

**DOMINION STATION HOMEOWNERS ASSOCIATION
POLICY RESOLUTION NO. 2010 – 1.5
DESIGN GUIDELINES
ARCHITECTURAL REVIEW COMMITTEE (ARC)**

WHEREAS, the Declaration of Dominion Station Homeowners Association authorizes the Board of Directors to create an Architectural Review Committee; and

WHEREAS, the Board of Directors has appointed the membership of an Architectural Review Committee pursuant to the documents; and

WHEREAS, Article IX, Section 9.1 (b) charges the Architectural Review Committee with the duty to regulate the external design, signage, appearance, use and maintenance of the property; and

WHEREAS, the Board of Directors is required to adopt Design Guidelines proposed by the ARC; and

NOW, THEREFORE, BE IT KNOWN THAT the following Design Guidelines are adopted by the Board of Directors:

I. PROCEDURE

A. Background Information

(1) These procedures and guidelines are provided as a supplement to the Covenants, which every Homeowner received at or prior to settlement. The intent of these guidelines is to facilitate the Homeowner in obtaining approval for any alterations and/or additions, which he/she may contemplate for his/her property.

(2) To conform to the Covenants, each proposed alteration or addition must be specifically approved by the Architectural Review Committee even though the improvement conforms to the guidelines that follow.

(3) The Architectural Review Committee will review proposals that do not comply with the following guidelines on a case by case basis. However, it is asked that homeowners modify their proposals within these guidelines whenever possible.

(4) The Architectural Review Committee will consider only written requests as herein outlined. Oral requests will not be considered.

(5) Approval is required prior to commencing construction, so please allow enough lead time when filing your application. The ARC has forty-five (45) days to process a complete application; however, typically responds in less time.

(6) Approval by the County does not constitute approval by the Architectural Review Committee. However, applications with building permits attached typically support the request and help expedite the approval process.

(7) All approvals must be in writing.

B. Application Procedures

(1) Application forms may be obtained from Dominion Station Homeowners Association:

Dominion Station Homeowners Association, Inc.
C/o Service First Management & Consulting, Inc.
12084 Cadet Court
Manassas, Virginia 20109
Office (703) 392-6006 Fax (703) 392-5039
Website: DSHOA.com

(2) The completed application must be signed by the Homeowner and returned to the attention of the Architectural Review Committee at the above address. Please note signatures from adjoining neighbors acknowledging their review of the completed application is required as part of this application.

(3) The Architectural Review Committee will act upon the application as quickly as possible and notify the Homeowner of its disposition no later than forty-five (45) days after receipt.

(4) If a proposal is rejected, or accepts but modified by the Architectural Review Committee, the applicant is free to request that the Architectural Review Committee reconsider its position and is encouraged to present additional information which might help clarify the request or demonstrate its acceptability as originally submitted.

C. Architectural Review Committee Criteria

The Architectural Review Committee evaluates all submissions on the individual merits of the application. Besides evaluation of a particular design proposal, this includes consideration of the characteristics of the townhouse model and individual site and effect upon neighboring dwellings or occupants, since what may be an acceptable exterior design in one instance may not be for another.

Design decisions made by the Architectural Review Committee in reviewing applications are not based on any individual's personal opinion or taste. Judgments of acceptable designs are based on the following criteria, which represents, in more specific terms, the general standards of the Covenants.

(1) Validity of Concept. The basic idea must be sound and appropriate to its surroundings.

(2) Design Compatibility. The proposed improvements must be compatible with the architectural characteristics of the applicant's house, adjoining houses and the neighborhood setting. Compatibility is defined as similarity in the architectural style, quality of workmanship, similar use of materials, color and construction details.

D. Enforcement Procedures

The Covenants (Article 12, Section 12.1) require all Owners to comply with all the terms of the Association Documents and Rules and Regulations, as amended from time to time by the Board of Directors.

(1) The sources for reporting violations will be as follows:

- a. concerned residents (via management or the Dominion Station HOA);
- b. members of the Board of Directors; and
- c. Architectural Review Committee observations during the normal course of ARC business.

(2) Violations consist of:

- a. modifications completed or commenced with ARC approval; and
- b. modifications completed in a manner no consistent with approved plans.

(3) All violations will be confirmed by a site visit by the Architectural Review Committee of the Association's Managing Agent.

(4) The Owner will be contacted in writing as soon as possible concerning the violation. If the violation is not abated, the Association will conduct a hearing in accordance with the Virginia Property Owners' Association Act, Section 55-513, Adoption and enforcement of rules.

E. Meetings

(1) The Architectural Review Committee shall meet once a month or as needed at a time and place designated by the Architectural Review Committee. A meeting may be suspended if there is no business to address.

(2) Special meetings of the Architectural Review Committee may be called by any two (2) members after not less than three (3) days notice to each member. A majority of the members shall constitute a quorum at any meeting.

II. SPECIFIC PROJECT REQUIREMENTS

A. General

- (1) Only the exterior materials existing on the primary structure or materials compatible with the architectural design and character of the neighborhood will be approved.
- (2) It is preferred that the exterior of the home remain the same as the original color scheme. If the colors are not known the ARC will provide them or approve a suitable match. If the original color is to be changed you must have approval from the ARC.

B. Decks

- (1) Decks must be approved by the Architectural Review Committee. Applications for deck modification MUST include a house location survey showing exact placement of the deck and setbacks in the rear of the home. Decks and deck stairs will not be allowed to extend beyond the side plane of the bay window or chimney if the home is an end unit. No roof structure may be added to a deck. Decks may not be modified to create an enclosure (i.e., screened-in porch). Owners are responsible for obtaining all necessary building permits.
- (2) Lumber used for decks and fences must be decay resistant and similar to the lumber used by the builder. Metal fences and decks are not permitted. Staining will be permitted in accordance with Exhibit 1.
- (3) Composite decking may be used, however the rail and pickets must be the same color as the decking. The color of the composite decking must also be approved; gray colored decking and white pickets will not be approved.
- (4) Horizontal railings will not be approved. Vertical picket rails are preferred. Railing detail should be supplied with the application. Other types of railings may be considered by the ARC on a case by case basis.
- (5) To obtain a building permit, Loudoun County typically requires the applicant to show evidence of Architectural Review Committee approval prior to the issuance of the permit.

C. Lattice

Above-deck railing lattice may not exceed four feet in height. The lattice must be attached to the house and remain natural in color. Lattice may not be attached to the rear of the deck. Lattice must be perpendicular to the house.

D. Fences

- (1) Fence extensions for interior units must enclose the backyard along the property line. Larger or smaller enclosures are not permitted. Fences must be alternating board-on-board style and must be six feet in height. Gates may be alternating or adjacent board and must also be six feet in height.
- (2) Fence extensions for end units must enclose the backyard at the property line. Fencing along the side may extend as far as the property line and as far forward as $\frac{1}{2}$ the distance from the rear plane of the home forward. Fencing may enclose side bay windows only if the window is in the rear half of the home.
- (3) Fencing may be stained in accordance with Exhibit 1.
- (4) Removal or modification of fencing may only be done with approval of the Architectural Review Committee.

E. Landscaping

- (1) All trees and shrubbery not planted at ground level within two 2 feet of the house structure must have the approval of the Architectural Review committee. All garden enclosures must be made of natural materials and have Architectural Review Committee approval. The height of the garden enclosure must be indicated on the application.
- (2) Any wall above grade, retaining, decorative or otherwise, must have Architectural Review Committee approval.

F. Storm and Screen Door

Storm or screen doors must have full view windows and be painted the same color as the entry door's trim. Sliding glass vertical panes are acceptable.

G. Sheds and Doghouses

Sheds and doghouses should be compatible with the applicant's house color and material, and should not be located where they will be visually obtrusive. **(The structure may not rise above six (6) feet or the height of the fence.)**

The shed models listed below have been preapproved by the Architectural Review Committee and may be installed in the backyard of the homeowner's property without submitting an application for exterior modification.

SUNCAST 39”L x 55”W HORIZONTAL UTILITY SHED
MODEL: GS2500L

ARROW 8 x 3 GARDEN SHED
MODEL: GS83

ARROW 5 x 4 BRENTWOOD STORAGE BUILDING
MODEL: BW54

H. Storage of Boats, Trailers or Recreational Vehicles

Except in connection with construction activities, no commercial trucks, vans, trailers, campers, recreational vehicles, boats or other large vehicles, including grounds maintenance equipment, or ATV's, dune buggies, or trail bikes may be parked or used on any portion of the Common Area or any portion of a lot visible from the Common Area or another lot or on any public right-of-way within or adjacent to the Property, unless expressly permitted by the Board of Directors and only in such parking areas or for such time periods (if any) as may be designated for such purpose. Parking of all such vehicles and related equipment, other than on a temporary and non-recurring basis, shall be in garages or in areas designated by the Board of Directors, if any. No junk or derelict vehicles or other vehicles on which current registration plates and current county and state inspection permits are not displayed shall be kept upon any portion of the Common Area or any portion of a Lot visible from the Common Area or another Lot or on any public right-of-way within or adjacent to the property.

I. Exterior Painting

Repainting or staining a specific object to match its original color need not be submitted. Color changes apply not only to the house siding, but also to the doors, shutters, trim, roofing, and other appurtenant structures. Requests for approval to change exterior color should relate favorably to the colors of the houses in the immediate area.

J. Fireplace and Woodstoves

- (1) All external chimneys and/or flues must have Architectural Review Committee approval.
- (2) External chimneys and/or flues must be enclosed in brick or materials matching the exterior of the townhouse and cannot be located in the front of the house.

K. Recreation and Play Equipment

Permanent recreation equipment cannot exceed six (6) feet in height and must have Architectural Review Committee approval. Equipment must be placed in rear yards only. Consideration will be given to lot size, equipment size design, and amount of visual screening, etc.. Movable play equipment may not be stored in the front or on the side of units.

L. Trash Cans and Recycling Bins

Trash cans and recycling bins must be stored out of sight. Trash cans and recycling bins must be removed from the front curb following trash pick-up and are never to be stored in front of the house or remain in public view on non-collection days.

M. Firewood

Firewood shall be kept neatly stacked and stored within the fenced area of the rear yard only and located in such manner as to minimize visual impact. Firewood shall not be stored on common areas.

N. Real Estate Sale/Rental Signs

Real estate signs must meet County regulations with respect to size and content. Real Estate signs may only be placed in the front yard of the available property. Signs may not be placed on common area. No other signs of any character shall be erected, posted or displayed in a location that is visible from the common area or any other lot without the prior written approval of the Architectural Review Committee.

O. Exterior Decorative Objects

Natural and man-made exterior decorative objects will generally not be approved. Exterior decorative objects include, but are not limited to, such representative items as bird baths, wagon wheels, sculptures, fountains, pools, stumps, driftwood piles, free-standing poles of all types, and items attached to approved structures.

P. Attic Ventilators

Attic ventilators may only be installed in the rear of the building and must match the siding or trim on the house if mounted on a gable end or may require paint to match the roof if placed on a roof.

Q. Clothes-Drying Equipment

No outdoor clothesline or other drying apparatus shall be permitted on any lot unless pre-approved in writing by the Architectural Review Committee.

R. Miscellaneous

- (1) Exterior lighting shall not be directed in such a manner as to create an annoyance to neighbors or motorists and must be harmonious with the surroundings.
- (2) Exterior antennas are allowed with the Federal Communications Act of 1996. Satellite dishes should be located so they are not visible from street frontage. If the dish must be located in the front of the home to obtain a signal it must be screened with landscaping material. Dishes may not exceed twenty (20) inches in diameter and the color must be un-obtrusive and have a dull surface (not light-reflecting).
- (3) Front door trellises will not be approved by the Architectural Review Committee.
- (4) All outdoor cooking equipment must meet County code and should be stored in backyards.
- (5) Laundry may not be hung from decks, porches, or stairway railings.
- (6) Any structure extending above the height of a fence will not be approved by the Architectural Review Committee.
- (7) No garage shall be converted to living space or altered or otherwise used for purposes which prevent the intended use of the garage for the parking of vehicles.
- (8) No window-unit air conditioners are permitted.

NOTE

It must be noted that the Architectural Review Committee is a committee designed to preserve the value of homes in Dominion Station by reasonably regulating

the external appearances of the homes in the community. If a homeowner modifies his or her property in a manner which detracts from the attractiveness or value of surrounding units, the neighbors are encouraged to write to the Architectural Review Committee for immediate review and possible action.

Approved Deck Stains

Owners may use clear sealants on their decks without Architectural Review Committee (ARC) approval. Additionally, stains that are on the List of Pre-approved Deck Stains may also be used without ARC approval.

What if I want to use a stain not on the List of Pre-approved Deck Stains?

Any stains not on the List require ARC approval. The ARC will typically approve transparent stains, also known as wood toners. The ARC will not approve semi-transparent stains and solid color stains.

List of Pre-approved Deck Stains:

Olympic stains (available at Lowes)

~~— **Waterguard Wood Clear, 51794**~~

Waterguard Wood Clear, 55260

Maximum Clear, 56500

Maximum Toner, 56502 Honey Gold

Maximum Toner, 56503 Cedar Naturaltone

Maximum Toner, 56504 Redwood Naturaltone

Wood Protector Clear, 79070

Wood Protector Toner, 79111 Cedar Naturaltone

Wood Protector Toner, 79113 Honey Gold

Behr stains (available at Home Depot)

Water Proofing Wood Protector, 300 Natural Clear

Waterproofing Wood Finish, 400 Natural Clear

Waterproofing Wood Finish, 401 Cedartone

Waterproofing Wood Finish, 402 Redtone

~~— **Waterproofing Wood Finish, 403 Browntone**~~
Discontinued

Weatherproofing Wood Sealer & Finish, WP-397 Chocolate

Weatherproofing Wood Sealer & Finish, 500 Natural Clear

Weatherproofing Wood Sealer & Finish, 501 Natural Cedar

Weatherproofing Wood Sealer & Finish, 502 Redwood

Weatherproofing Wood Sealer & Finish, WP-545 Natural
Sequoia

Weatherproofing Wood Sealer & Finish, WP-546 Golden
Honey

**DOMINION STATION HOMEOWNERS ASSOCIATION
EXHIBIT 1 – DESIGN GUIDELINES
APPROVED DECK STAINS AND PROCEDURES**

The Board of Directors for Dominion Station Homeowners approved the following deck stains and procedures relative to those stains at a meeting duly held on April 26, 2005:

Olympic Stains (available at Lowe's)

Waterguard Wood Clear, 51794
Maximum Clear, 56500
Maximum Toner, 56502 Honey Gold
Maximum Toner, 56503 Cedar Naturaltone
Maximum Toner, 56504 Redwood Naturaltone
Wood Protector Clear, 79070
Wood Protector Toner, 79111 Cedar Naturaltone
Wood Protector Toner, 79113 Honey Gold

Behr Stains (available at Home Depot)

Water Proofing Wood Protector, 300 Natural Clear
Waterproofing Wood Finish, 400 Natural Clear
Waterproofing Wood Finish, 401 Cedartone
Waterproofing Wood Finish, 402 Redtone
Waterproofing Wood Finish, 403 Browntone
Weatherproofing Wood Sealer & Finish, 500 Natural Clear
Weatherproofing Wood Sealer & Finish, 501 Natural Cedar
Weatherproofing Wood Sealer & Finish, 502 Redwood
Weatherproofing Wood Sealer & Finish, WP-545 Natural Sequoia
Weatherproofing Wood Sealer & Finish, WP-546 Golden Honey

Procedures and Guidelines

Clear sealants may be used without ARC approval. Stains on the List of Pre-approved Deck Stains may be used without ARC approval. Stains not on the List of Pre-approved Deck Stains require ARC approval. The ARC will typically approve transparent stains, also known as wood toners. The ARC will not approve semi-transparent stains and solid color stains.

**DOMINION STATION HOMEOWNERS ASSOCIATION
EXHIBIT 2 – DESIGN GUIDELINES
APPROVED GARAGE DOOR REPLACEMENT**

The Board of Directors for Dominion Station Homeowners approved the following procedures and guidelines for garage door replacement at a meeting duly held on March 28, 2006:

Garage door repairs may be undertaken without Architectural Review Committee (ARC) approval. A pre-approved garage door replacement may be installed without further ARC approval.

Garage door models not shown on the pre-approved list require ARC approval. The ARC will typically approve wooden and steel garage door models.

The ARC will only approve garage doors with recessed or flat short panels. The ARC will not approve garage doors with raised panels and/or windows. Garage door replacements must match the wooden trim or foundation color.

Recommended List of Pre-approved Garage Door Replacements

Manufacturer: Wayne-Dalton Corp.

Model: Colonial 105 (standard duty) or 110 (heavy duty)

Configuration: 8' by 7', four sections of four short panels each

Construction: Primed wood rails and stiles 1-3/8" thick with hardboard panels

Features: West Coast Hemlock, Sitka Spruce or equal with 1/4" exterior grade panels

Distributors: Door Systems, Inc. and Cristar Garage Door and Controls, Inc.

Manufacturer: CHI Overhead Doors

Model: 2298 (recessed panel sandwich door)

Configuration: 8' by 7', four sections of four short panels each

Construction: Insulated, double-sided 26-gauge steel, recessed panels

Features: Front and back skins of wood-grain embossed steel in color selections white, almond, or sandstone. Core filled with polyurethane foam insulation of R-value 9.6.

Distributors: Door Systems, Inc. and Door Doctor, Inc.

**DOMINION STATION HOMEOWNERS ASSOCIATION, INC.
DESIGN GUIDELINES
RESOLUTION ACTION RECORD**

Resolution Type: Regulatory No. 2010 – 1.5

Pertaining to: Design Guidelines

Duly adopted at a meeting of the Board of Directors of the Dominion Station Homeowners Association, Inc., held on March 23, 2010.

Motion by: Cynthia Payne Seconded by: Joan Whitehead

	VOTE			
	YES	NO	ABSTAIN	ABSENT
<u><i>Harry Anderson</i></u> Harry Anderson, President	X			
<u><i>Sarah Turner</i></u> Sarah Turner, Vice President	X			
<u><i>Cynthia Payne</i></u> Cynthia Payne, Secretary	X			
<u><i>Aaron Harris</i></u> Aaron Harris, Treasurer	X			
<u><i>Joan Whitehead</i></u> Joan Whitehead, Director at Large	X			

ATTEST:

Cynthia Payne
Cynthia Payne, Secretary

3/28/10
Date

Resolution effective: April 23, 2010