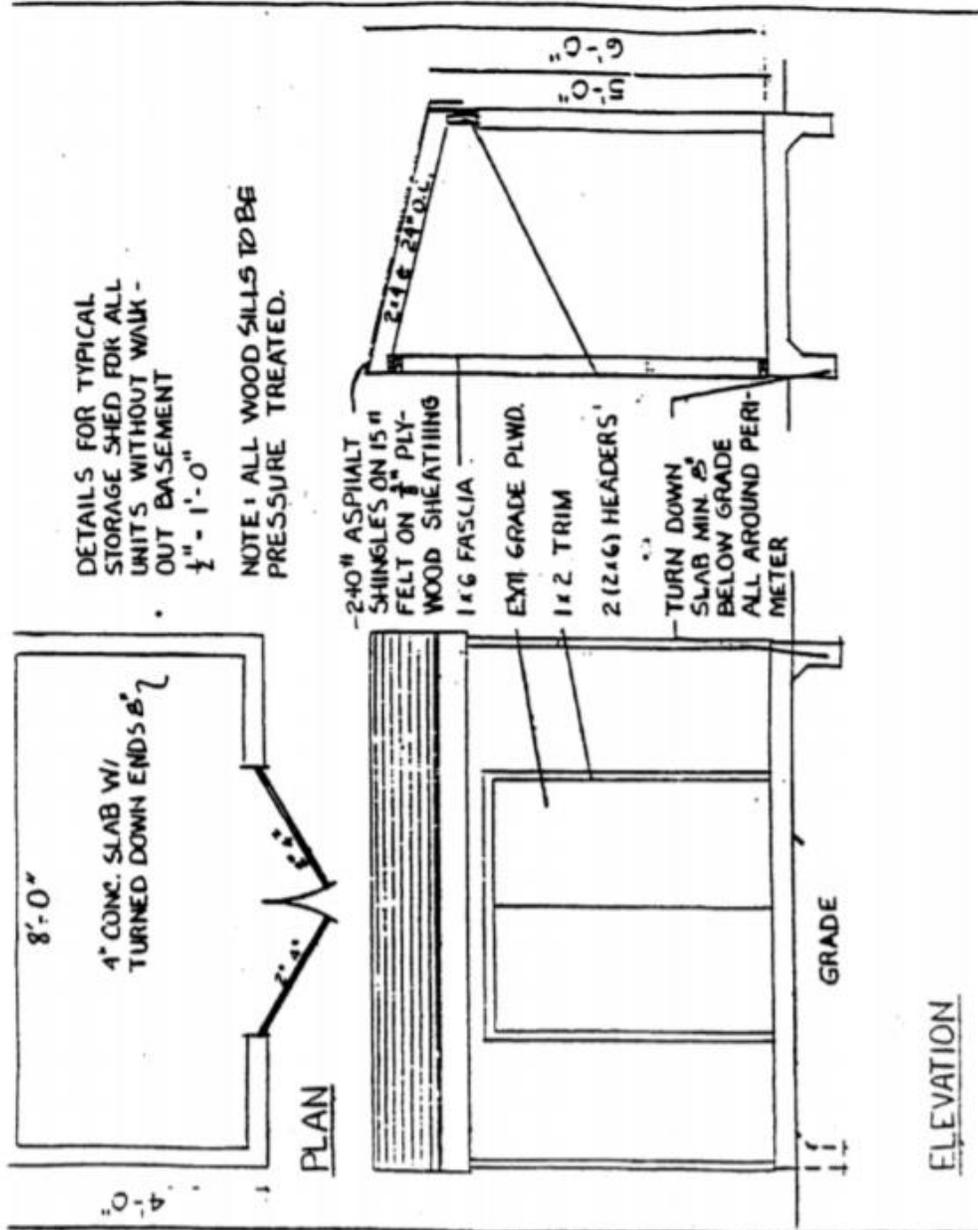


EXHIBIT E

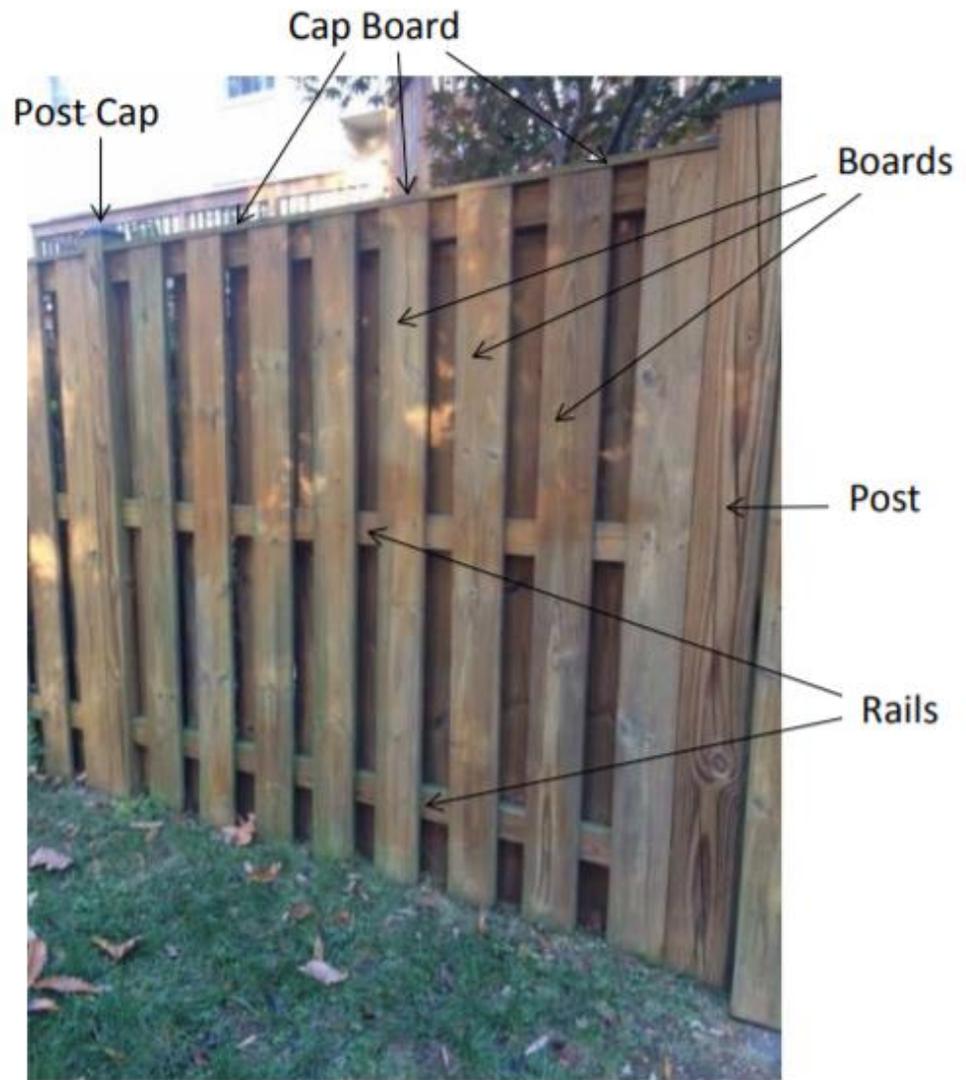


EXHIBIT F

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 (Non-Emergency)	703-691-2131
VA State Police	703-323-4500
Dominion Virginia Power	866--366-4357
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