

# Architectural Guidelines

Westwood Towns Homeowners Association (WTHOA)

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## **General information**

### **INTRODUCTION**

The Westwood Towns Board of Directors (WTBoD) has adopted the following guidelines to assist homeowners in planning for any modification, repair or addition to their property that will require WTBoD approval. These guidelines also describe the standards for homeowner property maintenance.

### **INTENT**

These guidelines are intended to preserve the attractive appearance of our community and our property values. They are not intended to supersede the By-Laws, Declaration of Covenants, or Fairfax County building codes.

### **GOVERNMENT REGULATIONS**

In addition to compliance with the rules and regulations of the Association, homeowners and residents are required to comply with all Fairfax County, state and federal laws, statutes, rules, regulations, and ordinances. Any acknowledgment or approval by the Association of a homeowner's request does not indicate that homeowners or residents have complied with local, state, and federal laws. In addition, the homeowner is responsible for obtaining appropriate building permits.

## **Architectural Changes**

Changes to the outside appearance of your home or lot require prior approval from the WTBoD. Unless stated otherwise, a written application is required.

### **APPLICATION PROCESS**

The procedure for requesting approval for Architectural improvements is as follows:

1. Submit an Architectural Change Request (ACR, see Appendix A) to the property management company at least two months prior to the planned date for the work to begin. This timeline enables the WTBoD to fully review the plan. The ACR should include a description of the project, specifications, and sketches or pictures of the planned changes.
2. The Architectural Committee and WTBoD will respond to the ACR within 45 days of receipt if there are any questions.
3. The property management company will notify the homeowner of the WTBoD decision to approve or disapprove the ACR within 60 days of receipt.

Each homeowner is advised to maintain records of all ACR documents, including approvals. Such documentation will be required for an architectural review conducted when a Homeowner's Resale (Disclosure) Packet is requested upon sale of the home.

## **Architectural and Landscaping Maintenance**

Each homeowner shall maintain their property in a manner that will enhance the appearance of the individual home as well as the overall community. This includes all aspects of the property visible to the public, including the area within the rear fence of each property.

### **LANDSCAPING**

All front and back areas belonging to a townhouse shall be maintained by the homeowner in a manner which will enhance the appearance of the individual home and the community. This also applies to the area within the back fence of each property. These areas should be free of weeds, with all ground cover, bushes, and trees neatly trimmed. Non-resident owners must make arrangements with renters or the rental agent to maintain the front and back landscaping.

Maintaining the appearance of the front yard also includes keeping it free of household utilities such as trash cans, recycle bins, toys, yard equipment, daily newspapers, and similar items. These items need to be stored out of the sight of your neighbors.

### **COMPLIANCE AND SURVEYS**

Bi-annually, the Architectural Committee conducts a walkthrough of the entire community, checking each property for compliance with these Architectural Guidelines. The resulting survey will note items that require immediate repair or replacement as well as future items for which the homeowner will need to plan or schedule.

For properties with deficiencies, the property management company will send the homeowner a notice listing the issues.

The Architectural Committee will also survey a property when a Homeowner Resale (Disclosure) Packet is requested. The WTBoD expects that a property will comply with the architectural guidelines prior to a sale.

## **Guidelines by Topic**

### **ANIMALS**

The maximum number of dogs allowed by Fairfax County Regulations in a townhouse is two. Owners are required to clean up after their dogs.

### **BASKETBALL HOOPS**

No permanent basketball hoops are permitted.

### **BRICK**

No painting of the exterior bricks is permitted.

### **CLOTHESLINES**

No outdoor clothesline or other drying apparatus shall be permitted on any lot. Deck railings shall not be used as temporary drying fixtures.

### **COMMON AREAS**

Common areas are maintained by the Homeowners Association for the use and enjoyment of all residents and guests. No yard waste or trash may be dumped in a common area.

## **CONCRETE**

Concrete driveways must be maintained free of cracks. Cracks must be filled and repaired with a material similar in color to the original. Any resurfacing of front steps must be of a material that closely matches the original color. Moss and soot should not be noticeable.

## **DECKS**

Decks are an extension of the house and thus have significant impact on its appearance. Decks may also affect the privacy of adjacent properties.

Any new deck or modification to an existing deck requires an approved ACR. The application should include a description of the work to be performed and a detailed drawing. Current Fairfax County building codes must be followed in building a new deck or replacing the railing on an existing one.

### **NEW DECKS**

New decks must follow the size specifications and design detail indicated in Appendix E. All previously built decks that exceed this size and design must conform to current specifications if replaced. Composite material may be used. All deck designs must be approved by Fairfax County.

### **MODIFICATION OR REPAIR OF EXISTING DECKS**

Modifications to existing decks should provide continuity in detailing such as material, color, and the design of railings and trim. Composite material may be used, but should not be mixed with wooden decks unless the composite can be painted to match the wooden deck exactly.

### **DECK PLANKING**

Replacement of the deck planking does not require an ACR. Check with Fairfax County building codes if the planking material is changed from what is currently being used and the deck joists need additional reinforcement.

### **DECK RAILINGS**

Design must be uniform throughout, either the original Chippendale style or vertical posts. Fairfax County Building Code specifies the maximum distance between vertical posts. Since the Chippendale style no longer conforms to the Code, replacement of deck railings must use vertical posts. Repair of a Chippendale railing does not require an ACR.

Composite material may be used for railings if it can be painted Navaho White. Note that painting composite materials may void the warranty and defeat the purpose of using composites.

### **PRIVACY SCREENS**

Privacy screen height may not exceed 36 inches from deck railing and must be lattice design and painted to match the deck railing.

## **DOORS**

### **FRONT DOOR**

The solid (no windows) six-panel door should be painted in one of the colors listed in Appendix C: List of Approved Paint Colors. Any addition such as a glass storm door requires an ACR.

## **GARAGE DOOR**

The solid (no windows) garage door must be painted the same color as the house trim.

## **LIGHT FIXTURES**

Any variation from the original brass fixtures near the front door and above the garage door requires an ACR that includes a picture of the proposed fixture.

## **DRAINAGE**

Any change in grading or design in the front, side, or rear of the house requires an ACR. Approval will be denied if the proposed change adversely affects the drainage of adjoining properties.

If a property modification causes drainage problems within the common area, the WTBoD will require the homeowner to mitigate the issue at the expense of the homeowner.

## **FENCING**

All back and side fences must maintain the original 'in/out' design. The outward facing fence surfaces must be painted Navaho White. The gate on the fence must have an arched top. Any change to original measurements requires an ACR.

## **FENCE EXTENSIONS**

The exterior fence may be extended to the edge of your property and requires an ACR.

## **FLAGS AND FLAGPOLES**

### **FLAGPOLES**

Permanent, freestanding flagpoles are not allowed. Temporary flagpole staffs which do not exceed six feet in length and are attached at an incline to the front wall or pillar of the house do not require approval. Temporary is defined as a use for an event, sale of home, etc., and not in place for a period exceeding 30 days per year.

### **FLAGS**

A single flag may be flown from the receptacle mounted on the front wall or pillar of the house. The flag or banner should not exceed 12 square feet in size. One secondary flag is allowed for special occasions. A secondary flag may be flown for a period not to exceed 20 days per year and shall not exceed two square feet in size with a staff not to exceed two feet in height.

## **HOT TUBS**

Installation requires an ACR.

## **PAINT COLORS**

Paint colors are identified by name in McCormick State House Paints Exterior brand. See Appendix C for specific color applications.

## **RAILINGS**

All front railings must be painted Georgetown Green. If front railings are replaced, the design must be consistent with the original railing.

## **ROOF**

In replacing shingles or the entire roof, the color must be consistent with other homes in the community. Currently this color is called charcoal gray. A sample shingle should be taken to the supplier to verify that the color matches.

## **SATELLITE DISH**

Satellite dish units are allowed. Placement must be approved by the WTBoD.

## **SIGNS**

### **REAL ESTATE SIGNS**

One real estate sign may be placed in each of two places: the front area of the available property and the front entry of the neighborhood. All signs must be immediately removed upon completion of the sale or rental transaction.

### **SECURITY SIGNS**

Small signs indicating the presence of a security system are permitted.

### **OTHER SIGNS**

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. No restrictions are placed on the WTBoD to post signs for the specific purpose of community information.

## **SOLAR COLLECTORS**

Solar Panels are allowed. Approval is required.

## **TENNIS COURT**

Use of the tennis court is for homeowners and their accompanied guests only. Do not tamper with the gate lock or give out the combination to any non-resident. The gate combination is available from BCM.

## **TRASH CANS AND RECYCLING BINS**

Residents must store trashcans and recycling bins out of public view. Homeowners may place these containers at the curb no earlier than sunset on the night before scheduled collection. Containers must be removed from the curbside no later than the morning following collection. All garbage placed at the curb should be contained within a trashcan or bin, unless it will not fit into such containers.

## **WINDOWS**

Window replacements must duplicate the original size and design of the window panes. Window coverings facing the street must be lined with light colored material.

## **WINDOW AIR CONDITIONERS**

No window air conditioners are allowed.

## **WOOD TRIM**

Entrance way, window, and sill trim need to be painted as needed and rotted wood replaced with wood or composite which can be painted to match the rest of the trim.

## **Appendix A: Architectural Change Request Form**

### **REQUEST FOR STRUCTURAL OR LANDSCAPE ADDITION OR MODIFICATION**

Name:

Address:

Daytime telephone:

Evening telephone:

### **DESCRIPTION OF REQUESTED MODIFICATION, INCLUDE AS APPLICABLE:**

Provide a detailed description of the modification (attach additional sheets if necessary):

- Sketch or picture
- Site plan, showing sizes and location of improvement to residence and adjoining properties
- Grading plan
- Manufacturer's brochure
- Color samples

### **DISCLAIMER**

I (we) acknowledge and agree that I (we) will be solely liable for any claims, including without limitation, claims for property damage or personal injury, which may result from the requested addition or modification. I (we) indemnify the Homeowners Association from and against any and all such claims. I (we) understand and acknowledge that I (we) am (are) responsible for complying with all applicable codes and ordinances, and for obtaining all necessary permits and inspections for the requested addition or modification and further that I (we) am (are) responsible for all maintenance, repair and upkeep of said addition or modification.

Signature of owner: Signature of co-owner:

### **SEND NEW ACR TO**

Burke Community Management Group

For the Attention of: Westwood Towns HOA

10494 Business Center Court

Manassas, VA 20110

Fax: 703.330.5254

## **Appendix B: Architectural Guidelines**

### **WESTWOOD TOWNS HOMEOWNERS ASSOCIATION**

DO YOU NEED TO SUBMIT AN ARCHITECTURAL CHANGE REQUEST FORM?

<i><b>Improvement</b></i>	<i><b>Allowed</b></i>	<i><b>ACR Required?</b></i>	<i><b>Notes</b></i>
Basketball Post and Goal	No	-----	Not Allowed
Brick Painting	No	-----	Not Allowed
Clothes Lines	No	-----	Not Allowed
Concrete Repair	Yes	No	Must be similar in color to the original
Deck: Full Replacement	Yes	Yes	Permit required
Deck: Replace Planking	Yes	No	Must match original
Deck: Replace Rails	Yes	Yes	Permit required
Deck: Privacy Screens	Yes	No	36" max height
Drainage Alterations	Yes	No	Must not negatively impact community
Fencing: Replacement	Yes	No	Must match original
Fencing: Extending	Yes	Yes	Applies to end units only
Flagpoles: Permanent	No	-----	
Flags	Yes	No	
Front Door Replacement	Yes	Yes	
Front Outdoor Lights	Yes	Yes	ACR if changing from standard brass fixtures
Garage Door Replacement	Yes	Yes	Must match original
Hot Tub Installation	Yes	Yes	
Landscaping	Yes	No	
Painting	Yes	No	Must be an approved color
Patio Installation	Yes	No	Ground floor patio (as opposed to a deck)
Roof Replacement	Yes	No	Color must be consistent with community
Satellite Dish	Yes	Yes	
Solar Collectors	Yes	Yes	
Storm Door Installation	Yes	Yes	
Window Air Conditioner	No	-----	Not Allowed
Window Replacement	Yes	No	Must match original style and color



## **Appendix C: List of Approved Paint Colors**

Below is a list of the approved paint colors for the Westwood Towns development. Please retain for future reference and to avoid the repainting of unapproved colors.

McCormick paint "State House" Brand Exterior colors. McCormick paint is located on Tyco Rd. Tysons Corner.

### **FRONT IRON RAILINGS:**

- Georgetown Green

### **DECK RAILS AND REAR FENCE:**

- Navajo White. Formula: 1 (2), B (3), C (54), L (78). Custom mix by McCormick.

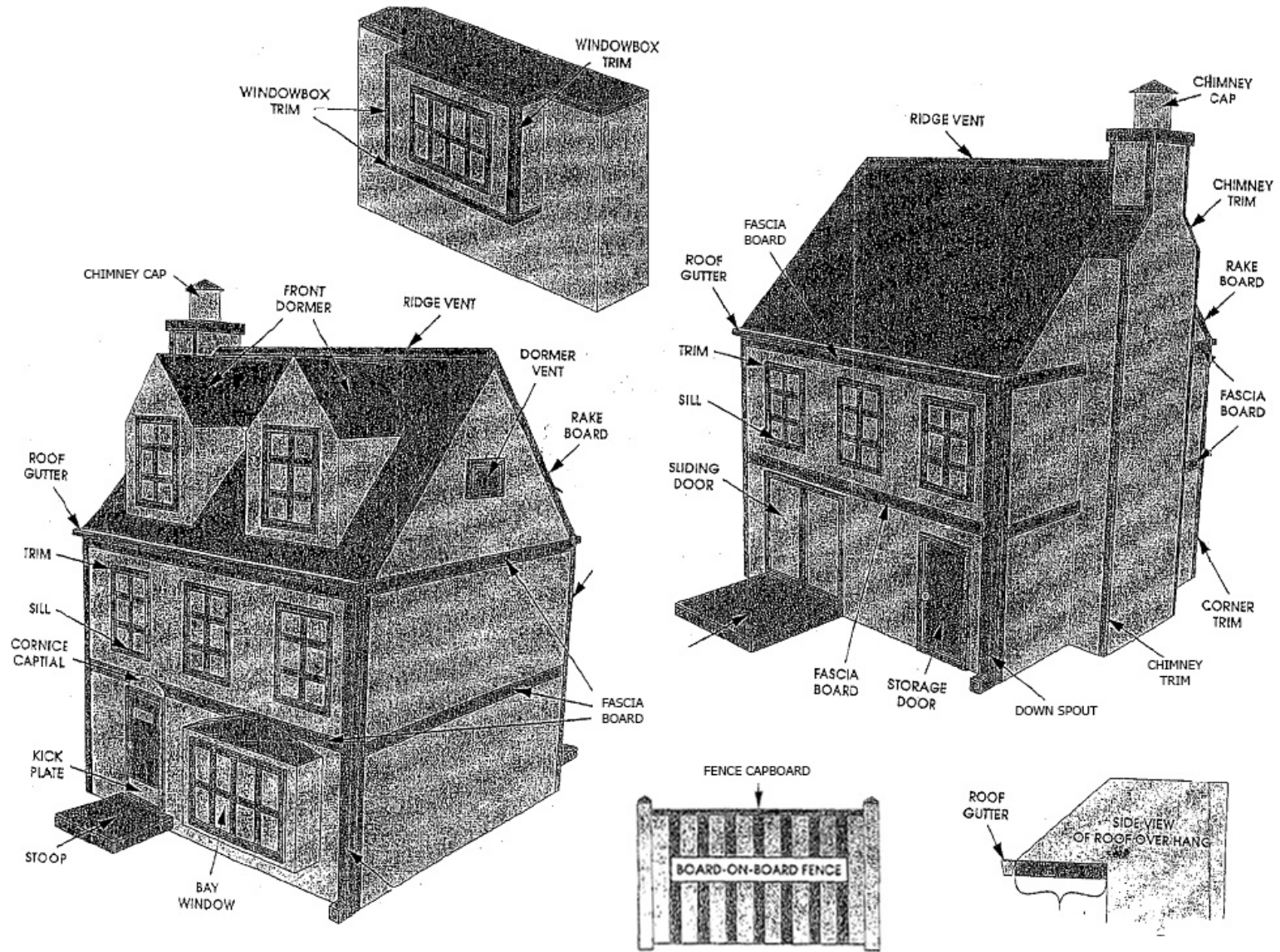
### **WINDOWS AND TRIMS (MCCORMICK PAINTS EXTERIOR STATE HOUSE COLLECTION):**

- 101 Amber White
- 103 Cypress
- 106 Incense
- 108 Wheat
- 110 Greystone
- 118 Colonial White
- 119 Newport
- 120 Kingston Clay

### **DOORS AND SHUTTERS SHOULD MATCH ON INDIVIDUAL HOUSE:**

- 200 Black
- 217 Farmhouse Red
- 223 Old Carriage Brown
- 225 Old Colonial Red
- 226 Carolina Slate
- 480 Persian Plum
- 482 Kentucky Green

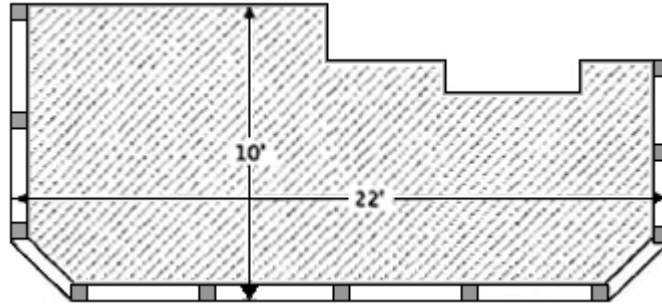
## Appendix D: Exterior Reference



## Appendix E: Deck Design and Size

**NEW DECKS OR DECK REPLACEMENTS MUST CONFORM TO THE SIZE AND DESIGN INDICATED IN THE DRAWING BELOW.**

**DECK SIZE IS 22 X 10 FEET WITH 45 DEGREE OUTSIDE CORNERS.**



STANDARD DECK EXAMPLE WITHOUT STAIRS