

WOODLEA MANOR CONSERVANCY ARCHITECTURAL GUIDELINES

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I. OBJECTIVES AND GENERAL INFORMATION

A. OBJECTIVES OF WOODLEA MANOR ARCHITECTURAL STANDARDS AND GUIDELINES

This document's overall objective is to serve as a guide to aid members of the Architectural Review Board, staff, and residents in maintaining and enhancing Woodlea Manor's designed environment. The guidelines described in this booklet address improvements for which homeowners most commonly submit applications to the Architectural Review Board. They are not intended to be all inclusive, but rather to serve as a guide to your home improvement. The specific objectives of the Guidelines are:

1. To increase resident's awareness and understanding of the covenants.
2. To describe the organizations and procedures involved with the architectural standards established by the Covenants.
3. To illustrate design principles which will aid residents in developing exterior improvements that are in harmony with the immediate neighborhood and the community as a whole.
4. To assist residents in preparing an acceptable application to the Architectural Review Board.
5. To help homeowners integrate exterior improvements with the overall design for Woodlea Manor Conservancy.
6. To provide uniform guidelines to be used by the Architectural Review Board in reviewing applications in light of the goals set forth in the governing Documents of Woodlea Manor Conservancy.

B. PROTECTIVE COVENANTS

The basic authority for maintaining the quality of design in Woodlea Manor is found in the Covenants which are a part of the deed to every property in Woodlea Manor. The intent of Covenant enforcement is to assure residents that the standards of design quality will be maintained. This, in turn, protects property values and enhances the community's overall environment. Every Woodlea Manor property owner received a copy of Covenants at settlement. All too frequently this information is not read by the owner. Since these Covenants "run with the land," they are binding on all owners whether or not they have been read. They should be periodically reviewed and fully understood. The Covenants established Woodlea Manor Conservancy and the Architectural Review Board (ARB).

C. ROLE OF THE WOODLEA MANOR CONSERVANCY AND ARCHITECTURAL REVIEW BOARD

The role of the Conservancy, of which every resident is a member, is not only to own and maintain open space, but to conserve and enhance the resources of the Woodlea Manor community.

The Conservancy accomplishes these functions in a variety of ways, one of which is by ensuring, through the Architectural Review Board, the

retention of harmonious, though diverse, design qualities of the Community. Surveys of planned communities show that providing this assurance is reflected in the preservation and enhancement of real estate values and is of prime importance to residents.

The Architectural Review Board ensures that proposed exterior alterations comply with the objectives set forth in the Covenants. This involves regular and systematic review of all applications for exterior alterations submitted by residents.

From time to time, these Architectural Guidelines may be amended by the Woodlea Manor Board of Trustees. The Woodlea Manor Board of Trustees will notify the Woodlea Manor community when new revisions are proposed and will encourage community input.

D. CHANGES REQUIRING ARB APPROVAL

Article III, Section 4 of the Covenants explicitly states that all exterior alterations require the approval of the ARB:

(C) Conditions for Architectural Control No improvements, alterations, repairs, change of paint colors, excavations, changes in grade or other work which in any way alters the exterior of any Lot or Common Area or the improvements located thereon from its natural or improved state, existing on the date such property was first subject to this Declaration shall be made or done without the prior written approval of the Architectural Review Board. No building, addition or other structure, fence, wall or landscaping in lieu thereof, shall be commenced, erected, maintained, improved, altered, made or done on such property without the prior written approval of the Architectural Review Board.

This paragraph explicitly states that any change, permanent or temporary, to the exterior appearance of one's property must be approved by the ARB. Further, once a plan is approved it must be followed and executed or a modification of the original plan must be approved by the ARB in accordance with Article III, Section 4.

It is important to understand that ARB approval is not limited to major alterations such as adding a room or deck to a house, but includes such items as changes in color and materials, etc. Approval is also required when an existing item is to be removed.

Each application is reviewed on an individual basis. There are no "automatic" approvals, unless provided for specifically in these Guidelines.

E. ARB REVIEW CRITERIA

The ARB evaluates all submissions on the individual merits of the application. In addition to evaluation of the particular design proposal, evaluation includes consideration of the characteristics of the housing type and the individual site, since what may be an acceptable design of

an exterior in one instance may not be for another. For example, a proposed landscaping design on a much larger lot in Woodlea Hills may enhance the natural surroundings where the same landscaping design on a much smaller lot in Woodlea Manor may crowd or damage the natural environment. Design decisions made by the ARB in reviewing applications are not based on any individual's personal opinion or taste. Judgments of acceptable design are based on the following criteria which represent in more specific terms the general standards of the Protective Covenants.

1. Relation to the Woodlea Manor Open Space Concept. Fencing, in particular, can have damaging effects on open space. Other factors such as removal of trees, disruption of the natural topography and changes in rate or direction of storm water run-off also adversely affect Woodlea Manor's open space.
2. Validity of Concept. The basic idea must be sound and appropriate to its surroundings.
3. Design Compatibility. The proposed improvement must be compatible with the architectural characteristics of the applicant's house, adjoining houses, and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color and construction details.
4. Location and Impact on Neighbors. The proposed alteration should relate favorably to the existing landscape, the existing structure, and the neighborhood. The primary concerns are access, view, sunlight, ventilation and drainage. For example, fences may obstruct views, breezes or access to neighboring property; decks or larger additions may cause unwanted shadows on an adjacent patio or property, or infringe on a neighbor's privacy.
5. Scale. The size (in three dimensions) of the proposed alteration should relate well to adjacent structures and its surroundings. For example, a large addition to a small house may be inappropriate.
6. Color. Color may be used to soften or intensify the visual impact. Parts of the addition that are similar to the existing house such as roofs and trim must be matching in color (I.e. trim color, siding color, shutter color, etc.).
7. Materials. Continuity is established by use of the same or compatible materials as were used in the original house. The options may be limited somewhat by the design and materials of the original house. For instance, vertical wood siding on the original house should be reflected in an addition. On the other hand, an addition with wood siding may be compatible with a brick house.
8. Workmanship. Workmanship is another standard which is applied to all exterior alterations. The quality of work should be equal to or better than that of the surrounding homes. Poor practices, besides causing the owner problems, can be visually objectionable to others.

Poor workmanship can also create safety hazards. Woodlea Manor Conservancy assumes no responsibility for the safety of new construction by virtue of plan approval.

9. Timing. Alterations may be constructed or installed by the residents themselves or by a professional contractor. The alteration authority granted by the application will be revoked automatically if the alteration requested has not commenced within 180 days of the approval date of the application and/or completed by the date specified by the ARB.

F. AMENDMENTS TO THE ARCHITECTURAL GUIDELINES

These Guidelines may be amended to provide clarification, reflect changed conditions, or stay current with the latest building technology.

The ARB will conduct a periodic evaluation of the Architectural Guidelines to determine if amendments are required. Owners should also submit to the Woodlea Manor Conservancy requests for additions or changes to the Guidelines. The actual amendment proceedings for changes to design standards will involve public discussion with final adoption by the Board of Trustees.

G. APPLICATIONS

Under each of the following sections in the Architectural Guidelines, application content requirements are defined. The Application Form calls for information helpful to the ARB and should include any additional information which may be useful in determining the scope and detail of the proposal. Under all circumstances the signatures indicating awareness of a minimum of four neighbors must be supplied and the form signed by the applicant. The four signatures shall include those who are most affected because they are adjacent and/or have a view of the change. In the event a resubmittal is required, the homeowner is responsible for obtaining four new signatures from the original neighbors who sign the original application.

All information requested on the Application Form must be completed, or the application will be considered incomplete and returned.

H. SITE PLAN

A site plan is required as part of most applications. A site plan is a scaled drawing of the affected lot (site) which shows exact dimensions of the property, adjacent properties if applicable, and all improvements including those covered by the application. Contour lines are required where drainage is a consideration. In most cases, the site plan for single applications should be developed from the plat provided upon purchase of your home.

I. REVIEW PROCEDURES

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All applications shall either be delivered to the Property Management company office during normal working hours, or mailed to the property management company offices. Each application will be checked for complete information by the Conservancy and/or property management staff. If information that is pertinent for the review of the application is missing, the staff will return the application as incomplete.

If the Conservancy and/or property management company determines the application is complete, the review process begins.

The application shall be open for public review and comment at the Conservancy office and/or property management company office, during normal working hours for a period of five (5) business days after receipt.

The ARB must act upon all complete applications within 45 calendar days of receipt by the management company staff.

Applicants with special cases that require an interpretation will be notified and asked to be present for the ARB meeting concerning their case.

The decisions of the Architectural Review Board will be sent by letter to the address on the application, whether or not the applicant attends the ARB meeting addressing the application. The ARB decision is not binding and final until ten (10) working days after receipt of the ARB decision by the applicant, thereby allowing time for the appeal process.

An appeals procedure exists for those affected by an ARB decision. Initially, the applicant or affected resident must appeal to the ARB for reconsideration. An applicant should provide additional detail/justification relative to the application and personally attend the ARB appeal hearing. The ARB must act upon the appeal in a timely manner and shall respond to the applicant within 10 working days from the date of receipt of the request for appeal to schedule an appeal hearing. If the appeal is denied; the applicant can request a final appeal hearing with the Woodlea Manor Board of Trustees. Appeals will be heard if the applicant, or those affected, can demonstrate that any of the following criteria were not met by the ARB when reviewing the application:

- a. Proper procedures were followed during the administration and review process.
- b. The applicant and any other affected residents attending the meeting were given a fair hearing.
- c. The ARB decision was not arbitrary, but had a rational basis.

To initiate the appeals procedure to the ARB or the BOT, the applicant, or other affected resident, must submit a verbal request for an appeal within 48 hours of the applicant receiving the ARB decision, followed up with a written request within five working days. The ARB has ten working days to review the written appeal.

J. ENFORCEMENT PROCEDURES

The Covenants (Article III, Section 4) require the ARB to ensure compliance of all lots with Conservancy architectural standards. The ARB will perform a site review at the completion of all work performed to ensure it is in compliance with the approved application. In addition, violations to these guidelines as reported to the ARB will require follow up. The following enforcement procedures have been adopted by the Board of Trustees:

1. All violations will be confirmed by a site visit by the ARB Chairman and/or ARB member.
2. If, within 3 (three) working days, no contact has been made, a violation notice will be sent via first class mail.
3. If the violation is not resolved within 15 calendar days following the first written notice, a second written notice will be sent by certified mail by the conservancy staff.
4. If the violation is not resolved within 15 calendar days following the second written notice, a third and final notice will be sent by the conservancy staff via certified mail informing the resident of the time and place of a hearing by the ARB concerning the violation.
5. If the violation cannot be resolved by the ARB, the violation will be turned over to the Board of Trustees with a recommendation for action.
6. The homeowner will be provided the opportunity to meet with, and be heard by, the Board of Trustees. If the violation cannot be resolved, pursuant to the Virginia Property Owners Association Act, a per diem penalty charge of up to \$10.00 may be imposed. The Conservancy retains the right to pursue any other legal action available, including, but not limited to, injunctive relief.

K. MAINTENANCE REQUIREMENTS

Property ownership includes the responsibility for maintenance of all structures and grounds which comprise the property. This includes, but is not limited to, items such as mowing grass, removal of trash, and structural maintenance. Maintenance affects the visual character and economic values of the property and neighborhood, and in some cases, safety. Violations of maintenance standards are a violation of the Conservancy covenants and addressed under Article III, Section 3.

Dumping of debris or lawn clippings on common areas/open space is prohibited.

1. Dwellings and Structures

Residents are responsible for maintaining the exterior of their dwellings and any other structures on their lots, such as decks, fences, sheds, and playground equipment.

While it is difficult to provide precise criteria for what the Conservancy deems as unacceptable conditions, the following cases represent examples of conditions which would be considered a violation of the Conservancy Covenants:

- a. Peeling paint on exterior trim.
- b. Dented mailboxes, or mailboxes and/or stands in need of repainting.
- c. Playground equipment which is either broken or in need of repainting.
- d. Fences with either broken, deteriorated, or missing parts.
- e. Sheds with broken doors or in need of painting or other types of repair.
- f. Decks with missing or broken railings or parts, or parts in need of restaining or painting.
- g. Unapproved materials used to cover up existing conditions (such as plywood covering up rotted deck wood).
- h. Concrete or masonry block foundations in need of repainting.
- i. Driveways in need of repair.
- j. Brick or stone work in need of repair (cracked or missing mortar, bricks or stones in need of replacement, etc.).

Most residents undoubtedly would not allow any of the above conditions to exist, as they seek to preserve and protect their investment in their homes and to limit their personal liability by keeping all improvements on their lots in good condition. The Conservancy expects all residents will perform necessary maintenance to prevent any of the cited conditions from occurring in Woodlea Manor.

2. Mowing

Turf areas need to be mowed at regular intervals, maintaining a maximum height of six (6) inches and a minimum height of two (2) inches. Planted beds must be kept in a neat and orderly manner. Bushes must be trimmed and maintained as to enhance the exterior of the home.

3. Lawn and Garden Fertilization

All soil should be tested before fertilizer is added, especially in areas where drainage will flow into a pond. Special care should be taken not to over fertilize or to fertilize lawns and gardens when there is the least chance of run-off. In areas adjacent to ponds and waterways, fertilize in a manner to avoid runoff. Soil test kits are generally available from the County Libraries or County Extension Office.

4. Trash Removal

Each resident is responsible for picking up litter on their own property and/or debris on the open space which originated from the property.

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Trash removal and recycling removal will occur in accordance with the Town requirements. The homeowner is responsible for placing trash barrels or containers at the end of the driveway so as not to impede the traffic flow. The trash containers should be placed at the curb no earlier than 6:00PM the night prior to collection and removal the next day. In the event the homeowner will not be home on the day of collection, other arrangements should be coordinated with a neighbor to pick up the containers. Note: Trash containers must be kept in the garage or approved shed. Trash containers should not be visible from the street or from a neighbor's home.

Removal of trash and debris from all Conservancy areas accumulating from resident usage will be completed as necessary and be the responsibility of the resident.

5. Erosion Control & Drainage Management

Each resident is responsible for seeing that the lot area is protected from erosion and that storm drain structures are not blocked so as to cause additional erosion problems which will silt up ponds, cause erosion in other areas or cause streams to back up and not properly drain. Each resident is responsible for maintaining proper drainage through their property and must not block or hinder the natural drainage from adjoining properties.

6. Pesticides and Herbicides

Pesticides and herbicides may be applied according to label instructions for the specified problem. Emphasis should be placed on organic/biodegradable materials in order to ensure the least harm to the natural environment. Care in application is extremely important along ponds and waterways, near neighborhood play areas and tot lots, and near adjacent residences. Avoid the use of pesticides and herbicides if at all possible, but when necessary, use with caution and follow instructions.

L. ESTOPPEL CERTIFICATE (RESALE DISCLOSURE DOCUMENTS)

An Estoppel Certificate is required by the Covenants to be completed and issued to your settlement attorney prior to the closing of the sale of your home. This certificate provides information on the current status of assessment payments and on the existence of any architectural violations. (Any exterior alteration which has been made since the builder completed his approved plan must have an approved Architectural Review Board application in the lot file for that address. Lack of an approved application constitutes a violation.)

The Estoppel Certificate helps to protect the future buyer against unknown problems with past owners' architectural changes or past-due assessments. If everything is in order, it also protects the seller from potential law suits involving violations of the Covenants by subsequent owners.

To obtain an Estoppel Certificate for your property, call the property management company.

II. STANDARDS AND GUIDELINES

A. MAJOR EXTERIOR CHANGES

Major alterations are generally considered to be those which substantially alter the existing structure either by subtraction and/or addition.

Major building alterations include, but are not limited to, rooms, screened porches, garages, driveways, decks, patios, and fences. Several types of changes may be combined on one application.

The design of major alterations should be compatible in scale, materials and color with the applicant's house and adjacent houses. The location of major alterations should not impair the views, or amount of sunlight and natural ventilation on adjacent properties.

Pitched roofs must match the slope of the roof on the applicant's house.

New windows and doors should match the type used in the applicant's house and should be located in a manner which will relate well to the location of exterior openings in the existing house.

If changes in grade or other conditions which will affect drainage are anticipated, they must be indicated. Approval will be denied if adjoining properties are adversely affected by changes in drainage. Note, any change in grade that may affect the water drainage must be approved by the Town of Leesburg, Department of Engineering. Many homes in Woodlea Manor have easements on the property and proper drainage is vital to the environment. If your property has an easement, the Town of Leesburg must approve your change before submitting your application to the ARB.

Construction materials must be stored so that visibility from neighboring properties is minimized. Excess material should be immediately removed after completion of construction. No debris may be allowed to accumulate during construction.

Applications are required for exterior changes to property or houses.

Application Contents

In most cases, only a single application is required. For extensive changes, a preliminary application for conceptual approval needs to be submitted. Formal and/or preliminary applications generally include:

1. Site plan showing location of proposed structure, and relationship to property lines and adjacent houses.

2. Detailed drawings and plans including exterior elevations and dimensions. A full set of architectural drawings must be included for some changes.
3. Description of materials including items such as type of siding on dwelling and proposed structure, colors, exterior lighting arrangements, etc. where applicable.
4. Landscape plans including size and type of plants as well as number to be planted.
5. It is required that the formal application include a duplicate of those documents which were submitted to Loudoun County for a building permit.
6. Estimated start and completion date.

1. FENCES

Fundamental to Woodlea Manor's plan is the concept of common open space. The preservation of green space and natural features, as well as feeling of openness, contributes significantly to Woodlea Manor's difference from typical subdivisions. The purpose of this community open space is to provide each residential lot with the atmosphere of a larger open area. Fencing - if it is carelessly used or placed - encroaches upon open space and can even destroy it.

General Guidelines for Fencing

Fences have traditionally been used as a physical and visual separation of two pieces of property. As today's landscape and living style changes, so does the use, location, and design of fences. Now that residential lots are becoming smaller, it is usually attractive and desirable to visually extend properties beyond the property lines. This should be kept in mind when considering fencing, which by its very nature tends to physically define and separate areas and makes yards appear smaller.

Unquestionably, anyone's fencing will be shared by neighbors even if the neighbors have only to look at the other side of it. An inconsiderately placed fence can box a neighbor in or destroy their views. Therefore, it is important to remember in choosing a fence that there are various needs other than simply having a fence.

There are alternatives to fencing that may achieve the desired objectives. For example, short sections of privacy fence may be combined with landscaping to achieve desired screening. Use of plant materials alone can be an alternative, or planting schemes can be integrated with fencing to soften the visual impact.

The height of a fence, the topography of the land, the relative distance of an observer affects both the amount of privacy afforded by a fence and its degree of visual impact.

Extending privacy fencing farther from the patio does not necessarily increase privacy, and can adversely affect the concept of open space. Therefore, privacy fencing beyond the patio areas to be protected will be restricted. In no case will privacy fencing and property line fencing be combined.

Note: An application is required for all fencing.

Fence Types

Fencing should be appropriate for its intended purpose. For example, a "privacy fence" has different design considerations than a fence which is used to define property boundaries. Listed below are guidelines which may be helpful in selecting a fence style relative to the primary fencing needs:

Property Separation - Where the homeowner's goal is property separation or definition but not privacy, an "open" fence is appropriate. Open fences provide visual definition of property boundaries without obstructing views, but should only be used where necessary in light of the open space concept of Woodlea Manor described previously. A privacy fence is not allowed as a property fence. The following guidelines apply to property fences:

- Property fences must have a minimum one (1) inch open space between pickets.
- Property fences cannot exceed 60 inches (5 feet) at the highest point.
- Property fence vertical pickets shall be a minimum width of one inch and a maximum width of four inches.
- The finished side of the property fence must face out.
- Property fence must remain the natural wood color and may not be painted. A natural wood preservative stain (I.e. translucent or clear) may be used to prolong the life of the fence. Note: Other wood stains may be approved by the ARB on a case by case basis. The stain color and type (I.e. manufacturer) of the stain must be clearly identified in the application (Note: A sample translucent chip color is highly recommended).
- Property fences on corner properties will be set back a minimum of 20 feet from the sidewalk to lessen the visual impact.
- Property fences will not be allowed to break the front plane of the home. Note, the front plane is defined as the primary footprint of living section. The garage is not considered the front plane of the home. Refer to the home footprint and identify the fence line on the plot plan and submit to the ARB for approval.

Security - Many homeowners wish to restrict children or pets to or from their property. Security fences where privacy is not a factor can be the "open" type. Property line fences should not be counted on to provide security for dogs. Security fences for pools are described in the pools information section.

Privacy - Fencing may be used to create private outdoor spaces. However, privacy fence will be restricted to small areas specifically designed to enhance privacy adjacent to the residence. Privacy fence will not be allowed as property fence.

Screening Lots on Major Roadways

Since lots with reverse frontage on major roadways in Woodlea Manor are highly visible, certain criteria should be followed to retain the aesthetic qualities. Special privacy needs of the individual homeowner due to topography orientation may be met by one of the following:

- a. Plant a natural screen or hedge.
- b. Install patio or small-section fencing screens.
- c. Install property line fence as per the guidelines with landscaping. The 20 feet minimum set back requirement from the sidewalk will apply.

Materials

- a. Although various fence styles may be requested, in all cases, all fences shall be wood which is left to weather naturally. Natural (I.e. clear translucent sealants which compliment the wood tone) preservatives can be used to prolong the life of the fence. Preservatives with a wood tone may be approved by the ARB on a case by case basis. Fencing which is finished on one side only must be constructed with the finished side facing out. However, if a preservative is used to protect the fence life, both sides must be treated.
- b. Fencing must match or blend in with existing adjacent fencing. The pursuit of matching style fences which adjoin one another will be imposed. It is desired that property line fences installed subsequent to, and adjoining be of the same style and height whenever feasible. Only under unique, case specific circumstances may a property line fence be installed which runs parallel to an existing property line fence. In such cases, every attempt shall be made to install a fence of the same type and style (but, for example, of a different height). Note, in the event the fencing installation may interfere with existing landscaping, the applicant shall identify the fencing line as defined by the landscape configuration. A maximum of 8 feet bondery adjustment is allowed from the property line.
- c. Gates should be compatible to fencing in design, material, height, and color.
- d. Wire mesh screening used to increase security as part of an "open fence" will be considered in special cases. The wire mesh will be attached on the inside of the fence and will not extend above the top rail. The wire mesh must be coated (natural color brown or

black) to prevent premature rusting. If the wire mesh should ever rust, change color, or decay, the ARB reserves the right to direct the homeowner to replace the wire mesh fencing.

- e. Chain-link fencing is not allowed.
- f. Long lengths of continuous solid fencing is not recommended however, lots with extensive lot lines (I.e. 1-10 acre lots) may be approved to enhance the natural surroundings. The fencing design must be presented to the ARB for review and approval and will be handled on a case by case basis.
- g. Stockcade or barracade fencing is not allowed.

2. PATIOS AND DECKS

Patios or decks should be located completely behind the home. Locations will be evaluated by the ARB on an individual basis. When patio or deck schemes include other exterior changes such as fencing, lights, planting, sheds, etc., other appropriate sections of these Standards and Guidelines should be considered and followed during the completion of the application.

Ground Level Decks and Patio

A ground level deck is 24 inches or less in elevation. Ground level decks do not require guardrails. An application is required for all patios and decks. Applications must include:

- a. Site plan showing the size of the patio and location as it relates to the applicant's house, adjacent houses, and property lines.
- b. Description of materials, color, grading, landscaping and drainage charges.
- c. Estimated start and completion date.

Elevated Decks

All elevated decks (higher than 24" at the highest point above grade) require guardrails. Guardrail height shall be between 36 inches and 42 inches, with vertical pickets.

An application is required and should include:

- a. Site plan showing the relationship of the deck to the house, lot and adjacent properties.
- b. A description of materials to be used. A complete material list shall include, wood type, screws, fasteners, decorative

enhancements, railings, posts, pickets, screening material (I.e. plexiglass if used), and other items which are listed in the building estimate. Note: Other decking materials may be used such as Trex decking which conform to the natural surroundings. Any unique material (other than pressure treated wood) must be included in the ARB application. A material specification sheet from the manufacturer is requested.

- c. Dimensions of railings, posts, stairs, steps, benches, and other details are required. Include height of deck above the ground. The ARB strongly recommends using 6" x 6" vertical deck supports for decks more than 4 feet above the ground.
- d. Decks with supports more than five feet in height must have landscaping around the supports to soften the column impact. Landscaping shall be of a permanent nature, such as bushes, or trees, and height at maturity shall be such that most or all of the height of the supports will be screened. Landscaping must be planted within sixty days after the deck is completed. Support posts may be painted the same trim color (I.e. white) to blend in with the deck railing or house trim color.
- e. Indicate whether or not under deck area will be used for storage. If so, indicate whether trellis work or solid walls will be used. Trellised areas must be landscaped as in paragraph (d) above. Storage with solid walls will be treated as a shed and must conform with section II. (A.4).
- f. Details of changes to windows or doors, if applicable.
- g. Color of the deck. The ARB strongly recommends that the wood be allowed to remain in a natural wood color. Stains or paints in natural wood colors (I.e. translucent or clear) will be considered and must be approved by the ARB. Note: Other wood stains may be approved by the ARB on a case by case basis. The stain color and type (I.e. manufacturer) of stain must be clearly identified in the application.
- h. Estimated start and completion date.

3. SOLAR COLLECTORS

Solar collectors, energy retention devices and alike will not be allowed.

4. STORAGE SHEDS

Woodlea Manor is envisioned to be a Community in which each of its parts relates well and is properly integrated into the whole of its design. This depends largely upon the organization and the harmony of each element to its environment. One such element is the storage shed and the shed's relationship to the house it serves and to its neighbors. Any storage shed has an aesthetic impact on neighbors. An inconsiderately placed or poorly designed shed can visually and functionally negate an

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otherwise desirable residential area. Therefore, it is important to remember in choosing and locating a shed that there are needs other than storage which must be considered.

Cluttering a neighborhood through uncoordinated selection and placement of sheds must be avoided. Cooperation among neighbors in this matter can affect the visual and psychological harmony of an area.

Design Criteria

1. The design of a storage shed is directly related to its location. As the relationship between the house and the shed changes, so does the type of shed to be used.
2. The shed must be designed to appear as part of the house-landscape theme and may be part of a deck.
3. The shed must be designed to respect the "visual rights" and aesthetic interests of neighboring properties.
4. Sheds will have cedar shake roofs and siding material and trim which matches the residence in color and design.
5. Plastic and/or metal sheds of any type will not be permitted.
6. Free standing sheds must be located directly behind the house and no closer than eight feet to the rear property line.

5. GREENHOUSES AND SCREENED PORCHES

Detached greenhouses will be reviewed under the same criteria as storage sheds with consideration for the special requirements of sun orientation. See Section II. (A.4) for application details.

Attached greenhouses will be reviewed as room additions. Architectural drawings are required. See Section II (A) for application requirements.

Screened Porches will be reviewed as room additions. Architectural drawings are required. See Section II (A) for application requirements. Screened porches shall have cedar shake roofs with a roof pitch approximating the pitch of the main residence. The trim shall be left natural in color or painted to match the existing trim color of the residence.

6. SWIMMING POOLS, HOT TUBS and WATER DISPLAYS – Revised May 2006

All projects must comply with local zoning and inspection requirements. A copy of the final inspection approval from the Town of Leesburg and/or Loudoun County may be requested.

Properties within Woodlea Manor Conservancy can have in-ground pools only. Above ground pools are not permitted. Swimming pools must be

located behind the rear of the house so that they cannot be seen from the street. The pool-skirting may be no closer than eight feet to the property line or the minimum distance allowed by the local governing agency, whichever is larger of the two.

Swimming pools, including the permanent decking/patio area surrounding the pools shall not consume more than fifty percent of the backyard. (Calculation is based on square footage from the back plane of the home extending to the rear property line.)

A perimeter fence five feet high is required for pools. Please refer to the fence guidelines within this document. Any gates which access the enclosed pool area must be fitted with an automatic closure device.

Outdoor hot tubs must be located behind the house so as not to be seen from the street. Any surrounding decking/skirting may be no closer than 8 feet from the property line or the minimum standard allowed by local ordinance, whichever is greater.

All swimming pools, hot tubs and water features must have a winterizing plan that is implemented each year.

Special landscaping is required for pools and hot tubs that will provide additional screening to block the view from surrounding neighbors' properties.

The placement and design of equipment sheds will be carefully examined. In all instances, sheds located on the pool/hot tub property will be considered when approving the pool and fence placement. Equipment sheds must be located so that they will not disturb neighbors. There should be a minimum of eight feet between the shed and the fence.

Other water features associated with landscaping enhancements will be considered on a case by case basis. Consideration will be given to noise, nuisance, maintenance, and style appropriateness. Applications may be submitted under landscaping requests.

Applications for swimming pools and hot tubs must include at a minimum:

1. Signatures of all adjacent property owners (minimum of four). Please note that the signature requirement may be more than four if more than four neighbors are directly affected.
2. The application must include: location and dimension of all property lines, your house, fencing, sheds, adjacent homes, landscaping, and pool/hot tub. All measurements must be clear and complete, including the 50% maximum calculation. All mechanical equipment must be included on the site plan. Applications that do not contain all the required information will be returned.
3. Estimated start and completion dates.

Construction may not begin without written approval from the ARB.

Applications must include as a minimum:

- a. Signatures of all property owners affected by the proposed pool or hot tub (in the event that more than the usual four are affected).
- b. A site plan showing location and dimensions of the pool or hot tub, other related equipment, fences, etc., in relation to the applicant's house, property lines, and adjacent dwellings.
- c. Detailed drawings and plans of the pool or hot tub, deck area, lighting arrangements, walkways, fences, etc., and pertinent information concerning water supply system, drainage and water disposal system.
- d. Landscaping plan for outside (exterior) of fencing (around the pool, hot tub, or water display).
- e. Estimated start and completion date.

7. RECREATION AND PLAY EQUIPMENT

The desire for swings, basketball backboards, tot lots, etc. on detached lots or conservancy property is frequently expressed. Most equipment of this sort is commercially available but is often less than pleasing in appearance. Creatively designed equipment is encouraged. The guidelines listed below are provided in an effort to reconcile the need for play equipment with the goal of minimizing its visual impact. Careful thought should be given to location and types of equipment to be installed. The ARB reserves the right to instruct the homeowner to paint/stain the equipment to soften the impact and blend in with the natural surroundings.

Location and Size

Equipment must be placed in rear yards. Consideration must be given to lot size, equipment size and design, amount of visual screening, etc.

Materials and Color

Play equipment constructed of wood is encouraged. Metal play equipment in unfinished galvanized gray or painted dark natural earth tones is acceptable. Play equipment that is located adjacent to a dwelling or fence may be painted to match the background or screening structure. Whenever feasible permanent play structures (i.e. swing sets) must be located directly behind the house. In all cases permanent play structures must be located behind the rear plane of the house and shall not be visible from the street. Play equipment may be no closer than 8 feet to any property line.

Basketball goals located at the recreational facility will be supplied by the Conservancy and will be available for use by all Conservancy members and their guests. Permanent basketball goals on individual lots must be located behind the home. Portable basketball goals may be temporarily located in front of homes (i.e. driveways) during play only, and must be removed upon termination of play. Portable basketball goals may be located next to driveways for extended periods of time only if the following conditions are met: 1) the basketball goal location does not break the front plane of the home; and 2) the goal is shielded from visibility to a significant degree by trees, shrubs, etc. Requests to

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locate portable goals meeting the above criteria in driveways require ARB approval.

Application Contents

Application to ARB must include:

- a. Site plan showing relation of proposed play equipment to adjacent property lines, applicant's house and adjacent houses.
- b. Photograph and/or sketch of proposed play equipment.
- c. Dimensions.
- d. Color and material.
- e. Estimated start and completion date.

8. ROOFS/SIDING OF RESIDENCE

Two types of roofing exist on the main roof sections of Woodlea Manor homes: cedar shakes and metal. Only these two roofing materials are allowed. Any repairs consisting of less than 100 percent replacement must be performed with the existing roof type. For total replacement purposes, homeowners may elect between the two allowed roofing types and may change from cedar shakes to metal or from metal to cedar shakes. Metal roofs must be black or dark earth tones, or in the case of copper left natural. Small roof areas such as bay windows, porches, etc. may have metal roofing material even if the main residence has cedar shakes.

All Woodlea Manor residences are sided with brick, stone, aluminum or vinyl siding. Homeowners may change the color of their siding only with ARB approval. Homeowners may replace siding with siding of the same color without approval, and homeowners may elect to convert from aluminum to vinyl, without ARB approval.

B. MINOR EXTERIOR CHANGES

1. Air Conditioners - Exterior Unit

Air conditioning units extending from windows are prohibited. Other exterior units may be added or relocated only when they do not interfere visually with neighbors. Exterior units shall be oriented so as not to discharge hot air onto neighbor's property. An application is required, see Section II (A).

2. Antennas and Satellite Dishes

- a. Exterior antennas are not allowed.
- b. Satellite dishes up to one meter (approximately 39 inches) in diameter are allowed, without prior approval if the dish is installed in accordance with the following guidelines:

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- Installation shall be at ground level, or for mini-dishes (i.e. less than 18 inches diameter) under the rear roof overhang of the first floor roof.
- For installation at ground level, the installation location is limited to the rear yard, within the perpendicular side boundaries of the home.
- Installation shall be such that the satellite dish is as unobtrusive as possible for neighbors and viewing from the street. Landscaping to block neighbor's views of the satellite dish shall be incorporated into the design.

Exceptions to these guidelines will be reviewed on a case by case basis if reception cannot be achieved by installing the dish in one of the pre-approved locations. A written application to the ARB is required for non-standard dish placement.

3. Attic Ventilators and Metal Flues

Attic ventilators and turbines are encouraged but must match the siding or trim color on the house if mounted on a gable end or be painted to match the roof if placed on a roof. Roof location shall be on the least visible side of the roof peak.

Large metal flues and any vent through the roof must be painted to match roof color.

An application is required for new attic ventilators, turbines and metal flues/vents.

4. Chimneys

Chimneys must be masonry. Chimney caps must be painted and any vent through the roof must be painted to match roof color.

Application Contents

A completed application requires the following information:

- a. site plan showing the relation of chimney to the house, property line and adjacent neighbors.
- b. Picture and/or detailed drawing of chimney to include dimensions.
- c. color and style of house.
- d. Description of materials being used to construct chimney. If brick is being used and there is brick already on the house, then the brick colors must match.

e. Estimated start and completion date.

5. Clotheslines

Clotheslines must be taken down when not in use, and while in use, must meet same location and screening criteria as that for play equipment. They must not be visible from the street.

An application is required, see Section II. (A).

6. Compost Piles

Compost piles must be constructed of a wooden outside frame with wire or block interior. These piles must have a screen planting plan submitted with each application. Compost piles must not exceed 4 feet in height and must be located at least 10 feet from a lot line.

All active compost piles must have a 6 inch layer of straw over top of them at all times to prevent odors from escaping. Compost piles must be maintained and turned periodically to ensure the proper destruction of bacteria and weed seeds by heat.

Failure to maintain a satisfactory compost pile and/or the point at which the compost pile becomes a public nuisance shall indicate an abandonment of the compost pile and a violation of these Guidelines.

Application Contents

A completed application requires the following information:

- a. Site plan showing relation of the compost pile to the house, property line and neighbors.
- b. Picture and/or detailed drawing of the compost pile structure to include all dimensions.
- c. Description of all materials used.
- d. Estimated start and completion date.

7. Dog Houses, Runs, and Animal Entry Doors

Dog houses must be compatible with the applicant's house in color, design and material. A dog area will be considered provided it is of a natural wood fence and located where it will be visually unobtrusive. Dog runs are defined as a small fenced in area in the rear of the yard for dogs requiring more security. The fenced in area must meet the fencing guidelines defined in section 1. Dog runs may be board on board fencing but should not be visible from the street. Invisible fencing is allowed and consideration should be given to the neighbors lot line when installing the invisible fence. Chain link fencing is not allowed in Woodlea Manor.

Application Contents

A completed application requires the following information:

- a. Site plan showing the relation of dog house/run to house, property line and adjacent neighbors.
- b. Picture and/or detailed drawing of dog house/run to include dimensions.
- c. Description of materials used. Color of house and dog house.
- d. Architectural style of owner's house.
- e. Landscape plans to compliment and/or screen the dog house/run.

Estimated start and completion date.

8. Exterior Decorative Objects

Approval will be required for all introduced exterior decorative objects including natural and man-made.

Exterior decorative objects include such representative items as bird baths, wagon wheels, sculptures, fountains, pools, stumps, driftwood piles, boulders, free-standing poles of all types and items attached to approved structures.

Application Contents

- a. A completed application requires the following information:
- b. Site plan showing the relation of object to house, property line and adjacent neighbors.
- c. Picture and/or detailed drawing of object to include dimensions.
- d. Color and material of object.
- e. Estimated start and completion date.

9. Exterior Lighting and Electronic Insect Traps

Exterior lighting, in addition to that initially provided on the house, may be desired to enhance a deck or patio or to improve visibility on a driveway. Lights added to the front of a home must match or complement existing lamp styles. Ground level lights bordering long driveways must be unobtrusive in nature with a black or dark green finish. Lighting in the front or rear yard must be placed so that light does not shine outside the property in a manner which could disturb neighbors. In particular, care must be taken in arranging the angle of a spotlight.

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Electronic insect traps will be regulated based on the same criteria as for exterior lighting. In addition, no device shall be installed or maintained in such a way as to cause discomfort to adjacent owners from noise and may only be operated during those times when the immediate area protected by the trap is operated by the owner or his guests.

Application Contents

A completed application requires the following information:

- a. Site plan showing the relation of the insect trap or lighting to house, property line, and adjacent neighbors.
- b. Picture and/or detailed drawing of the insect trap or lighting to include all dimensions and height of fixture above ground.
- c. State wattage of bulb to be used.
- d. Estimated start and completion date.

10. Exterior Painting

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

Application Contents

A completed application requires the following information:

- a. List of all exterior colors on the house and appurtenant structures.
- b. A color sample of the new color to be used.
- c. Estimated start and completion date.

11. Firewood

Firewood shall be kept neatly stacked and located to the rear of the residence, within owners property line. Piles larger than three cords require approval. Piles longer than 6' should be 2 rows deep minimum. Piles must not exceed 4' in height for safety. Firewood piles must contain firewood only, no storage of debris.

Location should be in such a manner as to minimize visual impact. In certain cases, screening may be required.

12. Flagpoles

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Permanent, free standing flagpoles will not be allowed on individual lots. They will be allowed in selected Conservancy owned land where deemed appropriate by the Woodlea Manor Board of Trustees.

Temporary flagpole staffs that do not exceed six feet in length and are attached at an incline to the front wall or pillar of the house or dwelling unit need not have an application.

13. Gutters and Downspouts

Gutters and downspouts must match those existing in color and design and must not adversely affect drainage on adjacent properties. No application is required. Wooden gutters will not be allowed.

14. In-Home Business

Loudoun County regulates in-home businesses. In addition to County control, the Conservancy is concerned about the impact of in-home business on the residential character of the neighborhood and on adjacent neighbors. While in-home business is encouraged as a source of income and community diversity, customer-intensive businesses that regularly attract large numbers of vehicles to the resident's neighborhood are not allowed.

The following special requirements must be met:

- a. Permit obtained from Loudoun County.
- b. Copy of Permit on file with the Conservancy Office.
- c. No sign or other advertising device of any nature shall be placed upon any lot.
- d. No exterior storage of business-related materials will be allowed.

15. Landscaping and Vegetable Gardens

Location

Care should be exercised in the planting and maintenance of trees and shrubs to prevent obstruction of sight lines required for vehicular traffic. Also, the views of neighboring units and shade patterns of larger trees should always be considered.

Consideration should be given to the effect which planting will have on views from neighboring houses and property. All gardens must be neatly maintained; this includes removal of all unused stakes, trellises, and dead plants.

An application is not required for removal and replacement of the existing Conservancy planting, trees, or single plantings; however, an application is required for hedges more than 2 feet in height or 8 feet

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in length, trees or other features which in effect become structures, fences or screen and as part of other applications where required.

Applications when required should include a description of the types and sizes of shrubs to be planted and a site plan showing the relationship of plantings to the house and adjacent dwellings.

An application is required for railroad ties or garden timbers or stacked stones which form a wall over 12" high and 8' long. Include a site plan with the location of ties or timbers drawn in, and information on landscaping plans and any grate tees. For additional questions, please consult the "Landscaping Guidelines".

Rock Gardens

An application must be submitted for rock gardens in the event rocks or collections of rocks exceed 24 inches in any direction. All rocks shall be left their natural color.

Vegetable Gardens

An application must be submitted for vegetable gardens which do not meet the following conditions:

- a. It is located between the rear line of the house and the rear property line and side lines of the house.
- b. Size does not exceed 25 percent of the area described in (a).
- c. It is not planted on a grade exceeding a ratio of 5 feet to 100 feet.
- d. It does not damage property below it through the flow of water onto lower property.

16. Mailboxes

Mailboxes are a necessity. They are in a very visual location, they must be straight-forward in design and mounted on posts, and conform to the standard detail. No modifications to mailboxes will be allowed. Also, no attachments (including newspaper holders, or mailbox enhancements) will be allowed. Mailboxes shall be black and standard residential size. Mailboxes shall be affixed to the standard Woodlea Manor design wood post which must be painted with Duron solid hide oil stain "Heritage" color or equivalent.

17. Permanent Grills

A completed application requires the following information:

- a. Site plan showing the relation of the grill to the house, property line and adjacent neighbors.

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b. Picture and/or detailed drawing of grill to include dimensions and materials used.

c. Estimated start and completion date.

18. Real Estate Sales/Rent Signs and Contractor Signs

Real Estate signs must meet County regulations with respect to size, content and removal. Signs may only be placed in the front yard of the property available.

All real estate signs must be removed 48 hours after contract acceptance.

Construction and contractor signs are not permitted.

19. Sidewalks and Pathways

New stone or brick pathways or sidewalks should be set back at least 4 feet from the property line and generally be installed flush to the ground. Resurfacing or realigning existing walks also requires application.

Application Contents

A completed application requires the following information:

- a. Site plan showing the exact location of the pathway or sidewalk.
- b. Materials to be used including color. If using brick, type should blend with that on the house (if any).
- c. Method of installation plus a description of grading changes required, if any, and the resulting impact on neighbors.
- d. Estimated start and completion date.

20. Storage of Boats, Trailers, Camper, Mobile Homes or Recreational Vehicles

No recreational vehicle may be parked or stored in open view on residential property, public or private streets, or on open space.

The Board of Trustees has defined "recreational vehicle" as follows:

1. Any boat or boat trailer.
2. Any motor home or other self-contained camper.
3. Any camper slip-ons where the camper backs are higher than the roof line of the cab of the truck.
4. Any mobile home, trailer or fifth wheel trailer.

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5. Any pop-up camp/tent trailer or other similar recreation oriented portable or transportable facility or conveyance.
7. Any other vehicle not defined above which could not normally or regularly be used for daily transportation including dune buggies or non-operative automobile collections or other automotive equipment not licensed for use on the highways of Virginia.

For the purposes of requiring screened parking and storage on a lot in Woodlea Manor, the following vehicles shall be treated in the same manner as recreation vehicles:

1. Any vehicle that is included in the Loudoun/Leesburg codes as being defined as commercial.
2. Any vehicle that has commercial signs or advertising or commercial equipment visible.
3. Any private or public school or church buses.

Commercial storage for recreational vehicles is available locally. If an RV owner chooses not to use one of these storage areas, the Covenants require that any storage or parking on the owners lot be properly screened. Such screening must meet the fence, storage shed or major addition criteria as applicable. A storage permit is required from the ARB. An application must be submitted for the screening (SEE PERTINENT SECTION FOR INFORMATION ON APPLICATION CONTENTS).

Visiting RV's may be parked up to ten (10) days in the drive of a resident's home by obtaining a temporary permit from the Conservancy Office.

21. Storm Doors and Windows

Storm/screen doors should be straightforward without ornamentation such as scrolls, imitation gate hinges, ornamental grillwork or scallops. Full view doors must be the same color as the entry doors or surrounding trim. Doors with less than full view must match door color. consideration will depend upon the design of the particular door and its relation to the design of the house and adjacent houses.

Storm and window screen frames should match the trim color of the house, but white or anodized aluminum is acceptable.

Full view or plain paneled doors which are the same color as the entry door do not require an application.

Storm windows with frames that match the trim color do not require applications. Application requirements for other storm doors and/or windows must include:

- a. Drawing and/or photograph of proposed door and/or windows.
- b. The color of the storm/screen door and the existing door/trim color.

- c. Location of storm door (front, rear, side).
- d. Estimated installation date.

22. Sun Control Devices

Awnings and trellis work provide an effective means for controlling glare and excessive heat build-up on windows and door openings and help reduce summer energy consumption and utility costs. The manner in which sun control is implemented has considerable effect on the exterior appearance of a house, and the desirable benefits of sun exposure in the winter, fall, and spring.

Materials are available for application on the inside of windows, such as window tinting, to reduce thermal transmission and glare. These materials may provide effective and economical alternative to awnings and trellises. Effective sun control can often be provided by such simple measures as planting deciduous trees to shade windows from undesired sun exposure.

- a. Sun control devices must be compatible with the architectural character of the house in terms of style, color and materials.
- b. Awnings and trellises should be consistent with the visual scale of the houses to which they are attached.
- c. Awnings on the front of residences are not permitted.

Location

The location of any awning or trellis should not adversely affect views, light, winter sun or natural ventilation of adjacent properties.

Materials and Color

Solid colors are required.

Trellis work must match the trim, or deck if part of deck, or dominant color of the applicant's house.

Pipe frames for canvas awnings must be painted to match trim of dominant color of the house. If awnings are removed for winter storage, frames must be removed.

Landscaping features are very important and should be integrated with sun control devices.

Trees which shade the roof in summer and allow winter sun to strike the roof have a dramatic impact on energy consumption.

A trellis filters the sun and is permanent. The design allows winter sun in while keeping out hot Summer sun.

Awnings block sunlight and are seasonal.

ARB approval is required for awnings and trellises.

Application Contents

Application to ARB should include:

- a. Site plan showing location of trellis and/or awnings.
- b. Sketch and/or photograph of house.
- c. Sketch, photograph, or manufacturer's product information of proposed sun control device including construction details showing how the awning or trellis is attached to the house, materials, and color. In the case of fabric awnings, submissions of a material and color must be included.
- d. Estimated start and completion date.

23. Trash Cans

Trash containers shall not be placed outside for pickup prior to 6:00PM on the previous evening. Trash shall be placed for pickup in appropriate metal or plastic containers manufactured for trash storage purposes only. Refer to paragraph 4 for additional instructions.

24. Tree Removal

No live trees with a diameter in excess of 4 inches, measured 12 inches above ground, nor trees in excess of 2 inches in diameter, similarly measured, which are generally known as flowering trees (such as dogwood or redbud) or as broad leaf evergreens, no live vegetation on slopes of greater than 20 percent gradient or marked "no cut" areas on original plans, may be cut without prior approval of the Architectural Review Board.

Prior to removing any tree over 2-1/2 inches in diameter, consult the Conservancy staff to review the feasibility of moving tree to Conservancy property.

The resident is advised to consult with County Arborist for compliance with County ordinances on tree cutting.

25. Proposed Changes Not Requiring ARB Approval

Changes to the property which do not require ARB approval are:

- A.) Ground landscaping maintenance where equivalent plant types are used for replacement.
- B.) Installation of a Satellite dish (refer to section 8B2).
- C.) Painting maintenance and standard exterior upkeep (I.e. replacement of wood trim, replacement of plastic shutters, replacement of cedar shingles, replacement of bricks or stones, sidewalk replacement to original design, etc.).
- D.) The addition of a full view or plain paneled storm doors which are the same color as the outside trim.

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- E.) Replacement of outside A/C units and utility boxes.
- F.) Replacement of cedar shake shingles.
- G.) Replacement of siding or brick/stone which matches the original design.

Note: If a change is questionable, please contact the TWC office and state your intentions. Maintenance and upkeep must conform to the original design and color of the purchased home.

III. POINTS OF CONTACT

Any questions, or concerns, re. the Architectural Guidelines may be forwarded to:

- the Woodlea Manor ARB Chairman (identified in the front of the Woodlea Manor Directory)
- any Woodlea Manor Board of Trustees member (identified in the front of the Woodlea Manor Directory)
- the Property Management Company

Applications should be submitted to:

**Woodlea Manor Conservancy
c/o TWC Association Management
12110 Sunset Hills Road, Suite 410
Reston, Virginia 20190
(703) 437-5800
TWCManage@aol.com**

Please allow adequate time for your application to be processed. Applications must arrive at the management company office at least 7 business days before a scheduled ARB meeting. Applications not submitted in accordance with this requirement will be reviewed at the following ARB meeting.

WOODLEA MANOR CONSERVANCY
ARCHITECTURAL REVIEW BOARD APPLICATION

Name: _____

Address: _____

Lot #: _____ Home Phone: _____ Work Phone: _____

Mailing Address (if different) _____

*** Nature of Exterior Change**

- 1. _____
- 2. _____
- 3. _____

*** Information Enclosed**

- 1. _____
- 2. _____
- 3. _____
- 4. _____

* Please be sure to include complete diagrams and/or architectural plans as well as a copy of the plat for your lot with the improvements drawn in.

Homeowner Signature: _____ **Date:** _____

My signature acknowledges that construction may not begin until ARB approval is confirmed.

Estimated Completion Date: _____

Compliance with local zoning ordinances and permit application is required before beginning construction. Construction must begin within six months after ARB approval, otherwise application must be resubmitted and subject to any new ARB requirements.

Other Signatures

The following neighboring property owners acknowledge that they have been made aware of the change(s) noted above by signing this form.

| | Name | Address | Lot # |
|----|-------------|----------------|--------------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ |

You will be notified of the status of your application within 45 days.
Applications should be submitted to:

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WOODLEA MANOR CONSERVANCY
c/o TWC Association Management
12110 Sunset Hills Road, Suite 60
Reston, Virginia 20190