

# WOODLYNNE COMMUNITY ASSOCIATION

HANDBOOK for OWNERS and RESIDENTS

The rules and regulations in this handbook apply to all residents of WoodLynne, including tenants. Owners should refer to this handbook when preparing applications to the Architectural Review Committee (ARC). Non-resident owners are responsible for providing a copy of this handbook to their tenants. Any work to the exterior of a WoodLynne private property must be applied for, in advance, to the ARC. Work done without advance approval is done at the owner's risk.

Fall 2024

WOODLYNNE COMMUNITY ASSOCIATION HANDBOOK  
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## WOODLYNNE COMMUNITY ASSOCIATION HANDBOOK

### I. Handbook Objective

The objective of this handbook is to provide WoodLynne owners and residents easy -to-read and understand information about the Community and the Association's rules and regulations. In case of conflict between the Declaration and/or Bylaws and this handbook, the Declaration and/or Bylaws shall control.

### II. General Information

#### A. Who to Contact

- For questions, concerns or issues relating to the community:  
Cardinal Management Group, Inc.  
4330 Prince William Parkway, Suite 201  
Woodbridge, VA 22192  
Contact: Ashley Gonzalez  
Email: [a.gonzalez@cardinalmanagementgroup.com](mailto:a.gonzalez@cardinalmanagementgroup.com)  
WoodLynne Board of Directors: [woodlynnedir@gmail.com](mailto:woodlynnedir@gmail.com)  
WoodLynne ARC: [wlyncarc@gmail.com](mailto:wlyncarc@gmail.com)  
WoodLynne Website: [www.woodlynnehoa.com](http://www.woodlynnehoa.com) – Forms, community updates and other important information can be found on the website.
- Contractors:  
Trash – American Disposal Services, 703-368-0500  
Tow – Dominion Towing, 703-730-1177  
Landscaping/Snow Removal – Peter's Landscape, 703-327-2845  
Arborist – Peter's Landscape, 703-327-2845  
Towed Vehicles – 703-691-2131 (FFCPD Non-Emergency Number)  
– Vehicles towed to 8474 Terminal Rd., Lorton, VA
- Fairfax County:  
Animal Control – 703-830-1100 (To report barking dogs or violations regarding pets, call 703-692-2131)  
Health Department – 703-246-2411  
Police (Non-Emergency Included) – 703-691-2131  
Miss Utility – 1-800-552-7001
- Pool Passes:  
Ashley Gonzalez, Cardinal Management Group, Inc., [a.gonzalez@cardinalmanagementgroup.com](mailto:a.gonzalez@cardinalmanagementgroup.com)

#### B. Homeowner Assessments

WoodLynne homeowners are responsible for paying monthly assessments to the Association. Assessments are used for the maintenance and repairs of common grounds, trash removal, snow removal, management services, professional fees, taxes and capital improvements.

##### *Payment Options:*

1. Automatic Direct Debit through Cardinal Management (see attached form to enroll) – Cardinal withdraws the dues each month automatically once form is filled out and submitted.
2. Online bill pay to Cardinal Management through your bank of choice – Something that you initiate and set up through your bank to send monthly payments without a paper check.
3. Written check – Make check payable to "WoodLynne Community Association" and send to:

WOODLYNNE COMMUNITY ASSOCIATION HANDBOOK  
WoodLynne Community Association  
c/o Cardinal Management Group, Inc.  
P.O. Box 52358  
Phoenix, AZ 85072-2358

Assessments not paid within 60 days after the due date shall be delinquent, and subject to a late fee of 5% of the then current assessment. If any assessment is not paid within 60 days of its due date, then the entire annual assessment shall be automatically due and payable in full. Fees for returned checks will be assessed against an owner's account.

Delinquent accounts may be referred to legal counsel for collection. Pursuant to the Virginia Property Owners' Association Act and Article IV, Section 1 of the Declaration, attorney's fees incurred by the Association in connection with the collection of delinquent accounts shall be assessed against the appropriate accounts. Such sums shall include delinquent assessments, late fees, fees for returned checks, interest, legal costs and reasonable attorney's fees. Counsel shall initiate appropriate legal action, which may include the filing of a lien or lawsuit to collect all sums due the Association, and the initiation of a foreclosure on a lien.

Owners with delinquent accounts are considered owners not in "good standing", i.e., owners in arrears of monthly dues or in violation of Association regulations, and may have their parking, voting and recreational facility privileges suspended pursuant to Article II, Section 1(b) of the Declaration and 55-513(b) of the Virginia Property Owners Association Act.

C. Recreational Facilities

1. Swimming Pool

WoodLynne residents in good standing are entitled to passes to the pool located at 10250 New Guinea Road. The pool is open from Memorial Day weekend to Labor Day weekend. Pool rules are revised and distributed on an annual basis by the Colony Park-WoodLynne Recreation Committee.

The pool is owned by the Colony Park Homeowners Association, and maintained and operated by the Colony Park-WoodLynne Recreation Committee. If you have any questions, problems or concerns, please contact Ashley Gonzalez at the address below, or preferably by email at [a.gonzalez@cardinalmanagementgroup.com](mailto:a.gonzalez@cardinalmanagementgroup.com).

Ashley Gonzalez, Pool Coordinator  
Cardinal Management Group, Inc.  
4330 Prince William Parkway, Suite 201  
Woodbridge, VA 22192

2. Tennis/Basketball Courts

The tennis/basketball courts are owned by the Colony Park Homeowners Association, and maintained and operated by the Colony Park-WoodLynne Recreation Committee. If you have any questions, problems or concerns, please contact Ashley Gonzalez at [a.gonzalez@cardinalmanagementgroup.com](mailto:a.gonzalez@cardinalmanagementgroup.com). Also include the Board of Directors via [woodlynnedir@gmail.com](mailto:woodlynnedir@gmail.com).

3. Tot Lot

The tot lot behind 10341-47 Hampshire Green Avenue is owned by WoodLynne and available year-round for residents. All children, age 10 years and below, must be accompanied by an adult. If you have any questions, problems or concerns, please contact our property manager Ashley Gonzalez at a.gonzalez@cardinalmanagementgroup.com. Also include the Board via woodlynnedir@gmail.com.

D. Inspecting and Copying of Association Books and Records

When an owner or resident, in good standing, requests to inspect and copy Association books and records, the Association shall not provide the owner or resident with requested copies until the owner or resident pays the applicable costs. The Association has the discretion to waive the charge if it is less than \$5.00.

Members not in good standing are not entitled to inspect or copy books and records. A Member is not in "good standing" if they are delinquent on any regular or special assessment of the Association for more than 60 days.

**Costs:** Labor charge at \$70 per hour, and \$0.10 per copied page.

III. GENERAL REGULATIONS AND RULES

Parking

4. Definitions

a. Approved Vehicles. Any conventional passenger car, sport utility vehicle, motorcycle, truck or van of less than 5,000 pounds gross weight, not to exceed 17 feet and not defined as an unapproved vehicle.

b. Unapproved Vehicles:

(1) Commercial Vehicles:

a) Any vehicle included in the commercial vehicle definition in Fairfax County Zoning Ordinance §82-5-7.

b) Any vehicle with a gross weight of 5,000 pounds or more, or any vehicle that extends beyond 17 feet (the average length of a standard parking space) and/or exceeds 85% of the width of the parking space (the area between the inside of two white curb separator lines).

c) Any "for hire" vehicle or vehicle that has permanent or temporary commercial signs, lettering or advertising, and/or commercial equipment visible from or on the exterior, or any vehicle intended for use as a commercial vehicle. Commercial equipment includes, but is not limited to, racks, pipes, ladders, fuel tanks, buckets and tools.

d) Any commercial vehicle as defined above, even if it is the sole family vehicle.

(2) Inoperative Vehicles: Any vehicle with a malfunction of an essential part required for the legal operation of the vehicle or that is partially or totally disassembled by the removal of tires, wheels, engine or other essential parts required for legal operation.

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(3) Unregistered Vehicles: Any vehicle that does not have a current license plate and a valid state inspection sticker visibly displayed.

(4) Recreational Vehicles: Includes, but is not limited to, any boat, boat trailer, motor home, trail bike, dune buggy, all-terrain vehicle, go-cart, moped, snowmobile, self-contained camper, mobile home, trailer, pop-up camper/tent trailer, horse trailer or similar vehicle.

(5) Equipment and Machinery: Includes, but is not limited to, any vehicle primarily used for agricultural, industrial or construction purposes.

Vehicles not falling into the above categories either shall be permitted or prohibited by the Board on a case-by-case basis.

c. Lot: A WoodLynne private property.

d. Lot Owner: The individual(s) who is the owner(s) of record of a WoodLynne property, hereinafter referred to as owner(s).

e. PODs: Portable On Demand storage or similar temporary storage structures designed to facilitate the storage of excess materials or household goods at any time, including moving into or out of our community.

### 2. Parking Space Assignments

a. Parking privileges. Ownership of a lot shall entitle the owner and/or the owner's designee to the use of two assigned parking spaces for approved vehicles. No owner or resident may assign, rent or sell his/her assigned space(s). The Board of Directors has the authority to suspend an owner's (and/or his/her tenant's) parking privileges if the owner's account with the Association is more than 60 days past due.

b. Additional parking. Parking spaces not assigned to a lot shall be identified by the word "visitor" and be available on a first-come, first-serve basis to non-residents only. Visitors shall not leave vehicles parked in these spaces, except on an occasional and irregular basis, and for no longer than 48 consecutive hours, and for no more than eight days in a calendar year. The rotation of cars between the visitor spaces throughout the community to circumvent the 48-consecutive-hour regulation is prohibited. Other parking is available on state-owned New London Park Drive and Colony View Drive.

c. Changes and additions. No signs, initials or other additions or alterations to parking spaces may be painted, displayed or erected by an owner or resident.

### 3. Parking Rules and Regulations

a. Application. The rules and regulations contained in the parking section of this handbook apply to the parking and operation of vehicles on Association common property, including Cabot Ridge Court, Charleston Woods Drive, Cheshire Meadows Way, Hampshire Green Avenue and Plymouth Meadows Court.

b. Use of parking spaces. Parking spaces shall be used solely for the parking of approved vehicles as defined herein. The only exception is for PODs (see c. PODs below). Approved vehicles may be parked only in designated parking spaces. All other vehicles are prohibited except when picking up

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or delivering passengers or merchandise, or during the performance of work or services. The front or rear bumper of any parked vehicle shall not extend over the sidewalk beyond the curb proper.

c. PODS. An owner may place one POD in one of his/her reserved parking spaces, not to exceed the boundaries of one parking space, for a period of no more than 72 hours in a calendar year. Placement of a POD in the front side or rear yards of individual lots, or on common property, is not permitted. A POD placed anywhere else and used for any purpose other than as specified above shall be in violation of these rules. An owner intending to place a POD in one of his/her reserved parking spaces must report such to the property manager five working days PRIOR to its placement. If a POD is not removed at the end of 72 hours, a certified letter will be sent to the owner stating that the POD must be removed within 72 hours of the date of the letter or the Association will contract for the POD to be removed, with the cost of removal and other related costs or fees to be assessed against the owner as an assessment. An owner is responsible for the cost of any damage to community property caused by a POD. The cost of any such damage shall be assessed against the owner's account as an assessment.

d. Motorcycles. An owner may park a motorcycle in one of his/her two reserved parking spaces. The motorcycle may be parked as the sole vehicle in the space or may be parked parallel to the curb in front of another vehicle so long as the combined length of the two vehicles does not exceed 17 feet from the curb. A motorcycle may be parked between two cars only if both spaces are reserved and assigned to the same owner.

e. Nuisance vehicles. Vehicles that are a hazard or nuisance by noise, exhaust emission, fluid discharge, appearance or otherwise, or are operated in a manner that disturbs residents, may not be stored, operated or parked in any parking space or common area.

f. Repairs. No repair or painting of vehicles, with the exception of minor preventive maintenance and adjustments, is permitted in any parking space or common area. Minor maintenance and adjustments must be completed within 48 hours. Owners are responsible for their vehicle(s), as well as those of visitors, tenants and tenants' guests, and shall clean up leaks from vehicles onto common ground asphalt, concrete or turf areas. If clean-up is not satisfactory, as determined by the Board of Directors, the owner shall be responsible for costs incurred by the Association to correct the problem, with the cost to be assessed against the owner's account as an assessment.

g. Dumping. The dumping, disposal or leakage of oil, grease or any other substance from a vehicle's holding containers is not permitted in any parking space or common area. Asphalt in private spaces damaged by any substance leakage shall be the responsibility of the owner to whom the spaces are assigned. The cost of repair will be assessed against the owner's account as an assessment.

h. Vehicles on unpaved surfaces. Vehicles are not permitted on unpaved areas, private or common. Owners are responsible for costs incurred by the Association to repair damages, with the cost assessed against the owner's account as an assessment.

i. Responsibilities.

1) Vehicles shall not be parked in fire lanes, occupy more than one parking space, impede the normal flow of traffic, block any sidewalk or mailbox, or prevent ingress or egress of any vehicle to adjacent parking spaces or the open roadway.

2) Vehicles parked in parking spaces must be parked parallel to the white separator lines so that no portion of the vehicle extends over the lines designating the individual parking space.

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- 3) Vehicles shall not be parked perpendicular to marked parking spaces.
- 4) The operation of vehicles on common areas is restricted to paved roads.
- 5) Only licensed drivers shall operate vehicles on common areas.
- 6) Vehicles shall not be operated in excess of 10 miles/hour in common areas.
- 7) Residents shall be responsible for the compliance of their family members, employees, visitors, guests, tenants and agents with the parking rules and regulations herein, and inform them of the parking spaces they may use.
- 8) Non-resident owners shall provide their tenants with a copy of these rules and regulations, and advise their tenants of the location of the two parking spaces assigned to their lots.

**4. Enforcement**

a. Residents

(1) Residents may initiate towing, without notification, of a vehicle only if it is parked in the resident's assigned parking space without permission, or if it is double-parked or otherwise prevents the ingress or egress of a resident's vehicle, or if it is parked in a marked (yellow curb) fire lane. Residents shall not initiate towing of a vehicle parked in spaces designated "visitor." The Association shall not exercise any responsibilities to enforce the assigned (reserved) parking space rights of residents. Residents who initiate towing assume all responsibility associated with the towing. Residents are responsible for calling the towing company and making all arrangements, including signing the impound slip and providing verification of their authority (a copy of this page) to initiate towing, if requested. Residents may be required to produce a copy of these rules and regulations, and evidence that the parking space corresponds with the resident's lot.

(2) Residents are responsible for ensuring that regular visitors do not rotate parking in "visitor" spaces to circumvent the 48-consecutive-hour limit (sec 2b. "Additional parking").

b. Association

(1) Vehicle removal. The Board shall have the authority to remove vehicles not in compliance with the provisions of these rules and regulations, that are parked anywhere on the common property, including vehicles parked in assigned parking spaces and in visitor spaces. This authority may be delegated to a parking committee or management. All costs of towing and impoundment shall be the sole responsibility of the vehicle's owner or the driver of the violating vehicle.

(2) Violations subject to immediate removal. Any vehicle parked in a designated fire lane, occupying more than one parking space, parked perpendicular to marked parking spaces, parked on a turf area or sidewalk, parked in a way that impedes access to sidewalk ramps or mailboxes, or constituting a safety hazard, may be towed without notification.

(3) Notice of other violations. The owner of any vehicle not in compliance with these rules and regulations shall be notified of the violation by the posting of first and second notices on the driver's window of the vehicle. If the vehicle is not brought into compliance within the timeframe specified on the first and second notices, a third (FINAL) notice will be posted on the front windshield and the vehicle will be towed without notice.



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(4) Multiple violations. Multiple violations committed within any consecutive 12-month period shall subject the violating vehicle to immediate towing without notification and may result in suspension of parking privileges as provided herein.

(5) Local and state statutes. The Association reserves the right to exercise all of the power and remedies provided by the Association's governing documents and the laws of the Commonwealth of Virginia and Fairfax County. The Board has authorized Fairfax County Police to enter Association common property to enforce county ordinances pertaining to vehicle maintenance, including proper, up-to-date inspection and registration stickers.

**5. Liabilities**

a. Expenses related to enforcement. Owners shall be liable for all expenses, including reasonable attorney's fees, incurred by the Association to enforce parking rules and regulations. The Association shall make a special assessment of such expenses to owners' accounts.

b. Damage to common areas. Owners shall be liable for expenses incurred in the Association as a result of any damage done to the common areas by the use, repair or maintenance of their vehicle(s), or as a result of their negligence of their family, tenants, guest or agents. The Association shall make a special assessment of such expenses to the owners' accounts.

c. Association disclaimer. The Association, the Board of Directors, and Association staff and management shall not be responsible for damage to vehicles or loss of property from vehicles parked or operated on Association common areas, nor for damage or loss resulting from authorized towing.

**6. Suspension of Parking Privileges**

In any instance where an owner fails to pay any monetary charges or other assessment imposed by the Association (of installment thereof) for a period of more than 60 days, the owner's privilege (or his/her tenant) to park a vehicle in either of his/her two reserved parking spaces will be suspended after due process is followed.

**B. TRASH AND RECYCLING**

American Disposal Services is our waste and recycling hauler. Please place your trash and recycling outside by 6 a.m. the day of pickup or after dusk the night before. Place recyclables in a marked recycling container, and garbage in a sturdy black bag or trash can.

Your address must be clearly displayed on the outside of all recycling containers and trash cans. All empty trash cans and recycling containers must be brought back indoors or moved into your backyard the evening of collection day.

**Collection Days:**

**Trash & Recycling: Tuesday**

**No Pickup: Thanksgiving, Christmas and New Year's Day**

Acceptable/Unacceptable Items:

**Trash:** Trash collection is for everyday household waste only. Construction and remodeling debris are not considered household waste. Electronic waste and hazardous materials are not accepted. Special

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pickups for larger items (including couches, cabinetry, TVs and mattresses) must be requested online at [www.americandisposal.com](http://www.americandisposal.com) or by calling 703-368-0500.

**Yard Debris:** Yard debris is collected Tuesday. Acceptable types of yard debris include grass clippings, leaves and tree limbs. Grass and leaves must be placed in biodegradable paper bags or a separate container labeled "Yard Waste." Tree limbs and brush should be bundled together using rope or twine. Each tree limb or piece of brush may not exceed four feet in length and three inches in diameter. Rocks, sod and dirt are not accepted.

**Recycling:** Acceptable items include plastic bottles and jugs, metal food and beverage cans, cartons, and mixed paper and cardboard, which should be placed in your recycling bin un-bagged. Glass, plastic bags, foam and plastic takeout containers, shredded paper, cables, batteries, clothing, diapers, hangers and electronics are not accepted curbside. Visit [fairfaxcounty.gov/publicworks/recycling-trash/glass](http://fairfaxcounty.gov/publicworks/recycling-trash/glass) to find a special drop-off location for glass.

**Items Not Collected:** Construction/remodeling debris; tree stumps; tires; rocks; dirt; sod; bricks; blocks; concrete; boards and iron; motor oil; paint; or radioactive, volatile, corrosive, highly flammable, explosive, biomedical, infectious, biohazardous, toxic or hazardous material. These items must not be mixed in with regular household trash and acceptable garden debris. The Fairfax County dump on West Ox Road (near Costco/Home Depot) accepts these items for a nominal fee.

**Special Pickup:** For collection of furniture, appliances, metal, porcelain or large and numerous items, residents should call American Disposal Services to make special arrangements. The Fairfax County dump on West Ox Road (near Costco/Home Depot) accepts these items for a nominal fee.

**Visit [www.americandisposal.com/customer-support/faq](http://www.americandisposal.com/customer-support/faq) for additional information.**

### C. PETS

Domestic pets such as dogs and cats shall be permitted if they are not a nuisance or source of annoyance to other residents or the community. Pets shall be registered, licensed and inoculated as required by local statute.

WoodLynne Policy Resolution 95-I (Adoption and Enforcement of Fairfax County Animal Ordinances) authorizes the Fairfax County Animal Warden to enforce County Ordinances on Association common areas. The Board of Directors shall have the authority, with due process, to determine whether a particular pet is a nuisance or source of annoyance to other residents or the community, and such determination shall be conclusive.

Dog owners shall walk their dogs on a leash and clean up their pets' feces. Failure to do so is a misdemeanor in Fairfax County and carries a fine of up to \$250. Residents should call Fairfax County Animal Control, 703-691-2131, to report dog owners who fail to clean up after their pets. Dog owners are encouraged to walk their dogs next to a wooded area or near trees to prevent the animals from relieving themselves on common property grass. Dog owners (or lot owners if the resident is a tenant), whose pets are determined to have caused damage to common property are liable for repair of the damaged area. The Association shall make a special assessment of such expenses to the appropriate lot owners' accounts.

**D. GENERAL MAINTAINANCE**

Property ownership includes the responsibility for maintenance of all structures and grounds on a lot. This includes, but is not limited to items such as mowing grass, trimming shrubs and trees, removal of leaves and trash, and structural maintenance. Maintenance has an impact on the visual character and economic value of the entire community (private lots and common property), and in some instances, is a safety concern. When safety of self or others is a concern, please perform any needed repairs without ARC approval, but know that, if not up to standard, the issue may need to be revisited.

1. Exterior Appearance

Owners are responsible for maintaining the exterior of their dwellings and all structures on their lots, such as front and rear stoops/steps, decks, fences and sheds. Toys, lawn mowers, landscaping or garden tools and equipment, tools, bicycles and other items are not permitted to be stored or left overnight on the front or sides of lots, including the front stoop. Likewise, no items may be stored outside the fence of any lot.

2. Mowing and Yard Maintenance

If a lot (front, side and/or back) is deemed to be overgrown and neglected, action will be taken by the Association. A door hanger or certified letter will be sent to the owner or designated agent stating that the necessary work must be completed within a minimum of 10 days of the date of the letter. A second letter will go out automatically if the homeowner does not get in contact with the Association. If the Association does not hear back, it will contract for the work to be done, with the cost to be added to the owner's account. If in that same calendar year the same property is again identified for corrective action, the work will be done summarily with no further notice to the owner, and the cost attached to the owner's account. An owner or designated agent will receive only one certified letter per calendar year. Even if the owner or agent takes action upon receipt of the first certified letter, the Association can take corrective action without sending another letter to the owner or agent for a repeat violation.

Overgrown and neglected is defined as follows: grass or other ground cover exceeds 6 inches in length and/or has a preponderance of weeds or weeds exceeding 6 inches in length; foundation shrubbery and/or trees that are so overgrown as to be unsightly or to impede walking on the lead walk to the front entrance to the house and/or Association-owned sidewalk and/or infringes on an adjacent owner's lot; hedges separating two properties, private or common, that exceed 3 feet in height; and/or fallen leaves remain in shrub beds and/or on turf and other vegetative cover after trees have shed nearly all their leaves.

Leaves must be raked up from front and backyards, and bagged and placed at the curb for removal on trash collection days. Leaves shall not be raked onto common property, including wooded areas or street gutters.

3. Trash and Debris

Owners, and their tenants, are responsible for picking up litter on their respective lots and for preventing windblown debris from originating on their lots. Inorganic and organic debris, such as leaves, grass clippings and branches, may not be discarded on common property.

4. Common Property Sidewalks

Owners are responsible for repairing common property sidewalks that have been damaged as a result of work performed on their private lots or from tree roots originating from their property. Patch repairs

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are not permitted; the entire square(s) must be replaced. When snow accumulates on the ground, residents are responsible for shoveling the sidewalk in front of their entire property.

### 5. Snow Removal

Residents are asked to take responsibility for shoveling out their own cars and walkways, as well as the sidewalks bordering their homes, as these services will not be provided. It is required that the sidewalks bordering your property be cleared. The board also asks that you avoid using salt or ice melt on the sidewalks, as they can cause damage. Please use sand or cat litter instead.

## IV. ARCHITECTURAL REVIEW

The following guidelines, including policies and procedures, and rules and regulations, supersede previously issued guidelines. Note: A lot owner(s), the individual(s) who is (are) the owner(s) of record of a WoodLynne property, hereinafter is referred to as owner(s).

### A. PURPOSE

The purpose of architectural rules and regulations is to assure owners and residents that the standard of design quality as established by the builder at the time of construction is maintained. In turn, property values are protected and the Community's overall environment is enhanced.

### B. OBJECTIVE

The overall objective of architectural rules and regulations is to provide owners and residents, as well as the Architectural Review Committee (ARC) and Board of Directors (hereinafter referred to as the Board), a uniform set of standards to maintain and enhance the WoodLynne environment. The rules and regulations address those projects for which WoodLynne owners most frequently submit applications, and are not intended to be all-inclusive or exclusive.

Specific objectives are to:

- ensure the maintenance of the harmony of design within the Community as established at the time of construction by the builder;
- provide uniform guidelines by which the ARC reviews applications;
- help owners prepare applications to the ARC;
- increase owner awareness and understanding of the Declaration of Covenants, Conditions and Restrictions (hereinafter referred to as the Covenants) and other Association organizational documents;
- describe the organization and procedures involved with the architectural standards established by the Covenants;
- define basic design principles to help owners develop exterior improvements that are in harmony with the immediate neighborhood and the community as a whole.

### C. AUTHORITY

The Declaration, which is part of the chain of title to each WoodLynne lot, establishes the Board's and the ARC's authority to maintain the quality of community design, as found in Article VII, Architectural Control, which states:

“No building, fence, wall 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

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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 structure and topography by the Board of Directors of the Association, or by an Architectural Review Committee (ARC) composed of three (3) or more representatives appointed by the Board. In the event said Board, or its designated committee, fails to approve or disapprove such design and location within thirty (30) days after said plans and specifications have been submitted to it, approval will not be required and this Article will be deemed to have been fully complied with." However, the homeowner will still be responsible for following all the ARC guidelines and will be held responsible for any compliance corrections that may need to be made.

### **D. REVIEW CRITERIA**

The ARC evaluates each application on its individual merits, taking into account the house type and its location and surroundings. What may be acceptable in one instance may not be in another.

Concept Validity – The basic idea must be sound and appropriate to its surroundings.

Design Compatibility – The proposal 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, and similar use of materials, color and construction detail.

Location and Impact – The proposal should relate favorably to the surrounding landscape, neighbors' houses, and the community. Primary concerns are access, view, sunlight, ventilation and drainage. Examples: A proposed fence should not obstruct views or access to neighboring property, and decks should not infringe on a neighbor's privacy. Hence, signature(s) of owners of adjacent properties are required on ARC applications, but do not determine approval or denial of the proposed project. Owners who perform any interior work that adversely impacts adjacent private or common property are responsible for corrective measures, including cost. Example: Improper installation of a sump pump could damage cinder block walls between units and/or cause drainage and water problems.

Scale – The size (in three dimensions) of the proposal should be relative to adjacent structures and surroundings.

Color – Additions, alterations and repairs must match the colors of the applicant's house, which must be the colors used by the builder at the time of construction or as approved per appropriate ARC criteria.

Materials – All materials must be the same as, or compatible with, the materials used by the builder at the time of construction or as approved per appropriate ARC criteria.

Workmanship – The quality of work should be equal to or better than that of the surrounding area. The Association is not responsible for the quality or any other aspect of any project approved by the ARC.

Environment – A project that may alter any physical condition, common or private property generally will be denied. The Association is not responsible if there are adverse effects from any project approved by the ARC.

Timing – Application must include estimated completion dates. If the ARC considers the time period for completing work proposed by the applicant to be unreasonable, the application may be disapproved. Approved applications are effective for six months from the date of approval. Upon expiration, the applicant must reapply if s/he wishes to carry out a previously approved project.

**E. WHAT MUST HAVE ARC APPROVAL**

**All work (repair, improvement, change, addition or deletion to the exterior of an owner's house, shed or lot, including but not limited to painting the same colors and to landscape) must be applied for (see Exhibit B) and approved by the ARC prior to beginning work.** Owners submitting applications should be aware that the ARC has 30 days from date of application receipt to respond and should thus allow appropriate time for application review. Owners who undertake projects without prior ARC written approval do so at their own risk.

**Grandfathered Items: A limited number of owner improvements or changes are grandfathered,** specifically those that occurred prior to the establishment of the guidelines contained in this handbook. When an owner proposes a project to repair, replace or modify something that is grandfathered, s/he shall make such repair, replacement or modification to adhere to current guidelines.

**F. ENFORCEMENT PROCEDURES AND APPEALS**

Appeal of disapproved application. If an application is disapproved by the ARC, the applicant may appeal as follows:

- Personal presentation of unmodified application to the ARC at its next regularly scheduled meeting. The applicant shall contact the ARC in advance to be placed on its agenda. Or,
- Submission of a modified application to the ARC responding to the reasons cited by the ARC for its disapproval of the previous application. The submission is treated as a new application.

Once the applicant has exhausted the above procedure and remains unsatisfied with the ARC's decision, s/he may appeal, in writing, providing all related correspondence, to the Board of Directors. S/he has 30 days from the date of final ARC disapproval to appeal. The Board will consult with the ARC prior to responding to the applicant and, as necessary or appropriate, hear the applicant and an ARC representative present arguments defending their respective positions at the next regular or special Board meeting. The Board's decision is final.

*Procedures to enforce ARC rules and regulations:*

Failure of an owner to comply with Association Bylaws, Articles of Incorporation, the Covenants, or any rules and regulations established by the Association are grounds for action by the Board to correct and conclude the situation including recovery of damages, injunctive relief, filing of liens, foreclosure of liens, or any other legal or equitable relief deemed appropriate.

In the event ARC rules or regulations are violated, the owner shall be notified by first-class mail at his/her address of record.

If the infraction is not corrected with a timeframe set by the Board, or if it presents a health or safety hazard, the Board may take action, at the owner's expense, to correct the infraction as provided for in the Declaration of Covenants. Notification to the owner of the action taken and incurred costs will be via certified mail, return receipt requested.

*Appeal of infraction notification:*

An ARC infraction may be appealed, first to the committee and then, if the appellant does not receive satisfaction, to the Board. The following procedures apply in both instances.

The appellant shall submit a written notice of appeal to the ARC or the Board within 10 days after receipt of notification of the infraction. The ARC/Board will review the notice and provide a decision to the appellant in writing.

If the appellant is not satisfied with the decision, s/he may make a written request for a hearing. The ARC/Board will provide the appellant written notice of a hearing date at which the appellant may present his/her case. The decision of the Board will be final. The filing of a notice of appeal will not prevent the Board from exercising its authority to take immediate action to remedy violations that may constitute a health or safety hazard.

**G. APPLICABILITY**

ARC rules and regulations apply to resident owners, non-resident owners and tenants. Owners and tenants are responsible for the actions of their guests and visitors, including repair, service and construction persons. Non-resident owners shall provide a copy of ARC rules and regulations to their tenants.

**H. SPECIFIC STRUCTURE AND GROUNDS GUIDANCE**

The following rules and regulations address a broad range of exterior alterations, improvements and other projects for which owners most frequently submit applications to the ARC. They also provide the principal factors to be considered when an owner prepares his/her application. Specifically, the guidelines define limits (size, quality of construction, location, materials and color) based on the intended use and relationship to adjoining properties, rather than focusing on a particular construction detail or a specific design alternative. The application process is designed to be equitable and objective, and it provides documentation that protects owners as well as the Association. All applications and approvals/disapprovals are placed in the appropriate lot file maintained by management.

Only owners shall submit applications. Owners of houses adjacent to the applicant's lot must sign the application to indicate awareness of the proposed project. Signature does not imply approval and shall not be a factor in the ARC's review and subsequent decision in approving or disapproving an application. Tenants shall not sign for their landlords unless they provide proof of power of attorney, which must be attached to the application. The ARC reviews applications at its next scheduled meeting following receipt. The ARC chair reserves the right to call a special meeting to review an application that is considered to be of an emergency nature. Example: A storm tore a hole in a roof the night before and immediate repair is necessary. Failure to address a long-standing defect does not constitute an emergency.

The full committee reviews all applications; no individual ARC member is authorized to provide approval/disapproval of an application or to make statements or promises that are binding upon the Association. The ARC will consider the individual merits of each application, and provide approval/disapproval to the applicant in writing. If an application is disapproved, the ARC will explain its rationale for disapproval.

An application is effective for six months from the date it was approved.

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The ARC and the Board disclaim any responsibility for any environmental or other problems that may result from an ARC-approved application. With the submission of an application, the applicant acknowledges full responsibility for all landscaping, grading and/or drainage issues relating to any improvements; obtaining all building permits/approvals relating to proposed improvements; complying with all applicable Fairfax County ordinances; and any damage to adjoining property, including common property, or injury to third persons associated with the improvement. Homeowners should contact "Miss Utility", 1-800-257-7777, at least 48 hours prior to digging to locate cables and/or pipes, or to remove tree stumps and roots.

Residents with disabilities will receive immediate, specific consideration for requests for alterations to their property to accommodate their special needs. Documentation of disability shall accompany all such requests, which shall be in writing.

Any and all work performed to the exterior of a WoodLynne property, including house and grounds, must be applied for and approved by the Architectural Review Committee PRIOR to beginning any work. An application is required to paint the same color, thus ensuring the correct color is being used. Applications should be submitted to allow the Committee 30 days to review proposed project(s). An owner who proceeds to perform work without written approval does so at his/her own risk. Failure to comply with the Committee's approval, as specified in its written notice, may result in a violation and requirement to redo the work, including replacing major components such as doors, windows and siding.

Owners are responsible for obtaining the appropriate permits for any exterior work, including construction of decks and patios, and for contacting "Miss Utility" prior to beginning an approved project. The Board and ARC are not responsible for any negative impact any approved project may have on the owner's lot, that of neighboring lots or the common property.

### *Prohibited Items –*

Items not permitted to reside or be installed on the exterior of a house or on any part of community or private property include, but are not limited to, hot tubs, Jacuzzis and saunas, window air conditioners and/or any other type of fan or exhaust, clotheslines, tents, awnings, overhead trellises or other sun control devices and compost piles.

No items may be hung, cleaned or draped from any window or railing, or from any other facade or part of a house, except as defined in Section 24 (Ground Cover, Landscaping, Gardens).

No items may be stored in front yards regardless of whether they are clearly visible from the sidewalk except for hoses, hose reels and hose storage containers concealed behind shrubs. (See Section 23, Garden Hose Storage).

### **1. COLORS**

Exterior colors, including that of roof shingles, must be the original color as designated by the builder at the time of construction and as recorded in official Association records. Owners must paint their entire house, excluding brick surfaces but including trim, wood siding, gutters, doors, door and window frames and other parts originally painted by the builder, unless otherwise notified by the ARC. For houses with aluminum vinyl siding, the siding must be cleaned until such point when painting or replacement becomes necessary. Painted siding must be the original color of the siding as determined by the builder at the time of construction.



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Vinyl siding may be used as a replacement for the original siding. When replacement siding is installed, all uncovered surfaces, to include gutters, downspouts and other painted surfaces, must be painted to match the replacement siding.

Painted brick surfaces are not permitted.

Mortar replacement (tuck-pointing) must be the original color as designated by the builder at the time of construction.

If an owner desires to change their exterior color scheme, that request must be discussed and approved by the ARC and the Board and will take into account the surrounding house color schemes.

Woods decks may be left natural or stained to match the house trim.

NOTE: See Exhibit D for house color charts.

### **2. ORIGINAL FRONT AND REAR (ENTRY) DOORS**

Front and rear entry doors must have black or brass hardware. All door hardware must be uniform in finish color. Brass kick plates not to exceed 6 inches in height are permitted on front and rear entry doors.

Owners replacing damaged panel molding on original front entry doors must use convex (projected), 3/4" (height) x 1/2" (width) panel molding.

### **3. STORM/SCREEN (EXTERIOR) DOORS, ORIGINAL WINDOWS**

For 5500-5519 Cheshire Meadows Way, please see your special section (#45 in this section) for color guidance.

Plastic sheeting to cover windows and/or doors is not permitted.

An owner may elect to permanently or temporarily remove builder-installed screens (to clean windows and/or screens or to store them). However, at any given time, all screens on any one side of a house must be either on or off.

Storm windows and doors must at all times include screen and/or glass insets.

No wooden or unpainted aluminum storm doors or windows are permitted except those originally installed on rear doors by the builder at the time of construction.

Storm/screen doors, front and back, are limited to two styles. The first is a full-light door with clear, unfrosted, uncolored, unetched, non-bevel glass and without ornamentation. The door may include either a bottom panel of the same color and material as the door frame with the panel, including bottom frame being no more than 13 inches in height, OR it may have a frame not to exceed 3.5 inches at the top, bottom and sides. Front storm or screen door colors must match the house trim color or the front door color. If the color cannot be matched, tan/beige (Anderson Doors: Almond) is the alternate approved color. Back storm or screen doors (except for original aluminum doors) must match the house trim color. If the color cannot be matched, tan/beige (Anderson Doors: Almond) is the alternate approved color. A picture of the proposed storm or screen door and color sample must accompany the application.

**Security Doors** – Not permitted unless they are identical in appearance to the front and rear doors installed by the builder at the time of construction.

Ornamental or other attachments are not permitted on any door or window except for the mandatory wrought-iron grilles as installed by the builder at the time of construction on the front, lower level of certain WoodLynne models.

Broken or cracked windows, including storm windows, must be replaced within 30 days of the date the owner becomes aware of the damage.

#### 4. REPLACEMENT WINDOWS, ENTRY DOORS

For 5500-5519 Cheshire Meadows Way, please see your special section (#45 in this section) for style guidance on rear entry doors.

All replacements must have the same configuration of panels as the original window. The only color non-wood replacement window permitted is tan. The grille surface on the windowpane facing outward must be tan.

When windows are replaced, all windows on any one side of the house must be replaced at the same time.

The vinyl-clad aluminum coil strip installed as a part of the replacement process must match the house trim color. Owners must submit a color sample of the coil with their application.

In the event an owner installs replacement windows prior to installing vinyl replacement siding, the coil strip color will be the color of the future siding color as determined by the ARC.

All replacement windows and rear entry doors must have grilles.

Front and rear entry doors may be replaced with wooden, metal or fiberglass doors. Replacement front entry doors must include the six-panel design as originally installed by the builder. The door may be solid or the two top panels may be glass. A kickplate not to exceed 6 inches in height is permitted on replacement doors. The kickplate color must match the door hardware. The door hardware may be black or brass.

##### **Beige Front Doors** –

Any homeowner wishing to change their front door color to beige instead of their current approved color can choose one of the following options from the WoodLynne color scheme by McCormick Paints:

Harness Shop Tan #104, Woodspice #107, Wheat #108, Greystone #110

The style and design of replacement rear entry doors must remain the same as the door(s) installed by the builder. Rear doors must be the same color as the house trim. In the event an owner installs replacement rear doors prior to installing vinyl replacement siding, the replacement door(s) must be painted the color of the future siding color as determined by the ARC.

##### **Replacement French Doors** –

The French-style doors may open via swing or slide. They must keep the original configuration of panels (three-panel must be replaced with three-panel, two-panel replaced with two-panel) and reflect a similar design. The replacement as a whole should be the same size as the original, and the

glass in the doors must be clear window glass with no frosting or coloration of any kind. The size of the panes and the grilles must match as closely as possible to the current door; the grille color facing out and the door frame must match the trim color or be tan; door hardware may be black or brass and must be uniform. The only non-wood color of the replacement can be tan, and the door color must match the house trim.

***Basement Window Egress –***

In order to provide a fire exit from an in-ground rear basement window, an existing basement window can be enlarged, and a window well can be constructed to include a fixed step-ladder. The size of the window should meet the current fire and safety regulations required by Fairfax County, and any permits required by the county should be submitted along with the ARC application. The ARC application should also include a drawing of the design, including dimensions of the new window and window well, along with photos of the products and/or materials. The window color must match the other windows on the house. Owners must submit a photo of all replacement entry doors and a color sample with their applications.

**5. WINDOWN/DOOR GRILLES**

Grilles are a part of the original window assembly and the rear French doors installed by the builder at the time of construction. Grilles may not be removed except for maintenance or cleaning. Grilles on the original wood windows and rear doors must be painted. The surface against the windowpane facing outward must be painted the color of the exterior window trim.

For grilles in replacement windows and doors, see Section 4: Replacement Windows, Entry Doors.

**6. SIDING, GABLE VENTS**

Owners may replace the original siding with the same material or with aluminum or vinyl siding, which may have a smooth or finely textured surface, and must be the same style (colonial bead) as the original siding installed by the builder at the time of construction. Either a 6.5 inches or the original 8 inch board may be used. The color must be officially recorded in Association records or approved by the ARC. Dentil molding must be retained; the molding may not be covered or changed. Owners who proposed a color that has not been pre-approved by the ARC must submit a color sample of the siding with their applications.

It is recommended that at the time vinyl siding is installed, all unpainted surfaces, including corner, fascia and rake boards, are covered with the same color vinyl coil. If these surfaces are not covered, they must be painted to match the vinyl siding.

Gable vent louver replacements may be circular or octagonal in shape. Replacement may be wood, plastic or metal, and must be painted to match the siding.

**7. GUTTER, DOWNSPOUTS**

Gutters and downspouts must be maintained and properly adhered to the house, and must be painted the house original trim paint color, or, if vinyl siding is present, the color of the vinyl.

The only gutter guard system that will be considered by the ARC is one that does not require replacement of the original gutter system or that changes the appearance of the original system.

**8. ROOFS**

Replacement roof shingles must be the original color and style as installed by the builder and as noted in official Association records. Owners must submit a color sample of the proposed roof shingle with their applications.

The metal roofs over the front bay-style windows of certain houses may be painted. The color must be compatible with house colors, including roof shingle, brick, siding and trim. Owners must submit a color sample of the proposed paint color with their applications.

NOTE: Professional roofers recommend the following process to paint a metal roof: Prepare surface with wire brush and sodium triphosphate, apply industrial enamel primer and apply industrial enamel color.

**9. RAILINGS**

Railings are required by Fairfax County on stoops or walkways that have three or more steps. Railings originally installed by the builder at the time of construction may not be removed.

Railings must be kept in good repair, free of rust, faded or peeling paint, and firmly secured to the stoop. Railings must be painted the same color as the house door and window shutters. In keeping with the federal architectural style of WoodLynne houses, owners may opt to paint railings black. Railings on houses that do not have front door or window shutters must be painted black.

Boot braces and other braces to secure loose, rusted or broken rails to the stoop or to the house are not acceptable. Replacement railings must match the original design and dimensions of the railing installed by the builder. Owners must submit a picture of the proposed replacement railing with their application.

**10. FENCES/FENCE EXITS**

Fences are permitted in backyards only and limited to six feet in height. Owners of end units may not extend a side fence beyond the chimney.

Fence sections that extend perpendicular from each house to the end of each lot shall not be removed expect to immediately replace them. Walls, freestanding or privacy screens, or other structures are not permitted in lieu of a standard privacy or board-on-board fence to enclose a backyard.

A fence is the property of the owner of the townhouse to which it is attached. In the case of townhouses not offset from each other, the fence is the joint property of the owners on both sides of the fence. In either situation, homeowners are encouraged to split the cost of maintaining shared fences.

Individual owners replacing a fence must use either the "solid" or "privacy" style seen throughout WoodLynne. No other style replacement fence is permitted. The new fences shall not be stained a color, but must be sealed with a clear (no color), transparent sealant and maintained with such.

Owners who have the original builder colors and wish to re-stain with the same can do so with the colors cited below. Paint is not allowed because it results in flaking and peeling.

Colors: McCormick 363 (Beechwood) and 357 (Moss Green), or an equivalent brand

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All new fences or currently natural fences must use a clear (no color) transparent sealant. Fences must be stained or sealed within the time prescribed by fence or lumber industries. Applications to install, replace or repair fences must include a date by which the fence will be stained or sealed.

Owners with enclosed backyards may stain the inside surface the same color as the outside surface, or seal the surfaces with a clear (no color) transparent sealant.

Owners whose backyards are not totally enclosed may install side or rear sections in full or half lengths, using the same fence guidelines stated above.

All fences must have parallel crossboards on the exterior or interior as approved by the ARC.

Only one gate is permitted at the rear of the house. Contractor signs are not permitted on the exterior of fences.

Finials are not permitted, and no items, such as lights or decorative items, may be affixed to the top or exterior of fences, nor may items affixed to the interior of fences exceed the top of the fence.

### **11. STRUCTURES**

Structures, other than tool sheds, are not permitted on any lot.

### **12. SHEDS**

Owners may construct a wood storage unit or install a unit of any other material in their backyards provided it not exceed seven feet (W) by five feet (D) by six feet (H) under the following conditions:

A shed placed on natural ground shall not exceed the height of the fence, which is limited to six feet. If a unit is placed on a foundation, platform or deck, the height of the shed and the foundation, platform and deck combined shall not exceed the height of the fence, which is limited to six feet.

Wood units must be placed against the owner's side fence if the yard is not enclosed. The shed may not be installed on the property line if there is no fence on that property line. The structure must be stained or sealed to match the fence. Wood units must be covered with shingles to match the house shingle color.

A non-wood structure may be installed only if the backyard is completely enclosed by a fence. The structure must be beige or painted to match the fence.

Sheds recorded in the Association's official records as being "grandfathered," must be repaired or replaced to the above-specified standards when the current owner, or subsequent owner(s), applies to the ARC to repair or replace the shed or parts of it.

### **13. PATIOS/DECKS**

Patios, decks and miscellaneous structures, including, but not limited to tool sheds, must be confined to backyards, and may not extend beyond an owner's rear property line nor exceed the fence height. Non-entry level or second-story decks are not permitted, except as constructed by the builder at the time of construction. Decks may be stained the color of the house siding/trim, a

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natural wood color (a color sample must be submitted with the application), or remain natural (without color). Owners must submit stain color in the application to install, repair or replace a patio, deck or miscellaneous structure. Deck construction shall not alter drainage of the owner's property, an adjacent owner's property, or the common grounds.

Rear stoops/steps and decks may be constructed of and/or replaced by "Trex" or similar man-made materials. Owners must provide a sample of the material color. The color will be reviewed and approved/disapproved by the ARC on a case-by-case basis, the main consideration being the house brick color.

An owner may not remove the steps leading from the rear of his/her house to the backyard.

### **14. TRELLISES, ARBORS**

Trellises and arbors are permitted only in backyards, and may not exceed the fence height.

### **15. EXTERIOR LIGHT FIXTURES, ELECTRICAL OUTLETS**

Replacement light fixtures must be compatible in style and scale with the federal-style architecture of WoodLyne. Fixtures must be black or brass. Landscape and other ground lighting is limited to backyards and may not exceed the fence height. Spotlights and floodlights are not permitted on private properties, either the front, back or side yards. Owners must submit a photograph of the proposed replacement fixture with their applications.

Pole-mounted lights are not permitted.

An exterior outlet may be installed to the front of an owner's house if it is not visible from the common property sidewalk in front of the house.

### **16. WIRING**

Wiring for electrical or telephone installation, television antennae, cable service, machines or air conditioning units, etc., may not be installed on any exterior surface of a house or protrude through the walls or the roof of any house except as authorized in writing by the ARC. All wiring must be hidden behind downspouts or gutters. It is the owner's responsibility to inform the cable or satellite dish company of this regulation.

### **17. DRAIN PIPES**

Pipes or other materials used to drain water away from the house and which extend beyond two feet from a house, except for those within an enclosed backyard, must be buried according to ARC specifications (see Exhibit E). No pipe may be buried so that water flows under a common area sidewalk, thereby undermining the walkway. Underground downspout kits with "bubbler pots" are permitted. Owners must submit a picture or drawing of the proposed system with their application. Splash blocks must be natural concrete.

### **18. ATTIC VENTILATORS**

Attic ventilators that penetrate the roof should be as small as functionally possible, shall be installed on the rear roof of the house and shall not extend above the ridge line. The color of the ventilator must be black.

**19. SKYLIGHTS**

Vented or fixed skylights are permitted; no other skylight is acceptable. Skylights will be located on the rear roof; color must be compatible with the roof shingle color.

**20. CHIMNEYS/METAL STACKS**

For 5500-5519 Cheshire Meadows Way, please see your special section (#45 in this section) for color guidance.

Masonry chimneys and flues must be compatible in design, location and color with the existing house. Modifications to existing masonry chimneys is not permitted. Chimney caps must be black. Metal chimney stacks must be kept free of rust and painted flat black.

**21. SIGNS/ NOTICES**

Advertisements, signs, posters, photos, notices and similar objects of any kind shall not be posted on any house surface, attached to a tree or mounted on a stake and posted in the front or side yard of a private property. Exceptions: "For Sale"/"For Rent" signs and one small sticker noting that the house is protected by a security system. The sticker may be placed in the bottom corner pane of a window or the bottom corner of a storm door (glass inset). Security signs mounted on a stake may be posted in the backyard of a private property. Only one "For Sale"/"For Rent" sign may be posted on a private property. "For Sale"/"For Rent" signs may not be posted on common property except for the day of an open house. Owners are responsible for advising their realtors that signs not in compliance with this regulation will be removed without reimbursement or reinstatement. During any election event, signs may be posted on private property one week in advance of the event and must be removed within 24 hours of the event. Residents are permitted one election sign per property, not to exceed 36" x 24" in size.

**22. DECORATIVE/SEASONAL OBJECTS**

Decorative objects, including but not limited to bird baths, plaques, sculptures, poles, lawn furniture and fencing, must be confined to backyards and not visible above the fence line.

No decorative objects may be installed on any exterior house surface or exterior fence surface.

Seasonal decorations may be affixed to any window or door surface during the appropriate season. A single candlelight may be displayed in one window throughout the year. Christmas holiday decorations must be removed within 30 days of Christmas Day. All other holiday decorations must be removed within two weeks of the holiday.

**23. GARDEN HOSE STORAGE**

Hose hangers, reels and storage boxes (except for the round hose pots as approved by the ARC) of any kind in front and side yards must be stored behind shrubs so they are not visible from the common property sidewalk. Hoses not placed in a storage container must be coiled and lying flat on the ground behind a shrub. Hoses may not hang from a faucet on the front or side of a house.

**24. GROUND COVER, LANDSCAPING, GARDENS**

All landscape plans require prior approval. No design may extend onto common property.

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Standard turf grass (sod or seed) for the front and side yards of private property is the required ground cover. Decorative grass, synthetic materials and/or mulch are not permitted. Owners who wish the ground cover to be a substance other than standard turf grass must apply, in advance, to the ARC. The only exception will be in those cases where documented evidence shows grass will not grow in the specified area, and in those instances, the owner must first trim all vegetation to allow appropriate sun for standard turf grass to grow.

The area of any shrub bed may not extend beyond one-third of the depth of a front or side property.

Mulch is the only material permitted in shrub beds. Drainage stones in shrub beds are limited to being placed along the wall of the house, not to exceed six inches parallel to the wall, and must be covered with mulch.

Shrub beds must maintain mostly permanent shrubs and may include annual and/or perennial plants. All dead or dying (50% of the foliage fails to survive, bloom or bear leaves) vegetation, including trees, must be removed and/or replaced unless otherwise approved by the ARC.

Containers on front stoops and in shrub beds must be relative to the size of the property (oversized containers are not permitted), and natural in color. Owners must submit a photograph of proposed containers with their applications. Containers not placed on front stoops or incorporated into a shrub bed are not permitted in front or side yards. Dead or dying plants must be replaced, and containers that do not have living plants in them must be removed.

Rail mounted flower boxes and planters, including designer coco planters, are permitted on stoop rails and lower-level windows. The hangers and flower boxes/planters must be black or dark green.

Artificial vegetation is not permitted in shrub beds or containers.

Evergreen shrubs must be planted along the front and side walls of all houses.

Benches and other decorative lawn furniture are not permitted in front or side yards. Beach chairs and other similar furniture is permitted for day use but must be removed at the end of the day.

Tree removal must include removal of the stump to below ground level.

Rocks approved in any landscape plan must remain natural; they may not be painted or stained.

Trees and other vegetation on private property must be pruned and trimmed to prevent any growth from obstructing safe movement on adjacent common property, including sidewalks, or on an adjacent neighbor's private property. Branches that overhang a common property walkway must be trimmed to no less than 6'6".

Trees on private property generally are discouraged, since their branches and/or root systems usually become overgrown and/or invasive. Owners are strongly encouraged to refrain from planting oaks, standard maples, Bradford pears, trees that drop fruit or nuts, and evergreen pines, firs or cedars on private property, since these trees tend to grow far too large for the size of private properties, tend to cause the most problems with spreading roots, are the most difficult to keep trimmed and/or shed fruit or berries that cause cleanup issues with neighboring private properties or the common property.



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For personal security purposes, hedges or other vegetation in front yards, either separating two properties or along the common sidewalk, may not exceed three feet in height, nor may they exceed over or onto common property.

Ivy planted on private property shall be maintained to be free of overgrowth and weeds, and shall not infringe on common property and/or the property of other owners. It is strongly recommended that owners not permit ivy to grow on exterior brick walls or on fences, as it deteriorates the mortar, siding and fence boards.

Vegetable and floral gardens are restricted to backyards.

### ***Edging –***

All edging in front yards is limited to the edging of shrub beds and must be maintained in good condition. Edging material may include brick, slate, rock or wood ties; must match or complement the color of the house brick; may not be painted or stained; and may not exceed 12 inches in height. Materials not permitted include plastic, metal and small stones/rocks, i.e. river rock or pea gravel. Owners must submit an ARC application, including a drawing of the shrub bed design and sample photos of the edging materials. Edging must remain within the boundaries of the property.

### ***Common Property Vegetation –***

Owners and residents shall not modify or plant any vegetation on common property without prior review by and approval from the Board of Directors. Approved plantings are the responsibility of the owner and subsequent owners. Failure to maintain the vegetation may result in removal by the Board. Removal will be at the owner's expense.

## **25. PLAYGROUND/RECREATIONAL EQUIPMENT**

All recreational equipment shall be confined to backyards and maintained in good condition, and shall not exceed the fence height, including basketball hoops. Whether the equipment is placed on the ground, a foundation, platform or a deck or patio, no point of the equipment shall be higher than the fence, which may not exceed six feet. Owner(s) must submit a picture of proposed recreational equipment with their applications. Temporary swimming pools (inflatable and molded) are restricted to backyards; no above-ground or in-ground pools are permitted.

## **26. INSECT TRAPS**

Electric insect traps shall be confined to backyards and may not be installed in such a way as to cause discomfort or annoyance to adjacent owners. They may be operated only during those times when the immediate area protected by the trap is occupied by the owner(s) and his/her guests. Electronic insect traps may not exceed the fence height and cannot be used to replace current house exterior lights.

## **27. FLAG DISPLAY**

Consecutive, daily displays of national and decorative flags are limited to one temporary wall-mounted flagpole limited to six feet or less in length and attached straightaway from or at an incline to the front surface of a house. End units may have an additional temporary wall-mounted flagpole mounted on the side of the unit that includes the front door. Poles mounted on the back surface of any unit are not permitted. It is strongly recommended that poles be attached to the

## WOODLYNNE COMMUNITY ASSOCIATION HANDBOOK

brick surface since attachment to a door shutter could result in damage to the shutter. Permanent poles of any size are not permitted on any part of a lot or the structure. National flags displayed in any other manner to honor holidays are limited to the same day as the holiday. Only one garden flag is permitted in the shrub bed of a front yard.

### **28. TRASH, RECYCLING CONTAINERS**

Containers used for trash and recyclables shall be confined to backyards. Front stoop or front yard storage of trash, garbage, debris, containers or recycling bins is not permitted at any time. The fact that any container or bag is not visible from the street or sidewalk does not make it acceptable. All containers must be clearly labeled with the owner's house number and street address (e.g. 5400CR for 5400 Cabot Ridge Court), and must be removed from the front of houses or curbs the same day of trash collection. *(See General Rules and Regulations, Section B. Trash and Recycling)*

### **29. FIREWOOD**

Firewood stacks must be maintained in a neat manner, in stacks no higher than four feet, in backyards only. Firewood may not be stacked on the common area, except for houses that border the outer periphery of the community, and may not be stacked against common property fences. Tarps are not permitted (tarps retain moisture, which attracts pests and holds water which, in turn, attracts mosquitoes). Wood piles that have begun to deteriorate must be removed to avoid encouragement of termites.

### **31. HOUSE NUMBERS AND PLAQUES**

**For 5500-5519 Cheshire Meadows Way, please see your special section (#45 in this section) for guidance.**

House numbers must be displayed on the surface originally designated by the builder at the time of construction except for end units, whose owners may apply to the ARC to place a number plaque on the house surface facing the street. Wood plaques must be painted the house trim color or, if vinyl siding is installed, to match the vinyl siding. Numbers must be four inches in height, may be black or brass, and must be affixed to a plaque the same style as that originally installed by the builder.

Replacement plaques should be relatively plain, without ornamentation, and must be applied for with a drawing or photograph attached to the application.

Metal replacement house plaques are permitted as follows: The plaque should be approximately 17" by 9.5" with an arched top, flat sides and a flat base. The numbers should be 4" brass numerals on a black background. Owners must apply in advance of ordering and installing plaques.

### **32. SUMP PUMPS**

While application to the ARC to install an interior sump pump is not required, owners who install one are responsible for proper installation according to Fairfax County ordinance. Discharge pipes shall extend at ground level from the house and must be buried (see 17, Drain Pipes). Should any negative impact on any private or common properties occur as a result of installation, the owner is responsible for corrective action, including all related costs.

**33. RADON UNITS AND EXHAUST PIPES**

Owners must submit, in advance of the work being done, an application (including a drawing) specifying details of the installation and placement of the exterior exhaust pipe (with a drawing of the exterior configuration). If the pipe is to be installed on the front or side of the house, certification from the contractor that no alternative option is available must be attached to the application. Exhaust pipes must be extended to the edge of the roof. The container at ground level must be "disguised" behind a shrub or bush. All portions of the unit, including container and pipes, must be painted to match the house trim color.

**34. HEAT PUMPS**

Replacement heat pumps must be installed at the same location of the one installed by the builder at the time of construction. Installation elsewhere must be applied for in advance. If proposed installation is anywhere except against the back side of the house (that is, on the side or rear property line), the yard must be completely fenced in.

**35. MAILBOXES**

No public announcements, decals or other attachments are permitted on mailboxes. Cluster mailboxes located on the 5500 block of Cheshire Meadows Way are the responsibility of the U.S. Postal Service.

All other mailboxes must be either solid black or brass, without ornamentation. Mailboxes shall not include red flags used to indicate contents. Owners must submit a picture of the proposed replacement mailbox with their applications.

Door mail slots must be the same finish as the door hardware.

**36. DOORBELLS/DOOR KNOCKERS**

Doorbell installation is optional but limited to units measuring 5" x 2.5". The unit shall be attached to the door frame or brick/siding. Nothing may be attached to door shutters or trim. Doorbell buttons may be permanently installed into the trim that flanks the door but must be smaller than 2.5" in each dimension. Owners must submit a drawing indicating placement of doorbells with their applications. Doorbell units must be black, brass or painted to match the trim color. Door knockers must match the other door hardware in finish and must be similar in design to those installed by the builder at the time of construction. For houses in the 5500 block of Cheshire Meadows where door knockers were not installed by the builder at the time of construction, owners may install one with the same style and finish as stated for all other WoodLynne homes. Video Doorbells and camera systems must have a field of view primarily comprising of the owner's own property and may not unnecessarily infringe on another owner's privacy.

**37. EROSION CONTROL**

Owners are responsible for preventing erosion on their lots, and for conditions on their private properties that negatively impact common property and neighbors' properties.

**38. PET HOUSES, DOG RUNS, BIRD FEEDERS/HOUSES**

Items used to house a pet outdoors are permitted only in enclosed backyards. Dog runs are not permitted. Structures must be compatible with the applicant's house in color and material, or match a natural wood fence and be located where they will be visually unobtrusive.

**39. PROPANE TANKS**

No more than three propane tanks may be stored on any private property for the purpose of fueling barbecue grill sets, and such tanks and sets must be used and stored according to Fairfax County ordinance.

Propane tanks to fuel indoor or outdoor fireplace log sets are not permitted. Receptacles for storage of fuel or outdoor fireplace log sets are not permitted.

**40. SHUTTERS AND TRIM**

Replacement shutters and trim, such as the wooden pilasters around the front door, must be identical in design and size to existing shutters and trim.

**41. FRONT STOOPS/STEPS AND LEADWALKS**

Front stoops, steps and lead walks must be kept in good repair. Concrete used to repair or replace any part of the front stoop, steps or lead walk must match the existing concrete in color, type and design. Design and inlays; application of any product to stoops, steps or lead walks that changes the color or finish; or use of any material other than concrete for stoops, steps and lead walks are not permitted.

**42. REAR STOOPS/STEPS**

The rear stoop and steps, as installed by the builder at the time of construction, may not be removed, and must be kept in good condition.

**43. OUTDOOR FURNITURE**

Furniture, such as decorative benches and similar items, is not permitted on any lot except in backyards. The highest point of any piece of furniture may not extend above the fence. A small decorative chair specifically designed for outdoor use, which permits an exterior (storm) door to be opened to the front stoop rail, is permitted on the front stoop. Benches and other decorative lawn furniture are not permitted in front or side yards. Beach chairs and other similar furniture is permitted for day use but must be removed at the end of the day.

**44. SATELLITE DISHES AND EXTERIOR ANTENNA**

Owners must complete and submit the Association's Form to Install Antenna or Satellite Dish (Exhibit A) and a copy of applicable government permits prior to installation.

Owners may install a DBS dish or MDS antenna that is no larger than one meter (39.97 inches) or less in diameter. Owners may not install any type of antenna that transmits a signal of any sort or disrupts the reception of neighbors' radios and television sets. Any type of antenna not specifically protected by the FCC ruling is strictly prohibited. Owners may install no more than one antenna for each type of service. Owners are prohibited from installing an antenna that, in any way, shape or

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form, encroaches upon any common area, another owner's individual lot, or the air space of another owner's lot.

Antennas shall not be larger or installed higher than is absolutely necessary for reception of an acceptable quality signal (see size above) without incurring unreasonable costs and with the least adverse impact upon the lot's aesthetic appearance. Antennas shall be installed and secured in a manner that complies with applicable Virginia building codes and manufacturer's instructions, and in such a way as to not jeopardize the safety of passersby. Antennas shall not be placed near power lines, above ground or buried. Owners must consult with the electric utility to determine appropriate placement of any buried cable. Owners also must ensure that wind velocity or other forces could not cause the antenna to collide with a power line. Antennas shall be permanently grounded to minimize the possibility of electronic and fire damage.

### ***Location –***

If sufficient signal strength may be received by placing an antenna inside the house, then the Association may prohibit outdoor installation.

Owners must install the antenna in one of the following designated locations: inside a window within the house; at ground level in the rear yard screened or decorated with natural landscaping or flowers; if installed with a mast, the antenna must be entirely within and below the height of the approved privacy fencing (six feet) which fully encloses the rear yard; above the walking surface of a railed deck, provided that no portion of the device projects more than six inches above the height of the desk railing and on the rear side of the roof.

No alternative locations shall be permitted without a written certification from the installer that installation of the antenna in the approved locations would not afford sufficient signal strength for adequate reception and a precise statement describing the alternative location where sufficient signal strength would be adequate for reception. The Association shall reserve the power to protect the community from architectural blight to the greatest degree possible and shall strive to ensure that all concerns over safety are satisfied.

Owners must locate antennas in a place and manner which shields them from view from the nearest street(s) or from other lots in the community to the maximum extent possible. The Association reserves the power to require an owner to install visual barriers, natural or otherwise, around the device to diminish any adverse visual effect which may be caused by the installation of the antenna.

Owners are prohibited from installing antennas on common property.

### **45. 5500-5519 CHESHIRE MEADOWS WAY**

For Chimney/Metal Stacks: Must be painted the rust brown color as painted by the builder.

For Replacement Window Colors: Install white replacement windows to replace the white windows installed at the time of construction by the builder.

Rear Entry Doors: Sliding glass doors do not need to have grilles and must look like those installed by the builder.

For House Numbers and Plaques: Rectangular Wall Address, black/antique brass trim and numbers, 15.5 "x 7.5".

## 46. SOLAR COLLECTION DEVICES

### General Considerations

Solar collection devices require review and approval prior to installation. They must be installed by contractors who are licensed and insured. Solar collection devices are only permitted to be installed on the primary roofline or the ground; they are not to be located on a secondary roofline, such as the front porch roof, gables, gambrels, etc.

No owner may install solar collection devices in the common area or on any property owned by the Association. The placement of solar collection devices must not impede an emergency egress from any windows that are located immediately adjacent to the solar collection devices. The quality, design, color, configuration and location of the proposed solar collection devices must be compatible with the architecture of the home and of neighboring properties. In cases where the acceptable placement location described in this paragraph for solar collection devices is not adequate for the effective collection of solar energy, the Association reserves the power, in its sole discretion, to grant a variance from any of the requirements expressed herein, but will endeavor to protect the community from the architectural blight to the greatest degree possible and strive to ensure that all concerns over safety are satisfied.

### Specific Guidelines

1. All solar collection device installations will be reviewed on a case-by-case basis.
2. Solar collection devices must be flush-mounted or integrated, parallel with the roofline upon which they are installed, and adhere to all state and local guidelines, unless such devices are proposed to be mounted on the ground, in which case they must be screened from view from the street or neighboring lots.
3. All piping, wiring and control devices must be painted to match the color of the roof or the element upon which they are installed.
4. Wiring must be secured and concealed behind gutters or downspouts.
5. Solar collection device racking must be concealed and not visible from neighboring properties or common areas.
6. Solar collection devices may not be larger or installed higher than is absolutely necessary for their intended purpose. Solar collections devices must be installed and secured in a manner such that visibility from the street is minimized and so that they blend into the surroundings as much as possible.

### Submission Requirements

1. Drawings or photographs showing the proposed location of the solar collection devices, and a description of any visible auxiliary equipment and all components.
2. A detailed materials list to include dimensions, color and style.
3. Plans of proposed landscaping screening for ground-mounted collectors.

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Maintenance Requirements and Future Considerations

Solar collection device installations must be maintained in keeping with the WoodLynne Community Association's property maintenance standards at all times. If changes to previously approved solar collection devices are desired, a new Request for Exterior Modification is required. It must be submitted for review and approval prior to making any changes.

Enforceability

In the event that any part or provision of this resolution shall be adjudged unlawful or unenforceable under Virginia law, the remainder of this resolution shall nonetheless survive and remain in full force and effect.

**EXHIBIT A**

**Application to Install Antenna or Satellite Dish**

(please print clearly)

Date Received:

Note: This form must be completed prior to installation of an antenna or satellite dish. It provides a record that the owner(s) is aware of the community policy regarding installation of antennas and dishes. The completed form will be filed in the permanent lot file. Tenants may not complete the form for the owner unless a power of attorney is attached. Send this form directly to management (see page 3).

Owner(s): \_\_\_\_\_

WoodLynne Address: \_\_\_\_\_

Home Address (if different from WoodLynne): \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Type of antenna (check one)

Direct broadcast satellite: Size \_\_\_\_\_

Multi point distribution service: Size \_\_\_\_\_

Television broadcast: \_\_\_\_\_

Company performing installation: \_\_\_\_\_ Company phone: \_\_\_\_\_

Company Address: \_\_\_\_\_

Identify location of dish or antenna: \_\_\_\_\_

Note: If a dish or antenna must be located on any other area than the rear roof below the ridge line in order to receive an adequate signal, you must attach an official certification by the installer that such was the case to this form.

Date of installation: \_\_\_\_\_

Does your installation include a mast on the roof?  Yes  No If yes, complete the next section.

Complete this section only if you answered yes to the immediately preceding question.

On a separate page provide your reason(s) why the mast is necessary and include

- 1) A detailed drawing of the installation plans, including description of the antenna and mast,
- 2) Exact location of the mast and antenna installation,
- 3) Description of the manner and method of installation,
  
- 4) Total height of the mast and the height it will extend beyond the roof line (include an explanation of why the mast must extend to this height),
- 5) Manufacture specifications regarding the installation of the mast, and
- 6) A copy of the certificate of insurance of the contractor installing the antenna and mast.

This form, in addition to the information required if you wish to install an over-sized mast (see above) must include:



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- a drawing showing the exact location of the antenna and mast, if applicable, in relation to your house
- a picture and/or drawing of the antenna, including dimensions and mounting details
- color of the antenna and its components

I/we (all owners must sign) have read and agree to comply with the WoodLynne Community Association's Satellite Dish and Exterior Antenna Guidelines.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

.....  
Do not write in this section; for ARC use only.

House colors: \_\_\_\_\_

Siding: \_\_\_\_\_ Trim: \_\_\_\_\_

Roof: \_\_\_\_\_

**EXHIBIT B**

**Application for Exterior Modification**

All exterior work to a WoodLynne lot or private property, either structural or general including landscaping and painting the same colors, requires prior written application. Your signature verifies that you have read the ARC rules and regulations and agree that all work will comply with the guidelines.

**\*\*Please print clearly. Thoroughly complete the application. Failure to provide appropriate information, samples and/or signatures will delay review and approval of your application.\*\***

Submit application form, drawings, measurements, and other required documents to:

**1. WoodLynne Community Association Architectural Review Committee**

c/o Cardinal Management Group, LLC

4330 Prince William Parkway, Suite 201 Woodbridge, Virginia 22192

Email: [g.pichardo@cardinalmanagementgroup.com](mailto:g.pichardo@cardinalmanagementgroup.com)

**2. WoodLynne Community Association ARC Team**

[wdlynarc@gmail.com](mailto:wdlynarc@gmail.com)

**\*Please note applications should be submitted to both Cardinal Management and WoodLynne ARC\*\***

OWNER(S): \_\_\_\_\_

WOODLYNNE STREET ADDRESS: \_\_\_\_\_

MAILING ADDRESS (If Different): \_\_\_\_\_

PHONE: \_\_\_\_\_

DESCRIBE PROJECT. Include measurements, colors and materials. Drawings/photos and/or material/color samples MUST be attached (see reverse side). Use additional page(s) if needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Please use the back of this paper or your own to further describe the project and provide supporting information.

I/WE hereby declare to be the legal owner(s) of said property, and propose to make the following exterior improvement, renovation or repair to said property in accordance with WoodLynne Community Association guidelines and as approved by the Architectural Review Committee (ARC). I/WE agree that I/WE will carry out the project as approved by the ARC and that any deviation from the approved plan will be submitted to the ARC for approval before making changes. The ARC can void any application that misrepresents a material fact.

HOMEOWNER(s) Signature(s): \_\_\_\_\_

NEIGHBOR(s) Signature [LEFT]: \_\_\_\_\_

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NEIGHBOR(s) Signature [RIGHT]: \_\_\_\_\_

\*Signature indicates the neighbor(s) is/are aware of work that may have an impact upon their property - NOT approval.

Estimated Completion Date: \_\_\_\_\_

Note: You must notify the ARC when project is completed.

Note: All work not begun within six (6) months from date of approval must be resubmitted for approval. If you have any questions, please contact the WoodLynne ARC Chairperson or Cardinal Management Group, Inc.

FOR ASSOCIATION USE ONLY

- Approved
- Disapproved
- Returned for additional information

Signature (for the ARC): \_\_\_\_\_ Date: \_\_\_\_\_

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**REQUIRED EXHIBITS AND SUPPORTING DOCUMENTATION**

The supporting exhibits and/or documents listed below must accompany this application. An application that does not include required exhibits will be considered incomplete and returned to the applicant. A resubmitted application should include the date of the resubmission. Required review will not commence until all required exhibits are provided.

**Paint or Stain Colors:** A sample of the proposed color must accompany your request.

**Material:** A description and/or sample of all materials to be used must accompany your request.

**Site Plan:** A site plan, drawn to scale, showing the location and dimensions of the proposed work, including orientation with respect to the property lines, unit and adjacent houses, must be provided for. This applies to proposed work for decks, patios, fences, storage sheds and landscaping.

**Architectural Drawings and Landscape Improvements:** Specific drawings or plans must be provided for decks and storage sheds, as well as for landscape improvements that would change the topography of the lot or current landscape plan.

**Photographs:** Photographs, brochures and catalog illustrations for exterior lighting fixtures, doorknockers and other items that would be difficult to otherwise describe.

**Other Exhibits:** Other exhibits may be required or requested to permit appropriate evaluation of the proposed work being submitted for approval. Homeowners should refer to the handbook or seek guidance from the WoodLynne Architectural Review Committee.

## NOTES

Nothing contained herein shall be construed to represent that alterations to lots or buildings in accordance with these plans shall violate any of the provisions of local building and zoning codes to which the above property is subject. Further, nothing contained herein shall be construed as a waiver or modification of any said restrictions.

Where required, building permits shall be obtained prior to the start of any construction. Nothing contained herein shall be construed as a waiver of said requirement.

Owner understands and agrees that no work on this request will commence until written approval has been obtained from the WoodLynne Architectural Review Committee.

Owner understands and agrees that any exterior alterations undertaken without written prior approval is not permitted. Furthermore, the owner may be required to restore the property to its former condition at the owner's own expense if such alterations are made and subsequently disapproved, in whole or part. Owner understands that any legal expense associated therewith may be the responsibility of the owner.

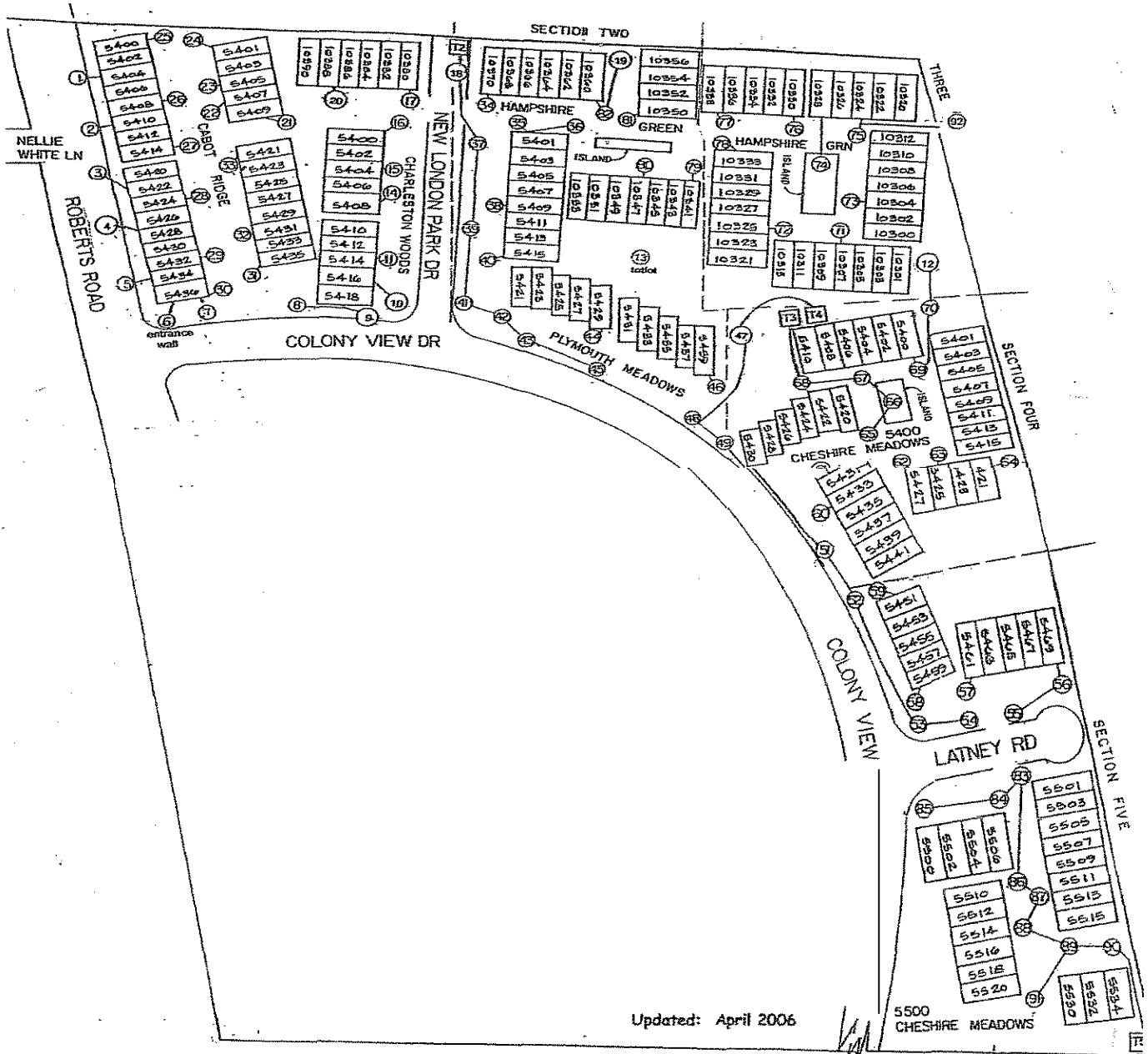
Owner agrees to give the WoodLynne Architectural Review Committee and/or property management express permission to enter on the owner's property at a reasonable time to inspect the proposed project, the project in progress and the completed project.

Owner understands that approval is contingent upon the completion of alterations in a workmanlike manner and in accordance with the approved plan and specifications for said alterations and improvements.

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EXHIBIT C

WoodLyenne Community Map



**EXHIBIT D**

**Color Charts**

The next five pages include color charts for WoodLynne houses. Owners must submit an application to the Architectural Review Committee to paint, even if they are repainting the same colors currently on their house. Application approval ensures that the correct colors are being used in the event that a previous owner used an incorrect color or that an incorrect color has been used in the charts.

McCormick paint was used by the builder at the time of construction. Most major paint stores can pull up the McCormick paint recipe in their database.

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CABOT RIDGE COURT (30 homes)													
Num.	Lot	Siding/Trim	Front Door	Shutters		Storm Doors		Windows		Roof	Shed	Fenc	Comments
				Front	Rear	Front	Rear	Front	Rear				
5400	170	112 Woodland+	112	220 Georgetown G	--	tan	tan	R-tan	R-tan	black	Wood	--	
5401	171	110 Greystone+	110	200 Black	--	tan	tan	R-tan	R-tan	black	Wood*	--	*shed app by builder - gf 1977
5402	169	110 Greystone+	201 Harvest Gold	--	--	tan	tan	orig	orig	deep brn	--	--	
5403	172	107 Woodspice	214 Sandstone	214	--	tan	*	R-tan	R-tan	deep brn	--	yes	*alum door painted to match trim 107
5404	168	103 Cypress+	103	213 Dark Olive	213	tan	--	orig	orig	cedar brn	--	--	
5405	173	103 Cypress+	103	202 Foxhall Grn	--	tan	*	R-tan	R-tan	black	Metal	yes	*slider screen
5406	167	107 Woodspice	218 Cromwell Grn	218	218	tan	tan	R-tan	R-tan	black	--	--	
5407	174	104 HarnShop	213 Dark Olive	--	213	olive	olive-gf	R-tan	R-tan	cedar brn	--	yes	
5408	166	107 Woodspice	107	218 Cromwell Grn	218	tan	tan	tan	tan	black	--	--	
5409	175	107 Woodspice	107	224 Deep Forest B	224	tan	tan	orig	orig	deep brn	Wood	yes	
5410	165	110 Greystone+	110	219 Dorset Grn	--	tan	tan	R-tan	R-tan	black	--	--	
5412	164	104 HarnShop	104	222 Fairfax Brn	--	brown	tan	R-tan	R-tan	deep brn	--	--	
5414	163	110 Greystone+	216 Hearthstone	--	216	grey	tan	orig	orig	slate grey	--	--	
5420	162	108 Wheat	108	202 Foxhall Grn	--	tan	tan*	tan	tan	black	--	--	*screen door painted to match trim 108
5421	153	110 Greystone	110	115 Sage Grn	--	tan	tan	storm	storm	cedar brn	Wood	--	
5422	161	107 Woodspice	107	200 Black	--	tan	tan	R-tan	R-tan	black	--	--	
5423	152	103 Cypress+	103	--	103	tan	tan	R-tan	R-tan	cedar brn	--	--	
5424	160	104 HarnShop+	214 Sandstone	214	214	tan	tan	R-tan	R-tan	deep brn	--	--	no divider fence between 5422/5424
5425	151	112 Woodland+	200 Black	200	200	black	tan	tan	tan	black	--	yes	
5426	159	103 Cypress+	207 Copperleaf	--	207	tan	tan	R-tan	R-tan	cedar brn	--	--	
5427	150	107 Woodspice	107	201 Harvest Gold	207	tan	tan	orig	orig	deep brn	--	--	
5428	158	112 Woodland+	224 Deep Forest B	224	224	brown	brn-gf	orig	orig	deep brn	--	--	
5429	149	106 Incense	106	--	216	grey-gf	grey-gf	storm*	storm*	slate grey	--	--	*storm windows painted to match trim 106
5430	157	106 Incense	106	216 Hearthstone	--	grey-gf	grey-gf	orig	orig	slate grey	--	--	
5431	148	107 Woodspice	107	--	--	tan	--	tan	tan	black	--	--	no divider fence between 5430/5432
5432	156	112 Woodland+	112	219 Dorset Grn	--	tan	tan	R-tan	R-tan	black	--	--	no divider fence between 5432/5434
5433	147	110 Greystone	224 Deep Forest B	224	224	brown	tan	tan	tan	deep brn	--	--	
5434	155	110 Greystone+	110	--	207	tan	tan	R-tan	R-tan	cedar brn	--	yes	no divider fence between 5434/5436
5435	146	112 Woodland+	112	213 Dark Olive	213	tan-gf	tan	tan	tan	cedar brn	--	yes	steel siding-gf
5436	154	107 Woodspice	107	201 Harvest Gold	210	tan	*	R-tan	R-tan	deep brn	Wood	--	*slider screen

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**CHARLESTON WOODS DRIVE (10 homes)**

Num.	Lot	Siding/Trim	Front Door	Shutters		Storm Doors		Windows		Roof	Shed	Fenc	Comments
				Front	Rear	Front	Rear	Front	Rear				
5400	136	112 Woodland+	112	200 Black	200	tan	tan	storm	storm	black	--	--	
5402	137	103 Cypress+	207 Copperleaf	110 Greystone	110	tan	tan	storm	storm	cedar brn	--	--	
5404	138	107 Woodspice	107	220 Georgetown G	--	tan	tan	R-tan	R-tan	black	--	--	
5406	139	104 HarnShop*	222 Fairfax Brn	222	222	tan	tan	storm	storm	deep brn	--	--	*original siding 214 Sandstone; 104 OK
5408	140	103 Cypress+	115 Sage Grn	115	--	brn-gf	tan	storm	storm	cedar brn	--	--	
5410	141	110 Greystone+	110	202 Foxhall Grn	--	tan	tan	R-tan	R-tan	black	--	--	
5412	142	107 Woodspice	216 Hearthstone	216	--	tan	--	R-tan	R-tan	black	--	--	
5414	143	112 Woodland+	213 Dark Olive	--	--	brn-gf	tan	orig	orig	cedar brn	--	--	
5416	144	107 Woodspice	107	--	222	brn*	brn*	orig	orig	deep brn	Wood	--	*non reg storm doors front/back - gf
5418	145	106 Incense+	106	200 Black	200	black*	black*	black*	black*	black	--	--	*black storm doors and windows - gf

**CHESHIRE MEADOWS (21 homes)**

Num.	Lot	Siding/Trim	Front Door	Shutters		Storm Doors		Windows		Roof	Shed	Fenc	Comments
				Front	Rear	Front	Rear	Front	Rear				
5500	72	111 Tavern Beig	202 Foxhall Grn	202	--	--	--			black	--	--	
5501	89	104 HarnShop+	223 Old Carriage B	223	--	brown	--	brown	brown	brown	--	--	
5502	71	108 Wheat	217 Farmhouse Re	217	--	red*	--			black	--	--	*storm door painted to match 217 farmhs. red
5503	88	108 Wheat	216 Hearthstone	--	--	grey	--			black	--	--	
5504	70	107 Woodspice	213 Dark Olive	213	--	--	--			olive	--	--	
5505	87	103 Cypress	224 Forest Brown	224	--	brown*	--			olive	--	--	*storm door painted to match door 224
5506	69	108 Wheat	217 Farmhouse Re	216 Hearthstone	--	--	--			brown	--	--	
5507	86	White	200 Black	200	--	grey	--	R-white	R-white	grey	--	--	
5509	85	108 Wheat	220 Georgetown G	220	--	tan	--	R-white	R-white	cedar brn	--	--	
5510	73A	108 Wheat	225 Old Colonial R	216 Hearthstone	--	--	--		grey	grey	--	--	
5511	84	108 Wheat	200 Black	200	--	black	--	brown	brown	black	--	--	
5512	74A	108 Wheat	216 Hearthstone	--	--	--	--			brown	--	--	
5513	83	110 Greystone	202 Foxhall Grn	202	--	--	*			brown	--	--	*no grilles in sliding glass door - gf
5514	75A	Blue-Gray	217 Farmhouse Re	--	--	red*	--			brown	--	--	*storm door painted to match 217 farmhs. red
5515	82	108 Wheat	108 Wheat	207 Copperleaf	--	white	--			black	--	--	
5516	76A	104 HarnShop	222 Fairfax Brn	222	--	brown	--			brown	--	--	
5518	77A	101 Amber Whi	222 Fairfax Brn	222	--	--	--			brown	--	--	
5520	78	108 Wheat	225 Old Colonial R	225	225	red*	--			black	--	--	*storm door painted to match 225 old col. red
5530	79	108 Wheat	217 Farmhouse Re	217	--	wheat*	--			black	Wood	--	*storm door painted to match 108 wheat
5532	80A	108 Wheat	222 Fairfax Brn	222	--	white	--			brown	--	--	
5534	81A	Blue-Gray	110 Greystone	216 Hearthstone	--	tan	--	R-white	R-white	grey	--	--	*style - gf



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CHESHIRE MEADOWS WAY (40 homes)													
Num.	Lot	Siding/Trim	Front Door	Shutters		Storm Doors		Windows		Roof	Shed	Fenc	Comments
				Front	Rear	Front	Rear	Front	Rear				
5400	117	112 Woodland	200 Black	--	--	black	tan	R-tan	R-tan	black	--	yes	
5401	112	107 Woodspice	104 HarnShop	207 Copperleaf	--	--	tan	R-tan	R-tan	ash gray	--	--	
5402	116	104 HarnShop	207 Copperleaf	207	--	tan	--	orig	orig	walnut brn	--	yes	
5403	231	106 Incense	225 Old Colonial R	215 Cobblestone G	--	--	orig	orig	orig	ash gray	--	--	
5404	115	113 Brush Grey	213 Dark Olive	213	--	tan	tan	R-tan	R-tan	black	--	yes	
5405	232	112 Woodland	200 Black	200	200	tan	tan	orig	orig	black	--	yes*	*partial fence
5406	114	111 Tavern Beig	207 Copperleaf	--	--	tan	tan*	R-tan	R-tan	olive	--	yes	*sliding rear screen
5407	223	103 Cypress	213 Dark Olive	115 Sage Grn	--	tan	tan	storm	OE	olive	--	--	
5408	113	112 Woodland	200 Black	200	--	black	blk-gf	orig	orig	black	--	yes	
5409	232	111 Tavern Beig	200 Black	--	--	black	orig	R-tan	R-tan	black	--	--	
5410	112	106 Incense	106	215 Cobblestone G	--	brn-gf	brn-gf	brown*	brown*	ash gray	--	--	*brown storm windows - gf
5411	235	107 Woodspice	222 Fairfax Brn	--	--	brown	--	orig	orig	walnut brn	--	yes	
5413	236	110 Greystone	110	200 Black	--	tan	tan	R-tan	R-tan	black	--	--	
5415	237	104 HarnShop+	213 Dark Olive	213 Dark Olive	--	tan	orig	R-tan	R-tan	olive	Wood*	--	*gf
5420	111	104 HarnShop	104	223 Old Carriage Brn	--	brn-gf	brn-gf	orig	orig	walnut brn	--	yes	
5421	238	112 Woodland+	220 Georgetown G	--	--	tan	tan	storm	storm	black	--	yes	
5422	110	111 Tavern Bge	213 Dark Olive	--	--	green	--	R-tan	R-tan*	olive	--	yes	*except rear bottom
5423	239	112 Woodland+	112*	216 Hearthstone*	--	tan	tan	R-tan	R-tan	walnut brn	--	--	*color change from 107/107/224 - approved
5424	109	113 Brush Grey	215 Cobblestone G	216	--	--	orig	orig	orig	ash gray	--	--	
5425	240	103 Cypress	103	213 Dark Olive	--	tan	tan	storm	storm	olive	--	yes	
5426	108	108 Wheat	207 Copperleaf	207	--	--	orig	orig	orig	olive	Wood*	yes	*gf
5427	241	106 Incense	106	200 Black	--	grey	grey	storm	storm	black	--	--	
5428	107	104 HarnShop	104	221 Carmel	--	tan	orig	R-tan	R-tan	walnut brn	--	yes	
5430	106	112 Woodland	220 Georgetown G	--	--	tan	tan	tan	tan	black	--	yes	
5431	105	103 Cypress+	103	213 Dark Olive	--	tan	--	orig	orig	olive	--	yes	
5433	104	107 Woodspice	214 Sandstone	214	--	sandst*	tan	storm	storm	walnut brn	--	yes	*painted to match front door/shutters 214
5435	103	106 Incense	200 Black	--	--	black	--	R-tan	R-tan	black	--	yes	
5437	102	112 Woodland+	224 Deep Forest B	224	--	brown	tan	R-tan	R-tan	walnut brn	--	yes	
5439	101	110 Greystone	219 Dorset Grn	--	--	--	--	tan	tan	olive	--	yes	
5441	100	107 Woodspice	200 Black	200	--	black	orig	R-tan	R-tan	black	--	yes	
5451	99	112 Woodland+	112	207 Copperleaf	--	tan	--	--	--	olive	--	--	*siding on gable end of house only
5453	98	110 Greystone+	201 Harvest Gold	201	--	tan	tan	R-tan	R-tan	black	Wood	yes	
5455	97	107 Woodspice	224 Deep Forest B	--	--	brown	--	R-tan	R-tan	walnut brn	--	yes	
5457	96	106 Incense	216 Hearthstone	--	--	grey	orig	orig	orig	black	--	yes	
5459	95	104 HarnShop+	104	222 Fairfax Brn	--	black	white	orig	orig	walnut brn	--	yes	
5461	94	110 Greystone+	110	200 Black	--	tan	--	storm	storm	black	--	--	
5463	93	214 Sandstone	223 Old Carriage B	214	--	sandst*	tan	R-tan	R-tan	walnut brn	--	yes	*painted to match trim 214
5465	92	107 Woodspice	107	202 Foxhall Grn	--	tan	--	storm	storm	black	--	yes	
5467	91	103 Cypress	103	207 Copperleaf	--	tan	tan	storm	storm	olive	--	--	
5469	90	111 Tavern Beig	213 Dark Olive	213	--	tvn bge*	tvn bge*	lt olive	lt olive	black	--	yes	*painted to match trim 111

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HAMPSHIRE GREEN AVENUE (54 homes)													
Num.	Lot	Siding/Trim	Front Door	Shutters		Storm Doors		Windows		Roof	Shed	Fenc	Comments
				Front	Rear	Front	Rear	Front	Rear				
10300	208	111 Tavern Bge	115 Sage Grn	115	--	green	tan	R-tan	R-tan	olive	Wood	--	
10301	209	214 Sandstone	214 Sandstone	200 Black	--	black-gf	tan	orig	orig	burnt brn	Wood	yes	
10302	207	112 Woodland	200 Black	200	--	black	tan	R-tan	R-tan	black	--	partial	
10303	210	103 Cypress	202 Foxhall Grn	202	--	green	tan	orig	orig	black	--	--	
10304	206	107 Woodspice	107	107	--	tan	tan	R-tan	R-tan	burnt brn	--	--	
10305	211	110 Greystone+	110	222 Fairfax Brn	--	tan	tan	R-tan	R-tan	burnt brn	--	yes	
10306	205	110 Greystone+	213 Dark Olive	213	--	tan	tan	storm	storm	olive	--	--	
10307	212	112 Woodland	112 Woodland	207 Copperleaf	--	tan	tan	orig	orig	olive	--	yes	
10308	204	112 Woodland+	111 Tavern Bge	224 Deep Forest B	--	tan	tan	R-tan	R-tan	burnt brn	--	--	
10309	213	112 Woodland	221 Carmel	--	--	brn-gf	brn-gf	storm	storm	slate gray	--	--	
10310	203	104 HamShop	214 Sandstone	--	214	tan	orig	storm	storm	black	Wood	--	
10311	214	103 Cypress	219 Dorset Grn	219	--	tan	--	R-tan	R-tan	black	Wood	yes	
10312	202	107 Woodspice	107	222 Fairfax Brn	--	tan	tan	R-tan	R-tan	burnt brn	Wood	--	
10313	215	107 Woodspice	107	201 Harvest Gold	--	tan	tan	storm	storm	burnt brn	Wood	yes	
10320	201	112 Woodland+	112	202 Foxhall Grn	--	tan	tan	orig	orig	black	--	--	
10321	216	106 Incense	106 Incense	215 Cobblestone G	--	--	*	R-tan	R-tan	slate gray	Wood-gf	yes	*sliding screen
10322	200	103 Cypress+	103 Cypress	207 Copperleaf	--	tan	tan	R-tan	R-tan	burnt brn	--	yes	
10323	217	110 Greystone	220 Georgetown G	220	--	tan	orig	orig	orig	black	--	--	
10324	199	103 Cypress+	213 Dark Olive	213	--	tan	orig	R-tan	R-tan	olive	--	yes	
10325	218	112 Woodland	112	213 Dark Olive	--	tan	orig	R-tan	R-tan	olive	--	yes	
10326	198	113 Brush Gray	216 Hearthstone	216	--	grey	--	R-tan	R-tan	slate gray	--	--	
10327	219	107 Woodspice	221 Carmel	--	--	tan	--	R-tan	R-tan	burnt brn	--	--	
10328	197	112 Woodland+	112	207 Copperleaf	--	--	orig	R-tan	R-tan	burnt brn	--	--	
10329	220	110 Greystone+	110 Greystone	207 Copperleaf	--	tan	tan	R-tan	R-tan	olive	Wood	--	
10330	196	110 Greystone+	110 Greystone	219 Dorset Grn	219	tan	tan	R-tan	R-tan	black	Wood	--	
10331	221	112 Woodland+	215 Cobblestone G	215	215	tan	tan	R-tan	R-tan	slate gray	--	yes	
10332	195	103 Cypress+*	202 Foxhall Grn	202	--	green	tan	R-tan	R-tan	olive	Wood	--	*siding on rear only
10333	222	103 Cypress+	200 Black	200 Black	--	tan	tan	R-tan	R-tan	slate gray	--	yes	
10334	194	112 Woodland+	112 Woodland	223 Old Carriage B	223	brown	tan	R-tan	R-tan	burnt brn	--	yes	
10336	193	107 Woodspice	201 Harvest Gold	201	201	tan	alum	R-tan	R-tan	black	--	yes	
10338	192	111 Tavern Bge	111 Tavern Bge	111	111	--	orig	orig	orig	olive	--	--	
10341	223	103 Cypress	103	219 Dorset Grn	--	tan	orig	storm	storm*	char gray	--	--	*iron grille on rear bottom window-gf
10343	224	104 HamShop	104	104	--	tan	tan	storm	storm	burnt brn	--	--	
10345	225	112 Woodland	112	224 Deep Forest B	--	tan	tan	storm	storm	burnt brn	--	--	
10347	226	113 Brush Gray	215 Cobblestone G	215	--	tan	tan	orig	orig	ash gray	--	--	
10349	227	107 Woodspice	107	219 Dorset Grn	--	tan	tan*	orig	orig	black	--	yes	*rear storm door-gf
10350	238	110 Greystone	110	220 Georgetown G	--	--	--	R-tan	R-tan	oakwood	--	--	
10351	239	108 Wheat	216 Hearthstone	216	--	tan	--	orig	orig	burnt brn	--	--	
10352	190	112 Woodland	112	200 Black	--	tan	tan	R-tan	R-tan	slate gray	Wood	yes	
10353	229	110 Greystone	200 Black	200	--	--	orig	orig	orig	black	--	--	
10354	189	111 Tavern Bge	207 Copperleaf	--	--	tan	tan	R-tan	R-tan	char gray	--	yes	
10356	188	107 Woodspice	107	222 Fairfax Brn	--	tan	tan	tan	tan	burnt brn	--	yes	
10360	187	112 Woodland+	110 Greystone	202 Foxhall Grn	--	tan	brown	R-tan	R-tan	black	--	yes	
10362	186	115 Sage Grn	115	200 Black	--	grey	brown	R-tan	R-tan	black	--	yes	
10364	185	103 Cypress+	103	213 Dark Olive	--	tan	tan	R-tan	R-tan	olive	--	yes	
10366	184	107 Woodspice	107	207 Copperleaf	--	tan	tan	R-tan	R-tan	black	Wood	--	
10368	183	104 HamShop+	104	224 Deep Forest Brn	--	--	tan	R-tan	R-tan	walnut brn	--	yes	
10370	182	106 Incense+	106	216 Hearthstone	--	grey	grey	storm	storm	slate gray	--	yes	
10380	181	110 Greystone	103 Cypress	213 Dark Olive	--	grey	alum	R-tan	R-tan	burnt brn	--	--	
10382	180	110 Greystone	110	--	222	--	brn-gf	orig	orig	burnt brn	Wood	--	
10384	179	111 Tavern Bge	111	--	--	tan	tan	orig	--	cedar brn	--	--	
10386	178	106 Incense	216 Hearthstone	--	--	grey	--	orig	--	cedar brn	--	--	
10388	177	110 Greystone+	201 Harvest Gold	201	--	brown	--	R-tan	R-tan	black	--	--	
10390	176	112 Woodland+	112	207 Copperleaf	--	brown	tan	R-tan	R-tan	cedar brn	Wood	--	

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PLYMOUTH MEADOWS (18 homes)													
Num.	Lot	Siding/Trim	Front Door	Shutters		Storm Doors		Windows		Roof	Shed	Fenc	Comments
				Front	Rear	Front	Rear	Front	Rear				
5401	135	107 Woodspice	107	201 Harvest Gold	201	brn-gf	--	R-tan	R-tan	walnut brn	Wood	yes	4 of 5 rear windows have shutters
5403	134	111 Tavern Bge	213 Dark Olive	--	--	tan	tan	orig	orig	olive	--	yes	
5405	133	112 Woodland	224 Deep Forest B	224	224	brown	brn-gf	storm w	storm w	walnut brn	--	yes	only rear top windows have shutters
5407	132	107 Woodspice	219 Dorset Grn	217 Farmhouse Re	217	tan	--	tan	tan	black	Wood	--	only rear top windows have shutters
5409	131	110 Greystone	110	207 Copperleaf	--	tan	tan	R-tan	R-tan	grey blend	--	--	
5411	130	103 Cypress	200 Black	200	--	tan	tan	tan	tan	black	Wood	yes	
5413	129	112 Woodland	201 Harvest Gold	--	201	tan	tan	orig	orig	walnut brn	Wood-gf	--	
5415	128	108 Wheat	108	--	220*	108**	tan	R-tan	R-tan	black	--	--	*Georgetown Grn **door painted to match trim
5421	127	110 Greystone	110	223 Old Carriage B	223	tan	brn-gf	stormw	stormw	black	Plastic	yes	*gf
5423	126	112 Woodland+	110 Greystone	213 Dark Olive	--	tan	tan	R-tan	R-tan	olive	--	--	
5425	125	103 Cypress+*	103 Cypress*	219 Dorset Grn*	--	tan	tan	R-tan	R-tan	black	--	--	*approved 9/19/2002
5427	124	110 Greystone+	216 Hearthstone	216	216	tan	tan	R-tan	R-tan	ash gray	--	--	
5429	123	104 HarnShop*	104*	--	221**	tan	tan	orig	orig	walnut brn	--	--	*apprvd 1995 **Carmel; 2nd lv builder deck-c
5431	122	112 Woodland	112	216 Hearthstone	216	tan	--	R-tan	R-tan	walnut brn	--	--	4 of 5 rear windows have shutters
5433	121	107 Woodspice	107	--	202*	tan	tan	R-tan	R-tan	black	--	--	*Foxhall Grn; 4 of 5 rear windows have shutt
5435	120	111 Tavern Bge	111	--	--	111*	111*	R-tan	R-tan	olive	--	yes	*painted to match trim
5437	119	106 Incense	106	215 Cobblestone G	--	106*	--	orig	orig	ash gray	--	--	*painted to match trim
5439	118	107 Woodspice	107	207 Copperleaf	--	tan	tan	R-tan	orig	walnut brn	Wood-gf	--	

Vinyl Siding/Trim Wrap Conversion Chart			
	McCormick Color	Vinyl Manufacturer	Vinyl Siding/Trim Color
	BRUSH GRAY	REVERE	Canyon Clay
	CYPRESS	REVERE	Wicker
		CERTAINEED	Clay
	GREYSTONE	CERTAINEED	Desert Tan
	HARNESS SHOP TAN	ALCOA	Sandstone
	INCENSE	ALCOA	Brookstone
	SAGE GREEN	REYNOLDS	Chestnut Tan
	SANDSTONE	ALCOA	Pebblestone Clay
	TAVERN BEIGE	CERTAINEED	Natural Clay
	WHEAT	CERTAINEED	Light Maple
		ALSIDE	Maple
	WOODLAND	CERTAINEED	Savannah Wicker
	WOODSPICE	ALSIDE	Colonial Ivory
		REVERE	Antique Ivory

Abbreviations Key	
R	Replacement vinyl windows
gf	grandfathered
+	Replacement vinyl siding and vinyl wrap (see ARC approved color chart below)

Last Revision: December 4, 2024