

Glen Cove Homeowners Association

Architectural Control Guidelines

Revised November 2000

I. Introduction

The Architectural Control Committee of the Glen Cove Homeowners Association is charged with the duty of preserving the architectural character of the community. Article VIII - "Architectural Control" and Article X - "Protective Covenants and Restrictions" of the Glen Cove community Amended Declaration of Covenants, Conditions and Restrictions define the general area and nature of the Committee's responsibility while allowing it broad latitude and discretion in dealing with specific situations and requests.

The following Guidelines have been developed by the Architectural Control Committee and adopted by the GCHA Board of Directors to assist homeowners in submitting their proposals for consideration. These Guidelines may be modified or changed by the Board of Directors from time to time whenever sufficient evidence is presented to the Committee to warrant a reevaluation of its position, or whenever experience gained in dealing with specific requests demonstrates the necessity of reconsidering a previously established guideline. Appropriate means will be taken to notify all homeowners in the event of any modification or change in these Guidelines.

II. General Requirements

A. Background Information

1. To conform to the Glen Cove Amended Declaration of Covenants, Conditions, and Restrictions, the Architectural Control Committee must specifically approve each request even though the proposed project appears to meet the requirements of the Declaration and these guidelines.
2. The Committee will consider only written requests as hereinafter outlined. Oral requests will not be considered. A sample Request for Review form follows these guidelines.
3. The Committee must refuse permission for any proposal that in its opinion would, if completed, have a detrimental effect upon the neighboring properties or the Glen Cove community as a whole.
4. If a proposal is rejected, the applicant is free to request that the Committee reconsider its position and is encouraged to present new or additional information that will clarify the request or demonstrate its acceptability. Final appeal may be made to the GCHA Board of Directors.
5. Failure by the Association to enforce any architectural Covenant or Guideline will in no event be deemed a waiver of the right to do so.
6. The Committee will maintain a file of all applications submitted by Glen Cove homeowners. The purpose of this file will be to record all actions taken by the Committee.

B. Application Procedures

1. A description of the proposed improvement or change must be submitted to the Architectural Control Committee on a Request for Review form. Request for Review forms are available from any Committee member.
2. The description of the project should include all information necessary for the Committee to take action. Necessary data would include the height, width, length, size, shape, color, estimated duration of construction, and location of the proposed improvement. Photographs or sketches of similar completed projects would aid in the Committee's consideration. If the alteration affects the existing drainage pattern, the proposed drainage pattern must be included.
3. The Committee will answer a request as promptly possible. Each application will be annotated with the date the application was received by the Committee, and the

applicant notified of its receipt by the Committee. If no acknowledgement of receipt is made by the Committee within ten (10) days, the applicant should contact the Committee for further action.

If the Committee fails to reply to the applicant within thirty (30) days after notification of the receipt of the request by the Committee, the request is considered to have been approved.

C. Failure to Comply with the Covenants

1. The Committee chairperson or alternate chairperson will notify an owner in writing whenever he/she is found by the Committee to have violated an architectural covenant guideline. Remedies will be suggested, if possible, and a reasonable amount of time will be allowed for the owner to comply with the covenants or guidelines.
2. If a violation is not remedied to the Committee's satisfaction within a reasonable amount of time, the Committee chairperson will write the owner a second time, advising him/her that the problem is being referred to the GCHA Board of Directors for consideration of legal action to enforce compliance with the Covenants or guidelines.
3. The GCHA Board of Directors will review the alleged violation and institute appropriate legal action to bring about compliance with the Covenants or guidelines if no other means to bring about such compliance can be found.

D. County Building and Work Permits

1. Approval of any project by the Committee does not waive the necessity of obtaining the required county permits. Building permit information may be obtained from Fairfax County by calling 691-2681
2. Obtaining a county permit does not waive the need for Committee approval.
3. The Committee will not knowingly approve a proposed project, which is in violation of the county building or zoning codes.

III. Specific Project Requirements

A. Building Alterations, Additions, and Detached Structures

1. General

- a. Any addition to an existing building, any exterior modification, alteration or change to an existing building or any new detached structure must have the approval of the Committee before any work is undertaken? Examples of such projects include a greenhouse, storage shed, fireplace, repainting in a different exterior color, a fence, addition of new shutters, etc.
 - b. Any addition, exterior alteration, modification or change to an existing building shall be compatible with the design character of the original building. Any new detached structure shall be compatible with the original parent structure.
2. Storage Sheds – shall not exceed a maximum height six and one-half (78 inches) feet and shall be within the confines of the backyard fence.
 3. Fireplaces – shall have enclosed chimneys with aluminum siding that matches the siding of the parent structure.
 4. Awnings - Window and front door awnings are not felt to enhance the aesthetic qualities of the community and are therefore discouraged. Exceptional interest on the part of not less than a majority of Glen Cove residents may be considered by the GCHA Architectural Control Committee.

5. Enclosed balconies – screening and storm windows shall be made as inconspicuous as possible. Complete permanent enclosure of balconies must be done using matching aluminum siding and windows similar to those used on the rear of the parent structure.
6. Materials and Colors
 - a. Only the exterior colors existing on the original parent structure or compatible with the architectural design character of the community will be approved.
 - b. Exterior painting with identical colors of the original structure does not need the approval of the Committee.
 - c. In general, only those areas that are painted may be repainted; only those areas that are stained may be restained; unpainted and unstained areas such as brick shall remain unpainted and unstained.
7. Exterior Trim
 - a. Exterior trim shall be kept cleaned and painted to resist age, decay, or damage.
 - b. Any exterior trim showing signs of age, decay, or damage must be repaired or replaced.

B. Structural and Maintenance

1. Roofs displaying signs of age, decay, or damage can be repaired by replacement of the damaged shingles, but must match the style and color of the existing undamaged roof in place. If 25% or more of the surface area is damaged, the shingles on the entire roof shall be replaced.
2. Windows and Doors (i.e., entry, storm, and sliding doors) must be kept in good working order and condition.
 - a. Doors showing signs of age, decay, or damage shall be repaired or replaced.
 - b. Replacement doors or windows shall adhere to the style and color of the original unless approved by the Architectural Committee prior to installation.
 - c. Any screening or storm window component showing signs of age, decay, or damage shall be repaired or replaced.

C. Fences and Screens

1. General
 - a. Any fence or gate showing signs of age, decay, or damage must be repaired or replaced.
 - b. Any fence or screen must have the approval of the Committee before installation is undertaken.
 - c. No fence or screen will be approved if its installation will obstruct sight lines for vehicular traffic.
 - d. The Committee will keep all fencing or screening as harmonious as possible with the architectural character of the community. For end townhouse units, fences may be constructed to encompass side yards, provided that:
 1. They are at least six (6) feet back from the front corner of the unit.
 2. Shrubs or other landscaping techniques are used to soften the view of the fence from the front, so as to make the fence itself as inconspicuous as possible.

3. Gates (where used) are approved by the Architectural Control Committee for dimensions and harmony with the general design character of the community.
 - e. All townhouses in the same cluster or row shall maintain all exterior fencing with natural finish or all be similarly painted with the same paint color. The color chart for approved vendor paints is available from the Architectural Control Committee.
 - f. Paints or stains for fence interiors must also be approved by the Architectural Control Committee, and should be compatible with the color of the parent structure.
2. Materials and Finish
 - a. Wood fencing or screening installation will be approved if the design generally conforms to the architectural design of the Glen Cove community
 - b. The Committee will not approve an application for the installation of chain link or other galvanized metal fencing.

D. Retaining Walls

1. General
 - a. Retaining walls which divert ground water onto adjoining properties or which otherwise substantially change the existing drainage patterns will not be approved.
 - b. Fairfax County requires that any retaining wall in excess of three (3) feet in height be a designed wall approved by the Fairfax County Division of Inspection Services. Such a wall will have to be designed by a qualified engineer.

A copy of the Fairfax County approval must accompany the application to the Committee.

E. Landscaping and Planting

1. Landscaping work and planting in general do not require the approval of the Committee.
2. Trees, hedges, and shrubs, which restrict the sight lines for vehicular traffic, shall be cut back, trimmed or removed if necessary.
3. Trees, hedges, and shrubs shall be kept trimmed and pruned to avoid damage to the house and adjoining house(s).
4. Dead, damaged, or diseased trees, hedges, and shrubs shall be removed and disposed of properly.

F. Electronic and Electrical

1. External UHF/VHF television and amateur Radio (i.e., HAM, Short wave, CB) exterior antennas are prohibited.
2. Satellite dishes or equipment directly related to the operation of the dish are allowed provided that:
 - a. Satellite dishes must be externally mounted discreetly on rooftops or chimneys in such a way that they are inconspicuous from the street in front of the house. Satellite dishes cannot be installed on anywhere else on the building or lot.
 - b. Satellite dishes do not exceed 1 meter in diameter.
3. External electronic or video cabling must be securely attached to the house or buried underground. Cabling must egress/ingress the residence through a prepared port in the wall. Cabling for outdoor lighting or devices (such as outdoor fountains) must be connected to the house power via a junction box permanently attached to the house and

must meet all existing building codes for installation. Connection of any permanent outdoor device or lighting system via an electrical receptacle is prohibited.

4. Routing of electronic or video cables through a door or window is not considered a proper port of egress/ingress.
5. No appliances or devices of any type shall be installed or mounted in windows. This includes window mounted air conditioning units or fans.
6. All outdoor electrical devices must be kept in good repair as to not present a hazard (i.e., fire, shock, or tripping) to the dwelling, occupants, guests, or the community as a whole.

G. Miscellaneous

1. Exterior lighting shall not be directed in such a manner as to create annoyance to neighbors.
2. Front porch storage of trash and garbage containers will not be permitted. Trash in plastic bags shall not appear on community streets or sidewalks at any time except on designated trash pickup days.
3. As a general rule, backyard structures or other appurtenances shall not exceed a maximum height of six and one-half (6 ½) feet.
4. Roof attic fans shall be of an unobtrusive color (black or brown is recommended).
5. To preserve the aesthetic quality of the Glen Cove community, all powered or non-powered personal conveyances, such as bicycles, lawn carts, trail bikes, "go carts", etc. and other articles of personal property (charcoal grills, lawn furniture, trash cans, swing sets, etc.) are not allowed to remain in any area other than the confines of resident backyards.