

LAKE RIDGE

ASSOCIATION

Guidelines For Lots

12350 Oakwood Drive
Lake Ridge, VA 22192
703-491-2154
www.lakeridgeva.com

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INTRODUCTION

Overview

Lake Ridge is a planned community governed by Lake Ridge Parks and Recreation Association, Inc. (“Association”), a Virginia nonstock corporation. The Association is established to protect property values and the natural environment of Lake Ridge. The Association is governed by the Declaration of Covenants, Conditions, and Restrictions (“Declaration”), recorded rules, By-laws, Articles of Incorporation and rules adopted in accordance with these governing documents, including these Guidelines for Lots (“Guidelines”).

The Guidelines set forth process and procedures as well as standards for architectural review, exterior process and appearance of Lots and Living Units located on Lots, and methods for ensuring covenants compliance. Article IV, Section 2 of the Declaration establishes the authority of the Association and any authorized representative to enter upon and inspect a lot – authority necessary to carry out the duties and responsibilities imposed upon the Association.

Declaration

The Declaration is dated March 29, 1972 and recorded among the land records of Prince William County, Virginia, in Deed Book 625 at Page 443. The covenants, conditions, and restrictions established in the Declaration “run with and bind the land” within the boundaries of the Association – both Common Area and Lots. These covenants and restrictions establish rights and obligations of lot owners and residents as well as the Association, including alterations to lots and standards for maintenance of lots.

Architectural Review

Article VIII of the Declaration addresses architectural control in the Association and establishes the duties and responsibilities of the Architectural Committee (“AC”) as well as composition of the AC. The Association Covenants Department works closely with the AC to coordinate review of applications for architectural changes as well as implementing the process to ensure compliance with these Guidelines and property maintenance standards.

Compliance

In order to ensure compliance with these Guidelines and the governing documents, the Association has adopted due process procedures (LRPRA Due Process Procedure Rule and Attorney’s Fee Rule, Resolution 201211060107419, found in Lake Ridge Association Covenants, By-Laws and Articles) to ensure notice, an opportunity to cure and a hearing before imposing penalties and taking legal action as allowed by the Virginia Property Owners’ Association Act (“Act”).

DEFINITIONS

Commercial Vehicles	<i>Commercial Vehicles</i> are vehicles that display commercial advertising (e.g. business or trade names), logos, addresses, telephone numbers, tools, machinery, equipment, supplies, or debris that is visible. License plates, bumper stickers, window stickers, and decals of a minor nature will not be considered as commercial advertising.
Deck Partition	A <i>Deck Partition</i> is a structure extending above the deck railing that does not have an open-frame design.
Duplex Lots	<i>Duplex Lots</i> are residential structures designed to house two separate families within its exterior walls, each with its own separate living space but sharing a common party wall, such as a semi-detached duplex structure.
Living Unit	A <i>Living Unit</i> is any portion of a structure within Lake Ridge intended for use and occupancy as a residence by a single family.
Lot	<i>Lot</i> is any parcel of real property designated as a Lot on any recorded plat within Lake Ridge, with the exception of Common Area. The Lot is the land and structure owned by an Association member.
Non-Commercial Vehicles	<i>Non-Commercial Vehicles</i> are vehicles which do not display commercial advertising, tools, machinery, equipment, supplies, or debris. Governmental emergency vehicles (police, fire, and rescue only) will be considered as non-commercial vehicles for the purpose of this definition.
Oversized Vehicles	<i>Oversized Vehicles</i> are vehicles with a gross weight in excess of 7,500 pounds or exceeding 784 cubic feet in size or having four or more rear wheels.
Owner	<i>Owner</i> is the recorded owner, whether one or more persons or entities, of equitable or beneficial title of any Lot.
Privacy Panel	A <i>Privacy Panel</i> is a ground level closed-framed structure, 72” or less in height, to provide privacy between neighboring properties.
Severe Body Damage	<i>Severe Body Damage</i> is damage to a vehicle which may include, but not limited to, severe dents, missing or hanging parts, one or more flat or missing tires, and/or broken windows.
Single Family Lots	<i>Single Family Lots</i> are detached, residential structures designed to house one family within its exterior walls.
Temporary	<i>Temporary</i> is a period of time not to exceed 72 hours.
Townhouses or Townhouse Lots	<i>Townhouses</i> or <i>Townhouse Lots</i> are residential structures designed to house three or more separate families within its exterior walls, each with its own separate living space but sharing one or more common party walls in a side-by-side configuration.
Trailer	A <i>Trailer</i> is a utility trailer or any device used to haul a camper, mobile home, tent, boat, vehicle, motorcycle, bicycles, or any other item which is not self-propelled and must be pulled or pushed.
Virginia Power Easement	<i>Virginia Power Easement</i> is ground owned by the Association with easement rights granted to Virginia Power for usage and access.
Visible from Neighboring Properties	<i>Visible from Neighboring Properties</i> means visible to a person six feet tall standing on any part of neighboring property at an elevation no greater than the elevation of the base of the object being viewed.

COMPLIANCE PROCESS

Violation Timeline

Lot inspections will be performed from time to time by the Covenants Department to ensure compliance with the Guidelines, Standards and Declaration. Compliance procedures shall be conducted in accordance with adopted Association due process procedures. Refer to Article IV and other sections of the Declaration, as well as these Guidelines and Standards, for information on what may be considered non-compliance. The Covenants Department will make every effort to work with an owner to obtain compliance. Providing the Association with up-to-date contact information including email addresses and phone numbers will make communication more efficient.

The compliance process begins with a letter that describes the violation(s) and requests the owner contact the Covenants Department if unable to remedy within fifteen days. After notice, unless the owner has contacted the Covenants Department and received additional time, the lot will be re-inspected and if the conditions remain unaddressed, a letter is sent to the owner allowing an additional thirty days to remedy the violation(s).

Once the process is initiated, regularly scheduled site inspections are performed by the Covenants Department. If the violation(s) persist, letter(s) are sent in conformance with the Declaration explaining that unless the matter is resolved by the stated deadline(s) it will be reviewed at an Association hearing in accordance with Section 55-513 of the Virginia Property Owner's Association Act ("Act") for the purpose of taking corrective action, including assessing charges and legal action.

Architectural Appeal

If the violation is an unapproved exterior alteration, the owner may appeal the violation to the Architectural Committee ("AC") by submitting a written appeal statement. The appeal statement must include the rationale for allowing something which is not in compliance with the Guidelines and information explaining how the alteration enhances the value of the lot. Written appeal statements should be addressed to the AC and submitted to the Covenants Department no later than two weeks prior to the next available AC meeting. Appeal statements must be submitted within six months of the date of the first violation letter. If the AC disapproves the appeal or imposes stipulations with which the owner does not comply by the established deadline, the enforcement process will continue. Letter(s) are sent in conformance with the Declaration explaining that unless the matter is resolved by the stated deadline(s) it will be reviewed at an Association hearing in accordance with Section 55-513 of the Act for the purpose of imposing possible sanctions, including assessing charges.

Hearing

Owners will be notified in accordance with the Act and are strongly encouraged to attend if their property is placed on an Association hearing agenda. As a result of the hearing, owners may be assessed charges of \$10 per day for up to 90 days (\$900 maximum) or until the violations are resolved.

In the final stage of the process, the matter may be referred to Association legal counsel for legal enforcement. The Association may seek injunctive relief from the Prince William County General District or Circuit Court to compel compliance with the Association's governing documents and the Guidelines. Pursuant to the Act, the Association may also seek reimbursement of attorneys' fees and court costs incurred in pursuing compliance through legal action.

PROPERTY MAINTENANCE AND NON-ARCHITECTURAL STANDARDS

Buildings and Structures

Pursuant to Article IV Section 2(J) of the Declaration:

No building or structure within Lake Ridge shall be permitted to fall into disrepair, and each such building and structure shall at all times be kept in good condition and repair and adequately painted or otherwise finished.

Clothes Drying Facilities

Permanent outside clothes lines or other outside facilities for drying or airing clothes are not allowed within the Association unless located within a rear yard which is fully enclosed by a privacy fence or otherwise concealed so that the clothes lines or other facilities are not visible from neighboring properties. Temporary clothes drying facilities must be located in the rear yard and removed after each use.

Commercial Vehicles

Commercial vehicles shall not be kept on a lot or private street within the Association in such a manner as will be visible from neighboring properties. Commercial vehicles include any vehicle with commercial advertising (e.g. business or trade names), logos, addresses, telephone numbers, tools, machinery, equipment, supplies, or debris that is visible. These vehicles may be towed at the owner's expense and risk if parked on a private street or in an Association parking lot, including assigned parking spaces. License plates, bumper stickers, window stickers, and decals of a minor nature will not be considered as commercial advertising.

Firewood

Firewood must be neatly and inconspicuously stored in a stack of four feet or less in height. Firewood may be covered with a brown tarp, as long as the tarp is properly attached. The use of blue, green, silver or other colored covers is not permitted. Firewood may not be stored in a front yard.

Landscaping/ Vegetation

Pursuant to Article IV Section 2(H) of the Declaration:

Each Owner shall keep all shrubs, trees, grass and plantings of every kind on his property, including set back areas, planted areas between adjacent sidewalks and the street curb, if any, and any other area located between the boundary line of his property and the street or other property (public or private) on which such Owner's property abuts, neatly trimmed, properly cultivated and free of trash, weeds and other unsightly material

Evergreen shrubs are required in front yards. If the evergreen shrubs die or are removed, they must be replaced with approved evergreen shrubs.

Owners are encouraged to install native vegetation. Invasive species (as identified by the Virginia Department of Conservation and Recreation, <http://www.dcr.virginia.gov/natural-heritage/invspdflist>) are not allowed.

Ivy/vines are not allowed to grow on structures or encroach on neighboring properties. Owners are encouraged to remove ivy/vines growing on trees as they may be detrimental to the health of the tree.

Ground cover must be a mix of no less than 50% vegetation and no more than 50% non-vegetative ground cover (i.e. mulch, stones). Shade-loving grass/vegetation is recommended for shady areas. If soil/shade/topography conditions in a rear yard do not allow the growth of vegetative ground cover, non-vegetative ground cover must be utilized to cover the soil.

Owners are encouraged to use naturally colored mulch (i.e. brown).

Tree stumps must be cut so that they are level with the ground or completely removed. Owners are encouraged to remove stumps from front yards.

Grass must be maintained in utility strips and may not be replaced with non-grass vegetation or non-vegetative ground cover without approval. Removal of grass from utility strips is generally not allowed.

Refer to the landscaping/vegetation architectural guidelines for information on proposed landscaping/vegetation.

**Motor Vehicles,
Watercrafts,
and Trailers**

Vehicles without license plates, vehicles with expired license plates, vehicles with severe body damage, commercial vehicles, and inoperable vehicles are not permitted to be kept on any lot or private street within the Association in such a manner as will be visible from neighboring properties. Vehicles with gross weight in excess of 7,500 pounds and/or vehicles exceeding 784 cubic feet in size (over-sized vehicles) are not permitted to be kept on any lot or private street within the Association in such a manner as will be visible from neighboring properties. These vehicles may be towed at the owner's expense and risk if parked on a private street or in an Association parking lot, including assigned parking spaces.

Vehicles with four or more rear wheels will only be permitted if the vehicle is designated a residential vehicle and is not in direct violation of any Architectural Guidelines. These vehicles cannot exceed the weight and size limitations or exceed the size of the Common Area parking spaces. Vehicles which are not in conformance may be towed at the owner's expense and risk if parked on a private street or in an Association parking lot, including assigned parking spaces.

Commercial vehicles shall not be kept on a lot or private street within the Association in such a manner as will be visible from neighboring properties. Commercial vehicles include any vehicle with lettering, advertising, logos, tools, machinery, equipment, supplies, or debris that is visible. These vehicles may be towed at the owner's expense and risk if parked on a private street or in an Association parking lot, including assigned parking spaces.

Magnetic signs used for advertising will be permitted on vehicles if the magnetic signs are removed when the vehicle is kept within the Association.

Vehicles may be parked only on streets, in designated parking lots, driveways or garages. Operable vehicles may be stored under a fitted protective cover that is in good condition and neutral in color. Items may not be used to secure vehicle covers and tarps are not allowed.

Vehicles that have a flat tire, broken window, are leaking fluid, under construction, reconstruction, repair, or placed on jacks, jack stands, or other support(s) are not permitted to be kept on any lot or private street within the Association in such a manner as will be visible from neighboring properties. These vehicles may be towed at the owner's expense and risk if parked on a private street or in an Association parking lot, including assigned parking spaces. Maintenance and repairs that can be completed in less than 24 hours are permitted.

Watercrafts, mobile homes, campers, and trailers of any type are not permitted to be kept on any lot or private street within the Association in such a manner as will be visible from neighboring properties. Watercrafts, mobile homes, campers, and trailers may be towed at the owner's expense and risk if parked on a private street or in an Association parking lot, including assigned parking spaces.

Signs

Signs less than six square feet in size for the sale or rental of any property within the Association or for political endorsement will be permitted to be placed on private property. Political signs are permitted to be placed on a property no more than thirty (30) days before the voting date and must be removed no later than thirty (30) days after the voting date. All signs that vary from these requirements must be reviewed and approved by the AC prior to installation.

Towing Policy

Vehicles, whether commercial or non-commercial, may be towed for any of the towing specifications indicated in the Association documents or signs. The owner of the improperly parked vehicle is financially responsible for towing and storage costs. The Association will not be held liable for any damages to the vehicle during the towing and/or storage of the vehicle. Vehicle owners may call the towing company designated by the Association to pick up towed vehicles.

Vehicles on common property, including assigned parking spaces and the Association-owned streets and parking lots, can be tagged and towed by the Association for any of the following reasons, including but not limited to: no license plates or expired license plates; flat tires; broken windows; severe body damage; parking in “no parking” zones; parking in such a manner that blocks any common sidewalk; parking on a curb or on any common area not designated for parking; having commercial lettering or advertising; having any tools, machinery, equipment, supplies or debris that is visible; leaking fluids; vehicles with gross weight of 7,500 pounds and/or exceeding 784 cubic feet in size; vehicles under construction, reconstruction, repair, or placement on jacks, jack stands or other support; and watercraft, mobile homes, campers and trailers of any type. See Motor Vehicles, Watercrafts, and Trailers for additional information.

In the event a vehicle is partially or wholly parked in or blocking access to a parking space assigned to a specific lot without permission of the lot owner, the lot owner may contact the Association towing contractor and authorize the towing contractor to tow the vehicle.

Signs have been posted at the entrances/exits of private roads owned by the Association stating whom residents/visitors may contact for towing service or retrieval of vehicles. Please review this policy and ensure that you and your guest(s) park in your lot’s designated parking space(s) or available unassigned spaces.

Unassigned spaces are for guests and/or overflow residents’ parking and are available on a first come/first park basis. Please be respectful of your neighbors and do not park your vehicle in an unassigned space for an extended period of time. These spaces are not intended as additional permanent parking for one owner or storage for vehicles which are no longer being driven regularly.

Trash and Recycling Containers

Trash and recycling containers should be labeled with the house number. Trash containers must have lids and be large enough to contain all household trash with the lid closed between trash pick-up days. Most typical containers are allowed.

Trash and recycling containers must be stored out of sight in garages, basements, rear yards, or behind approved fences, trash enclosures, partitions, or concealing vegetation. Containers generally may not be stored in front of dwellings or on front porches, however exceptions may be granted for end units, houses on corner lots, houses in pipe stems, and houses with challenging topography making rear yard storage difficult. Owners are encouraged to install an approved trash enclosure when storage in a visible location is necessary.

EXTERIOR ALTERATION REVIEW PROCESS

Architectural Committee

Article VIII of the Declaration establishes an Architectural Committee (“AC”) consisting of three regular members and two alternate members. Alternate members have the same review and voting rights as regular members. All AC members are appointed by the Board of Directors (“Board”) for a three-year term, which is staggered.

It is the duty of the AC to consider and act upon proposals or plans for exterior alterations, to adopt Architectural Committee rules (“Architectural Guidelines”), to perform other duties delegated to it by the Board and to carry out all other duties assigned by the Association Restrictions. Any change in the exterior appearance of an Association lot, including landscaping and tree removal, requires the approval of the AC **prior to** the start of any work.

Covenants Department

The AC is supported by the Covenants Department, which is comprised of Association staff. This department receives the applications, initiates and directs the review process according to the authority granted by the AC and these Guidelines, provides decisions, and maintains property records. Owners may contact the Covenants Department with questions about the AC process.

Architectural Guidelines

The Architectural Guidelines, part of the AC Rules as defined below, are provided for assistance in planning and submitting applications for exterior alterations to a lot.

Pursuant to Article VIII, Section 4 of the Declaration:

The Architectural Committee may, from time to time and in its sole and absolute discretion, adopt, amend, and repeal, by unanimous vote or written consent, rules and regulations ... Said rules shall interpret and implement the Lake Ridge Restrictions by setting forth the standards and procedures for Architectural Committee review and the guidelines for architectural design, placement of buildings, landscaping, color schemes, exterior finishes and materials and similar features which are recommended for use in Lake Ridge.

Context of a proposed improvement is an important factor because lot size, house locations, topography and placement of neighboring improvements vary substantially in the Association. Therefore, the AC may make decisions which vary from the Architectural Guidelines and any lack of specific information in the Architectural Guidelines does not preclude the AC from rendering a decision on an application. The AC is the final authority regarding interpreting the Architectural Guidelines. Article IV, Section 2(E) of the Declaration provides:

The Architectural Committee shall have the right to refuse to approve any plans or specifications or grading plan, which are not suitable or desirable, in its opinion, for aesthetic or other reasons, and in so passing upon such plans, specifications and grading plans and without any limitation of the foregoing, it shall have the right to take into consideration the suitability of the proposed building or other structure, and of the materials of which it is to be built, the site upon which it is proposed to erect the same, the harmony thereof with the surroundings and the effect of the building or other structure as planned, on the outlook from the adjacent or neighboring property.

The location of a proposed exterior alteration will be carefully considered during review of the application. The AC may require landscaping or other screening of sufficient height and density to minimize the visual impact.

**Application
Submission**

Any change in the exterior appearance of an Association lot and Living Unit requires the approval of the AC **prior to** the start of any work. Article IV, Section 2(E), of the Declaration provides:

No improvements, alterations, repairs, excavations or other work which in any way alters the exterior appearance of any property within Lake Ridge... shall be made or done without the prior approval of the Architectural Committee...

Exterior alteration applications must be signed by the owner, dated, and submitted to the Covenants Department. Forms are available at the administrative office (12350 Oakwood Drive) and on the Association website (www.lakeridgeva.com). An application is not considered complete until all relevant documents are provided.

The application must fully describe the proposed exterior change (color, size, location, style, materials, etc.). The description of the proposed change should be specific enough to give the AC and the Covenants Department a clear understanding of the proposed change. The application should include a plat of the lot which identifies the location of the project, including distance to lot lines and relevant surrounding features, when appropriate. The application must also include a sketch or diagram of the proposed change. Color requests must include a color sample/swatch. Material samples are also necessary for roof and siding alteration applications. (A library of product samples is maintained in the administrative office. The Covenants Department can advise whether a sample is available from the library, upon request.)

Owners may submit an application for a reasonable modification to accommodate a condition.

AC members and Association staff may come onto the lot to inspect existing conditions and elements of the application and to take photographs.

**Application
Review and
Decisions**

Applications are considered on a case-by-case basis, and owners will be sent a written response within thirty days of submitting an application which includes all necessary documents and samples. Many proposed alterations may be reviewed by Covenants Department staff as directed by the AC and those decisions generally take less time. The AC meets approximately six times a year to review appeals and applications for large projects, such as additions, and alterations which do not conform to the neighborhood. Please contact the Covenants Department if you have questions about attending a meeting.

Decisions do not include a review of, or comment upon, the structural soundness, safety, or compliance with applicable building codes or laws. In other words, AC approval does not mean and should not be construed to provide that all other required approvals have been obtained. The owner is responsible for obtaining any required building permits, variances, exceptions, inspections, or other governmental approvals **before** starting any construction work.

Article IV, Section 2(E) of the Declaration provides:

No changes or deviations in or from such plans and specifications once approved shall be made without the prior written approval of the Architectural Committee.

Therefore, any changes or deviations to the approved alteration must be submitted and approved **prior to** installation.

**Alteration
Completion**

Once approved, the exterior alteration must be completed in compliance with all approved plans and conditions within one year. If the alteration is not completed within one year, the approval is no longer valid and the owner must re-apply with all necessary documentation.

AC Appeals

All AC decisions are final and may not be appealed as provided in Article IV, Section 2(E) of the Declaration:

All decisions of the Architectural Committee shall be final and no lot owner or other parties shall have recourse against the Architectural Committee for its refusal to approve any such plans and specifications or plot plan, including lawn area and landscaping.

The Compliance Process section of these Guidelines provides information on how to appeal an architectural violation which has been cited.

**AC Meeting
Schedule**

The AC will meet as scheduled throughout the year, except in the event of inclement weather, lack of a quorum, or lack of proposed projects requiring review. All AC meetings shall be open to the membership and notices of the meeting dates and times shall be made available to the membership as required under Section 55-510.1 of the Virginia Property Owners' Association Act. AC meeting dates and times are available at the Administrative Office and are posted on the Association website.

ARCHITECTURAL GUIDELINES

FOR EXTERIOR ALTERATIONS REQUIRING REVIEW

Purpose	<p>The Architectural Guidelines are provided for assistance in planning and submitting applications for exterior alterations to a lot. Every exterior alteration, whether or not there is an Architectural Guideline, requires submission of an application and Architectural Committee (“AC”) approval with the exception of satellite dishes, antennas, and for sale/rent and political signs which conform to the guidelines.</p> <p>The Exterior Alteration Review Process contains information concerning submission of an application.</p>
Additions	<p>Additions must be constructed of materials compatible with the existing structure and be architecturally consistent with the roofline, material, color, texture, and style of the existing structure. Visual impact on surrounding properties will be considered. Elevation drawings of all sides, which are to-scale and include the existing structure, must be submitted.</p>
Air Conditioning Units	<p>Window mounted air conditioning units are not allowed within the Association unless needed specifically for medical reasons. The owner may provide information to support the reason for a window unit. If required for medical reasons, window units shall only be allowed to be mounted in the rear windows of the house.</p>
Animal Enclosures	<p>Any structure or enclosure for the care, housing, or confinement of domestic pets shall be located to minimize the visual impact on surrounding properties. Appropriate landscaping may be required around an enclosure to provide screening from neighboring properties.</p>
Carport Enclosures	<p>Carport enclosures must be constructed of materials compatible with the existing structure and be architecturally consistent with the roofline, material, color, texture, and style of the existing structure. Visual impact on surrounding properties will be considered. Elevation drawings of all sides, which are to-scale and include the existing structure, must be submitted. The owner is encouraged to use the existing carport roof to blend the enclosure with the existing house.</p>
Colors	<p>Exterior colors shall result in a pleasing composition and be harmonious with neighboring properties. If there is an established color pattern (i.e. door color matches shutter color), this pattern shall be continued.</p>
Compost Bins	<p>Compost bins will be considered based on location, materials, style, size, and color. All compost must be self-contained.</p>
Decks	<p>Decks and all components of decks must be constructed of weather resistant wood or an approved composite material that will be architecturally consistent with similar structures in the surrounding area. Owners are encouraged to contact the Covenants Department to discuss appropriate materials and colors.</p> <p>If any element of the deck is stained an approved color, all exposed wood of the deck including support posts, must be stained in the approved color. If composite material is approved, all exposed wood of the deck must be stained to match the color of the composite material.</p>
Deck Partitions and Lattice	<p>Deck partitions and lattice panels must:</p> <ul style="list-style-type: none">• Be constructed of unstained natural wood, stained to match the approved deck

color, or constructed of approved composite material matching the deck, including color;

- Extend out from the house a maximum of 1/3 of the deck length and be a maximum of four feet higher than the deck railing;
- Be constructed and framed in a professional manner;
- Be constructed as part of the deck and not in place of a railing; and,
- Not fully enclose the deck.

Fences

Fences must be constructed of wood that will remain natural in color or stained an approved color. The finished side of the fence must face the surrounding properties. The attachment of a fine-gauge wire mesh, including green or black vinyl-coated wire mesh, to the inside of the fence is allowed, however the mesh may be no higher than the top horizontal slat.

Fences should be installed on the perimeter lot lines to enclose the rear yard. Other locations may be considered for corner, pipe stem, irregularly shaped, or other lots with uncommon house placement. Topography, natural obstacles, and aesthetics will also be considered. Double fences (i.e. two separate parallel fences within twenty feet of each other) and metal fences are typically not allowed.

Fences located on single family detached and duplex lots must be:

- A height of 4 feet; and,
- Split rail, estate (i.e. paddock horizontal board), or spaced-picket style.

Fences located on townhouse lots must be:

- A maximum height of 6 feet; and,
- Identical to existing fences in the subdivision (split rail fence style on rear lot lines and non-adjointing side lot lines of end unit lots may be considered).

Builder-installed privacy panels may differ from the fence style.

Landscaping/ Vegetation

Landscaping changes (including vegetable or flower gardens and lawn ornaments) are considered an exterior alteration. Vegetation supports, such as poles, strings or other structures, must be less than 48 inches in height. Vegetable gardens will be considered based on location, size, type, number of plants and the visual impact on surrounding properties.

Owners are encouraged to install native vegetation. Invasive species (as identified by the Virginia Department of Conservation and Recreation, <http://www.dcr.virginia.gov/natural-heritage/invspdflist>) are not allowed.

Evergreen shrubs are required in front yards. If the evergreen shrubs die or are removed, they must be replaced with approved evergreen shrubs.

Ivy/vines are not allowed to grow on structures or encroach on neighboring properties. Owners are encouraged to remove ivy/vines growing on trees as they may be detrimental to the health of the tree.

Ground cover must be a mix of no less than 50% vegetation and no more than 50% non-vegetative ground cover (i.e. mulch, stones). Shade-loving grass/vegetation is recommended for shady areas. Owners are encouraged to use naturally colored mulch (i.e. brown).

Tree stumps must be cut so that they are level with the ground or completely removed. Owners are encouraged to remove stumps from front yards. (See Tree Removal for additional information.)

Grass must be maintained in utility strips and may not be replaced with non-grass vegetation or non-vegetative ground cover without approval. Removal of grass from utility strips is generally not allowed.

Patios Patios and any built-in features, such as seat walls, must be constructed of materials compatible with the existing structure and any adjacent hardscape. Visual impact on surrounding properties will be considered. To avoid detrimental impact on neighboring properties, a vegetative buffer is encouraged. Buried drainage lines must end before reaching the lot lines so that water drains onto the owner's property.

Porches Porches and porch roofs must match or be architecturally consistent with the roofline, material, color, texture, and style of the existing structure. Visual impact on surrounding properties will be considered.

Privacy Panels Privacy panels must be constructed of wood that will remain natural in color, unless the builder installed and painted or stained the original panels. For single family or duplex houses, privacy panels that are 72" or less in height for small areas will be considered. Privacy panels totally enclosing the rear yard of single family or duplex houses are typically not allowed. (See Fences for rear yard enclosure options.)

Recreational and Playground Equipment Recreational and playground equipment will be considered based on location, style, material, size, and color. It must be located in the rear of the lot to reduce the visual impact on surrounding properties, unless unique lot topography will screen equipment in the side or front of the lot from public view. Subdued earth-tone colors are preferred. Playground equipment that exceeds 10 feet in height may be denied.

Skateboard ramps are not allowed.

Trampolines must be in the rear yard and at least 20 feet from the lot lines.

Basketball backboards will be considered based on location, method of installation, and materials. Backboards and their poles must be of standard commercial quality. Basketball backboards that are secured to houses, carports, or garages must be painted to match or blend with the surface on which they are mounted.

Portable basketball hoops are not permitted to be stored in front yards or on Common Area. All portable basketball hoops stored in the driveways of single family houses must be placed in a location that reduces the visual impact on surrounding properties.

Satellite Dishes and Antennas Satellite dishes and antennas allowed under the Telecommunications Act of 1996 do not require approval. These include:

1. Antennas designed to receive directed broadcast satellite service that are one meter (39.37 inches) or less in diameter (DBS).
2. Antennas one meter (39.37 inches) or less in diameter designed to receive multipoint distribution service (MMDS).
3. Antennas designed to receive television broadcast signals, one meter (39.37 inches) or less in diameter (TVBS).

Satellite dishes and antennas should be light gray or brown in color unless light gray or brown satellite dishes or antennas do not provide a satisfactory signal. Submission of supporting documentation is required.

Owners who install satellite dishes or antennas must provide written notice of the installation to the Association, through the Covenants Department, within fifteen days of installation. If a resident installs a satellite dish or antenna, the owner shall notify the Association of installation.

Owners and residents shall be solely responsible for securing the services associated with the satellite dish or antenna. Owners shall be responsible for ensuring that use of a satellite dish or antenna does not interfere with television, radio, cable or telephone services of other owners and residents.

Owners and residents are responsible for complying with the requirements of all local codes and obtaining all necessary permits. Any installation of satellite dishes and antennas must comply with the Virginia Statewide Building Officials and Code Administrators (BOCA Code) requirement for "Components and Cladding" regarding wind force criteria for the specific location of installation.

In the event portions of the Telecommunications Act of 1996 or Federal Communications Commission regulations addressing satellite dishes and antennas are repealed, altered or changed, existing satellite dish or antenna installations must be modified to comply with the law and regulations then in effect. Owners are solely responsible for installation and maintenance of such devices. Owners and residents are encouraged (but are not required) to consult with their insurance provider to determine the advisability and availability of additional insurance coverage.

Owners and residents shall maintain any satellite dish or antenna installed on the property. If the owner or resident fails to maintain the device properly the Association may, after appropriate notice to the owner or resident, maintain the device and charge the owner for any and all costs associated with such maintenance. Such costs shall be treated as an assessment and are collectible as such.

The following restrictions or limitations apply to the location and placement of satellite dishes and antennas:

1. A satellite dish or antenna may only be installed within an exclusive use area of the lot.
2. No wire or cable can be visible once installation is complete.
3. No wire, cable or other device may travel from lot to lot through, under or against the common area.
4. No satellite dish, antenna, or other applicable reception device may at any time protrude from any lot so as to encroach on the common area space around the lot.
5. Owners shall bear all costs associated with the improper installation including, but not limited to, costs of removal or repair of any damage to the common area.
6. Satellite dishes and antennas must be mounted in a manner that prevents movement of the structure and device by wind or inclement weather.

Sheds/Storage Containers

Sheds will be considered based on size, location, materials, style, and color. Sheds must be placed on a solid foundation and floor. Generally, only one freestanding shed will be allowed per property. The roof peak of the shed may not exceed 8 feet in height for a townhouse lot and 10 feet in height for a single family house or duplex lot, unless the AC makes an exception due to lot topography or other screening features.

The shed size for townhouse lots may not exceed a footprint of 50 square feet (length x width). The shed size for single family and duplex lots will be considered on a case-by-case basis, depending on the size of the lot.

Wood sheds may be left natural in color or owners may request to paint them to match the color scheme of the house or stain them an approved color. Vinyl siding may be installed on sheds to match the existing color of the house siding. The shed roof shingles must match the color and material of the existing shingles on the house.

Plastic, vinyl and metal sheds should be located underneath a deck or directly against the rear house wall if possible.

Storage containers may not exceed a capacity of 55 cubic feet (length x width x height). They should be placed in inconspicuous locations, limited to an appropriate number for the space, and be a neutral color or blend with the house colors. An excessive number of containers is not allowed. A storage container larger than 55 cubic feet is considered a shed.

Signs Signs less than six square feet in size for the sale or rental of any property within the Association or for political endorsement are permitted on lots without AC approval. Political signs are permitted to be placed on a lot no more than thirty days before the voting date and must be removed no later than thirty days after the voting date. Signs that vary from the requirements of these guidelines must be reviewed and approved by the AC prior to installation.

Solar Collectors Solar collectors must be flush mounted, boxed in and finished to blend with the color of the roof, however raised or tilted collectors may be approved on rear roofs. Conduit and electrical connections must be located directly under and within the perimeter of the collector and finished to blend with the color of the roof. The highest point of the solar collector, frame and any equipment must be lower than the roof ridge, unless the collector wraps the roof peak. Solar roof tiles will be considered on a case-by-case basis and must blend with the roof. The AC will consider lot topography, device location, materials, style, size and color when reviewing the application.

Storm Doors The storm door color should match the approved front door color or approved front door trim color. Alternative colors will be considered on a case-by-case basis. Security and ornamental doors should be selected in a style that is architecturally appropriate for the house and will be considered on a case-by-case basis.

Swimming Pools, Spas, and Hot Tubs Pools, spas, and hot tubs must be located to minimize the visual impact on surrounding properties. Landscaping and fence plans must be submitted with the request, and the pool must be drawn on a plat to show distance to neighboring property lines. A buffer zone of at least ten feet from the lot lines must be reserved for landscaping, depending on lot topography. The lot size, topography, location of equipment, landscaping plans, and the design, color, material, method of installation and location of pools, spas, and hot tubs will be carefully considered.

Trash Containers Trash and recycling containers should be labeled with the house number. Most typical containers with lids are allowed. For additional information, please contact your trash removal company and refer to the Property Maintenance and Non-Architectural Standards.

Trash Enclosures Trash enclosures may be constructed of tightly-woven, framed wood lattice to conceal the containers from view. The lattice may be painted/stained to match the house colors, depending on proximity to the house. Alternative styles mimicking fences in the neighborhood may also be approved. If there is a pattern of existing trash enclosures in the neighborhood, the owner will be expected to match that style.

Tree Removal Tree removal is considered an exterior alteration. Stumps must be cut so that they are level with the ground or completely removed, unless they are in a natural wooded area. Removal of stumps in front yards is encouraged.

Native, non-invasive replacement vegetation may be required and planned replacement vegetation should be shown in the documents submitted. Location of the trees to be removed should be clearly indicated and a plat showing the location of the trees on the owner's property may be required if the trees are not in a fenced location.

Debris from tree removal must be removed from the lot and may not be dumped onto Common Area. Logs may be neatly stacked in piles no higher than four feet in inconspicuous locations on the lot, and may not be left in front yards. Brown tarps may be used to preserve firewood. Logs may be left in natural areas on the owner's lot for wildlife habitation.

Trellises and Arbors

Trellises and arbors should remain natural in color or match the color of the adjacent structure or deck. The addition of trellises and arbors to rear elevated decks will be considered only for single family detached and duplex lots. Trellises and arbors will be considered only for the ground level of townhouse lots. All trellises and arbors must be appropriate in size and scale relative to the adjacent structure and/or deck.

Windows

Window replacements should match existing windows in configuration, style, profile, color and the presence or absence of grids (i.e. muntins and mullions). If grids are in the original windows, grids matching the same pattern should be in the replacement windows. External grids (on top of the glass) may be replaced with internal grids (inside the glass).

Replacement windows should be selected to fit into the existing openings without added framing or trim. If trim will be capped or wrapped, treatment of trim must be included in the alteration details and the color must match the approved trim color.

Window additions should be selected to match existing windows in configuration, style, profile, color and the presence or absence of grids. Placement and dimensions of window additions must be clearly indicated.

Window-to-door conversions should include selection of doors which match existing doors in configuration, style, profile, color and the presence or absence of grids (i.e. new sliding glass or French doors should match existing sliding glass or French doors and new single hinged doors should match existing single hinged doors). Placement and dimensions of new doors must be clearly indicated.

LAKE RIDGE PARKS AND RECREATION ASSOCIATION, INC.

12350 Oakwood Drive, Lake Ridge, VA 22192
(703) 491-2154/ Fax: (703) 497-7145/ Email: covenants@lakeridgeva.com
Office Hours: Monday through Friday, 8:30 a.m. – 5:00 p.m.

FOR INTERNAL USE ONLY

DATE RECEIVED _____

RECEIVED BY _____

EXTERIOR ALTERATION APPLICATION FORM

Owner Name(s) _____

Lake Ridge Address _____

Mailing Address (if different) _____

Home/Cell Phone _____ Work Phone _____

Email _____

PROPOSED ALTERATION –Provide a description of the project including details (style/design, materials, etc.), drawings, plans, and catalog cut-sheets. Provide dimensions, color samples, and a property plat showing the proposed alteration as close to scale as possible with noted distances to property lines and existing structures, if appropriate. If additional information is required, you will be notified and your application will be deferred until all additional information is received.

Any application that misrepresents or omits material information may be denied and any decision may be voided.

Proposed Project Start Date: _____ Estimated Project Completion Date: _____

I/We understand and agree to the following:

- **Architectural Committee (AC) members and Association staff may come onto the lot to inspect existing conditions and elements of this application, and to take photos.** AC members and Association staff may perform an inspection of the completed alteration, including taking photos, to ensure compliance with approved plans and requirements of the AC.
- The assessment account is current.
- An owner may not begin an exterior alteration until receiving written approval.
- If there are any changes to the approved alteration plans, an application detailing the changes must be submitted and approved prior to installation.
- The alteration shall be completed prior to the date stipulated in the decision or within one year of the decision letter, whichever comes first. If the alteration is not completed within one year of the approval date, the owner must submit a new application and written approval shall be required prior to continuing the alteration.
- All work shall be conducted in such a manner that does not unreasonably interfere with neighboring properties. All materials shall be stored in an organized and neat manner, and all debris shall be removed in a timely manner.
- All construction shall meet zoning requirements, building codes and laws of Prince William County (for information regarding zoning call 703-792-6830 and for construction specifications or building permits call 703-792-6924) and approval of an alteration shall not be deemed to constitute approval by any Prince William County authorities. Where applicable, utility easements must be marked before excavation is started. (This service is provided free of charge by Miss Utility and is required for your safety. For location of underground telephone, cable TV, electric, gas, water and sewer lines, call Miss Utility at 1-800-552-7001 at least 48 hours before digging. A fine may be imposed by the county if underground cables or conduits are severed.)

Owner Signature _____ Date _____

Please contact the Association with any questions.

Covenants Department

703-491-2154

Covenants@lakeridgeva.com

Facilities Department

703-491-2154

extension 107 or 103

Maintenance@lakeridgeva.com

Administrative Office

Lake Ridge Association

12350 Oakwood Drive

Lake Ridge, VA 22192

703-491-2154

(Fax) 703-497-7145

Office Hours

Monday-Friday

8:30 a.m.-5:00 p.m.

Website

www.lakeridgeva.com