

ARCHITECTURAL GUIDELINES



Herndon, Virginia

Revised: July 15, 2014

Hiddenbrook Homes Association
Architectural Guidelines

Table of Contents

I.	PROCEDURE	Page 1
A.	Overview	Page 1
B.	General	Page 2
C.	Application procedures	Page 2
D.	Review Process	Page 3
E.	Disapproved Applications and Appeals Process	Page 3
II.	ARCHITECTURAL STANDARDS	Page 4
A.	Exterior Maintenance	Page 4
B.	Fences	Page 4
C.	Building Alterations.....	Page 6
D.	Decks	Page 7
E.	Patios and Ground Level Decks	Page 7
F.	Entrance Walkways	Page 7
G.	Screened Porches/Sunrooms/Three Season Rooms.....	Page 7
H.	Sheds.....	Page 7
I.	Siding and Roofing	Page 8
J.	Painting	Page 8
K.	Driveways and Parking of Vehicles	Page 9
L.	Exterior Television and/or Radio Antennae	Page 9
M.	Satellite Dishes	Page 9
N.	Solar Panels	Page 9
O.	Swimming Pools.....	Page 10
P.	Attic Ventilators	Page 10
Q.	Hot Tubs and Spas	Page 10
R.	Porticos.....	Page 10
S.	Landscaping	Page 11
T.	Exterior Lighting.....	Page 11
U.	Mailboxes and Newspaper Boxes	Page 11
V.	Garage Doors	Page 11
W.	Recreational Play Equipment	Page 11
X.	Flags, Flagpoles and Seasonal/Special Occasion-Holiday Banners	Page 12
Y.	Miscellaneous Items	Page 12
III.	THE ARCHITECTURAL REVIEW COMMITTEE (“ARC”)	Page 13
IV.	VIOLATIONS	Page 13
	Application for Exterior Alteration	Page 14
	Fence Diagrams.....	Pages 16-18

Hiddenbrook Homes Association
ARCHITECTURAL GUIDELINES
Revised July 15, 2014

I. PROCEDURE

A. Overview

Administration and enforcement of the subdivision plan of architectural control is one of the chief legal responsibilities of the Hiddenbrook Homes Association (“Association”). By Declaration of Covenants, Conditions and Restrictions dated August 8, 1972 which was recorded in the Fairfax County Circuit Court land records (“Declaration”), the Association was given authority to review and approve exterior structural alterations and improvements, both to promote architectural harmony and to preserve the development plan. All of the purchasers and residents of the Lots located within the Association are bound by the Declaration.

Article VI of the Declaration of Covenants states:

No building, fence, wall, antenna, swimming pool or other structure shall be commenced, erected or maintained upon the properties, nor shall any exterior addition to or change or alteration therein be made until the plans and specifications showing the nature, kind, shape, height, materials and location of the same shall have been submitted to and approved in writing as to harmony of external design and location in relation to surrounding structures and topography by the Board of Directors of the Association, or by an architectural committee composed of three (3) or more representatives appointed by the Board

Article VII, Paragraph 5 of the Declaration states, “No noxious or offensive activity shall be carried on upon any portion of the residential property, nor shall anything be done thereon or permitted to remain on any lot which may be or become a nuisance or annoyance to the neighborhood.”

Article VII, Paragraph 10 of the Declaration states:

No structure or addition to be a structure shall be erected, placed or altered on any lot until the plan and specification, including elevation, material, color and texture and a site plan showing location of improvement with grading modifications shall be filed with and approved in writing by the Board of Directors of the Association or an Architectural Control Committee appointed by the Board. Structure shall be defined to include any building or portion thereof, fence, pavement, driveway or appurtenances to any of the aforementioned.

In accordance with these provisions, all owners must obtain prior approval of the Board of Directors or an Architectural Control Committee, if one exists, of any external structural improvement or alteration to any Lot. The Architectural Control Committee established by the Board of Directors has been named the Architectural Review Committee and shall be referred to herein as the “Committee” and/or the “ARC.”

To assist the homeowner in determining whether the ARC will approve a specific application, the Association has promulgated the architectural standards contained in this document. These standards are guidance, not absolute and inflexible rules and regulations. They evolve from prior decisions of the ARC in reviewing applications involving similar facts and circumstances.

Abandonment of architectural standards would be a breach of faith not only with the original design plan of the community, but also with our friends and neighbors who choose to live here in reliance on the preservation of the Hiddenbrook architectural and development plan. Indeed both the directors of the Association, and the members of the ARC, have an affirmative and legal obligation to administer and enforce architectural standards to the best of their ability.

B. General

1. Any change to the exterior appearance of any house or lot must be approved by the ARC **before** work is started. Changes implemented without an approved application or not in accordance with an approved application are in violation of these guidelines. The Board may require such changes to be removed or altered to conform to these guidelines at the homeowner's expense.
2. The Committee will consider only written applications from Owners. Renters and other non-Owner residents must forward all applications to the ARC through the Owner.
3. Each request is considered on an individual basis, upon its merits, and there are no automatic approvals or denials.
4. The quality of materials and workmanship on any project must be equal to or better than that of the surrounding area. The ARC retains the right to inspect the project during installation and at completion to ensure proper execution of the approved application.
5. All projects must be completed within (3) three months of the date on the approval letter. If additional time is required for a project, Owners must apply in writing for an extension and requests must include estimated completion date.
6. Storage of materials before and during construction should be, if possible, in areas not visible from the street on the Owner's Lot and it shall not create hazards. The ARC may ask applicants to provide information on where construction materials will be stored before an application is complete and will be considered.

C. Application Procedures

1. Applications describing the proposed project may be submitted by the Owner using any of the following means, addressed to the Architectural Review Committee, Hiddenbrook Homes Association,
 - By Mail to: P.O. Box 582, Herndon, Virginia 20170.
 - By Email to: hiddenbrook_homes@hotmail.com
2. The description of the project must contain all information necessary for the Committee to make an informed decision. Necessary information includes dimensions, shape, type of materials, and colors. Photos and/or manufacturer literature for the proposed changes are strongly recommended.

3. For house additions or the installation of detached structures, copies of construction plans, and specifications, and a copy of the original plat must accompany the application.
4. When the project can be viewed from neighboring properties, the ARC requires the Owner submit the application with adjoining the neighbors signatures of acknowledgement. This is particularly important when the project could have an adverse impact on neighbors by affecting drainage, view, or ventilation.
5. For projects such as fences, screens, retaining walls, driveways, and house additions, the location of the project on the lot and its relation to neighboring lots is an important factor in the ARC's consideration. Applications for such projects must include a copy of the plat or similar sketch showing the location of the project and its relation to adjoining properties and common areas. For fences, the application must include information regarding the type, height, color and materials for fences on adjoining properties.
6. Owners should maintain copies of all records of applications and approvals for the length of time they own their property.

D. Review Process

The ARC's review of all projects is independent of and in addition to any required Fairfax County reviews, approvals or permit processes. It is the Owner's responsibility to obtain all necessary Fairfax County reviews, approvals and building permits and the ARC will not advise Owners whether those permits or approvals are required. Approval by Fairfax County in no way guarantees approval by the ARC and the ARC reserves the right to reject any exterior modifications not conforming to these guidelines or community standards.

As required by the Covenants, the ARC will acknowledge, review and respond to all complete applications promptly. If the ARC requests additional documentation to complete the application, the application, as submitted, is automatically denied. Once all the required documentation has been received by the ARC and the application is complete, the ARC shall make a decision on the application within 30 days. Written notification of approval or denial will then be sent to the Owner. Owners should confirm that the ARC has received their submitted applications within five (5) business days of submitting the application.

E. Disapproved Applications and Appeals Process

If an application is disapproved by the ARC, the Owner is notified in writing with an explanation of the denial. In such situations the Owner may:

1. Submit a new application with modifications.
2. Submit new or additional information which clarifies the original plan and demonstrates its acceptability and Owners may request a meeting with the ARC to review this information.
3. Appeal, in writing, to the Board of Directors within ten (10) days after disapproval by the ARC. The Board will establish a date and time to hear the appeal. A majority vote of the Board members present is required for reversal or modification of an ARC decision. The Board shall determine in its sole discretion whether to hold a hearing on the appeal.

II. ARCHITECTURAL STANDARDS

The Architectural Standards are based on the desire to preserve the safety and welfare of residents, maintain an open and natural community setting, and preserve the property values within the community. The Hiddenbrook Homeowners Association and the Architectural Review Committee work for consistency with these standards and their application and the standards are updated periodically. Owners with existing modifications which do not meet these standards do not have to modify the modification to comply with the standard unless or until the feature has to be replaced or substantially repaired.

A. Exterior Maintenance

1. Property ownership includes the inherent responsibility for maintenance of all structures and grounds that are located on the Lot
2. Owners are responsible for maintaining the structural integrity, grounds maintenance and repair of their property. This includes but is not limited to:
 - a. Painted surfaces when faded or peeling.
 - b. Maintaining siding, roofing, fascia boards, rake boards, trim, shutters, gutters, downspouts and attic ventilators.
 - c. Pressure washing siding, fencing, and decking to remove noticeable dirt and algae
 - d. Maintaining lawns and landscaping.
 - e. Maintaining driveway surfaces
3. When a property is not occupied by the Owner but is used as a rental property or left vacant, the Owner is responsible for the maintenance of the Lot and its structures.

B. Fences

1. The Committee expects Owners to retain the original open, natural setting of Hiddenbrook by not installing fences, particularly those placed to delineate boundaries. Open wood fencing such as open post and rail and vertical staggered or open board fence are the only approved styles. Fences must be constructed of pressure treated or rot-resistant wood. Open wood fencing may be supplemented with appropriate wire mesh to contain children and pets. Solid wood, chain link, synthetic or metal fencing is prohibited. Where privacy is the purpose, suitable privacy screens should be erected as, for example, around a patio area. Boundary delineation can be accomplished with shrubs or other natural means. Masonry (brick and block) and stone walls are prohibited as boundary markers.
2. Installation of any solid fencing or screen along boundary lines is prohibited. Fences constructed on corner lots or on pipe stems shall be erected so as to minimize the impact on neighboring properties, particularly their front yards. Furthermore, fences, screens or walls which obstruct sight lines for traffic are prohibited. County code requires fences should be installed a minimum of 6 inches inside of and not on top of the property boundary line. Lots must still be maintained up to the property line.
3. Only in special circumstances, with adequate justification, will the Committee consider a fence location forward of the rear line of the house. Fences may not be less than three (3) feet nor greater than six (6) feet high above grade. Free standing screening should not exceed six (6) feet in height. At this time, Fairfax County has restrictions on the height and location of fences for corner lots and Owners are required to comply with those restrictions as well.

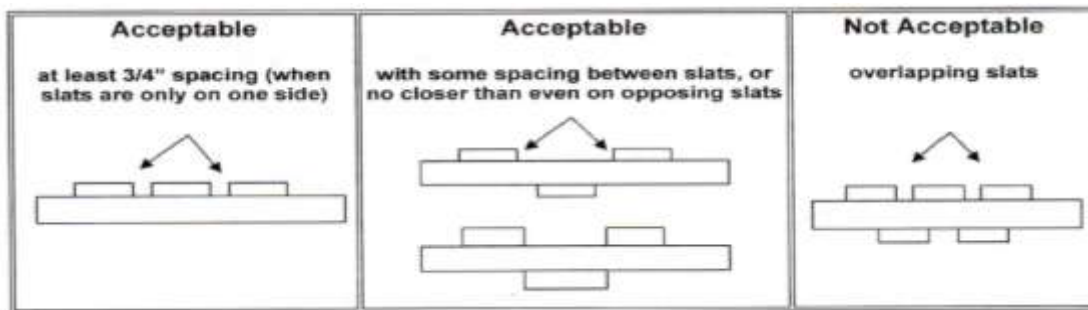
4. Fencing which is framed on one side only must be constructed with the finished side facing out. Gates must be compatible in design, height, material and color with the fence. All painting or staining of fences and screens must complement the primary structure and be in harmony with the neighborhood. No application is necessary when repainting or re-staining in the same color.

5. The application requirements for fences:

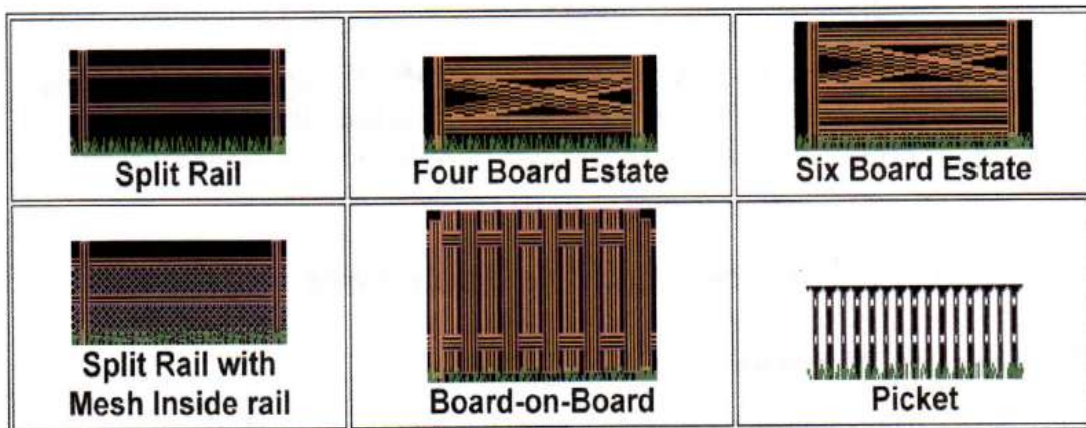
- Plot plan showing relation to adjacent property lines, houses and open space with proposed and existing fence
- Fence style, material and color
- Dimensions

Since fencing close to property lines affects neighboring properties, it is suggested that fencing schemes be discussed with neighboring Owners and that their comments be included with the application. Owners are responsible for ensuring the fence contractor they choose installs the fence within the boundaries of their property line and will be responsible for any costs incurred to remedy an incorrect installation. The impact of the style selection will be taken into consideration by the ARC where new fencing will be adjoined to existing fencing and the homeowner may be required to select a different style of fence.

6. Fence styles further described in examples below:

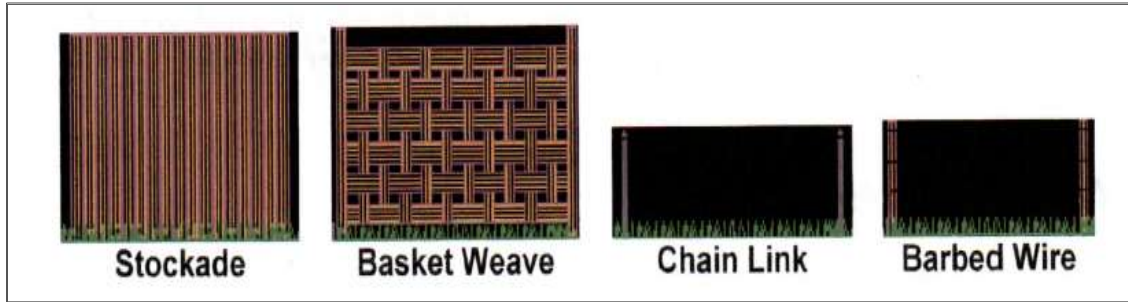


Approved Fence Styles- The following illustrated fence styles are approved. Lattice, decorative and scalloped topped fences are also encouraged.



Unacceptable Fence Styles- Certain types of fences are inconsistent with the objective of maintaining

a degree of openness and projecting a friendly community atmosphere and they are prohibited. These include stockade, basket weave, chain-link, and barbed wire fences, as well as hedges intended for fencing. Hedges along sidewalks may not exceed four (4) feet in height.



C. Building Alterations

1. Any addition to an existing building, any exterior alteration, modification, or change to any existing building or any detached structure must have ARC approval **before** any work is begun. Examples of such projects include but are not limited to roof, siding, window and door replacement, exterior paintwork, erection of porches, decks, garages and carports, tree-houses, greenhouses, and storage sheds.
2. Any addition, alteration, modification, or change to any existing building must be compatible with the architectural design and character of the original building. Exterior materials shall be compatible with the current building construction material.
3. Additions to the side or the front of the house, including patios, shall only be approved when it is not possible to locate it to the rear of the house.
4. The ARC will consider applications for a detached structure, such as shed, greenhouse or tree-house. In such cases, the Committee will consider the structure's impact on neighboring properties and common areas and may require the installation of screens or additional landscaping to lessen the structure's visual impact upon neighbors or to address neighbor privacy concerns.
5. Exterior color changes will be approved only if the proposed colors are similar to the original color combinations used by the developer on the applicant's home or harmonize with the colors of adjacent homes. This applies to roofing and siding material colors as well as paintwork colors. No high gloss finishes will be approved. Semi-gloss finishes are appropriate for doors and shutters.
6. Brick facades must not be painted.
Poured concrete foundations may be painted only if the color matches the siding of the house.
7. Front entrance door(s) to the living area must be metal or wood, similar in appearance to the type used for the original and blending with the rest of the home and neighboring homes. Storm doors must be in harmony with the style of the home and painted the same color as the entrance door or the trim. The storm door, garage door, entrance door, shutters, and trim colors must all complement the style of the house and the Hiddenbrook community.

D. Decks

Since decks are an extension of the house and have much to do with its overall appearance, the following guidelines shall be applied in reviewing applications for decks:

1. Design and style of decks must be compatible with and proportional to the architectural design of the house.
2. Deck structure must be constructed of pressure treated wood and exterior grade hardware. Deck planking can be pressure treated lumber or other composite decking material.
3. A visible barrier (i.e. lattice or landscaping) is required to maintain a neat, uncluttered appearance if the area under a deck is used for storage.
4. All painting or staining of decks must complement that of the primary structure and be in natural wood tones. No application is necessary when repainting or re-staining in the same color; changes in color must be approved in advance.

E. Patios and Ground Level Decks

1. Patios should be constructed in the back yard. Front and side yard locations will be reviewed on a case-by-case basis.
2. Patios and decks should be constructed of wood, synthetic wood, stone, brick or concrete. If wood is used and not left to weather naturally, then the color used should blend with the surroundings.

F. Entrance walkways

Changes to size, location, materials, or elevation of walkways must be approved in advance.

G. Screened Porches/Sunrooms/Three Seasons Rooms

1. Sunrooms and Three Season Rooms are permitted only on the rear of the home and must remain within the original side planes of the home. Sunroom additions built at ground level are preferred, however, elevated construction will be considered.
2. All materials used in screened porches/sunrooms/three season rooms must be similar in grade or better than those used in the original home construction. Exterior construction materials, i.e. roofing, siding, gutters, downspouts, etc. must be of the same grade or better and identical color as the original construction. Windows and doors must be consistent with the design, style and quality in use in the home, to include color. Roof styles shall be consistent with existing styles in the community.

H. Sheds

1. **Location:** Sheds must be located beyond the rear line of the house and whenever possible, placed to minimize its view from the street. The plat submitted with the application must clearly show the location where the shed will be placed.
2. **General Design:** Design and style must coordinate with the architectural design of the house. The materials and color must complement those of the house.

- a. Pre-manufactured sheds are permitted provided the materials are resin, vinyl (PVC), or equivalent and are in colors that coordinate with the house. Applications should include a picture of the house including a description of the current house color scheme. Examples include:



- b. Sheds may also be made of wood. Metal sheds are prohibited
3. Sheds should not be greater than eight (8) feet wide, eight (8) feet high, and twelve (12) feet long. Anything larger will only be considered in a case by case basis specifically based upon the visual impact to the neighboring homes.

I. Siding/Roofing

1. Any change to material, style, or color of siding or roofing must be submitted with samples for approval.
2. When damage requires patching of the siding or roofing, the patch shall be seamless and invisible. If the patch in the siding or roofing is unable to blend in, then that face of the house shall be resided or roof shall be re-shingled.

J. Painting

1. When repainting the house, the new colors selected shall be submitted to the ARC for review and approval. It is the intent of the ARC to approve colors that are harmonious with the community.
2. Applications need not be submitted to the ARC for repainting with existing property colors.
3. The trim work (soffit, fascia, window surround, door surround detail, etc.) and the garage doors shall be painted the same color.
4. The shutters and the front door can be painted a matching accent color that must be approved by the ARC. All exterior color changes must be approved by the ARC.

K. Driveways and Parking of Vehicles

1. Driveways and extensions may only be constructed of asphalt and must be maintained in good condition (i.e. no cracks).

Approval must be obtained for any construction or expansion of existing driveways. When expanding or extending a driveway a matching material must be used. Gravel, stone dust, wood chips or similar non- monolithic material is prohibited.

2. Permanent or temporary (other than overnight) parking or storage of motor homes, mobile homes, trailers, boats, commercial vehicles, e.g., buses, taxi cabs, vans, or trucks with commercial logos and related equipment outside the garage or house of any Owner is not permitted. Parking, storage, or driving on the common areas, including the pipeline easement, is not permitted. These prohibited vehicles may be stored in an Owner's garage, provided the garage door is regularly kept closed. Per Fairfax County code, parking on grass is prohibited.
3. Vehicles parked on the driveway must be in running order. Vehicles which are being worked on shall be worked on in the garage or if in the driveway shall be stationary no more than 72 hours. This in no way precludes residents from using their driveways for routine maintenance and minor repair of their vehicles. Vehicles which are not currently registered and State inspected are considered inoperative.
5. Commercial vehicles must be stored in the garage.

L. Exterior Television and/or Radio Antennae

Exterior antennas of any type for any purpose must be approved before installation. Antennas installed under the roof perform well in the Hiddenbrook area. In those unusual cases where an exterior antenna is required and its installation is approved, the following requirements should be met:

- a. The antenna should be firmly anchored, as inconspicuously as possible, on the lower rear slope of the roof.
- b. Antenna booms should not exceed 12 feet in length.
- c. Antenna masts should not extend above the roof ridge and should be constructed of galvanized steel.

M. Satellite Dishes

See Satellite policy resolution.

N. Solar Panels

1. Prior to installing any solar panels, Owners must submit a complete application to the Architectural Control Committee, including, but not limited to: a plat, diagrams showing the exact proposed location of the panels and their size, and a photograph of the proposed panels mounted on a similar roof.
2. The application must show the relationship of the applicant's Lot to the surrounding Lots so that the ARC can review the visual impact upon other nearby Lots. Due to the configuration and topography of the neighborhood, it is not possible to state a single standard for the ARC's review. The ARC reserves the power to notify adjacent Owners of any application for a solar panel. Owners may not proceed with installation until written approval from the ARC is received.

3. If installed on the roof, the panels must be mounted on the rear side of the roofs and flush against the tile. Elevated panels will not be permitted. The color of the panels and the related support structure must be compatible with the appearance of the roof and home. Muted colors are preferred, such as black, brown, or gray. Piping and electrical material must be installed in a non-visible fashion. After installation, Owners bear responsibility to keep all equipment in proper appear and aesthetic appearance.
If multiple panels are proposed, spaces or gaps between units should be minimized such that piping, wiring, and control devices are concealed. Panels should not be visible above the roof ridge line from adjacent properties or the street.

O. Swimming Pools

Hiddenbrook amenities are designed to provide swimming opportunities for all residents through association and community facilities and therefore permanent private swimming pools are strongly discouraged.

1. An application is required for any permanent pool.
2. Only in-ground swimming pools within a fenced rear yard will be considered for approval. The fence surrounding the pool area must be six (6) feet high and must not be located on the Lot line.

P. Attic Ventilators

1. Roof mounted attic ventilators may only be installed in the rear of the house and shall be painted to match the roof color or prefinished dark.
2. Gable end ventilators shall be installed in the attic and the louvers shall match the siding or trim on the house.

Q. Hot Tubs and Spas

1. The ARC will consider freestanding hot tubs and spas where they are sited behind the home and in the rear yard only. Therefore, each proposed installation will be evaluated on a case-by-case basis considering the visual impact of the tub on the neighboring homeowners and public.
2. The application must include adequate screening from view, which may be accomplished with sufficiently mature plantings, lattice, or similar which surround the hot tub or spa.

R. Porticos

1. The size of the proposed portico shall be limited to that necessary to cover the existing front stoop on the home. When completed, the stoop and portico must harmoniously and seamlessly blend into the front elevation of the home.
2. Materials used in the construction of the portico must be of equal or greater quality to that used in the original home construction. Columns, top and bottom railings, posts, post caps, balusters, etc. must be of a style and design comparable to that already in used in the community. Wooden portions of the completed portico must be painted to match the existing trim of the home and any shingles must match existing shingles currently in use on home. Any proposed trim color change must be applied to the trim of the entire home.

S. Landscaping

- 1 Except as otherwise provided herein, landscaping and planting do not require ARC approval.

2. Conspicuous fruit and vegetable gardens should be restricted to rear yards and shall not be visible from the streets. Corner lots must submit obtain prior approval from the ARC for gardens and screening of such gardens may be required.
3. The ARC encourages homeowners to replace trees that have to be removed in order to preserve the original landscape of the Hiddenbrook Community.
4. Front flower beds must be kept neatly edged and free of weeds.
5. Hedges, and shrubs shall not extend over the sidewalk. Hedges specifically used for fencing shall not exceed a height of four (4) feet when planted along a sidewalk. The branches or apron of a tree may extend over a sidewalk as long as there is at least 7 feet of vertical clearance.
6. The height of the grasses, weeds, or lawn areas shall not at any time exceed six (6) inches in height. Trees and shrubs should not become overgrown and should be trimmed to maintain a neat appearance.
7. Retaining walls may be used as a landscaping feature as well as to improve drainage patterns. Any walls installed should be minimal in height. Wood, rock and masonry are acceptable as long as the walls installed are appropriately landscaped. Retaining walls must be approved by the ARC.

T. Exterior Lighting

1. Exterior lighting, such as floodlights, must not be aimed in such a way that they shine directly on a neighboring property.
2. Decorative or landscape lighting will be limited to low voltage lighting and must be harmonious with the surroundings. It must be directed in such a manner so as not to create an annoyance to the neighbors or a hazard to motorists.

U. Mail boxes and Newspaper boxes

1. Only Number 1 and 1-1/2 size Post Office approved mailboxes are allowed. Mailbox posts must be pressure treated wood, fiberglass or metal.
2. No separate posts for newspaper boxes are allowed.

V. Garage Doors

When replacing or repainting garage doors, the door finish must match one of the colors of the main portion of the house.

W. Recreational and Play Equipment:

1. Children's play equipment such as basketball hoops, sandboxes, swings, slides, playhouses, and tents do not require approval of the Committee as the Association has conferred blanket prior approval for these structures, provided however that such equipment is not located forward of the rear house line and is not visible from the street or public right-of-way.
2. Tree-houses require an application and are only considered for approval if they do not create privacy concerns for neighbors. The ARC will review applications and how they impact neighboring homes.
3. All equipment must be properly maintained.

3. Basketball backboards which are to be mounted on the house or on a stationary pole require an application and must be in compliance with Fairfax County setback requirements. Portable goals utilized near the street shall be located such that the goal does not impede or block use of the street, curb or sidewalks and must be located on the Owner's property

X. Flags, Flagpoles and Seasonal/Special Occasion-Holiday Banners

1. The display of the American flag and seasonal/special and holiday banners is permitted within our community in accordance with the following guidelines.
 - a. The American flag can be flown from a temporary pole which is attached to the front of the home. The flagpole shall be six (6) feet in length or less and shall display a single American flag of appropriate size. No prior approval is required for a flag displayed in compliance with this guideline.
 - b. The American flag can also be flown from a free standing flag pole no more than 10 feet high. A prefinished white pole is encouraged. Owners must submit an application to the ARC for the flagpole. The application should include a plat identifying where the flagpole will be located and the color/material of the flagpole.
 - c. Seasonal and special occasion banners are considered temporary items and may be displayed by Owners on poles attached to the home without ARC review or approval.
 - d. The ARC Committee expects holiday décor to be removed within 30 days of the holiday.

Y. Miscellaneous Items

1. Clotheslines must be located in the rear yard, must be retractable or dismountable, and must be taken down when not in use.
2. Gutters and downspouts should match those existing in color and design and must not adversely affect drainage on adjacent property.
3. Trash receptacles must be stored out of sight from all adjacent properties and the streets. No garbage or trash may be deposited any place on premises other than in a proper receptacle. The receptacle should be placed at curbside no earlier than the night before collection and should be returned to storage the same day as trash is collected. Accumulated garbage should not block the sidewalk, pose a trip hazard or impede traffic flow.
4. No trash, debris, or collection of items of any kind may accumulate or be stored in a visible location on a lot or street frontage.
5. Firewood should be kept neatly stacked in the side or rear yard.
6. No unauthorized motorized vehicles are allowed on common grounds or the gas pipeline.
7. No overnight parking of any vehicle in pool or recreational area parking lots is permitted.
8. No sign of any kind that is illuminated and/or larger than two (2) square feet shall be displayed in public view on any Lot except for temporary real estate sale or rental signs of not more than four (4) square feet. Real estate signs must also meet county regulations with respect to content and removal.
9. Lawn ornaments that are above two (2) feet in height must be approved by the ARC. Owners must also obtain ARC approval for placing more than 10 lawn ornaments in the front yard.

10. Seasonal decorations must be removed in a timely fashion, but no later than 60 days after the holiday/season. This specifically includes strands of lights, including “icicle lights” which must be removed by February 28th of each year.

III. THE ARCHITECTURAL REVIEW COMMITTEE (“ARC”)

The ARC will consist of up to five (5) voting members appointed by the Board of Directors of the Hiddenbrook Association at the second Board meeting of the calendar year. Vacancies in the committee may be filled by the Board at any time.

The functions of the ARC are:

1. To review and approve or disapprove homeowner Applications submitted under these Guidelines.
2. To conduct periodic reviews of these Guidelines and recommend changes to the Board, as required.
3. To conduct an annual inspection of the Hiddenbrook properties to ensure compliance to the Architecture Guidelines.
4. To perform other duties as directed by the Board that are deemed relevant to the Committee.
5. To review properties when a disclosure package is requested.

IV. VIOLATIONS

The Hiddenbrook Association has the right to enforce, by a proceeding at law or in equity, the restrictions and covenants of the Hiddenbrook Association. If legal remedies are necessary against a homeowner, the homeowner will be responsible for all costs and legal fees incurred in the suit process.

See Hiddenbrook Policy Resolution Assessment of Charges for Violation of Governing Documents” - for detailed information regarding enforcement procedures regarding the violation of these Guidelines.

Hiddenbrook Homes Association
PO BOX 582
Herndon, VA 20170
Phone 703-318-7159 Fax 703-439-2675
Hiddenbrook_homes@hotmail.com

Application for Exterior Alteration

Date of Application: _____

Homeowner's Name: _____

Address of proposed alterations: _____ Lot Number: _____

Telephone Number: (H) _____ (W) _____ (C) _____

Email Address: _____

Proposed Exterior Alteration:

Proposed beginning date of exterior alteration: _____

Amount of time expected to complete the project: _____

Briefly describe the proposed changes on an attached page or on the reverse side of this form. Include the information and/or drawings required by the Submittal Requirements.

Please refer to the association's ARC Guidelines when considering any exterior change. Feel free to seek direction from members of the ARC Committee and/or facilities manager when planning your project and completing this application.

Approval from the homeowners association does not waive or modify any state of Virginia or Fairfax County building codes or like restrictions. When appropriate, a building permit from Fairfax County should be secured.

Approval of this application may be automatically revoked if approved changes do not commence within 90 calendar days of the approval date. In addition, approval of this application may be automatically revoked if approved changes are not completed within 90 days of the commencement date. If your project will take more than 90 days to complete, please make note of it in this application.

The ARC will acknowledge, review and respond to all applications promptly. The approval process may take longer than thirty (30) days if the applicant does not furnish the required information in the initial application or respond promptly to ARC requests for further information. Once all the required documentation has been received by the ARC, the 30 day time period begins. Written notification of approval or denial will then be sent to the homeowner. If the ARC fails to reply to the homeowner within thirty (30) days of the postmark of the application, the homeowner has the right to request that the Association's Board of Directors review the application at their next meeting.

Check the box and sign below

- I have read the above requirements and I understand that no work shall be commenced until I have received written approval from the ARC.

Signature of Homeowner

Date

When the project can be seen by neighboring properties, the ARC requires the Owner submit the application with adjoining the neighbors signatures.

_____ Signature of Neighbor	_____ Address	_____ Date
_____ Signature of Neighbor	_____ Address	_____ Date
_____ Signature of Neighbor	_____ Address	_____ Date
_____ Signature of Neighbor	_____ Address	_____ Date

- Neighbor declined to sign
- Unable to reach neighbor for signature

Date received by Management _____

ARC action taken _____ Date additional info requested _____